

ADMINISTRATION OF HEALTH CAREERS HIGH SCHOOL

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FOREWORD

To Students:

This handbook has been prepared for your information and guidance by the Administration of Health Careers High School in cooperation with the Superintendent and the Board of Trustees of the Northside Independent School District. From it, you and your parents will better understand the spirit, ideals and objectives of Health Careers High School. Health Careers High School is dedicated to the purpose of training minds and building skills that will be useful and required, now and in the future. Therefore, it is necessary to have certain rules to ensure each individual the opportunity to benefit from the program. This handbook outlines some of the basic policies around which your school functions. Frequent references will keep you informed of guidelines and allow you to take full advantage of all school offerings. Please feel free to contact a campus administrator if you or your parents have questions. The cooperation of school patrons based upon the knowledge of the school rules will result in a more efficient and successful school program. Please read this handbook carefully and abide by these rules and regulations.

To Parents:

Home is the greatest influence on the child during the formative years; from these influences the child develops his first habits and obtains most of his 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 Health 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.

Health Careers High School is fully accredited by the Texas Education Agency.

PHILOSOPHY AND GOALS

Northside Health Careers High School adheres to the philosophy of the Northside Independent School District and the State Board of Education by offering students the combination of a comprehensive high school with elective courses specializing in the health-related professions.

Recognizing the need to prepare students throughout Bexar County to live in the society of today and tomorrow, Health Careers High School strives to meet the physical, intellectual, and emotional needs of students. HCHS maintains an educational/career oriented program that helps students develop their individual abilities and self-awareness.

Students have the opportunity to:

- develop a high level of career awareness in the health/medical fields;
- become adequately prepared to pursue a post-secondary education;
- make informed, realistic career-related decisions relative to employment in a health or medical field and further education;
- begin to develop a marketable skill in the health field including industry certifications;
- become an informed consumer of health resources;
- develop decision-making skills which employ analyzing, organizing, and synthesizing processes;
- enhance and improve written and oral communication skills;
- enhance and improve reading skills;
- develop and expand useful knowledge of science and mathematics;
- develop awareness and appreciation for literature and the fine arts;
- become familiar with existing economic, social and cultural differences in our community.

MASCOT

The Phoenix

SCHOOL COLORS

Navy Blue, Maroon, and White

HCHS ALMA MATER

Like the Phoenix, long forgotten,
Rising from the deep,
We now rise from halls of learning,
Destinies to keep!

Raise the colors, carry forward
Blue, white, maroon
Wave above us, now and ever
Health Careers, our school!

HCHS MISSION

Health Careers High School will provide its students with the best academic education possible while at the same time providing them with a broad overview of all the health/medical careers.

PEOPLE WHO CAN HELP YOU

Principal

The Principal is responsible to the Superintendent of Schools for proper administration of Health Careers High School. It is his /her duty to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and patrons.

Vice Principal and Assistant Principal

The Assistant Principal and the Vice Principal will work directly with the Principal in the administration and organization of the school. They assume the responsibility of the Principal in his/her absence. They work to coordinate and supervise the everyday activities of the student body. They handle the student problems with regard to attendance and student discipline. They also work in the area of teacher services and assist the Principal in the development of the school curriculum and the evaluation of the school instructional program.

Counselor

The counselors are responsible for the guidance program of Health Careers High School. Their major responsibilities are as follows:

Helping students learn to make decisions and accept responsibility for their decisions.

Guiding students to set realistic educational and career goals.

Assisting students and teachers to understand each student's strengths and weaknesses by means of test interpretation and other data.

Encouraging students to broaden their experiences by involvement in activities in high school and in the community.

Students should see their counselors about any of the following areas: scheduling, pre-registration, course choices, grading, standardized testing including college admissions tests, cumulative permanent records, college choices, financial aid for college, scholarships, career planning, interpersonal relationships including student, teacher, and parent.

You may make appointments to consult with your counselor when necessary.

Teachers

Your teachers are specialists in the field in which they teach and are eager to help you get the most out of your classes. They will be available before or after school whenever possible to help you with your work.

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.

Secretaries

The secretaries work under the direction of the Administration and Counselors. All of the secretaries carry out the important clerical functions of the school and will assist you in matters concerning attendance, report cards, etc., or they will refer you to the office where you can obtain the information or assistance which you may need.

ACADEMIC INFORMATION

Health Careers High School is a medical magnet school designed to serve the needs of students interested in pursuing a career in health or medicine after graduation from high school. There is an application and selection process for students who are interested in being considered for enrollment. The school offers a comprehensive curriculum that meets all of the graduation requirements determined by the State of Texas and the Northside Independent School District. In addition to this, students are required to complete a sequence of Health Science Technology course requirements for continued enrollment and graduation.

A. Course Selection

Students will have online access to the Northside Independent School District Course Description Catalogue to assist them in making course selections.

Students will receive sufficient help from their counselor in preparing the type of program they desire. Parents and students are encouraged to make individual appointments with counselors as the need arises.

Seniors are seen early in the fall of their senior year for help in finalizing post-graduation plans and counselors will prepare a handbook for each senior.

Counselors will schedule small group junior conferences to discuss career and educational plans.

Freshmen and sophomores are seen in small groups for course planning and decision-making.

Students are encouraged to utilize the Career Center to obtain information regarding careers, colleges, job placement, etc.

B. Policies

All students are assigned to counselors alphabetically.

All students must carry at least three credit-offering class periods per day unless they are in the co-op program.

