

**Carnegie Vanguard**

**High School**

**(school name appears in open window of front cover)**

**Student Handbook 2010-2011**

**This agenda belongs to .....**

**Student name:**

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## **Carnegie Vanguard High School Administration**

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## **Carnegie Vanguard High School Staff**

Christina Hernandez, School Secretary  
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TBA, Counselor's Clerk  
Carol Brady, Receptionist  
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Martha Lockett, Nurse  
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Janice McKinney, Custodian

## **Carnegie Vanguard High School Faculty**

Amalia Alcoriza	Bio., AP Bio, AP Env. Sci., Anatomy & Phys
James Barnes	Algebra I, AP Statistics
Paula Brown	TPSP
Heather Bullis	English I, Literary Genres
Kris Casperson	AP English III, Creative Writing, Debate
Christian Beall	Spanish I, III
Rachel Davis	English II, Photography
Andrew Dewey	AP U. S. History, World Wars, 1968
Juan Garner	AP European History
Nathan Goldman	AP Gov't, Phil, Sociology, AP Human Geog.
Erica Harris	English I, Communication Applications
Benjamin Holloway	AP English IV, AP Art History, SAT Prep
Debra Huffman	Latin I-III, Vergil, World Rel., Yoga
Robert Jonas	Pre-Calculus, Calculus AB-BC, Volleyball
Darilyn Krieger	Physics, Astronomy
Abderahman Lamane	Physical Education, Health
Terry Li	Geometry, SAT Prep
Melissa Matsu	Biology
Vincent Moore	Accounting, Business Information Mgmt.
Christy Rajadurai	AP Chemistry, Geometry
Raymond Rodriguez	Art I-IV
Jane Rosenberg	AP World History
Richard Schenke	Computer Science I-II, AP Physics
Stephanie Stone	Chemistry
William Smith	Spanish II,IV,V
Charles Swenson	AP Economics, AP Human Geog., Baseball
Miyuki Terry	Physical Education, Health, JV Volleyball
Quang Tran	AP Human Geography
TBA	Theatre I-IV
TBA	French I-IV
TBA	Algebra II

## **Carnegie Vanguard High School PTO Executive Board**

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 Sarah Dietrich, Vice President, Fundraising and Development  
 Margaret Gay, Vice President, Membership and Communications  
 Divina Gato, Vice President, Volunteers and Special Events  
 Stella Jares, Secretary  
 Jessie Shieh, Treasurer  
 Danguole Altman, Parliamentarian  
 Lindi Russey and Sue Tucker, Immediate Past Presidents

**Welcome Letter  
on this page**

**Entrance  
Agreement  
on this page**

## **ACADEMIC HONOR CODE**

(An adaptation of the Columbia University Honor Code)

As part of the preparation of our students for academic success, Carnegie Vanguard High School (CVHS) promotes the highest academic standards. To clarify the school's expectation of ethical conduct, honesty, accuracy and integrity in academic activities, the following Code of Academic Conduct has been adopted. To signify their knowledge and acceptance of the Academic Honor Code, students will review and sign the following pledge.

I have read the Academic Honor Code, and will undertake my academic work with honesty and integrity. In order to promote honesty, fairness, and academic integrity within the CVHS community, I hereby pledge to abide by the standards of academics and conduct outlined below:

I will fully participate in the academic life of the school by understanding course requirements, and by setting forth my best efforts in completing all assignments and exams according to the guidelines and procedures established by faculty and administration.

I will dedicate adequate time to my studies by effectively managing conflicts between my academic responsibilities and other commitments. I will communicate responsibly with faculty and administrative staff about matters that affect my ability to participate as expected in my classes and other school activities.

I will recognize the diversity of CVHS and understand that civil conduct is expected to guide interactions between all constituents of the school: students, faculty, and administrative staff. CVHS students are ambassadors for the school and should behave accordingly in professional and academic settings.

I understand that the commission of criminal acts against CVHS students, the campus, or its employees is considered a violation of the Academic Honor Code.

I will read and abide by the Honor Code, and will undertake my academic work with honesty and integrity. I will submit original work and will properly attribute any and all ideas that are not my own according to established academic procedures.

If I am unsure about what constitutes proper academic procedure in a particular instance, it is my responsibility to consult with the faculty or administrative staff.

I will not give or receive unauthorized aid on any assignment or exam. I will not cheat or plagiarize while enrolled at CVHS, nor will I cheat or plagiarize while representing CVHS in extracurricular activities, such as UIL events.

I understand that cheating comprises the giving or receiving of unauthorized and or unfair aid in academic work. This may occur by, but is not limited to: lying, deceiving, stealing, talking, signaling, copying from other students, and unauthorized usage of books, data (both in hardcopy and electronic formats), study aids, or other sources in a manner inconsistent with the expectations established by CVHS and my classroom instructors.

## **ACADEMIC HONOR CODE**

(continued)

Academic work includes all graded assignments such as papers, essays, speeches, exhibits, examinations, tests, labs, problem sets, and other graded homework assignments.

If graded together with other students in study groups, I pledge to contribute to my fullest capacity. I will not seek unauthorized help outside my study group, unless specifically authorized by the faculty member.

I understand that plagiarism includes but is not limited to:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

Academic dishonesty is a Level II infraction and will be treated as such. Please refer to page 10 and the HISD Code of Student Conduct.

