

# BUSINESS CAREERS HIGH SCHOOL

## CAMPUS POLICY

### BUSINESS CAREERS HIGH SCHOOL ADMINISTRATION

Randy Neuenfeldt .....Principal  
 Margaret Bray ..... Vice Principal  
 Gina Castillo ..... Campus Programs Coordinator

### OFFICE SUPPORT STAFF

Principal's Secretary and Bookkeeper ..... Stella Clark  
 Registrar and Attendance Secretary .....Cindy Masden  
 College and Career Readiness Clerk ..... Vacant

### GUIDANCE COUNSELORS

Anissa Pennick ..... Lead Counselor  
 Mallory Bustos ..... Counselor

### Section A Campus Policy

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# FOREWORD

## To Students:

This handbook has been prepared by the Administration of Business Careers High School in cooperation with the Superintendent and the Board of Trustees of the Northside Independent School District. It is for your guidance in understanding some basic policies around which your school functions. Please read carefully and abide by these rules and regulations.

## To Parents:

The home is the greatest influence on the child during the formative years; from these influences the child develops his/her first habits and obtains most of his/her ideals and attitudes. The influence of a good home environment cannot be duplicated within the classroom; therefore, it is imperative that the home and school work cooperatively for the maximum development of your child.

Please make every effort to encourage your child to attend school regularly and punctually. Failures are often attributed to irregular attendance, while tardiness tends to develop the wrong habits and attitudes toward life and its responsibilities.

The purpose of this handbook is to supply you and your child with information about Business Careers High School. Frequent reference to this handbook will acquaint you with the functions of your school. Please feel free to confer with teachers and the administration when you deem it necessary. The cooperation of school patrons, based on the knowledge of the functions of the school, will result in a more efficient and successful school program.

## PHILOSOPHY OF BUSINESS CAREERS HIGH SCHOOL

Business Careers High School is a college preparatory, technology-driven, magnet school that provides students a unique business curriculum unlike any other in the state. Business Careers High School adheres to the philosophy and goals of Northside Independent School District and the State Board of Education by offering students the opportunity to have a truly unique educational experience. By combining strong academic and elective courses specializing in business-related careers, a comprehensive well-rounded education will result.

Education and business leaders as well as parents have recognized the need for highly trained and motivated students to enter business-related careers. Business Careers High School strives to meet the physical, intellectual, and emotional needs of students and develop attributes and characteristics needed to be successful after graduation. Students have the opportunity to:

- Become exposed to a focused and enriched curriculum;
- Develop a high degree of career awareness in the business sector;
- Become involved in a wide array of extracurricular activities and elective courses;
- Begin to develop marketable business skills;
- Become adequately prepared to pursue a post-secondary education;
- Develop cognitive and decision making skills which employ -analyzing, organizing and synthesizing processes;
- Develop and enhance computer and telecommunication skills;
- Develop and expand useful knowledge in Math, Science, English and Social Studies;
- Become familiar with existing economic, social and cultural differences in our community and throughout the world;
- Make informed realistic career-related decisions related to employment and further education.

Education, a lifelong process, is necessary in order for individuals to interact effectively within society. Education requires the support of trained professionals who are committed to the process of education. It also requires that students recognize the need for continuing self-evaluation and self-instruction and adapting to a changing environment.

Teachers and administrators execute strategic roles of integrating students and curriculum to produce effective instruction and learning.

We are dedicated to providing an educational experience which will...

1. Prepare students for further education and/or equip students with occupational skills necessary for entering and advancing in the economic system.
2. Prepare students for the responsibilities and privileges of citizenship which include respect for law and government, acceptance of the dignity and worth of the individual, devotion to honesty and integrity, promotion of the universal brotherhood of mankind, and recognition of the importance of human life.
3. Provide a rich and extensive educational opportunity to enable each individual to reach his/her maximum level of self-realization.
4. Stimulate intellectual curiosity, engender satisfaction in intellectual achievement, and cultivate the ability to think logically.
5. Continue to meet the changing needs of both the school and community.

Accordingly, Business Careers High School provides a comprehensive educational program which meets the needs of all students in our community.

## MISSION OF BUSINESS CAREERS HIGH SCHOOL

Recognizing that each student is a unique individual, Business Careers High School commits itself to its mission by...

- Developing future leaders in business by offering a strong academic foundation;
- Providing each student with a focused and enriched curriculum that provides real life business experiences;
- Promoting high expectations for all staff members and students;
- Providing each student the opportunity to make significant gains in educational skills commensurate with his/her abilities regardless of his/her educational level;
- Establishing an atmosphere where students develop an appreciation of our national heritage as well as an understanding of their responsibilities and rights as a citizen;
- Preparing students to adapt to on-going changes in our technological society; and
- Guaranteeing a consistently high quality of education for which the school assumes accountability.

## **PEOPLE WHO CAN HELP YOU**

### Principal

The Principal is responsible to the Superintendent of Schools for proper administration of Business Careers High School. It is the Principal's duty to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and patrons. This administrator will be glad to help you with any of your problems.

