

The Barbara Jordan Career Center

2025-2026 Student Handbook

5800 Eastex Freeway
Houston, TX 77004
(713) 636-6900 - FAX (713) 636-6917
Website - <http://www.houstonisd.org/jordan>

Principal
Ross McAlpine

Assistant Principal
Eric Ford

Assistant Principal
TBD

Secretary to the Principal
Maria Hernandez

Campus Clerk
Maria Martinez

Campus Clerk
Blanca Ortega

Teacher Assistant
Sabrina Dobney

Teacher Specialist
Tamela Broussard

Teacher Specialist
Chris Roberson

Nurse
Fidelia Odili

Building Service Manager
Howard Smith

Special Education Liaison
Stacia Aliche

Teacher Assistant
Diana Rodriguez

Vision Statement

BJCC faculty and staff will provide each student a seamless transition from the program of study to their post-secondary education or career opportunities.

Mission Statement

BJCC faculty and staff will ensure that BJCC is the best program in Houston ISD for students to complete high-interest, high-demand advanced technical opportunities to include local non-paid internships, state and national licensures, certifications, or dual credit courses for all interested students.

ATTENDANCE

1. We recommend that parents and students put BJCC and their home campus in their contacts list to ease calling in absences.
2. State law lists and describes excused and unexcused absences and requires a minimum of 90% attendance from all students.
3. A student who has more absences than are allowed in Texas schools could lose credit for any class taken in HISD, including BJCC. Procedures for appealing attendance credit will be communicated by the home campus. Excessive tardies may result in a discipline referral to home campus.
4. **If a student is more than 30 minutes tardy, they will be counted absent.**
5. A parent or guardian **must communicate with BJCC and the home campus** each day to report their child's absence.
The only absences that will be excused are:
 - a. Illness in the family
 - b. Family emergency
 - c. Death in the family
 - d. Doctor, dental, or legal appointments. (Documentation is required when returning to school)
 - e. School-related activities
 - f. Student illness
6. It is the student's responsibility to clear these absences the day you return to class at BJCC.
7. **Appointments: before leaving the building, the parent and student must come to the Main Office to sign out.** To minimize loss of instructional time, appointments should be scheduled outside of the school day.
8. **It is the student's responsibility to request makeup work from teachers for all absences.**
9. **Excessive absences** are reported to the home campus and may result in losing privilege to attend BJCC.
10. **If for any reason you should miss the bus, you are to report to the Attendance Office or appropriately designated area at your home campus and check in.** Failure to report to the Attendance Office or appropriately designated area will result in an Unexcused Absence. Excessive absences due to missing your bus will have a negative impact on your grades and certification requirements.

AUDIO/ELECTRONIC EQUIPMENT

BJCC will not be responsible for, nor will we investigate, any lost, broken, or stolen cell phones or other electronic devices or accessories. These types of items are prone to be stolen or misplaced and we strongly discourage them being brought to BJCC.

BELL SCHEDULE

All Classes, AB Block

Career Students from other campuses

- | | |
|-------|--|
| 8:50 | 1st Bell (1A, 1B) - Students should have reported to classroom - INSTRUCTION BEGINS |
| 9:20 | Attendance is taken (Excluding Late Buses & emergencies approved by an Administrator only) |
| 10:25 | Second morning period begins (2A, 2B) - INSTRUCTION BEGINS |
| 10:55 | Attendance is taken |
| 11:55 | End of A.M. period- Students released to return to their home school (3A, 3B) |
| | |
| 12:35 | 1st Bell (4A, 4B) - Students should have reported to classroom - INSTRUCTION BEGINS |
| 1:05 | Attendance is taken (Excluding Late Buses & emergencies approved by an Administrator only) |
| 2:10 | Second afternoon period begins (5A, 5B) - INSTRUCTION BEGINS |
| 2:40 | Attendance is taken |
| 3:40 | End of P.M. period-Students return to their home school. |

CLINIC

The function of the school nurse is health promotion through assessment, counseling, education, and minor first aid; however, the nurse cannot diagnose and /or treat.

The nurse must be made aware of any student with a chronic or serious illness. A medical statement describing the condition should be provided by the parent/legal guardian for the student's confidential school health record.