## THE RULES

### **Student Code of Conduct**

Each student will be issued an HISD *Code of Student Conduct* booklet and sign an acknowledgement of receipt. The booklet spells out district policy to which all HISD students must comply. Basically, there are five levels of offense with increasing degrees of consequences. Students and parents should read the booklet carefully in order to fully understand the rights and responsibilities explained therein.

If you have **questions, concerns, or need advice**, see your counselor in the counselor's office at your convenience. If the counselor is already in a conference, leave a note explaining what you need. Return to class and the counselor will send for you. Counselors are available during the lunch period to help you with any concerns or questions you may have. Remember that the counselors are your advocates and are here to serve you.

If you have **a conflict with another student**, seek immediate assistance from a teacher, counselor, or administrator. Do not take matters into your own hands. Students who fight are subject to criminal charges and fines.

If you **experience difficulty due to someone committing an illegal act against you, another student, or the school**, seek the assistance of the nearest teacher, counselor, or administrator. File a report with our campus HISD police officer.

### **Suspensions**

The faculty, staff, and administration believe that students should be at school in class at all appropriate times. It is expected that our mature and academically-focused students abide by school and district rules at all times. However, consequences for level II and III infractions of HISD's *Code of Student Conduct* can include in-school suspension (ISS) or out of school suspension up to three days per event. Students who are assigned ISS will be isolated from the general student population for a minimum of one school day. Please be aware that suspensions may be reported to colleges and universities. Suspensions may also lead to disciplinary probation and possible exit from CVHS.

### **Meals at Carnegie Vanguard**

CVHS provides breakfast and lunch on campus. Services include cafeteria and a variety of specialty food items. HISD publishes menus on a monthly basis. Information regarding breakfast and lunch prices is provided at the beginning of the school year. All eligible students are encouraged to apply for free or reduced-rate meals by submitting an application to the attendance clerk. Forms are available in her office. Students who receive free or reduced-rate meals also qualify for other financial benefits including free or reduced price on Advanced Placement (AP) tests.

### **Eating Areas**

The opportunity for a pleasant breakfast and lunch either inside the cafeteria or in the courtyard is dependent on the continued cooperation of all students in keeping eating areas free of trash. Students who are careless are actually committing an offense against their fellow students. Pride in the Carnegie Vanguard campus begins with each student assuming the responsibility for his own actions. Some teachers make themselves available during the lunch period for make-up work, tutoring, and club meetings. Students may not use field areas, volleyball or basketball courts during the lunch period without a staff member present.

### **Closed Campus Policy**

Upon arrival, students are expected to remain on campus during the instructional day (including lunch). Students may not leave school for any reason (other than for an approved school-sponsored activity) without checking out through the attendance office. These checkout procedures must be followed, even if parents know the student is leaving. Any and all exceptions must include written permission submitted in advance by the parent or guardian. Students who leave campus without following these procedures will be subject to disciplinary action.

### **Food & Drink (and Trash)**

The consumption of food is allowed only in the cafeteria and in the central courtyard. No food may be consumed in other areas of the campus, including classrooms and sports areas. Beverage containers, i.e. soda, water, juice, etc., may be brought to school for consumption only at the lunch period. All trash must be disposed in the appropriate containers provided inside and outside the cafeteria. After eating, students must deposit all disposable trays, plastic flatware, containers, bags, and food in the appropriate receptacles.

### **No Deliveries**

Students are not to order food, flowers, balloons, or other specialty items to be delivered to the campus at lunch or any other time. Such deliveries will be confiscated or returned to the business that sent them.

### **Courtyard Use**

Students are allowed to use the courtyard during lunchtime as well as before and after school. Students are asked to conduct themselves respectfully and maintain a reasonable volume level as not to interrupt tutorials and meetings that occur in classrooms. Use of the courtyard during instructional periods is limited and allowed only with teacher supervision. No sport is permitted in the courtyard at any time.

### **Library Visitation**

The library may be used to study and research during the lunch period. Students must maintain a quiet atmosphere in or near the library for the benefit of those students using the library. No eating or drinking is permitted in the library. Students who are in the library are under the direct supervision of the librarian and must follow the librarian's rules and regulations. All students need a pass with time and date to enter the library during class periods. Student printing and copying is 10 cents per sheet.

If you **need to use a telephone** for an emergency see an administrator or front office clerk for assistance. He or she will place the call for you. Please note that office phones are for business use. Students can only use them in emergency cases. Determining who is picking you up at dismissal time is not an emergency.

If you have **lost a textbook or personal item**, report all thefts to the HISD Police Officer on campus. An incident report must be completed to properly document stolen items. Please keep a copy of the incident report for your records. This will serve as proof of the theft. Textbooks will be replaced when financial records are cleared for the lost item.

If you find an item that does not belong to you, report it to a member of the office staff and explain where and when you found it.

## **Dress Code**

Two fundamental reasons for a school dress code are:

- 1) to ensure the health and safety of everyone on campus
- 2) to avoid any unacceptable disruptions to the learning environment.

A secondary, and not altogether unimportant, reason for a dress code is to encourage students in appropriate dress habits so they are prepared for the professional world beyond high school and college. To some extent, any dress code involves a degree of subjectivity concerning what is and is not acceptable, and what may or may not be disruptive. Again, the primary reason for Carnegie Vanguard's dress code is to foster an atmosphere conducive to learning for all our students. Therefore, items representing extreme or outrageous fads, provocative dress, or overly casual clothing, to cite some examples, are not permitted.