### Vice Principal

The Vice Principal works directly with the Principal in the administration and organization of the school. This administrator is in charge of attendance and discipline problems, assists in the counseling program, and assumes the responsibilities of the Principal when necessary.

### Campus Program Coordinator

The Campus Program Coordinator works with the Principal and Vice Principal to coordinate the many school programs that exist at BCHS. In addition to various administrative responsibilities, the coordinator oversees the mentor program, laptop initiative and instruction program, BCHS advisory boards, fund raising activities, as well as the many ongoing programs that help BCHS interact with the San Antonio and Texas business communities.

### Teachers

- Teachers are specialists in the fields in which they teach and are eager to help you get the most out of your classes.
- The teachers are charged with the responsibility of carrying out the rules and regulations of the Board of Education and any additional policies set up by the administration.
- Your teachers are the classroom leaders and are charged with the responsibility of supervising and directing all students in the pursuit of their education.
- Each teacher is assigned a planning/preparation period as part of his/her teaching assignment. This period is set aside to give the teacher opportunity for carrying out plans for both classroom work and individual guidance with students. Another purpose of this period is to provide teachers with a scheduled time to confer with parents.

### Counselors

Counselors work with the whole child to maximize academic achievement, social and emotional development, and post-secondary college and career readiness. The counselors are also in charge of the school's testing program, which includes state standardized tests as well as advanced academic and college entrance standardized tests. The results of these tests are posted on each pupil's cumulative record which is kept in the counseling office. You may consult with the counselor on problems concerning your school work, occupational information, course selection, and group or social problems of a personal nature. The function of the counselor is advisory, not disciplinary.

## **SCHOOL SERVICES**

### Guidance and Counseling

**PURPOSES:** The purpose of guidance and counseling is to assist the individual to make wise choices, adjustments, and interpretations as he/she confronts critical situations in life. Continual growth toward self-direction is desired. Guidance is a function of teachers, administrators, parents, and counselors. The guidance services offered at Business Careers High School include informational (educational, vocational, personal, and social) and pupil appraisal (testing, record keeping, and follow-up) services.

**INFORMATION SERVICES** provide the student with knowledge of high school courses; scholarships; educational opportunities beyond high school including college, technical and business schools, and other training; vocational information and major occupations; and information concerning personality development, personal relationships, etc.

**PUPIL APPRAISAL SERVICES** are built around the school testing program of testing aptitude, mental maturity, achievement, and interest inventories. The Preliminary Scholastic Aptitude Test (PSAT) and the National Merit Scholarship Test (NMST) are available to sophomores and juniors and are administered in the fall. These tests are pre-entrance exams and are used as college entrance and scholarship criteria. Another very important exam is the Texas Assessment of Knowledge and Skills (TAKS) exam. All students are required to take End of Course, or EOC, exams. Students who do not meet the state standards will have additional opportunities to take the exams. However, state law requires all students to meet EXIT Level standards to graduate with a high school diploma.

Information for the college entrance examinations, Scholastic Aptitude test (SAT, sometimes called "College Boards" or CEEB) and the American College Testing Program (ACT) is available. Juniors are urged to take these examinations in the spring of their junior year.

All scores are available to the student, teachers, parents, and to those who might have professional need of these scores for the benefit of the individual. Test scores are considered confidential and are not indiscriminately released. Where applicable, interpretation of the test scores is given. Students are encouraged to obtain further information of their scores through individual conferences. Complete records are kept which are pertinent to the student's welfare and educational development. Student records are treated as highly confidential.

**APPOINTMENTS:** Students and their parents are encouraged to contact the counselors for an appointment any time there is a student need for special assistance with educational, vocational, or personal problems. Appointments may be arranged before or after school or during a class period. Appointments are initiated by the student, teachers, parents, or the counselor. Each senior will be scheduled early in his/her senior year for an interview with a counselor in order to review his/her school career and to discuss his/her future educational and vocational plans. Efforts will be made to contact every student in each class during the year to encourage early educational and vocational planning.

### Career Center

Business Careers High School has a Career Center staffed by a full-time Career and College Readiness Technician, along with a computer bank of information about vocations, colleges, scholarships, and business related job fields. If you are planning a particular vocation and need information, the Career Center is available for you. The Career Center is located in the BCHS counseling suite.

## Library

The Business Careers High School library has a varied collection of books and other materials and is maintained so school life can be more meaningful, enjoyable, and valuable to each member of the student body. The library is to be used for research, reference, and reading.

Each campus library supports the curriculum and provides a wide variety of materials suitable to the interest and abilities of students in their pursuit of knowledge and love of reading. Information literacy skills for life-long learning are taught, practiced, and applied. Home access to the online card catalog is available at <http://webcat.nisd.net/>. In order for each school to maintain a high quality collection, students learn responsibility in caring for library materials. If library materials are lost or damaged, the student is expected to pay for them.