Correspondence courses to be used for graduation should be completed on or before April 1 of the student's senior year. It is the responsibility of the student and parents to see that final correspondence grades are submitted to the Registrar.

Students wishing to take courses in summer school, night school, or by correspondence must obtain written permission from their counselor before enrolling. This is crucial to determining if the credit will be acceptable to meet graduation requirements.

APPEARANCE / DRESS

The district's dress code is implemented on the HCHS campus and students will be expected to follow the guidelines set forth by the district. As a part of acceptance to HCHS, parents and students have made a commitment to maintain the stated goals of the school. This not only includes SATISFACTORY BEHAVIOR and ACADEMIC PROGRESS, but also the responsibility to maintain a mature, PROFESSIONAL APPEARANCE. This is due to contact with the medical center and the professional community; A HIGHER STANDARD OF APPEARANCE IS REQUIRED at HCHS than at the traditional high school. Teachers, counselors, and administrators will advise students on the responsibility of maintaining a mature and professional -appearance including length, coloring, and styles of hair grooming as well as appropriate dress and footwear.

NISD policy also states that being involved with gangs or gang activities (including exhibiting gang graffiti, gang clothing, or gang insignias) is prohibited. This includes avoiding clothing styles/fads which have been identified as gang-style or gang-related such as "sagging." Additionally, spaghetti straps and shirts, blouses, or dresses with large arm holes are also not permitted.

ATTENDANCE PROCEDURES

Minimum Attendance for Class Credit Law

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

Verification of Absences

When a student is unable to attend school, the parent is required to send a note upon the child's return to school. The note should include the reason for absence, the date, and a parent contact number. The parent may send in a physical note or email the note following the instructions under the "attendance" tab on the school website. If the student has attended a medical appointment, a note from the medical office is necessary to determine the status of the absence (health related, excused, etc.) A phone call or note from the parent does not determine the status of the absence. Only the attendance laws of the state of Texas determine whether the absence may be considered excused.

Excused Absences

Due to the unique goal/mission and curriculum of HCHS, students MUST have EXEMPLARY attendance. The only acceptable excused absences are as stated in Section D.

Unexcused Absences

Absences and tardies such as the following are considered unexcused:

- | | |
|-------------------------|------------------------------------|
| a. Trips with parents | d. Car trouble or traffic problems |
| b. Driving examinations | e. Missed bus |
| c. Babysitting | f. Overslept |

Unexcused – no penalty: On certain occasions, students may be given an unexcused absence with provision to make up work prior to the time of absence. The request must be made in writing in ample time to notify the teachers. This must be cleared through an administrator.

Readmission Procedures Following Absences

1. Students returning to school after an absence must report to the Attendance Secretary between 8:30 and 8:50 a.m. with the excuse from home if the note is not submitted through email. Acceptable excuses must be dated, signed, have a phone number where the parent or guardian may be reached, and include the student's name, grade level, and I.D. number.
2. If a student fails to bring a note from home, his absence will be treated as unexcused unless he brings a note from home the next day. If he does not bring a note the next day, the unexcused absence will remain and may be treated as truancy.
3. If there should be a question concerning the validity of the note, the student will be sent to the responsible administrator for verification.

Tardies

Students who arrive during the school day any time after 8:50 a.m. must report to the Attendance Office, sign in, and show his excuse to the attendance secretary who will issue a class admit slip.

Tardy to Class:

The student is allowed 5 minutes to pass from one class to another. A student is considered tardy if he is not in his assigned seat when the tardy bell rings.

Any tardy occurring beyond two unexcused tardies in any one class during a nine weeks grading period will result in the student being referred to an administrator for discipline. Continued tardies may result in a student being withdrawn and returned to the home campus.

A tardy is excused only with written validation from a staff member. Any student more than 30 minutes late to a class will be counted absent from that class.

HOMEWORK POLICY

Introduction

Education is a life-long process which extends beyond the school; therefore, it is important that students recognize that learning also occurs in the home and community. Homework is one means of teaching the necessary skills of independent study and learning outside the classroom without immediate teacher supervision.

A broad definition of homework is considered here to include not only written work, but also related activities such as recreation reading and other activities which are related to classroom work but which are assigned to be done at home. Long-term extended assignments, such as projects and research papers, although they do require work to be completed outside the classroom, should be distinguished from specific, short-term daily homework assignments that might be regularly reviewed by the teacher and included in a homework average. Due dates for long-term assignments are generally not flexible.

Homework provides the student with the opportunity to apply learning on an individual basis and to develop self-discipline. Homework is considered an integral and significant part of the student's overall performance and the teacher's evaluation of a student's mastery of the essential knowledge and skills for that class. Failure to complete homework satisfactorily often affects the student's performance in other areas of teacher evaluation, such as performance on quizzes and major tests. It should not be used as a punitive measure.

Block scheduling is beneficial for students scheduling their time outside of school. It allows the student flexibility as to when they complete homework and schedule their personal time.