Also, Carnegie Vanguard will not tolerate gang-related behavior and/or the wearing of gang-identified articles of clothing and/or other gang symbols. Any articles of clothing, symbols, or emblems thought to signify gang membership will be banned. Determination of the appropriateness of attire for school occasions and activities rests ultimately with the faculty and administration. The Carnegie Vanguard faculty and administration will enforce the Carnegie Vanguard dress code in a uniform manner. All students have the responsibility to wear clothing that contributes both to their own health and safety as well as that of others. The student dress code applies to students on campus, whether during the school day or after hours, including those serving in ISS.

**Please note: Violations of the Carnegie Vanguard dress code will result in disciplinary action.**

If it is determined by an administrator that a student is dressed inappropriately, the student may not attend classes until appropriate clothes are provided. Repeated infractions will result in placement in ISS. Students who disagree with particular requirements of the Carnegie Vanguard dress code are encouraged to work within the system to request changes. Use your representatives on the student council to express your opinions. Of course, there are many interests for the school to consider in deciding policy, but please know that student concerns are given serious consideration whenever policy is developed. As a general rule, however, the Carnegie Vanguard dress code will not be revised more frequently than once a year. Also, courts at both the state and federal levels have recognized the rights of school officials to regulate standards of student dress and grooming.

## **The Details**

### **Head coverings and hair**

Sunglasses, hats, caps, sweat bands (except when approved for PE and dance classes), and head coverings of any kind are not to be worn indoors. These items will be confiscated. Any exceptions to this policy due to religious or medical requirements must be approved by the Carnegie Vanguard administration in advance.

- Hair rollers, scarves, metal rakes, and combs are not to be worn.
- Hair should be clean and well kept.
- In some laboratory settings, teachers may require that long or free-flowing hair be covered or restrained.
- Hair styles and artificial coloring should not detract from the educational process and are subject to administrative intervention.

## **Clothing**

Students are required to wear standard, conventional school clothes — dresses, shirts, blouses, slacks, or jeans. Clothing should be clean and in generally good repair. Also, one's clothing must fit; i.e., articles of clothing may neither be too tight or suggestive, nor excessively baggy or loosely fitting. A decent coverage of the body is required. Clothing that makes it difficult or awkward for one to move freely, sit, bend, or reach is not acceptable.

Other items that are not permitted:

- Shirts without sleeves, those too tight, and those showing too much skin are prohibited. This includes muscle shirts, tank tops, halter tops, tube tops, net or sheer tops, spandex tops, low cut tops, and bare midriffs. Shirts and blouses must be buttoned to a level even with one's armpits and shirts and blouses must cover one's midriff and back.
- Dresses and blouses may not be backless or off the shoulder, and they must have straps that are at least one inch wide. Students must maintain a modest appearance appropriate to the school environment.
- Full-length tights or leggings may only be worn under other garments (such as skirts or long, straight-hemmed blouses) that extend at least below one's fingertips plus one inch when one is standing completely erect.
- Pants of all types must be worn with the waistband above one's hips. Underwear must not be visible.
- Pajamas are not suitable school attire.
- Skirts and dresses must extend at least below one's fingertips plus one inch when one is standing completely erect; and they must be sufficient in length to maintain modesty when standing, sitting, or bending. Students should keep these requirements in mind as they shop for or select school clothes.
- Outfits for PE and athletics classes may only be worn in the area(s) where those classes are taking place (i.e., the gym or practice field).
- Trench coats and clothing depicting or making reference to drugs, alcohol, tobacco, vulgar or obscene language, sexual promiscuity, the occult, death, violence, or gang-related activities may not be worn.

## **Jewelry**

Expensive or irreplaceable jewelry should not be worn to school.

In some laboratory settings, teachers may prohibit the wearing of dangling or protruding articles or accessories.

Jewelry depicting or making reference to drugs, alcohol, tobacco, vulgar or obscene language, sexual promiscuity, the occult, death, violence or gang-related activities may not be worn.

Jewelry items such as spiked dog collar, spiked bracelets, linked chains (for wallets or necklaces) are prohibited.

## **Shoes**

Students must wear closed toe and closed heel shoes with substantial soles at all times. Flip-flops, slides, sandals, and house slippers are not acceptable footwear as they present a safety risk. Due to safety considerations, teachers may require non-skid, closed shoes in some labs during experiments or project work.

## **Personal Items**

Skateboards, skates, and roller blades are prohibited.

According to state law and HISD board policy, the use of audio and electronic equipment such as lasers, radios, tape or CD players, TVs, IPODs, games, cellular phones and similar electronic devices are prohibited during school hours. Such items can only be used before and after school and during lunch. If the use of these items occurs outside these perimeters, the item will be confiscated. If the item is not retrieved within thirty days by a parent or guardian, it will be submitted to the HISD Property Management Department. Some items may not necessarily be returned to students. HISD policy requires a fee for the return of these items. **Texas Education Code 37.082 requires a \$15.00 retrieval fee for these items. Attendance**

## Attendance

### Texas and Compulsory Attendance

Regular attendance at school is not just a good idea, it's the law. It is also the greatest single factor in determining success in school. If you're not here, you can't learn. Texas law requires students who have not yet completed the academic year in which their 18th birthday falls to be enrolled in (and attend) school each school day. Students with excessive absences may be referred to the district attendance officer for further action. The Houston Independent School District expects all students to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

The Texas Department of Public Safety requires a **Verification of Enrollment (VOE)** form from the school of record to indicate good attendance. **Students who are receiving or renewing a driver license must obtain this during the school year (August through May).** Personnel will not be available during summer months to issue a VOE. **If you will need a VOE for the summer, obtain it prior to the end of the school year.**

### Residency

Students must live in the HISD attendance zone with parent(s) or legal guardian. Proof of residency must be provided by the presentation of all of the following:

- Recent utility bills (electric utility preferred) with name and address of parent or guardian
- Proof of custody if the parents are divorced or if the student is living with someone other than a parent
- Presence of the parent or guardian and photo identification (driver's license). Students living outside the HISD attendance zone may be required to pay tuition.