- To be admitted to the clinic, a student must have a written permit from the sending teacher.
- Each student must sign in and out on the daily register when coming to the clinic.
- **Any student who wishes to leave school because of illness must go to the the clinic for parent contact and be signed out in the Main Office.**
- Students may **not** stay in school with any of the following conditions:
 - Fever of 100.4 or higher
 - Suspected contagious condition
 - Vomiting
 - Diarrhea
 - Undetermined rash
- Only the school nurse or assigned personnel may contact the parent/legal guardian.
- The parent is to pick up the student from the clinic as quickly as possible after being notified.

MEDICATIONS

- HISD Board policy does not allow students to bring medications to school; however, should it be medically necessary for a student to take long-term medication at school, an HISD form must be completed by the student's physician and kept on file in the clinic.
- The medication is then kept in the clinic and administered by the school nurse. No medication (prescription or non-prescription) will be dispensed without this form on file.
- With the required documentation on file in the clinic, students with asthma may self-administer asthma medication.
- All medications kept for students in the clinic must be in its original container with an affixed prescription label which includes the student's name, the drug name, and the proper dosage, and administration information.
- Special permits to leave class early for health reasons must be secured from the school nurse. The student must return to the clinic for renewal if the permit is required after the expiration date.
- All medical excuses for medical restrictions must originate with the school nurse.
- Blood sugar/glucose monitoring must be conducted in the Clinic with no exceptions.

IMMUNIZATIONS

- Students must be fully immunized against specific diseases in accordance with the Texas Department of Health Immunization Schedule and must show acceptable proof of vaccination prior to entry, attendance, or transfer to a school in Texas. Students not in compliance will "be excluded from school attendance until the required dose is administered", according to the Texas Department of Health.
- Any exclusion from immunization compliance for medical or religious reasons requires an original affidavit obtained from the Texas Department of Health.

OTHER HEALTH RELATED SERVICES

PREGNANCY RELATED SERVICES

- A teen pregnancy and parenting program designed to provide support services for pregnant students.
- A program designed to assist pregnant and parenting students as they seek to remain in school or return to school.

HOMEBOUND PROGRAM

- A program whereby students who expect to be out of school for at least four consecutive weeks for health reasons as documented by a physician may receive instruction at home.

EYE CARE FOR KIDS

- A non-profit organization that provides comprehensive eye exams and corrective lenses for children from families that need financial assistance.

TEXCARE PARTNERSHIP - CHIPS/MEDICAID APPLICATION

- A health insurance program for Texas children from families with income levels above Medicaid income guidelines but with the inability to afford private insurance.

See the school nurse for applications and /or information on the above services.

CLUBS

There are several school-sponsored clubs at BJCC. We encourage all students to participate in these national organizations. Clubs offered include DECA and SkillsUSA. Clubs can include Local, State and National competitions. The funding for these clubs comes from donations, fund raisers, and club activities. Students must be academically eligible at BJCC as well as at their home school to participate in club activities. Only students who have paid the club membership dues can compete or participate in any club function.

COMMUNICATION DEVICES

Students are forbidden from possessing paging or other communications devices, i.e. cell phones and text messaging under the authority of the Texas Education Code and the Student Code of Conduct. A \$15.00 administrative fee may be charged before the device is released. Repetitive issues will require a student/parent/teacher/administrator conference. Specifically, cell phones are not to be seen or used during the instructional day, including passing periods.

DELIVERIES/PHONE CALLS

1. No deliveries of balloons, flowers, food, etc., will be accepted for students.
2. We cannot interrupt instructional time to make deliveries to students.
3. **EMERGENCIES** - Parents must come to the Main Office. We will send for the student.

DESTRUCTION OF PROPERTY

Students will be held responsible and strictly accountable for any damage done to equipment, desks, furniture, books, or any part of the public school. Acts of vandalism by any student are punishable by law and will involve additional disciplinary action from the school. Students who vandalize BJCC property are subject to arrest and immediate removal from their BJCC program. Any damages done to private property will result in students paying for such damage and will involve additional disciplinary action from the school.