Reasons for Homework:

- a. to expand, reinforce, or enrich regular classwork
- b. to build interest in reading and learning
- c. to hold students accountable for work missed due to absence
- d. to encourage parent-awareness of student learning
- e. to provide an opportunity to pursue special interest or ability areas
- f. to increase learning time
- g. to establish independent study skills
- h. to complete work started in class

Student Responsibilities:

In order to foster independent study habits, it is the responsibility of the student to:

- a. understand the homework assignment(s) before leaving school
- b. take home all necessary homework and materials needed to complete the assignment(s)
- c. have an organized means of keeping and carrying homework to and from school
- d. arrange for a place to work and have a regular time to study
- e. schedule time for homework that is compatible with family and/or after-school activities
- f. do homework with a minimum of parental help
- g. do homework assignments as carefully and as neatly as in-school work
- h. complete homework on time and be sure it is turned in on time
- i. budget time for long-term projects
- j. be accountable for all required work that is missed due to absence from school

Parent Responsibilities:

It is the belief of HCHS that parent involvement in and support of the homework plan is beneficial to a child's academic growth and achievement. It is the responsibility of the parent to:

- a. read and discuss the school's homework policy with his/her child
- b. provide necessary assistance, positive support, and encouragement of good study habits
- c. promptly communicate any concerns or questions regarding homework assignments to his/her child's teacher
- d. provide an appropriate time and environment for study and learning (it is suggested that parents look at the homework and show an active interest in it)
- e. encourage students to work independently
- f. monitor television and online activities to help the student manage study time and limit distraction

Teacher Responsibilities:

Realizing that homework is an essential part of learning, and that students have different learning capabilities, and knowing that students have other commitments beyond school, it is the responsibility of the teachers to:

- a. teach the skills the student needs to complete homework assignments successfully
- b. favor the quality of homework, rather than on the quantity of homework assigned
- c. use homework to foster independent thinking
- d. vary assignments
- e. state assignments clearly
- f. assign homework which is in preparation for, or as an outgrowth of the work completed in class
- g. make regular checks to insure that homework has been completed
- h. notify parents in a timely manner regarding unsatisfactory performance
- i. assign work which may be completed successfully within a reasonable amount of time, generally not more than 30 minutes per class, per day (in AP classes, there may be more homework, since these are college courses)

Administrator Responsibilities:

In support of the HCHS homework policy, it is the responsibility of the administrators to:

- a. stress the importance of homework in learning
- b. aid in communicating the homework policy to students, teachers, and parents
- c. provide a positive, supportive attitude, and encourage good study habits
- d. insure that the library is available before school and during lunch for study and learning
- e. provide a tutoring schedule where students can receive support on homework assignments
- f. encourage students to attend study skill sessions provided by counselors

Procedures for Turning in Homework:

Students are expected to come prepared for class. This includes completing homework before class. It is the responsibility of the student to follow the stated classroom procedures for turning in their homework.

Students who have an absence should make up work as soon as possible under the following conditions:

- a. The student may be given a maximum of two (2) school calendar days in which to complete all make-up work for each day of absence. For example, if a student is absent on Monday, and returns to school on Wednesday, the homework is due by Friday at the latest.
- b. The student should initiate the request for make-up work the day he returns, even if the class does not meet that day.
- c. A student who missed a test (for a valid reason) will be allowed to make up the test.
- d. The convenience of the teacher will always be respected in scheduling make-up tests.
- e. It is the student's responsibility to coordinate with his/her teacher on exceptions to this rule.
- f. Failure to report for a make-up test normally will not permit another time to be scheduled for make-up.
- g. Make-up of minor tests and quizzes will be left to the discretion of the teacher.
- h. Semester examinations will not be made up unless the parents make arrangements with the Principal, Vice-Principal, or Assistant Principal.

Please Follow the Procedures Below for Absences:

- a. **Unplanned Absences** (i.e., illness, death in family) The student may be given a maximum of two (2) school calendar days in which to complete all make-up work for each day of absence. For example, if a student is absent on Monday, and returns to school on Wednesday, the homework is due by Friday at the latest. Students are encouraged to email teacher or check other online classroom websites for assignments when absent.
- b. **Planned Absences** (i.e., field trips, G.T. seminars, contests, athletic events, HOSA contests, and academic trips, etc.) Students are responsible for turning in **all** assignments to each of their teachers, **prior to their absence or the day of the absence**, unless specifically stated otherwise by their teacher.

Requests for teachers to send home assignments will be accepted on the student's third consecutive day absent and will require a 24-hour turnaround. Prior to that time, it is expected that students will contact friends for assignments or email teachers directly.

UIL EXTRA-CURRICULAR ELIGIBILITY

Make-up Work vs. Credit Retrieval Activities

Opportunities such as re-tests, extra-credit projects, revisions of papers, and any type of assignment given to a student because he or she has not shown mastery of concepts is decided by teacher discretion.

If the testing date or due date for these **credit retrieval activities** is after the close of the grading period, an **"I" for incomplete** should not be given and in no instance does the changed grade affect UIL eligibility.

This does not pertain to **make-up work** (work missed during the nine weeks). In this case, an **"I" for incomplete** should not be given when the absence of the work that is to be completed would result in a failing nine weeks' grade.

Important Definitions

Make-up Work: class work (assignments, tests, projects, etc.) submitted after the original due date because of an absence or reasons determined to be extenuating circumstances by the teacher.

Credit Retrieval Activities: extra assignments (retests, extra credit projects, etc.) given to a student to rectify an unsuccessful learning opportunity.

"I" (Incomplete): given at the end of a grading period if missing work causes the student's average to fall below 70. The student may become eligible when the make-up work that was missed is completed and graded if it raises the nine weeks' average to 70 or above and the **"I" is actually replaced in the records with the correct, passing nine weeks' grade.**

CLUBS AND ORGANIZATIONS

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 ask for the approval of the faculty members before consideration by the students for election or appointment to a student office.