### Change of Address or Phone Number

Report any change in address or telephone immediately to the attendance office. Also, if your parents or guardians receive new work telephone numbers, that information should be updated. It is critical that the school have accurate addresses and phone numbers for all its students and their families to ensure the safety of our students (especially in an emergency) and to allow for timely parent and student correspondence.

Students should also inform their counselors and individual teachers of changes of home or business phone numbers, or a change of address.

It is the responsibility of the parent or guardian to document the names of emergency contacts on the official enrollment card. **Only persons listed on this information card are permitted to retrieve or have contact with the student.** A valid form of identification will be required by any person visiting the campus.

### Daily Attendance Reporting

State law requires Carnegie Vanguard High School to accurately record the number of students in attendance daily in each class period and report that figure to the state. The official state attendance, known as ADA or "Average Daily Attendance", is taken every school day at Carnegie Vanguard during 2nd period at 9:45 a.m. The state takes student attendance rates seriously. Not only does our attendance affect state funding, but it also bears on the perceived quality of the education provided at Carnegie Vanguard. Therefore, the state publishes for statewide distribution our student attendance rate and compares it with those of other schools statewide.

## **Tardies**

Students are expected to arrive to class on time and be seated prior to the sound of the bell. Tardiness is defined as arriving late to class without an approved permit after the tardy bell rings. It is imperative that students be prompt and prepared for each class. Students arriving after the first 12 minutes of the class will be counted absent, not tardy.

Tardiness due to individual concerns such as going to the restroom, getting a drink of water, going to lockers, visiting with a friend, etc., is inexcusable.

The late arrival of HISD buses will be excused, and permits will be provided in the front office. This does not apply to Metro buses.

## **Penalties for Tardiness**

Each unexcused tardy will be counted. Tardies are a Level One offense according to the Student Code of Conduct. When a student accumulates five instances of being tardy in a class during a grading cycle, the teacher must notify the parent. Lunch detention may also be assigned by the teacher on the sixth tardy. The seventh tardy will result in a referral to the office. An accumulation of 10 tardies between any and all classes will result in parental contact by an administrator, and twelve tardies will result in one day of in-school suspension (ISS). If the behavior does not improve, further actions will be taken.

If you **are returning to school after an absence**, obtain an admit slip from the attendance office before going to any class (no matter when you arrive at school).

Within three days of return from an absence, submit a note including the dates of absence, reason for the absence, parental contact phone numbers, and ID number.

The attendance clerk will issue you an admit slip. **Remember, written documentation from a parent or physician must be submitted within three (3) days of your return from absence.**

If you **need to leave your classroom**, obtain a signed permit or pass from your teacher. Permits must include your name, your destination, the time you left the classroom, and your teacher's signature. No students are allowed out of class without proof of the teacher's permission. Students outside of the scheduled assignment without permits are subject to disciplinary action.

If you **need to leave school early**, submit a signed note from your parent/guardian to the attendance office when you arrive in the morning. Notes should indicate the type of appointment for which the student is being released. Be sure that your note contains a parent or guardian telephone number, and/or the name and telephone number of the attending physician or dentist. After verification, you will be issued a permit to be released from your class at the appropriate time. Please be aware that students will not be released from school without parental contact.

The student will show the official permit to his or her teacher at the beginning of the period during which the student must leave for the appointment. After being released by the teacher, the student must go to the attendance office to sign out at the designated time. The student should keep the permit so he or she can be excused from the classes missed.

Students should return from any such appointments with official documentation of the visit from the service or office consulted.

### **To Leave School Early Due to Illness**

If a student becomes ill while at school, obtain a permit from the classroom teacher to visit the clinic. If the nurse is absent, the student is to report to the principal's office. Under no circumstance are students to leave school without proper administrative authorization.

Please Note — A student leaving school early for any reason must sign out in the attendance office and have the approval of the principal (or his designee). Failure to follow this procedure will warrant disciplinary action. **Telephone contact will be initiated in the main office by appropriate authorities.** Remember that the use of cellular phones during instructional time is prohibited.

### **To Return to School (If You Departed Early the Previous Day)**

When returning to classes you have missed due to leaving school early, report to the attendance office by 8:20 a.m. with excused notes from parent, guardian, or doctor and sign-in with the attendance clerk.

If you **need to withdraw from school**, visit the principal or your counselor prior to making this decision. The counselor can offer assistance in helping you find appropriate educational opportunities. The actual withdrawal process begins with your principal and the presence of a parent.

### **Excused Absences**

#### **Acceptable Reasons for Excused Absences**

- Personal illness
- Sickness or death in the family
- Quarantine
- Weather or road conditions making travel dangerous
- Participation in school activities w/ permission on the principal
- Juvenile court proceeding documented by a probation officer
- Approved college visitation
- Emergencies
- Any other cause acceptable to teacher, principal, or superintendent.