DISCIPLINE

It is the responsibility of all students to be aware of all the rules, regulations, and standards for student behavior as stated in the HISD Student Code of Conduct and the BJCC Student Handbook and to conduct themselves accordingly. In addition, all BJCC students must:

1. Come to school prepared with the required clothing and materials for his or her BJCC class as well as books/pencil/pen/homework.
2. Listen to and follow teacher's instructions.
3. Respect the rights and property of other students and the teacher.
4. Respect and cooperate with substitute teachers.
5. Not use profanity, engage in any form of sexual harassment, verbal, or physical abuse.
6. Students will be subject to disciplinary action if their behavior is disruptive to the teaching and learning or if their actions are a danger to themselves, other persons, or school property. **Any time a student is sent to the office, an attempt to call the parent or guardian will be made to alert them of the discipline problem.**
7. Discipline referrals that will be sent to the students' home school may include recommendations for suspension, in-school suspension, alternative placement or scheduled back in classes at the home campus.

Students from nine (9) different High School campuses may choose to attend classes at BJCC. Therefore, our expectations for student behavior and performance are greater than for any of those nine individual campuses.

Repeated Level II offenses and Level III or higher offenses may jeopardize placement at the career center. Due to safety requirements in all our programs, particularly our labs like Auto Tech, Construction, Cosmetology, Culinary Arts, and Welding, horseplay cannot be tolerated.

DRESS CODE

The following dress code is based on appropriateness and safety. What is an acceptable dress code in one class/program may not be acceptable in another career program. Some programs have very rigid dress codes based on the certifications, industry standards, safety, and health laws. Students are expected to dress appropriately to the occupational standards of the career for which they are preparing.

1. **Head Coverings:** Students are not allowed to wear head-coverings in classroom settings at BJCC. Parents requesting student head covering for religious purposes should contact school administration. Individual career pathways may have more stringent requirements and students are expected to comply with all reasonable requests.
2. **Shirts:** Tank tops, mesh or net shirts, undershirts, halter tops and cropped shirts are not allowed.
3. **Print:** Gang related, alcohol, drugs, controlled substances, sexual, obscene, profane, vulgar, or derogatory language or symbols are not allowed on clothing, backpacks, or other items.
4. **Pants/Shorts/Shoes:** All shops require full length pants. Pants must fit at the waist. If the pants are baggy and may cause a safety hazard, the student will be asked to change or sit out of the class activities. Shoes must meet the class requirements. Students may not wear flip-flops, shower shoes (slides), slippers, or roller shoes at any time.
4. **Jewelry:** You may be asked to remove jewelry that is considered a distraction or safety hazard.

PROFESSIONAL ATTIRE BY PROGRAM

- **Automotive, Construction, and Welding**
All students are required to wear pants and closed-toe shoes (No shorts or sandals).
- **Cosmetology and Nail Technology**
All students are required to wear Cosmetology Smocks and pants and closed-toe shoes. (No shorts or sandals).

The Barbara Jordan Career Center

○ **Culinary Arts**

All students are required to wear Culinary Smocks and pants and closed-toe shoes. (No shorts or sandals).
No fake or gel nails are to be worn as per city health code.

The Administration reserves the right to extend the dress code to include attire not listed specifically above, but which is deemed to be inappropriate.

DRIVING AND PARKING AT BJCC

Students must arrive and depart via Houston ISD transportation each day. Parents/Guardians may drop-off and pick-up students. Picking up students during instructional time requires parents/guardians to report to the front office with their ID to sign students out. Students may not drive to BJCC.

DUAL CREDIT

Dual credit classes require dual enrollment; thus, students may request a college transcript from our partnering community college showing credits they have earned successfully. Any student enrolled in a BJCC Dual Credit course needs to be aware of the drop dates and should see a counselor immediately if they want to withdraw from the Dual Credit course. In addition, the student is responsible for withdrawing from the community college as well; if they do not drop with the community college, they may receive an 'F' on the college transcript. Dropping dual credit courses may mean dropping courses at BJCC because we may not have a non-dual credit section available.

FAILURE TO ATTEND/SKIPPING A CLASS

THE STUDENT IS IN VIOLATION IF HE/SHE:

- Leaves school without signing out in the Main Office.
- Is absent from school without prior permission from parent or guardian.
- Fails to report to the destination indicated on the permit.
- Is absent from class without permission (skipping).
- Become ill and go home or stay in the restroom instead of reporting to the nurse.