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

1. SCHOLARSHIP – The individual club/organization will determine the scholastic criteria for officers and members.
2. CITIZENSHIP – Admission and membership in National Honor Society and all HCHS clubs and organizations is a privilege based on leadership, service, character, and all citizenship including conduct and comments noted on report cards, among other criteria. Each candidate's citizenship must be in good standing. After gaining an office, a student failing to maintain these requirements will be placed on probation for a period of nine weeks. A second negative report may cause removal from office.
3. DEPENDABILITY: Students who regularly miss meetings or other club responsibilities may be placed on probation and subsequently removed from the organization.
4. COOPERATION
5. INTEGRITY

Students may not be allowed to run for office if an administrator reviews the areas above and finds one or more unsatisfactory.

Causes for Disqualification

Class officers, student council officers and club officers may be disqualified from seeking or removed from holding office for the following reasons:

- Suspension from school
- Failure to comply with rules and regulations of the school
- Lack of interest in fulfilling duties of the office
- Lack of cooperation with sponsors
- Failure to maintain the grade average required by the organization
- Conduct/discipline or attendance problems
- Lack of academic integrity

Removal from office will be subject to administrative review.

Holding Multiple Offices: Students will only be allowed to be a President or Vice-President in ONE of the following organizations: National Honor Society, Student Council, and Class Offices.

Campaign Procedures

1. All campaign material (speeches, posters, name tags, etc.) Must be approved and signed off by the sponsors or administrators. **Do not hang any posters or photocopy any materials before sponsors or administrators sign them.** Do not begin campaigning until after the lunch meeting. You are not officially a candidate for office until this meeting is over!
2. Candidates may not exceed a total of 15 signs or advertisements of **any kind** at any one time on the property. Each sign or advertisement must be approved by a sponsor or administrator.
3. Candidates may **NOT** put posters or advertisements on any building entrance windows or doors, and the trophy case windows are also off limits. You may tape signs to the walls with masking tape only, and signs may **NOT** be hung from the ceiling.
5. You may distribute campaign materials to your friends; however, you may **NOT** attach candy or gum to any of these signs, and make sure to use **pins instead of stickers** for name badges or campaign badges.
6. Campaigning is to be conducted only between classes, at lunch, and before and after school. No class time may be used for campaigning.
7. There will be no run-offs unless there is a tie for the office.
8. Each candidate is limited to \$30.00 for campaign materials. This includes all materials for making posters such as poster board, markers, masking tape, etc.

Campaign Speeches

1. Your speech should be approximately one minute.
2. You should also describe your qualifications for the position that you seek and state any goals for the organization that you might have.
3. You will be expected to deliver your speech in a serious, straightforward manner. Be sure you consider your attire on this day.
4. You may want to bring a sack lunch on the day speeches are given.
5. If you have any questions or need help, please feel free to see one of the administrators.

Late Applications

It is your responsibility to make sure that your application is delivered to the front office by 4:15 p.m. on the due date. Applications **will not be accepted** after 4:15 p.m. No exceptions!

Incomplete Applications

Incomplete applications will not be accepted. You will have several days to write your speech, complete the application, and get the necessary signatures. Since teachers and students may occasionally be absent from school, **do not wait until the last day or even the last two days to work on this!** A parent may not call the school to verbally give his/her approval.

Qualifications to Maintain your Position as Officer

An officer is expected to serve as a leader in the areas of conduct, grades, initiative, and moral standards. For this reason, we expect only the best from you at all times.

Grades

1. You must take your report card to the sponsor each nine weeks to be checked within TWO DAYS of receiving your grades.
2. You must maintain a cumulative average of 80 for each nine weeks and have no grade lower than a 70 each nine weeks. One or more grades below 70 will result in probation for nine weeks. (Refer to #1 under qualifications.) If grades do not improve, the student will be removed from the organization.

Attendance at Meetings, Activities, etc.

You are required to attend all officer and full club meetings as well as attend functions. Absences will result in the following action being taken: Two unexcused absences in a nine weeks' period – probation for nine weeks. If attendance does not improve, the student will be removed from the organization.

Probation

A second term of probation will NOT be given. An officer may be removed from his/her office if the terms of the probation are not met at the end of the nine weeks.

Officers' Responsibilities

Officers will be assigned various duties to perform throughout the year. Each officer should be responsible in fulfilling these duties. If an officer repeatedly fails to do his/her assigned duties, the sponsor may elect to take disciplinary action at that time which may lead to the removal from office of that student.

Membership, Meetings and Club Charters

Membership in clubs is open to all students. Every student will profit from the varied experiences a member of a club. Meetings will be scheduled by the club sponsor and coordinated through the administration. Correct usage of parliamentary procedure and the promotion of worthwhile school activities will be stressed. Club charters will be available through the administration. Consideration for membership in some honor organizations may be initiated by the student.

HCHS National Honor Society

Health Careers High School is very proud to have an extremely active National Honor Society founded on the ideals of **character, service, leadership and scholarship**.

The National Honor Society, founded in 1921 in the United States, encourages academic achievement while developing other characteristics essential to citizens in our democracy. These ideals of **character, service, leadership and scholarship** remain as relevant today as they were in 1921. Through National Honor Society chapter service activities, members maintain and extend the qualities that earn them selection. Membership is thus both an honor and a commitment; however, failure to be accorded such an honor as membership cannot be considered a deprivation of a right.