### **Religious Holy Days and Major Activities**

Any child of an established religious faith will be excused if the absence is for the expressed purpose of observing a religious holy day consistent with his creed or belief, upon furnishing the principal with a parent's written request, prior to the absence. The student is counted as present in school according to state statute.

### **Authorized School-Sponsored Activities**

A student may be excused for absences resulting from participation in off-campus school related activities. Absences of this nature will be marked as extra-curricular activity absences. However, the Houston Independent School District may not permit students to participate in activities that would result in the student's absence from any class more than five (5) times a semester.

### **Required Court Appearance**

The principal shall require the presentation of an appropriate court document, such as a subpoena, indicating that a student is legally required to appear in court.

Note: Any other request for an excused absence must be submitted to the Principal in writing. These must be provided far enough in advance that the request can be given proper consideration in light of state law and HISD board policy.

### **Notes for Absences**

Students returning from an absence must submit to the attendance clerk by 8:20 a.m. a note from their parents or legal guardian specifying the exact reason for the absence. Although students have up to three school days after an absence to bring a note to school, it is helpful to all if students bring a note on their first day back to school. Absences are considered unexcused until proper documentation is submitted.

Parent/guardian notes should be clearly legible and should include the following:

- Absent student's name
- Date(s) of the absence
- Exact reason(s) for the absence
- Parent's name
- Parent's phone number(s).

Students are reminded that forgery of parent notes (or of any school documents) is a very serious offense, and, if discovered, will be punished to the fullest extent permitted under the HISD and Carnegie Vanguard Codes of Student Conduct.

### **Unexcused Absences**

An absence for any reason other than those listed above shall be classified as unexcused. Absences will not be excused if the parent does not send an excuse note within three school days of the absence. The principal may, on a case-by-case basis, review reasons for absences other than those listed above and determine that they, also, may be excused.

A student may be denied credit for a class if the student accumulates more than four unexcused absences in a class during the semester. See page 18.

### **Make-Up Work**

A student will be given the opportunity to make up work missed due to an absence. However, it is the responsibility of the student, immediately upon his return to class from an absence, to request and complete any assignments or tests missed. Most, if not all, teachers have regular make-up policies already in place, and students should be aware of those requirements. Teachers may legitimately offer reduced credit for make up work necessitated by an unexcused absence.

HISD board policy states that teachers will provide a reasonable amount of time for students to make-up work. The district generally allows the teacher to determine what is reasonable given the particular circumstances of a student's absence and the activities missed. A standard is one day of make-up time for every school day missed. HISD board policy states that missed tests and quizzes must be made up outside of class time, usually before / after school or during part of the lunch period. Remember that make-up work is the responsibility of the student. It is not the teacher's job to track down students to administer make-up tests and collect homework. The teacher schedules make-up work, not the student.

If a student is going to be absent for five or more days in a row, a parent or guardian may contact the counselor for assignments. Students who miss class for an approved school activity should notify the teacher in advance so they can complete any tests or assignments in advance of the absence. **For the CVHS Retake Policy please refer to [www.carnegievanguard.com](http://www.carnegievanguard.com).**

### **Truancy**

Any unauthorized absence from school will be considered truancy and will be unexcused. Disciplinary action will be taken and/or a police citation may be issued. This includes any class that is skipped during the course of the school day.

### **Field Trip Absences**

Students participating in a field trip are not to be counted as absent from the class taking the field trip. Other classes missed, however, are to be counted as part of the five-day semester allowance for excused extra-curricular absences. Work missed for such activities is eligible for make-up, as are days missed for U.I.L. competitions.

Approval must be secured for all students participating in a field trip one week prior to the field trip. Students should request advance work from their teachers prior to missing a class for an extracurricular activity, if such work is available.

A Field Trip Notification Form must be distributed to the entire Carnegie Vanguard faculty and staff at least one calendar week prior to any field trip. The sponsoring teacher must check the eligibility of students on the list to participate in the activity, and cross off the names of students who are ineligible due to failing grades. If you know you have failed or are failing a class, you should report that fact to the sponsor of your activity before he or she prepares that list.

Students who are failing any class or who have poor or unsatisfactory conduct may not participate in a field trip that will cause them to miss a class in which they are having difficulty. It will be the responsibility of the teacher sponsoring the field trip to respond to notices of student failure or difficulty from any teacher reviewing the field trip list. Although students who are in danger of failing a class should not miss that class for a field trip, under no circumstances may students who are already failing a class have permission to miss that class for a field trip during school hours. The only exception, according to state law, concerns students in honors courses, who may be permitted to participate in an extracurricular activity despite a failing grade in an honors course with the principal's approval.

### **U.I.L. and Extra-Curricular Absences**

A student is allowed five absences during each semester for participation in school extra-curricular and co-curricular activities. These are excused absences and will be documented in each teacher's attendance records as well as on the school's master attendance database (Chancery). Sponsors of extracurricular activities must ensure that lists of participating students reach the attendance office prior to departure for those activities, so that the correct absence code is entered for each student's absence. Extracurricular absences will not appear on the student's report card as absences.