If a student remains out of class and does not report within 30 minutes or, if a pupil is in the hallway without a permit after the entry bell rings, school staff assumes he/she is skipping class and may be subject to one or more of the following:

- Parental Contact
- Detention/ISS Placement (with Home School for Career Center students)
- Parent Conference
- Behavior Contract

FIELD TRIPS

Curriculum-related trips are an important part of the regular class activities throughout the year. The signature of a parent or guardian on the permission form is required for any off-campus activity. A signed medical release will be required for each trip as well. Permission to attend a field trip cannot be granted by phone.

Participation in field trips may be contingent upon passing grades, attendance, and/or discipline referrals.

FINANCIAL RESPONSIBILITIES

Some of the Career Programs require students to purchase supplies and/or clothing. For example, students need flame resistant clothing and steel-toed shoes for Welding. The Career teachers will review requirements at the

The Barbara Jordan Career Center

beginning of the year, or you can call the school (713-636-6900) to inquire about special requirements for our programs. Students who choose to attend BJCC for any program are expected to be motivated and committed to high expectations as we prepare them for the requirements of the workplace.

FIRE PREVENTION

Evacuation procedures are posted in each room. Fire drills will be held at least once a month. They will be unannounced, and everyone is expected to cooperate and conduct themselves as young adults. Evacuation procedures will be covered by each teacher.

GRADES
ACADEMIC FOUNDATIONS

<u>Grading Breakdown:</u>			
Within a Six Week Period		For the Semester	
Each CTE or Academic Teacher	A = 90-100	SW1/4 (Summative)	30%*
will have a specific grading	B = 80-89	SW2/5 (Summative)	30%*
policy - please inquire with each	C = 75-79	SW3/6 (Summative)	30%*
teacher.	D = 70-74	Semester Exam (Summative)	10%*
	F < 70		

ACADEMIC WORK (Original)

It is expected that each student turns in original work without cheating or plagiarizing. Cheating and plagiarizing are explained in the Houston ISD Student Code of Conduct with recommended consequences.

ACADEMIC WORK (Make Up)

<u>Guidelines for Making Up Work</u>
• Student responsibility to make arrangements with teacher
• Student is given 1 day for every day absent - Regardless of Type of Absence
• Any more time needed is at the discretion of the teacher or directions in IEP
<u>Specific Information</u>
• Assignment turned in on time after absence - Opportunity to earn full credit
• Assignment turned in late after absence - teacher discretion for full or partial credit
• Any other late work - teacher discretion for full or partial credit

HARASSMENT PROCEDURES

School Board Policies against harassment are policies FFH and FFI for students. All incidents of harassment must be brought forth to school administration. You may contact the school administration for a copy of these Board Policies.

LEAVING CAMPUS/CLASS

Once students arrive on campus they must remain on campus. Students may not cross the street or loiter within 300 feet of the campus. Once students have entered the classroom or shop a pass is needed to leave their class. No student may leave the school grounds during class without permission from the administration. Leaving without permission will result in disciplinary action in accordance with the HISD Student Code of Conduct. Parents/guardians must sign students out at the Main Office before leaving campus prior to the end of the school day.

MEALS

Breakfast is provided to morning students each day. All students will have the opportunity to eat lunch at their home campus. Other than the school provided breakfast, no outside food will be allowed into the building or classrooms. Students attempting to bring in outside food will be directed to leave it in the office until their morning or afternoon session is over. Repeated violations may result in a referral to the home campus. Students must make arrival to BJCC a priority each morning and afternoon by organizing their time appropriately.

PROGRESS REPORTS

All students will be issued a progress report at the three-week point of each six-week grading period. These progress reports should include all the student's grades, conduct, and any additional comments.

PARENT/GUARDIAN CONFERENCES

The BJCC teacher's conference period is from 8:00 AM until 8:45 AM. Parents are encouraged to call the office and make appointments for conferences with their student's teacher during this time or another mutually agreed upon time whenever they feel a personal visit is appropriate. Teachers are encouraged to have contact with parents and guardians throughout the year by telephone. If a parent has a concern about a class or a grade, the following procedure should be followed to resolve the problem as quickly as possible:

1. Contact the appropriate teacher
2. If the problem still exists, contact the Assistant Principal.
3. Parents have a right to appeal to the Principal.