Membership is never considered on the basis of grades alone. In fact the areas of **character, service and leadership** are extremely important. They are researched thoroughly with the entire school staff, to include teachers, administrators, etc. After evaluating all of the above, including grade eligibility (past councils have required a 90.0 cumulative GPA), the National Honor Society Faculty Council, appointed by the principal, must decide whether or not to extend an invitation for membership. Holding a class/club office, title, or even another off-campus office or position is not necessarily the benchmark by which the effectiveness of the leadership can be measured. Furthermore, the student leader's contribution within the school environment must be observable and assessable by the faculty and faculty council. Also, note that Webster's Collegiate Dictionary defines character as "moral excellence" and "the complex of mental and ethical traits marking and often individualizing a person." Webster's Third New International Dictionary defines character as "a composite of good moral qualities typically of moral excellence and firmness blended with resolution, self-discipline, high ethics and judgment." Input regarding a student's character, service and leadership is solicited from the entire faculty and is derived from all student activities, including performance in the classroom, in club activities, in extracurricular events, and in activities taking place off-campus.

Character and leadership involve such qualities as honesty, reliability, compliance with teacher/staff school rules, punctuality, and many others. The 90.0 grade average qualifies the student only to be considered for membership; it does not guarantee a student's membership.

Specifics regarding the NHS selection process and membership requirements can be found in the club's constitution.

HCHS Mu Alpha Theta

Admission criteria for Mu Alpha Theta math honor society year include:

1. Math average of 90.0 or higher (includes honors points)
2. Overall GPA of 85.0 or higher (includes honors points)
3. Prior credit in Geometry
4. A minimum of 1.5 math credits earned at HCHS

Students will be given the opportunity to apply for membership at the beginning of the Spring semester of each school year in which they qualify for consideration.

GENERAL INFORMATION

Academic Integrity

Because integrity and ethics are so important in the medical world, HCHS places a great deal of emphasis on these issues. HCHS students are expected to behave in a manner which exemplifies the highest moral and ethical standards. Likewise, they should expect the same behavior from their peers.

APA, MLA, or other documentation format specified by the instructor must be followed when citing research. The student is responsible for ensuring proper credit is given to the source, including material taken from the Internet.

ANY STUDENT WHO CHEATS, PLAGIARIZES, OR COPIES IN ANY WAY SOMEONE ELSE'S WORK OR ALLOWS SOMEONE ELSE TO DO SO WILL RECEIVE A GRADE OF ZERO (0) ON THAT ASSIGNMENT, A DISCIPLINE REFERRAL, AN "N" IN CONDUCT FOR THE NINE WEEKS, AND PARENTS WILL BE NOTIFIED.

Integrity is one of the requirements for NHS membership, as well as other clubs and organizations. Violation of academic integrity is sufficient cause for removal from NHS or may constitute non-acceptance of membership into NHS or other leadership organizations on campus.

REPEATED VIOLATIONS MAY RESULT IN THE STUDENT'S REMOVAL FROM HCHS.

Access to Building

No matter the time, once students arrive on campus, they are not to leave without signing out through the front office and obtaining parent permission.

The administrative office is open daily from 7:45 a.m. to 4:45 p.m. The morning bell rings at 8:45 a.m. We know many students are dropped off very early in the morning and use the cafeteria for studying, and they are picked up very late in the evening. Please be advised that adult supervision is present from 7:45 a.m. until 4:30 p.m. unless students are meeting with a specific teacher outside of those times. Students are to enter the building immediately upon arrival. They are to proceed to their first period class at 8:45 a.m. as classes begin at 8:50 a.m. If students must remain at school for an extended period of time after the close of school at 4:05 p.m., they should stay immediately outside the main entrance doors or directly inside the front foyer doors. Students who have their own transportation should leave school immediately after school ends unless they have meetings or tutoring to attend. Once school has ended, students are not to leave campus and return.

Balloons, Corsages, and Flowers

Gifts of any kind will not be delivered to students. This includes corsages, flowers, or balloons. With special permission by the administration, such items may be delivered to the student at the close of the school day.

Behavior and Academic Standards

Students attend HCHS as an optional school program because of the stated goals of the school. Satisfactory behavior, conduct, academic progress, and regular attendance are

mandatory for continued study at HCHS. Students will abide by all NISD policies including the discipline policy and will work to fulfill requirements to include regular and punctual attendance, good conduct, and passing grades. Failure to meet the established standards could result in the student being put on a success contract and possibly removed from HCHS.

Bell Schedule

Breakfast	08:25 - 08:45		
First Bell	08:45		
Blocks 1 & 5	08:50 - 10:20		
Passing	10:20 - 10:25		
Blocks 2 & 6	10:25 - 12:00		
Passing	12:00 - 12:05		
Blocks 3 & 7	12:05 - 02:30		
A Lunch	12:05 - 12:45	B Class	12:05 - 01:00
A Class	12:50 - 2:30	B Lunch	01:00 - 01:45
		B Class	01:50 - 02:30
Passing	02:30 - 2:35		
Blocks 4 & 8	02:35 - 4:05		

Callout System

HCHS uses a Callout System to notify parents of upcoming events and other relevant information.

Change in Name, Home Phone Number, or Address

The Attendance Secretary should be informed of any changes in a student's name, phone number, or address. It is important that the school has this information in case of an emergency.

Cell 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.

Conference Periods

Each teacher is assigned a conference period every day as part of his or her teaching assignment. This period is set aside to give the teacher opportunity for carrying out plans for both classroom work and individual guidance to students. Another purpose of this period is to provide a teacher with a scheduled time to conference with parents. Parents may make appointments to visit with teachers by contacting the teachers directly by email or calling the main office at 397-5400 and leaving a message for the teacher.

Corridor Passes

Students out of any class must have a corridor pass signed by a member of the faculty or staff. The time the student leaves class will be noted on the pass. Students in the halls without a pass will be subject to disciplinary action.