### **College Visits**

The Carnegie Vanguard SDMC has agreed to allow seniors to take three college-visit days prior to May 1st and count them as extracurricular absences. **All college visits must be approved in writing by the Principal prior to the date of the absence.** Permits may be obtained from the attendance office. If entered as extracurricular absences, the absences will not appear on the student's report card nor will they count against any senior final exam exemptions that may be offered. However, students should remember that they are limited to five total extra-curricular absences during any one semester. Of course, seniors may take more than two college visit days, but only two may be counted as extra-curricular – and then only if requested and approved in advance in writing by the principal. Additional college visit days will be counted as regular excused absences upon the presentation of proper documentation on the official letterhead of the college or university.

Juniors who take a college visit during their spring semester may have that visit count as a regular excused absence if approved by the principal and proper documentation of the visit is presented. Other absences to visit colleges may be authorized as excused absences if the student is passing all classes.

**Off-Campus Permits**

Seniors meeting credit requirements for graduation may have one or two "off campus" periods, provided their parents have signed an approval. The only other students who have permission to leave campus early are those participating in a business internship or a co-op work program. Early-release permits must be carried by "off-campus" students at all times and must be available for review by police officers and the principal. Students with off-campus permits are expected to leave school grounds at the assigned period. If transportation is delayed, students must remain in "study hall" (the room where ISS is held). Once students leave for their off-campus activities, they are not permitted to return until dismissal. Repeated offenses by students who linger on campus may result in the loss of off-campus privileges.

**Parent Volunteers & Other Visitors**

All persons visiting CVHS must check in at the front office, properly identify themselves, state the purpose of the visit, sign in, and secure a "Visitor's Pass."

**Student Visitors**

Students may not have visitors without prior approval both from their parents and the school administration. Approval will be granted only in rare and unusual circumstances. Visitors are subject to all school rules and regulations.

**Student Drop-off**

Upon entrance to the campus parking lot, please pull forward to the designated student drop area near the walkway. Refer to page 29 for afternoon pick-up of students.

**Visitor Parking**

Visitor parking is available in the front of the campus facing Scott Street. Additional parking may be available at the back of the campus.

**Parents Retrieving Students Early**

The parent/legal guardian must report to the attendance office and present legal I.D. or proof of guardianship before being permitted to pick up a student. Come to the attendance office in room 145 and show proper identification.

**Homeless Students**

Federal and state laws provide special guarantees for homeless students as defined by the statutes. Generally, homeless students must have access to a free and appropriate public education. School districts are required to make certain accommodations to homeless students related to enrollment, records, and residency requirements. Students with questions may talk with the counselors or coordinators.

**Eighteen-Year-Old Students**

Upon reaching the age of eighteen, students living alone may accept responsibility for themselves, thus being able to write their own notes and attend school in a district other than the one in which their parents reside. Before taking this responsibility, they must put on file a letter stating this fact, and they must visit their principal to be made aware of responsibilities to the school as required by the laws of the State of Texas. Students who are married may also accept responsibility for themselves, and must follow the same procedure listed above for eighteen-year-old students.

## **Credit & Enrollment**

### **Transfer Policy**

Students are allowed only one magnet transfer each year. Students who wish to withdraw from CVHS at any time during the school year must enroll at his or her zoned school.

### **Absences and Denial of Course Credit**

The Texas Education Code also governs a student's attendance in each class. The code requires that a student be in attendance for 90% of the days a class is offered during a semester in order to be awarded credit for that class (TEC 25.092). Additionally, HISD states that students with more than five unexcused absences in any credit course will have the credit withheld. A student who has had class credit denied may appeal for the credit if the student has earned a passing semester grade in the class. Students requesting course credit should secure appeal forms in the attendance office. Completed appeal forms must be submitted to the principal within thirty days of receiving the semester report card. It is the responsibility of the student and parent to monitor attendance and specifically monitor excessive absences which may jeopardize the receipt of course credit.

### **Course Enrollment**

All underclassmen must be enrolled in a total combination of seven classes each semester. Please note that the selection of a degree plan and the monitoring of course choices and progress are the collaborative responsibility of the student, his parents/guardian, and counselor. Remember that college admissions requirements vary; therefore, students are encouraged to plan accordingly by checking with the college of their choice when updating their four-year plans. Schedule changes are allowed within fifteen days of the beginning of each semester without penalty. Students who wish to be eligible for U.I.L. activities must be enrolled in at least five classes. Students wishing to participate in U.I.L. and club activities must make a formal request with his or her counselor.

### **Courses of Study**

To meet the diverse interests and needs of students, CVHS offers a challenging and comprehensive curriculum. Students can select from a variety of courses to best match individual goals, interests, abilities, and needs. Students must complete 24 credits approved by the state to qualify for a diploma. In addition, students are required to demonstrate competency skills by passing all sections of the Texas Assessment of Knowledge and Skills (TAKS) Exit Level Test. Students may choose to graduate under any one of three diploma programs for which they qualify. The programs are the High School Core Program, the Recommended (or Advanced) High School Program, and the Distinguished Achievement Program. All programs prepare students for college. It is important to work with the counselor to determine the areas of study best suited to your aspirations.