The following will serve as guides for the student's use of the library during the school day:

1. The library is open each school day at 8:15 a.m. Check with the library staff on these dates. On other days, the library closes at 4:30 p.m.; on Friday, -closure is at 4:00 p.m.
2. Arrangements to use the library during a scheduled class period should be made with the subject teacher who will issue an individual pass. A student coming from class to do library work must present a pass signed by the subject teacher. No more than one person may be sent on one pass. Library passes must be used. No more than three students from the same class are to be in the library at the same time.
3. A BUSINESS CAREERS HIGH SCHOOL STUDENT ID CARD IS NECESSARY TO CHECK OUT BOOKS. A student should not check out books for another student who does not have an ID card. The student signing for the book is responsible for returning it and paying late charges.
4. Books may be checked out for two weeks. Students may have three books checked out at one time.
5. When a student checks out a book, he/she is responsible for that book until his/her name has been cleared on the computer. The student should remain at the check-in desk until the book has been cleared.
6. A fine of ten cents a day is charged for each day a book is overdue. Books may be renewed on or before the date due. Fines on overdue books are to be paid to the librarian or one of the library instructional assistants.
7. Lost or damaged books should be reported to the librarian promptly and arrangements for payment made. If a book which has been lost and paid for is found in good condition, the money will be refunded minus the amount of any fine due at the time the book was returned.
8. Overdue notices will be sent periodically. Students receiving notices are expected to come to the library to settle accounts as soon as possible. Failure to pay a fine or pay for a lost book may result in disciplinary action and/or loss of library privileges.
9. Any student who persists in talking or creating a disturbance in any way will be asked to leave the library.
10. The Northside computers in the library are for student use. Students must have an ID card. Usage is to be for research and educational purposes, as defined in the NISD Acceptable Use Policy. Computers are not to be used for e-mail or for games. Misusage will result in loss of computer privileges.

## Locker Assignment

- Lockers are assigned on an "as requested" basis to students at the beginning of the school year. NO SHARING OF LOCKERS WILL BE PERMITTED.
- Lockers are NOT the student's personal property and are subject to inspection by school personnel.
- Lockers are provided as a service for storage of books and school needs. They are not intended for the safe keeping of valuables. The school district has no insurance to cover items lost or stolen from the lockers.

## Lost and Found

Neither NISD; Business Careers High School, nor the faculty or staff of Business Careers High School will be responsible for any personal possessions that a student may choose to bring to school.

Students who find lost articles and textbooks are asked to bring them to the Business Careers High School Office for lost and found collection. Clothing and other articles that are not claimed by the end of the school year are turned over to a charitable organization

## Lunch

There will be three (3) lunch periods. Students must remain in the cafeteria and courtyard area during lunch. NO REUSABLE utensils or trays may be taken from the cafeteria. Students are expected to properly dispose of trash and disposable items. NO FOOD OR DRINK is allowed in the classroom buildings. Lunch periods are on the closed campus concept. Only seniors and juniors who meet specific criteria including school and parent permission may leave campus for lunch.

## Parking Cars on Campus

**Due to the limited number of spaces and safety concerns only a limited number of Juniors and Sophomores may be issued parking permits, based on parking space availability per administrative guidelines. Senior students will be permitted to bring cars to school and park on campus. All operators must have a valid operator's license and automobile insurance for the vehicle (student must be an eligible driver on the insurance). They will also need to abide by all school safety and parking regulations. All vehicles will be registered through the appropriate Assistant Principal and must prominently display the parking sticker on the vehicles front windshield. Upon arrival at school, cars are to be locked and students are to come IMMEDIATELY onto the campus. The parking lots are off limits during the school day. Students in the parking lot without permission from an administrator will be subject to disciplinary action**

CARS PARKED ALONG THE RED FIRE LANES MAY BE TICKETED BY THE NISD POLICE DEPARTMENT.

## Parking and Traffic Regulations

### I. RESPONSIBILITIES

- A. All students, faculty and staff members who park their vehicles on the campus must secure and display a parking permit. THE RECEIPT OF A PARKING PERMIT DOES NOT GUARANTEE A PARKING SPACE. However, it does authorize parking if the space is available.
- B. Strict adherence to rules pertaining to speed and parking will be required to protect pedestrians and vehicles and to provide access to firefighting equipment, ambulances and other emergency vehicles.
- C. Texas laws governing motor vehicles operation are effective on all campus locations at all times.
- D. All persons should report accidents that happen on school property to the school police immediately.
- E. Students with on-campus parking privileges may not transport any other student off-campus without authorization from the student's parent and school administration. Disciplinary action will be taken which may include loss of parking privileges.

### II. PARKING REGULATIONS

- A. Cars must be parked within the stripes on paved surfaces.
- B. Drivers will refrain from parking in places that may obstruct traffic. It is a violation of these regulations to park in the following manner and may result in the vehicle being towed at the owner's expense:
  1. On any curb, sidewalk or island
  2. By or alongside any red curb
  3. In front of a fire hydrant
  4. In any place designated as a loading zone or marked "no parking"
  5. In front of a movable barrier
  6. In any driveway, entrance, or exit
  7. Double parking
  8. Parking without a permit fixed to the windshield
  9. Parking in two spaces
  10. Parking in reserved areas (visitor, faculty, etc.)
  11. Parking on lawn areas
- C. Space is limited-come early for a place to park.
- D. Cars parked illegally or without permits may be towed **at the owner's expense**.