Dances and School Functions

The sponsoring organization must abide by the following regulations:

1. Pay for security, custodial fee and any damages incurred during the activity.
2. Be responsible for all conduct and decorum of everyone who attends the dance.
3. If a contract for the band, other entertainer, or other service is entered into, the contract must be approved by the administration and a criminal background check must be completed by the vendor.
4. Any student organization that enters into a contract must show how they expect to pay for the services for which they intend to contract.
5. Adequate security must be arranged and paid for by the sponsoring organization.
6. Activity must have an appropriate number of adults to chaperone.
7. Only one pre-registered guest will be allowed to accompany any HCHS student.

Rules to be observed during the activity will include:

1. 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.
2. Planned activities are to be for the use and enjoyment of Health Careers High School students ONLY, unless requested, and subsequently authorized to include guests by the Principal or designated representative.
3. NISD dress code will be adhered to by all students and guests.
4. Guests, if allowed, will be required to abide by all school rules and regulations (dress, conduct, parking regulations, etc.).
5. Guests should be pre-registered using the school's official form and have HCHS student's parents' written permission to attend. Only one guest per HCHS student is allowed. The guest must arrive with and depart with the HCHS student. All guests must be in the 8th Grade or high school. Guests older than high school age may be approved on a case by case basis by the administration that will have the final authority on the decision.
6. The student asking to bring a guest will be responsible for the dress, conduct, and behavior of such guest.
7. Students must be picked up immediately after the activity.

- If students are not picked up within 15 minutes, they may not be allowed to attend the next extracurricular activity.

Detention Hall

Detention Hall is held as needed unless otherwise announced. Missed detention halls will result in disciplinary action. All school rules and regulations are in place during detention hall.

Discipline

All students are subject to Northside I.S.D. school board policy regarding discipline. Any infraction of rules may result in the student being withdrawn from HCHS and returned to his/her original campus. Because HCHS has conduct standards for admission and continued enrollment, it is not to be considered a "home campus" upon completion of an alternative education assignment. The student may be returned to the campus in the attendance area where he or she resides.

Disruption

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.

Dissection

All students attending HCHS are required to study anatomy and physiology which includes participating in dissection labs. Because dissection is an integral part of the medical curriculum, alternate assignments may not be made. Also, in other optional courses, students may work directly with blood, body fluids, and will study sexually transmitted diseases.

Dress – See Appearance

Drug Canines

Drug Canines have been employed by N.I.S.D. in an attempt to keep our schools drug free. When a dog alerts to an automobile or locker, the student will be contacted and a search will be conducted. Dogs may also search classrooms which are randomly selected. The search will be conducted or supervised by an administrator of the school. Parents will always be notified as to the findings of the search.

Dual Credit (Dual Enrollment)

Northside ISD's dual enrollment program is through Northwest Vista College (NVC). Tenth, Eleventh and twelfth grade students are eligible for dual enrollment if pre-determined criteria are met and proper registration materials are completed on time. Please see the Student Success Advisor, Counselor or Vice Principal.

Field Trips

Numerous field trips are taken in order to extend the learning that takes place in the classroom. The student is responsible for obtaining written parental permission for each field trip. 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. If a violation occurs, the involved student may not be allowed to attend future field trips and may be subject to disciplinary action.

Financial Obligations

In order for a senior to participate in senior-related activities including but not limited to prom, invitation distribution, cap and gown distribution, graduation rehearsal, and project graduation, the student must be in financially 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; fundraising events; and any other financial debt or obligation from school owned items checked out to the student.

Fire Evacuation Bell System

Continuous Tone – Move out of the building quickly and quietly.

3 Tones – Move back into the building.

Students will leave the building in the manner prescribed for each classroom and posted in each room. Students should move quickly to the assigned location.

Grading Procedure

The student will be provided the grading system of each individual teacher or academic area. If at any time the student has a question pertaining to the grading of materials submitted in a class or the nine weeks or semester grades, he is to contact the individual teacher for clarification. If the student continues to question grading, he is to have his parent or guardian call the office to make an appointment with the teacher (See Conference Period).

Parents will be kept abreast of the student's conduct and academic grades. It is important that communication about the student's progress be frequent and two-way; therefore, parents should contact the teacher immediately if they have questions or fail to receive grade notification each three (3) weeks or as appropriate. Additionally, parents are encouraged to register for access to the District's on-line grade and attendance reporting system that is found at www.nisd.net.

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 Code of Student 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 may 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. To be included in the graduation program, a student must be in good standing for graduation at the time of the final ranking.

Guidelines for Classroom Success

Students are expected to be seated at their desk on time and ready to begin class when the tardy bell rings. The student is expected to follow individual class rules as determined by the teacher. Students should bring all materials and equipment required for that class. All assigned notebooks, books, and study materials should be brought to each class. Students will benefit from the class if they participate to the best of their ability. Preparation for the next class should be planned and completed prior to the student's return to school the next day.

Students who do not follow these guidelines for classroom success may receive:

- a. a verbal warning
- b. a written notification to the parent or guardian or a telephone call to the parent or guardian.
- c. a referral to a school administrator and then possible withdrawal from Health Careers High School and return to their home campus.

Students must maintain satisfactory academic success in order to continue at the HCHS as agreed to in the student application.

Health Care – Sickness at School

If a child becomes ill or is injured at school, he will be given first aid, and the parents or guardian will be notified if the severity of the injury or illness warrants such action. If a child has a temperature of 99.6 or over, or is vomiting, the child will not be sent home on the bus because of the obvious complications involved. Parents or guardians will be notified in these circumstances, and should pick up the student as soon as possible after notification. If the parents are unable to come for the child, arrangements must be made by the parent or guardian for the student to be picked up. In order to facilitate parental contact, make sure the school is immediately notified of any changes in address or telephone (home and work).