### **Vanguard Expectations**

Each student at Carnegie Vanguard must sign a Vanguard Entrance Agreement. Students are expected to live up to the terms of the Agreement or face non-renewal. We provide a serious, strenuous academic program at Carnegie Vanguard. **We desire that each of our students graduate under the Distinguished Achievement Program. See page 23. All 11<sup>th</sup> grade students must complete the Texas Performance Standard Project (TPSP) course.**

## **Growth Plan**

Growth Plans are a way to address issues for students who have gotten off track from the path to success. A growth plan is enacted for students who have academic or behavioral difficulties. The student, parents, Magnet Coordinator, counselors, administrators, and teachers will decide as a group what the problems are, what the student can do to improve, and how the parents and teachers can assist. They will also set a date to review the student's progress. At that review, the student will be taken off the Growth Plan, given an extension, or be recommended for non-renewal for the following academic year.

Students will be placed on a Growth Plan for the following reasons:

- Report cards that illustrate grade averages below 75 in any course
- Three Discipline referrals

## **Parent Student Connect**

Parent Student Connect (PSC) allows registered users (i.e., parents and students) to log in to access a variety of student information, see class assignments and school calendars, and even communicate electronically with teachers. Users can also choose to have an email or text message if a child's grades drop below a selected average or is absent or tardy to class. Register at [www.houstonisd.org/PSC](http://www.houstonisd.org/PSC).

## **Community Service Requirement** (written by Emily Estes, class of 2008)

Graduation is not all about the glory of finishing high school, but also about the commitment that one has to the community as you progress into your adult life. Carnegie ensures this lesson with a requirement of community service hours before graduation. Each student must complete one hundred hours of community service and document them in the appropriate forms found in the counseling office. Any service that a student has performed between 9th and 12th grade (including service completed during the summer before 9th grade) can be counted towards their hours.

The activities are not limited to school-organized service events. The one hundred hours can come from anything a student decides to participate in which benefits the community. Activities range from volunteering at the Houston Children's Museum to tours at Carnegie for prospective parents and students. Anthony Obi, who was a member of the 2005-2006 senior class, volunteers at his church by helping out around the building and assisting those in need of a few extra hands.

From National Honor Society projects to local religious activities, participation in many types of community service projects are encouraged for CVHS students to meet this important graduation requirement. With one hundred hours as a necessary achievement, the diversity among student participation is great at Carnegie.

A form to track community service hours is available from your CVHS counselor or online at [www.carnegievanguard.com](http://www.carnegievanguard.com).

## **Graduation and Marching**

A student may not receive a diploma or participate in graduation ceremonies (commencement exercises) until that student has completed all academic course and credit requirements and has passed the exit-level TAKS.

**GRADUATION REQUIREMENTS FOR NINTH GRADE STUDENTS ENTERING 2007 - 2008 TO 2009 – 2010**

<b>DISCIPLINE</b>	<b>RECOMMENDED PROGRAM (26 Credits)</b>	<b>DISTINGUISHED ACHIEVEMENT PROGRAM (26 Credits)</b>
<b>ENGLISH LANGUAGE ARTS</b>	<b>FOUR CREDITS</b>	<b>FOUR CREDITS</b>
<b>SPEECH</b>	<b>ONE-HALF CREDIT</b>	<b>ONE-HALF CREDIT</b>
<b>MATHEMATICS</b>	<b>FOUR CREDITS</b> - Must consist of Algebra I, Geometry, and Algebra II.	<b>FOUR CREDITS</b> - Must consist of Algebra I, Geometry, and Algebra II.
<b>SCIENCE</b>	<b>FOUR CREDITS</b> - As specified by TEA requirements.	<b>FOUR CREDITS</b> - As specified by TEA requirements.
<b>SOCIAL STUDIES</b>	<b>THREE AND ONE-HALF CREDITS</b> - Taken in prescribed sequence.	<b>THREE AND ONE-HALF CREDITS</b> - Taken in prescribed sequence.
<b>ECONOMICS</b>	<b>ONE-HALF CREDIT</b> (Grade 12)	<b>ONE-HALF CREDIT</b> (Grade 12)
<b>LANGUAGES OTHER THAN ENGLISH</b>	<b>TWO CREDITS</b> - In the same language.	<b>THREE CREDITS</b> - In the same language.
<b>PHYSICAL EDUCATION</b>	<b>ONE AND ONE-HALF CREDIT</b>	<b>ONE AND ONE-HALF CREDIT</b>
<b>HEALTH EDUCATION</b>	<b>ONE-HALF CREDIT</b>	<b>ONE-HALF CREDIT</b>
<b>TECHNOLOGY APPLICATIONS</b>	<b>ONE CREDIT</b>	<b>ONE CREDIT</b>
<b>FINE ARTS</b>	<b>ONE CREDIT</b>	<b>ONE CREDIT</b>
<b>ELECTIVES</b>	<b>THREE AND ONE-HALF CREDITS</b>	<b>THREE AND ONE-HALF CREDITS</b>
		<b>FOUR ADVANCED MEASURES</b>
<b>TOTAL CREDITS REQUIRED</b>	<b>26 CREDITS</b>	<b>26 CREDITS</b>