### III. REGISTRATION OF VEHICLE

- A. Parking permits will cost \$10.00. Permits are valid for the academic school year only and are non-transferrable.
- B. The permit must be attached to the right hand corner of the vehicle windshield.
- C. If a permit is lost or a new vehicle is purchased, another permit is required.
- D. Registration information includes an operator's name and address, a valid driver's license, current school identification card, vehicle license registration with license number and description. Also, the name of the vehicle's insurance company and policy number are required. The student's name must appear on the insurance policy as part of the original document. A vehicle must be insured before a permit will be issued.
- E. Two wheel vehicle permits are to be affixed to an area that is easily seen and identifiable. This needs to be lined up with A-D

## Permission to Leave Campus

If a student plans to leave school during the day for a doctor's appointment, they must present a written parental note to the BCHS registrar BEFORE SCHOOL. The registrar will write a dismissal slip for the student to leave class at the appropriate time. THE STUDENT IS REQUIRED TO COME TO THE REGISTRAR'S OFFICE AND OFFICIALLY SIGN OUT BEFORE HE/SHE LEAVES CAMPUS. Parents may wait for students in the registrar's office while students come to the office.

If parents need to take their child out of school during the school day, they should personally come to the registrar's office to check the student out of school. Please be prepared to show proper identification when checking a student out of school. Upon arrival back to school the student must provide written note to the attendance office.

## School Events

School events may be held by a financially solvent school organization of Holmes and Business Careers High School.

The sponsoring organization must abide by the following regulations:

- Seek approval and communicate with administration well in advance of the activity about the location, time, purpose and supervision necessary for a successful dance.
- Decorate the area after school on the day of the activity.
- Pay for custodial and any damages incurred during the activity.
- Be responsible for all conduct and decorum of everyone who attends the party or dance.
- If a contract for a band, an entertainer, or any other service is entered into, the contract must be approved by the Principal or the Vice Principal. Any student organization that enters into a contract must show how they expect to pay for the services for which they intend to contract.
- Adequate security must be arranged and paid for by the sponsoring organization.

## Rules to be observed during school activities will include:

- I. Once a student has arrived at the activity he or she is NOT to leave the activity until ready to depart for the remainder of the evening.
- II. Planned activities are to be for the use and enjoyment of Holmes and Business Careers High School students ONLY, unless requested and subsequently authorized by an administrator to include guests.
  - A. Guests, when permitted, will be invited by special invitation, and they will be required to abide by all school rules and regulations.
  - B. The student asking to bring a guest will be responsible for the dress, conduct and behavior of such guest
  - C. Application for guest permits will be issued and approved by an administrator.
- III. Each organization which chooses to sponsor an event will obtain its own Faculty Sponsors and one additional faculty sponsor for each anticipated 75 students in attendance. These

names must be reported on the event form.

- IV. If admission to the activity is charged, the price must also be approved.
- V. If refreshments are to be served, this will need prior approval and be stated on the event form.
- VI. If a band or floor show is to be presented or engaged, the format or program must be approved by the sponsor and the appropriate administrator.
- VII. Smoking is NOT permitted at school or any school related function.

## School Sponsored Clubs and Organizations

Business Careers High School has a large number of academic, service, and social organizations which enhance the school program, develop school spirit, and offer a diversity of opportunity for self-expression and development.

All information concerning school activities and organizations may be obtained from the sponsor of the organization. Every student is strongly encouraged to take part in at least one of the clubs sponsored by the school.

## Requirements for Students Holding Offices and Positions of Honor

In order to obtain the best possible student leadership, and to prevent interference with scholastic achievement, all students must have the approval of the faculty members before consideration by the students for election or appointment to a student office or position of honor even though some of the positions are chosen through a tryout process.

The areas suggested to the teachers for consideration and approval are:

1. SCHOLARSHIP—Each student must be passing in all subjects
2. CITIZENSHIP—Each candidate must be an above average student citizen. After gaining an office, a student failing to maintain these requirements will be placed on probation for a period of three weeks. A second negative report may cause removal from office.
3. DEPENDABILITY
4. COOPERATION
5. CONDUCT

## Causes for Dismissal from Office or Position of Honor

Class officers, club and organization officers, cheerleaders, spirit organization officers and band officers may be disqualified from seeking or removal from holding office for the following reasons:

1. Failure to comply with rules and regulations of the school.
2. Lack of interest in fulfilling duties of the office.
3. Lack of cooperation with sponsors.
4. Lack of grade average required by the organization.

Removal from office may be subject to administrative review.