A signed emergency medical card must be on file in the office for each student.

In an extreme emergency, E.M.S. will be called. PAYMENT FOR E.M.S. IS THE RESPONSIBILITY OF THE PARENT OR GUARDIAN.

Honors and Pre-AP Courses

Because of challenging projects, additional homework assignments, and large course loads HCHS counselors, administrators, and teachers may make recommendations to students and parents regarding limiting the number of honors, Pre-AP, or Advanced Placement Courses in which students should enroll at the same time.

ID Cards

Upon enrollment, all students will be issued a Health Careers High School student identification card through the main office. The first card is issued free of charge. Lost or stolen cards will be replaced for a \$5 fee. Students are to carry their school ID card while on campus and to all campus events. A student must present his/her ID card to any staff member upon request.

Internship Program

HCHS' Internship Program (Clinical Rotation Co-op, Scientific Research and Design) represents participation by some of the school's finest students. They are at all times representative of themselves and their schools. Therefore, behavior of the intern must at all times be exemplary – at school, in the hospital, and traveling to and from the hospitals. ANY INFRACTION MAY SUBJECT THE STUDENT TO IMMEDIATE REMOVAL FROM THE PROGRAM AND/OR THE SCHOOL. FRATERNIZATION WITH EMPLOYEES FROM THE WORKSITE MAY BE CONSIDERED REASON FOR DISCIPLINARY ACTION.

Items Forgotten at Home

If a student forgets books, money, research papers, P.E. shorts, etc., the administration will not interrupt the instructional process in order to deliver such items to the students.

Properly identified items may be left in the office, but it will be the responsibility of the students to obtain such items between classes.

Libraries

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 Health Careers High School Library has a varied collection of books and electronic resources on many subjects, and offers opportunities for research and enjoyment. Courtesy and cooperation in all library relations will assure students the opportunity to use library materials in an atmosphere conducive to learning.

Lockers

Individual locker assignments may be made during registration at the beginning of the school year. Sharing of lockers is not permitted. Lockers are not the student's personal property and are subject to inspection by school personnel. Lockers should be kept locked; a student should not tell the combination to another student. Any personal locks placed on lockers will be removed. All locker problems should be directed to the office. DO NOT store valuable items in your locker. If a problem with a locker arises, notify an administrator immediately. Decals etc. are not to be adhered to lockers.

Lost and Found

If anything of value is found on the grounds or in the building, please turn it in to the Administrative Office staff who will attempt to find the rightful owner. If you have lost anything, check in the Administrative Office.

Lunch

Students are required to remain on campus in a designated area during the lunch period. Unauthorized departure from campus during lunch is considered truancy. All food and drink items are to be consumed in the cafeteria or outside. There is to be no food or drink in the gym or classrooms. Trays should not be removed from the cafeteria. During lunch, students are not allowed in the halls. To ensure privacy of all students, parents wanting to eat lunch with their child will be given a designated space to eat separate from other students eating lunch. Other visitors are not allowed at this time.

Medical Emergencies

Students must report to the Clinic with a pass if they become ill or are hurt in any way during the school day. All students are not to leave school, with or without parents, unless they

have signed out through the clinic. It is the responsibility of the student and parent to provide the school with an updated emergency phone number so that parents may be notified immediately should such a need arise.

Office Hours and Procedures

Office hours are from 7:45 a.m. to 4:45 p.m. All students who enter the office are to go to the secretary and state their business.

Open Lunch for Juniors & Seniors

Senior and junior students meeting criteria may have open campus lunch privileges. Students exercising this privilege are expected to return to school or report to their assigned positions on time. Successful completion of the appropriate STAAR tests in the previous year is a requirement for both juniors and seniors. Students who do not meet this criterion may not be issued a pass or may have it suspended during certain times of the year. Requirements for Jr. Open Campus Lunch include no more than three absences the prior semester and presently passing all courses. Other requirements may also apply. The NISD Disciplinary Policy is in effect during the off campus lunch time. If a student is tardy or absent from the class immediately following his lunch period, he will forfeit the off campus privilege for 5 days. Subsequent tardies from off campus lunch will result in the removal of privileges for 10 days or up to a semester and/or the remainder of the year. Any junior or senior referred for tutoring will not be allowed to leave campus on the day(s) tutoring is available. Maintaining passing grades is required. Open campus eligibility will follow the UIL calendar and grade policy. Students who have accumulated one or more unexcused absences by the grade-check date indicated on the UIL calendar will lose off-campus privileges for 10 school days beginning one week after the UIL grade-check date.