PROHIBITED ITEMS

TOBACCO:

Students are prohibited from smoking, using, or possessing tobacco products, including, but not limited to, cigarettes, cigars, e-cigarettes of any type, pipes, snuff, or chewing tobacco at school, a school-related or school sanctioned activity on or off school property. Committing these offenses could lead to school discipline and/or a citation issued by law enforcement.

DRUGS/ALCOHOL:

No student shall possess, use, transmit, sell, give, or deliver, or attempt to possess, use, transmit, sell, give, or deliver, or be under the influence of any of the following substances on school premises, during any school term, on or off school premises, at a school-related activity, function, or event. Committing these offenses could lead to placement in an alternative education setting.

- 1) Any controlled substance or dangerous drug as defined by law, without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate,
- 2) Alcohol or alcoholic beverage,
- 3) Any abusable glue, aerosol paint, or any other chemical substance for inhalation,
- 4) Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs,

"Possession" - To have on a student's person or in the student's personal property, including but not limited to the student's clothing, purse, or backpack; in any private vehicle used by the student for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; or any other school property used by the student, including but not limited to a locker or desk.

"Under the Influence"- Not having the normal use of mental or physical faculties; however, the student need not be legally intoxicated. Impairment of a person's physical and/or mental faculties may be evidenced by a pattern of abnormal or erratic behavior and/or the presence of physical symptoms of drug or alcohol use.

"Use" - A student has voluntarily introduced into his/her body by any means a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech.

REPORTING ILLEGAL ACTIVITIES

To **ANONYMOUSLY** report any school information about weapons, drugs, violence, vandalism, or theft: The **TipLine** (713-641-7446) was created especially for students, so that they could report criminal activity anonymously.

It is the policy of the Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, political affiliation, sexual orientation, gender identity and/or gender expression in its educational or employment programs and activities.

Las directivas del Distrito Escolar Independiente de Houston prohíben la discriminación basada en la edad, color, impedimento o discapacidad, ascendencia, nacionalidad, estado civil, raza, religión, sexo, condición de veterano militar, afiliación política, estatus socioeconómico, orientación sexual e identidad o expresión de género en sus programas y actividades académicas y en sus prácticas de empleo.

Questions regarding Title IX may be referred to HISD Title IX Coordinator, 4400 West 18th St., Houston, Texas 77092, 713-556-7285, TitleIXCoordinator@houstonisd.org.

SAFETY

At the beginning of the school year students will be given a comprehensive unit on safety in the classrooms and shops. As is true in industry, some of the equipment at BJCC has the potential for causing severe damage and injury if used improperly.

It is a privilege to take classes at the career center and situations involving students jeopardizing the safety of themselves or others will be treated seriously.

SCHOOL HOURS

1. Class will be from 8:50 - 11:55 for the AM classes and 12:35 - 3:40 for the PM classes.
2. Students are not authorized to loiter on campus before or after school unless under the supervision of an instructor or other staff member.

SCHOOL-PARENT-STUDENT COMPACT

RESPONSIBILITY FOR ACADEMIC SUCCESS

Students, parents, teachers, and staff members have certain responsibilities given a common goal for each student to attain their full academic potential. The responsibilities of each group are outlined below.

MUTUAL RESPECT AMONG STUDENTS:

Jordan Career Center students are expected to respect the right of others to learn and work in a secure environment. Harassment, threatening behavior, vandalism, and/or violence are not acceptable at any time. These behaviors will result in serious consequences which may include removal from Jordan High School.

IT IS THE STUDENT'S RESPONSIBILITY TO:

- Be organized and know your assignment due dates.
- Bring all materials to class daily.
- Study daily.

The Barbara Jordan Career Center

- Have a regular time devoted to homework and/or studying each day (ideally, this would be in a quiet, well-lit area free from distractions).
- Complete and turn-in ALL assignments and homework when due.
- Attend school regularly and arrive on-time to all classes.
- Ask teachers for help during class when a lesson or concept is not understood.
- Attend tutorial sessions offered as needed.
- Discuss coursework/problems with the dean of students or assigned counselor at home campus.
- Go to teachers when classes are missed, even if for school-sponsored activities, to find out what work was missed.