## Senior Lunch

Seniors at Business Careers High School may be released for senior lunch if the following conditions are met:

1. Students must have parent's written permission with a permission form signed and completed on file in the school office.
2. Students leaving campus must be back in the required time. No tardies will be accepted if students are late back to school from senior lunch. Illness or accidents must be reported immediately by a parent not the student to the school administrator. Loss of senior lunch will occur if students are repeatedly tardy.
3. Students may not visit any other school campus during the lunch period.
4. Lunches for seniors participating will be divided into two periods. Students without senior lunch permission will continue on a regular school schedule.
5. Seniors with permission to have senior lunch privileges will have their student identification cards appropriately coded with a school stamp/mark so that teachers, administrators, police and other school personnel will know they are permitted to leave campus.
6. Seniors may not transport students who do not have senior lunch privileges off campus during the lunch period. Drivers are responsible to know the status of any passenger regarding off campus privileges.

**Seniors will forfeit their off campus lunch privileges for any violation of the above rules and may be subject to further disciplinary action.**

## Junior Lunch

Certain Juniors will be eligible for off-campus lunch privileges based on criteria announced by the administration. The same rules for Senior Lunch apply to Junior Lunch.

## Senior Semester Tests

Senior final exam exemptions, when appropriate, will be determined by the following guidelines:

The senior will have:

1. No more than 3 absences in the second semester in the class;
2. Passing grade for the year in the class;
3. A minimum 80-grade average for that semester in the class;
4. At least a satisfactory conduct grade in the class.

Exams will be weighted at 20% of the semester grade.

## ATTENDANCE

### Absences

Minimum Attendance for Class Credit Law (Texas Education Code 25.092) requires that a student in high school be in attendance for 90% of the days in each semester. If a student is not in class for 90% of the days, the highest grade he/she can make in that class is a 69 (failing grade). If at any point during the semester a student's attendance falls below the required 90%, the student should meet with the attendance committee. The exact time and particulars of this committee will be announced to the students at the beginning of each semester. The student must bring all notes, signed by all of the student's teachers, to the committee. The committee will determine if absences and notes are legitimate. If they are not, the student will be provided with the opportunity to make up the time in Saturday School. Students are responsible for keeping all notes. If they lose notes or do not have any, they should report to the attendance committee in order to petition for the opportunity to attend Saturday School. By being conscientious about this, students will not lose class credit due to excessive absences. (A student must be in attendance 90% of the days the class is offered to receive credit.)

1. All students returning from an absence must present a written note from the parent to the BCHS attendance secretary explaining the nature of the absence with a home phone number and student ID number. Dates of absences and reason for the absence should be included.
2. Students who do not bring a written note from the parent will receive an "unexcused" absence. They will have 3 school days to bring a note to change the absence to "excused." \*If no note is presented after 2 school days, the student will be referred to an administrator.
3. Excused absences are as follows:
  - a. personal illness
  - b. illness or death in immediate family
  - c. quarantine
  - d. weather or road conditions making travel dangerous
  - e. religious holidays
4. The student is to keep the note in case he/she will need it for the Attendance Committee.
5. Students coming to school after 8:50 a.m. should report directly to the attendance office.
6. Once students arrive on campus, they are not to leave without checking with the attendance office.
7. Unexcused absence: see explanations elsewhere in this handbook.

### Waiver for Excessive Absences

To gain credit due to excessive absences for extenuating circumstances (illness, etc.) students may attend Attendance Recovery and/or submit a request for a waiver of the absences. Waivers are only approved by the campus attendance committee for extenuating circumstances outside of the student's control. Contact the campus administration concerning waivers and their requirements.

### State Absence Policy

Minimum Attendance for Class Credit Law for credit (Texas Education Code 25.092) states that a student may not be given credit for a course unless the student is in attendance for at least 90% of the days the class is offered, exceptions provided in school district policy. Refer to Section 'D' for a complete explanation of the attendance law.

### Attendance Recovery

The Campus Attendance Committee has designated Attendance Recovery as a way to make up excessive absences. Attendance Recovery allows for students to recover hours where they have exceeded the allowable amount. This will allow students to gain credit for courses where credit was lost due to absences. Each session of Attendance Recovery (equivalent to a class period) "erases" 1 absence in 1 designated class. Tutoring or other academic activities outside of a student's regular school day may also be used as a way to gain Attendance Recovery hours; however, all forms of recovery must be approved by an administrator prior to their implementation or use.

### Tardies

Students who arrive after 8:50 am due to tardiness must report to a tardy station or the attendance office. Students who are excessively tardy (more than 5 minutes) to any class will be issued consequences for excessive tardiness.

**Students missing more than fifteen minutes of any class are considered absent for the period and will need a pass to class from the Attendance Office.**

The following tardy policy will be in effect for each semester of the 2017-2018 school year:

- 1 tardy warning
- 2 tardies warning
- 3 tardies warning
- 4 tardies lunch detention
- 5 tardies morning or after school detention
- More than 5 tardies will be referred to administration

Students who feel they have a verifiable reason for a tardy must see an administrator.

The halls and the campus will be monitored throughout the school day. All students not in their classroom or without a proper hall pass will be "rounded up" and processed for discipline.