Parking on Campus

Students with a valid Texas driver's license and proof of insurance, as required by state law, may be permitted to bring a car to school. Because parking spaces are limited, parking is restricted to HCHS juniors and seniors. If necessary, parking may further be restricted based on a student's attendance record. Parking anywhere other than designated areas may subject the vehicle to a fine or a tow at the student's expense. All vehicles must be registered through the campus police officer for \$15. The student must adhere to the following regulations:

1. No one is permitted to park a vehicle in Health Careers High School designated parking without receiving administrative authorization. A parking permit with a permit number may be purchased from the campus police officer. Proof of current insurance coverage is required at the time of purchase. If you occasionally drive another vehicle to school, the school police officer must be notified so that a parking violation ticket is not issued.
2. Students must show a driver's license and proof of insurance at the time of registration for the parking permit. Students must also be able to produce these documents upon request by the administration or other authorized personnel.
3. Students are to park in the appropriate lots designated for juniors and seniors as assigned by the campus police officer. Students may not leave campus without signing out through the office and obtaining parent permission.
4. Since parking space is limited, not all students are guaranteed a parking space on campus. Students who do not park on campus, park at their own risk. HCHS is not responsible for vandalism or towing of automobiles not parked on campus or designated area. A student parking a car anywhere other than in a HCHS parking lot is strongly advised to move the vehicle onto the campus immediately after school on days when the student is remaining after school hours.
5. Upon arriving at school, the student is to park and lock the vehicle and come immediately onto campus and not leave again.
6. The parking lot is off limits during the school day unless the student has written permission from a teacher or administrator.
7. The student is to drive cautiously, carefully observing all pedestrian traffic when entering or leaving the parking area.
8. If a student is observed driving in an unsafe manner, his/her driving privilege will be revoked.
9. All general school rules apply to the student in his/her vehicle while on campus.
10. Violation of any of the above regulations may result in the loss of vehicle privileges on Health Careers High School campus and/or other disciplinary action.
11. Parking at the apartment complex across Hamilton-Wolfe is prohibited.
12. All vehicles parked on NISD property are subject to searches by drug canines and their handlers who are contracted by the District.

Permission to Leave Campus

All students are required to come to the attendance office and officially sign out before leaving campus. Parent contact must be made to allow this. If parents need to take their child out of school during the school day, they should personally come to the Front Office to check the student out of school. Students will not be released to anyone unless he or she is a guardian listed on the medical emergency card.

Physical Education

All freshman students are required to take one full credit of physical education.

PTSA – Parent Teacher Student Association

Parents are urged to join and support the PTSA. Notice of meetings will be distributed to the students prior to the meeting date.

Posters & Signs

Any individual or organization wishing to display a poster or sign must have the permission of an administrator, who will designate the place where the material may be displayed. All posters and signs must be taken down the day of the activity or other time designated by the administrator or sponsor.

Sexual Harassment

Sexual harassment or abuse will not be tolerated. Any student who is the victim of this type of behavior must report it to his or her counselor or administrator immediately.

School Pride

Students at Health Careers High School have the privilege of attending a National Exemplary school. Please take pride in the school and campus. Help us keep the school clean and report any physical needs to an administrator immediately.

School-Sponsored Clubs and Organizations

Health Careers High School has a large number of academic, service, and social organizations which enhance the school program, develop school spirit, and in general, offer a di-

versity 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.

Social Behavior

Public display of affection including embracing or kissing is not an accepted practice on the school campus, and this type of conduct is not condoned in the school environment. Physical contact should be limited to holding hands. Lack of cooperation regarding this policy may result in notification of parents and disciplinary action. Vulgarities and profanity are prohibited.

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 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.

Telephones

Students may use the telephones in the office only in the event of an emergency. Students will not be called to the telephone during class hours, nor will they be permitted to leave class to use the telephone. Only in cases of emergency will a message from a parent or guardian be delivered to a student before the end of the school day.

Textbooks

Students are issued textbooks at the beginning of school for each subject they are taking if a textbook is needed. The books are numbered, and it is the student's responsibility to take care of the books and return them at the end of the year. Students must write their name and the name of their teacher in each textbook. If a book is lost, students should check the lost and found and if it is not found, pay for the lost book immediately. A new book will then be issued.

Transportation

Health Careers High School has students attending from throughout Bexar County. HCHS bus pick-up points have been established throughout Northside Independent School District. Students residing outside Northside Independent School District may also utilize these pick up points; however, transfer students from other school districts are responsible for providing their own transportation. All students using NISD buses will follow the NISD bus regulations. Students with a valid Texas driver's license and proof of insurance may be allowed to drive vehicles to school after purchasing a parking decal (parking space permitting). The number of vehicles registered may be restricted based on grade level and attendance record. (VIA Information 227-2020)

Tutoring

As a service to the school, NHS, Mu Alpha Theta, and Spanish Honor Society offer free tutoring to students throughout the year. Tutoring is also provided by teachers in each department before and after school. Additionally, Saturday Tutoring is available on select Saturdays. Information about all the HCHS tutoring programs will be distributed separately.

Visitors

All Parents and Visitors are required to register in the Administrative Office with the receptionist and indicate the reason for visiting the campus and receive a visitor's pass. They are also required to sign-out prior to leaving the campus.

Withdrawal From School

The student and parent must be present at least one day prior to the withdrawal date in order to initiate the process. On the last full day of attendance, the student is to pick up withdrawal forms from the attendance secretary prior to 8:50 a.m. The forms are to be taken to the teachers, the counselor, the cafeteria, and the librarian for signature. Each teacher will list the grade for that nine weeks up to the time of withdrawal and collect student textbooks. Before withdrawal records can be issued, all records must be completely cleared.

When all necessary information has been secured, the student should return the withdrawal forms to the office for an administrator's signature. One copy will be given to the student, and the other kept by the school.

University Interscholastic League rules prevent a student withdrawing from a magnet school from being eligible for varsity athletic competition for one calendar year. HCHS currently competes in the following sports: cross country, track, diving, golf, swimming, tennis, and water polo.

Work Periods (Not Co-op Related)

Seniors who are not in a work period and are enrolled in every class needed to graduate in June may apply for a first or last period off-campus period as long as they maintain the proper number of credit earning classes per day.