IT IS THE PARENT'S RESPONSIBILITY TO:

- Establish and closely monitor a daily homework/study period. Have a regular time devoted to homework and/or studying every day. This should be in a quiet, well-lit area free from distractions, such as television and telephone.
- Treat school personnel with courtesy and as a partner in your child's education.
- Support school, district, and classroom rules for student behavior and ensure that their children conduct themselves according to district standards.
- Read all communications from the school.
- Supply accurate updated information (including current address and telephone numbers) to the home school promptly. BJCC does not have access privileges to change school information.
- Monitor homework progress. Check your child's assignment sheet to see that all work is completed on time. Take a genuine interest in your student's studies. Ask about the work he/she is doing and what is being learned.
- Monitor your child's grades. You should receive a computer printed report card every six weeks throughout the school year. If your child is in danger of failing, you should receive a progress report as early as the third week of the six-week grading cycle. Additional grade checks can be arranged with your child's counselor. Review all these reports with your student.
- Set realistic academic goals with your child and reward him/her when these goals are met.

IT IS THE TEACHER'S AND STAFF'S RESPONSIBILITY TO:

- Provide appropriate curriculum and instruction that prepares students for life-long learning and the world of work.
- Provide support to staff that assist students with academic and career guidance as well as support for individual problems.
- Monitor each student's academic achievement and communicate information to students and parents.
- Notify the parent or legal guardian if the student is not progressing satisfactorily with a progress report as early as the third week of a six-week grading period if the student is at risk of failing.
- Provide a safe and orderly environment in which students have the maximum opportunity for academic success.
- Respond to parent phone calls and e-mails within 48 (working) hours, i.e. before the end of two working days.
- Have clear, concise assignments posted in the classroom and electronically.

The Barbara Jordan Career Center

- Provide clear, concise expectations of assigned projects, including due date(s).
- Treat parents and students with courtesy.

SOCIAL MEDIA

The campus uses social media in recruitment, instruction, and developing the creativity of all our faculty, staff, and students. BJCC will lead the way as we prepare students to utilize all formats of social media in a constructive and responsible format.

CELL PHONES

Cell phone are to be put away on silent mode or turned off. They may not be left on desks or tables. Cell phone possession and use is covered in the HISD Code of Conduct. Cell phones may be confiscated as per district policy. Specifically, cell phones are not to be seen or used during the instructional day, including passing periods.

COMPUTER USE

The computers in the classroom or issued to students are for instructional purposes only.

WEB APPLICATIONS

With the implementation of Social Media, BJCC uses various web resources to include the following:

1. BJCC Website: <http://www.houstonisd.org/jordan>
2. BJCC Facebook: <https://www.facebook.com/BarbaraJordanHSC/>
3. BJCC Twitter Handle: @BJHSC_HISD

HISD is implementing PowerUp and the use of all types of communication applications and encourages the use of social media tools to enhance learning at all levels.

STUDENT RECOGNITION

Special award ceremonies are held in May to recognize outstanding achievements within each program.

TARDIES

Students are expected to be in class on time. **Students are strongly encouraged to ride the bus to and from BJCC. All tardies related to a late bus are considered excused.** A late bus will only excuse a student who proceeds directly to his or her class. School administration will be responsible for determining consequences for students with excessive tardies.

If a student is more than 30 minutes late to any class, they will be counted absent.

TEXTBOOKS

All textbooks are for classroom use only. Most academic textbooks issued to students will be done from the home campuses or will be available electronically. If a student needs to use a textbook outside the classroom, they must check the book out from the teacher, at the teacher's discretion. If a textbook is lost or damaged, the student will be held responsible.

TRANSPORTATION

Students must ride the bus to and from BJCC unless they are being dropped off. Students may not be dropped off anywhere except the school parking lot - they may not be dropped off at the sidewalk or park across the street. Students who drive themselves to Barbara Jordan will be immediately directed to report back to their home campus administration. Students may lose the privilege of riding the bus for misconduct on the bus. If a student is removed from the bus, he or she must find an alternate form of transportation to and from BJCC during

The Barbara Jordan Career Center

the bus suspension. If a student cannot arrange alternate transportation to and from BJCC, he or she will either be counted as an unexcused absence or be placed in ISS or appropriate designated area at the home school for the duration of the bus suspension.