**Early release students must wait at the main entrance to the campus (by the traffic light box) or at the benches entrance in the "I" building to avoid being "rounded up." Only a reasonable wait time will be allowed. Early release students should be off campus by 2:30 p.m.**

### Corridor Passes

Students out of any class will be charged with the responsibility of having in their possession a corridor pass signed by a member of the faculty or staff. Time leaving the class and returning to class will be noted on the pass.

## Withdrawing from Business Careers High School

To withdraw from Business Careers High School, a student must first report to the Business Careers High School office with a parent or legal guardian. A withdrawal interview with the Principal, Vice-Principal, or Campus Program Coordinator is necessary before a student will be withdrawn. The administrator will start the necessary paper work at this point and refer the student and parent to the BCHS registrar for the processing of paperwork. The student will then follow the procedure as outlined by the registrar. After the paper work is completed, the student will be given the necessary documentation to show he/she has been officially withdrawn.

It is imperative that each student who withdraws follows all of the necessary procedures and obtains all of the necessary signatures pertinent to withdrawal. Failure to do so will delay the student's transcript being sent to other schools, jobs, military service, etc. All fines must be paid before final withdraw paper work will be certified by BCHS. If a student wishes to return to Business Careers after withdrawing, the student must follow the application and lottery process for the following school year.

## CAMPUS

Both effort and expenses have been devoted to beautifying the campus of Business Careers High School. Despite constant usage, we now have one of the most attractive campuses in our area. This can be maintained only through the cooperation of everyone — students, teachers and visitors. If we do our part, this campus will continue to provide a pleasant environment. Remember, walk on the sidewalks, place all trash in containers and protect the plants. Stay alert and be prepared to continue the on-going beautification of Business Careers.

# GENERAL INFORMATION

## BELL SCHEDULE

8:40 (10 minute warning bell)

8:47 (3 minute warning bell)

PERIOD 1 8:50 – 9:38 ..... 48 minutes

9:41 (3 minute warning bell)

PERIOD 2 9:44 – 10:39 ..... 48 minutes

10:42 (3 minute warning bell)

PERIOD 3 10:45 – 11:33 ..... 48 minutes

11:36 (3 minute warning bell)

PERIOD 4 11:39 – 12:27 ..... 48 minutes

(Lunch)

12:23 (3 minute warning bell)

PERIOD 5 12:33 – 1:21 ..... 48 minutes

(Lunch)

1:24 (3 minute warning bell)

PERIOD 6 1:27 – 2:15 ..... 48 minutes

(Lunch)

2:18 (3 minute warning bell)

PERIOD 7 2:21 – 3:11 ..... 48 minutes

3:14 (3 minute warning bell)

PERIOD 8 3:17 – 4:05 ..... 48 minutes

## Cellular Phones/ Personal Electronic Devices/BYOD

Personal Electronic Devices (PED's) must be turned off and not visible during the school day unless you are in a school designated 'electronic device zone' or using the device for 'teacher approved' instructional purposes. Students who violate this policy will be subject to escalating consequences which might include confiscation of the device and require a parent to pick up the device. Students should follow specific guidelines regarding PED's in Section B and Section E of the Student-Parent Handbook which include the Acceptable Use of District's Technology Resources.

## Class Dismissal Bell

The dismissal bell in the classroom is not a signal for students to move. It is a signal for the teacher to conclude that particular class. The teacher, not a bell, will dismiss you from your class.

## Confiscated Items: Radios/ CD Players/ Mp3/iPods

Radios/Bluetooth Speakers/MP3 Players/and iPods are not allowed to be used during school day except before and after school and during lunch. Any violation of this policy will result in the item being taken up and turned into the administrative office. The confiscated items will be returned to the student at the discretion of and in the manner determined by the administrator. The items will not be held longer than two weeks after they are taken up.

## Disruptions

Disruption of the school process will not be tolerated. Any student who participates in a boycott, sit-in, stand-in, walk-out, or other related forms of disturbances will be subject to disciplinary action.



## Deliveries

Gifts of any kind will not be delivered to students. This includes flower, balloons, etc.

## Field Trips

Numerous field trips are taken in order to better investigate business careers. The student is responsible for obtaining a parental permission for the whole year. The student is expected to research each career area in conjunction with the field trip. Student conduct and appearance are to be exemplary and professional in every way. Students must be passing all courses that they would miss when going on a field trip. Our field trips are considered an extension of the Business Careers curriculum and are not optional. Students are expected to attend all field trips for the grade level or academy of study.

## Finals

Finals will be during the last 4 days of the semester. NO finals will be given early. Make arrangements to be present for these days. In the event of an emergency, the Fall finals can be taken at the beginning of the Spring semester, and Spring finals may be taken during the Summer.

## Financial Obligations

In order for a senior to participate in senior-related activities including but not limited to prom, graduation invitation distribution, cap and gown distribution, graduation rehearsal, and project graduation, the student must be in financial good standing with the campus and the school district. Seniors must clear all debts and obligations prior to these events. Debts and obligations could occur from club, class, or organization dues; spirit, fine arts, and athletic organization supplies and activities; uniforms; textbooks; laptop computer including batteries and other accessories; fundraising events; and any other financial debt or obligation from school owned items checked out to the student.

## Fire Drills

Three tones or Fire Alarm Sounds – move out of the building  
Two tones – halt and stand quietly  
One tone – return to class

Students will leave the building in the manner prescribed for each classroom; these procedures will be posted on the bulletin board in each classroom. Students are to move in an orderly and quick manner, refrain from talking, and walk independently of others during the drills.

## Gambling

Prohibited. Refer to Section C for Northside policy.

## Grooming/Dress Code

Please refer to Section "D" for Northside policy concerning dress and grooming as well as the student/parent commitment.

## I.D. Cards

Students in school are issued a student I.D. card free of charge at the beginning of their enrollment at Business Careers. This card should be carried at all times. It will be necessary to show this card for most school activities such as dances, work release, etc. The checking out of library books will require an I.D. card. If a card is lost, the fee for replacing it will be \$5.00, payable to Business Careers High School. Replacement cards may be obtained before school. Students should carefully read the NISD policy relating to I.D.'s in Sections "C" and "D".

## Laptop Computer Usage

Every BCHS student must take a school-issued laptop. Students are expected to bring their laptop to school every day. Laptop computers will be issued to BCHS students for the 2017-2018 school year. Teachers use the computer as a daily learning tool with students, and every effort must be made for the student to become knowledgeable and proficient with various programs and applications during the school year. Students are responsible for the issuance and security of the laptops while enrolled at BCHS as outlined in the "STUDENT/PARENT LAPTOP HANDBOOK 2017-2018". Students and parents must sign for acceptance of the laptop and handbook and pay a \$ 60.00 fee for insurance and deposit while the laptop is assigned to a student. The handbook outlines student responsibilities and possible consequences for misuse of the laptop. In addition, the handbook covers required policies, procedures and agreements between the student/parent and BCHS/NISD for the laptop.

Student computer daily usage is also outlined in Part B and addendum of the BCHS/NISD STUDENT AND PARENT HANDBOOK. Students and parents must agree to the NISD Acceptable Use (AUP) of the District's Electronic Communications System by signing the district agreement in the back of the handbook before a computer will be issued.

Students need to immediately report to the BCHS technical assistance office located in Room H 210 any computer breakage, system irregularities, or inappropriate laptop computer usage. Lost or stolen laptop computers need to be reported to the Business Careers office immediately, so that appropriate action can be taken.

The laptop computer initiative is a special program supported by the NISD Board of Trustees and BCHS administration/teachers. ANY MISUSE OR THEFT OF A LAPTOP COMPUTER WILL BE TAKEN SERIOUSLY AND HANDLED ACCORDING TO DISTRICT POLICY IN THE BCHS/NISD LAPTOP COMPUTER HANDBOOK AND THE STUDENT/PARENT HANDBOOK. VIOLATIONS OF THE AUP OR MISUSE OF DISTRICT LAPTOPS COULD RESULT IN THE LAPTOP ASSIGNMENT BEING REVOKED. IN ADDITION, A STUDENT COULD BE REMOVED FROM THE MAGNET BCHS AND SENT BACK TO HIS/HER HOME CAMPUS. FOR INAPPROPRIATE COMPUTER USAGE AND/OR AUP VIOLATION.

Refusal to take a laptop is a refusal to participate in the BCHS program and may result in a student returning to their home campus.

## Posters & Signs

Spirit, election, and/or recruitment posters may be placed around the campus. They are not to be attached to any painted or glass surfaces. Students and clubs displaying posters are expected to remove them in a timely manner. Administrator approval is required for all posters and signs.

## School-Sponsored Activities

Any Business Careers student is subject to school policy and teacher direction while on a school-sponsored activity. Conduct and dress for inter-school competition will be the same as that required during regular school days, except for those activities requiring special dress.

## Sitting on Ledges

Under no circumstances will any student sit on the outer ledge of the outside corridor of any building. Some of the ledges are as high as 35 feet from ground level and an accident could bring about permanent injury or death.

## Skateboards

Skateboards are not allowed on campus. Any violation of this policy will result in the skateboard being taken up and turned into the administrative office. The skateboard can be picked up by the parent or guardian.

## Social Behavior (Public Display of Affections)

Embracing and kissing is not an accepted practice on the school campus. There is a time and place for everything and this type of conduct is not condoned in the school environment. Public display of affection is not condoned on the school campus at any time.

## School Pride

Students at Business Careers High School have the privilege of attending one of the most beautiful schools in the country. Please take pride in the school campus. Let's keep the school clean and attractive.

## Student/Parent Commitment

Students who attend Business Careers High School will be required to adhere to behavior, academic, dress and attendance regulations that are of a higher standard than regular high schools in Northside. Since Business Careers High School is a magnet school and enrollment is optional, we have higher student expectations. As a part of acceptance to BCHS, parents and students have made a commitment to maintain the stated goals of the school.

Students are required to complete 6 business credits as part of the BCHS program. By completing these courses, student will earn a Business and Industry endorsement under HB5 graduation requirements. Students may earn additional endorsements depending on credits earned throughout their high school career. BCHS students will be enrolled in at least one business class each year and will take a full course load. Courses from another discipline may not be used as a substitute for a business credit – only BCHS business courses will meet the requirement of six (6) business credits prior to graduation. Student must follow the coherent sequence of courses as prescribed by the school. Students may not change their academy of study after their sophomore year. Any courses completed through credit acceleration must be done prior to a student's senior year.

A higher standard of appearance is required at BCHS than at the traditional high school. It is the responsibility of the student to maintain a mature, professional appearance which may be more conservative than traditional high schools regarding hair length and style of grooming, dress and footwear. Due to contact with business leaders, future employers and other professionals, a high standard of appearance is expected. Teachers, counselors, and administrators will advise students on their appearance.

Students must abide by all NISD policies in regard to discipline and citizenship. We strongly believe that good student discipline and citizenship are two of the most imperative elements in developing a positive school climate. If a student disrupts that positive climate, then disciplinary action will be taken by the administration. Students who violate discipline policies and become a discipline problem will be transferred back to their home campus.

While attending BCHS a student must maintain a C average. If a student drops below that level, parent conferences and a probation period may result. Students who do not maintain a C level after parent conferences and a probation period will be subject to a transfer back to their home district and school.

Finally, a student is expected to have good attendance while attending BCHS. If an excessive number of unexcused absences occur a student may be subject to a transfer to their home district and school.

Our intent at BCHS is to create the best possible environment for students to learn and succeed.

## Students Selected for Popularity Courts

Students are elected to courts in conjunction with various events held on the high school campus. Examples include but are not limited to homecoming court, dance and ball courts, and prom court. It is the position of the district that these selections are based on popularity. However, if these court representatives are involved in activities that are extracurricular, or if the activity is held in conjunction with another activity that is considered extracurricular (i.e. Homecoming Court), then the students must meet all eligibility rules relating to extracurricular activities. Student participation in courts that are not considered extracurricular (i.e. dances, ball courts, prom court) must follow the guidelines as specified by the activity sponsor, or the campus principal. Student participation on any popularity court will ultimately be at the discretion of the campus principal.

## Visitors

All Parents and Visitors are required to register in the Administrative Office with the receptionist and indicate the reason for visiting the campus. They are also required to sign-out prior to leaving the campus. Upon sign-in, parents and visitors should receive a Visitor's Pass.

## ELECTIONS AND ORGANIZATIONS

### Class Elections

1. Each candidate must have maintained an overall "C" average in the solid subjects. The sponsors will check and verify grades.
2. The conduct record of each student will be reviewed by a conference of the sponsors and the administrators. Students with a severe disciplinary record will not be approved to run for office.
3. Voting procedures are as follows:
  - a. The candidate with the most total votes will be declared the winner.
  - b. In the event of a tie, a run-off shall be scheduled no later than five days after the initial election.

4. The list of offices is as follows:
  - President
  - Vice President — to serve in the absence of the President
  - Vice President — to be the executive chairman of all working committees (if needed)
  - Secretary
  - Treasurer
  - Historian
5. Campaigning
  - a. All posters must be approved by the class sponsor and may be displayed the Monday before the class election.
  - b. Each candidate is limited to no more than four campaign posters in each building on campus.
  - c. Campaign posters can be no larger than 3' x 5'.
  - d. No posters will be displayed in the auditorium
  - e. Posters should be in good taste and should be positive statements about each candidate.
  - f. Each candidate is responsible for the removal of his/her posters and tape after the election.
  - g. Students who do not follow the election procedures are subject to disciplinary action including removal from the election.
6. Voting Procedures
  - a. Students will vote at the designated time.
    1. Ballots will be placed in teachers' mail boxes.
    2. Voting will be done on the ScanTron ballot.
  - b. Ballots that are marked incorrectly will not be counted.
  - c. The results of the elections will be certified by an administrator in charge.
  - d. Ballots will be returned to the administrator that is in charge of the election in the main office.

## **GRADUATION**

The graduation ceremony is a school function, and being such is part of the school year. The school year for a senior ends with the completion of the graduation ceremony. Therefore, a graduating senior who violates the Student Code of Conduct, and as a result is assigned to an alternative placement for a period of time that extends through the date of graduation, will not be permitted to participate in the graduation ceremony.

Graduation is a solemn and dignified ceremony. Students should dress as if they are preparing to interview for an important job. Facial piercing (other than earrings) will not be tolerated. Students are expected to observe proper etiquette during the entire graduation ceremony. While they are on the stage and receiving diplomas, students must keep their hands at their sides at all times. The only time hands may be lifted is when students are receiving diplomas from school board members and shaking hands with the superintendent. Students who raise their hands above their waists for any reasons other than receiving the diplomas or shaking hands will be removed from the graduation ceremony. Students demonstrating any other behaviors that serve to lessen the dignity of the event may be removed from the graduation ceremony. All students are expected to demonstrate a high degree of maturity and behave appropriately. Don't cause embarrassment to yourselves, your parents, and your fellow classmates by being removed from this very special event.