**GRADUATION REQUIREMENTS FOR NINTH GRADE STUDENTS ENTERING 2010-2011**

<b>DISCIPLINE</b>	<b>RECOMMENDED PROGRAM (26 Credits)</b>	<b>DISTINGUISHED ACHIEVEMENT PROGRAM (26 Credits)</b>
<b>ENGLISH LANGUAGE ARTS</b>	<b>FOUR CREDITS</b>	<b>FOUR CREDITS</b>
<b>SPEECH</b>	<b>ONE-HALF CREDIT</b>	<b>ONE-HALF CREDIT</b>
<b>MATHEMATICS</b>	<b>FOUR CREDITS</b> - Must consist of Algebra I, Geometry, and Algebra II.	<b>FOUR CREDITS</b> - Must consist of Algebra I, Geometry, and Algebra II.
<b>SCIENCE</b>	<b>FOUR CREDITS</b> - As specified by TEA requirements.	<b>FOUR CREDITS</b> - As specified by TEA requirements.
<b>SOCIAL STUDIES</b>	<b>THREE AND ONE-HALF CREDITS</b> - Taken in prescribed sequence.	<b>THREE AND ONE-HALF CREDITS</b> - Taken in prescribed sequence.
<b>ECONOMICS</b>	<b>ONE-HALF CREDIT</b> (Grade 12)	<b>ONE-HALF CREDIT</b> (Grade 12)
<b>LANGUAGES OTHER THAN ENGLISH</b>	<b>TWO CREDITS</b> - In the same language.	<b>THREE CREDITS</b> - In the same language.
<b>PHYSICAL EDUCATION</b>	<b>ONE CREDIT</b>	<b>ONE CREDIT</b>
<b>HEALTH EDUCATION</b>	<b>ONE-HALF CREDIT</b>	<b>ONE-HALF CREDIT</b>
<b>FINE ARTS</b>	<b>ONE CREDIT</b>	<b>ONE CREDIT</b>
<b>ELECTIVES*</b>	<b>FIVE CREDITS</b>	<b>FOUR CREDITS</b>
		<b>FOUR ADVANCED MEASURES</b>
<b>TOTAL CREDITS REQUIRED</b>	<b>26 CREDITS</b>	<b>26 CREDITS</b>

**NOTE:**

**Students completing the Distinguished Achievement Program must complete four advanced measures from the following:**

- Original research/project judged by a panel of professionals or conducted under direction of a mentor.□
- Score of 3 or above on Advanced Placement test□
- Score 4 or above on International Baccalaureate exam□
- Score on PSAT that qualifies for recognition as a Commended Scholar or higher□
- College courses with a grade of 3.0 or higher on courses that count for college credit, including tech prep courses.□

# **Flinn Safety Contract (page 1 of 2)**

**Flinn Safety  
Contract  
(page 2 of 2)**

## **Health Records**

A student must meet all immunization requirements before being permitted to enroll. Acceptable immunization documents are limited to official health records from the previous school(s) attended and/or records verified by a licensed physician or public health personnel.

Effective June 1, 2001, state law no longer requires the Tuberculin Skin Test (TB) in order to enter school. The nurse will assess high risk or suspected cases to determine the need for a referral.

### **Diphtheria/Tetanus (DPT/DT)**

At least three doses of DPT with at least one dose received since the fourth birthday and within the last ten years.

### **Polio**

At least three doses of oral vaccine with at least one dose received since the fourth birthday. (Not required for student age eighteen or older.)

### **Measles (Rubella)**

One dose of vaccine since January 1, 1968 or a history of measles illness that must be verified by a written statement from a physician licensed to practice in the U.S. Includes all students through age 16. Measles (Rubella) has the same requirement as for Rubella, except that students born after Sept. 1, 1978 will need a second immunization.

### **Mumps**

One dose of vaccine or a history of mumps illness that must be verified by a written statement from a physician licensed to practice in the U. S. This includes all students through age 16.

If you **become ill or injured during school**, obtain a permit from your teacher and go to the clinic.

If you **need to take medication during school** that your doctor has prescribed, make arrangements with the nurse to store and administer your medication. The nurse will also need a written permission form from your doctor on file in the clinic office. You must strictly adhere to these policies adopted by the HISD school board as these guidelines apply to ALL medications (both prescription and over-the-counter).

A student may not carry medication with him/her unless specific documentation is on file. All medications are kept locked in the clinic.

A written medication permission form with the original signatures of both a parent and the prescribing physician must accompany all medication.

Each medication must be in its original container with an affixed prescription label listing the patient's name for whom the medication was prescribed, the name of the medication, and the proper dosage and administration information.

## **Bacterial Meningitis Information**

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same **symptoms**. Children over 1 year old and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains and drowsiness or confusion. In both children and adults, there may be a rash or tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. It can also be very **serious**. In some cases it can be fatal or a person may be left with a permanent disability.

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not **spread** by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of the nose and throat, but do not live long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and causes meningitis or another serious illness.

Bacterial Meningitis can be **prevented** by not sharing food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 - 10 days after the vaccine is given and lasts for up to 5 years.

If You Think You or Friend Might Have Bacterial Meningitis, seek prompt medical attention.

Your family doctor and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web site for the Centers for disease Control and Prevention [www.cdc.gov](http://www.cdc.gov) and the Texas Department of Health: [www.tdh.tstate.tx.us](http://www.tdh.tstate.tx.us).

### **Student Parking**

Limited parking is available for students only at the back of campus beyond the handicap ramp. A yearly \$10 parking fee is to be paid prior to use of the lot. To purchase a parking permit, a student must furnish:

- a valid driver's license
- current proof of liability insurance for vehicle(s) and coverage for student driver
- the license plate number of the vehicle(s) that the student will be driving.

Parking permits must be displayed on the rearview mirror with the permit number visible. While every reasonable attempt is made to ensure security, parking on campus is at the vehicle operator's own risk. Carnegie Vanguard High School, therefore, assumes no responsibility for accidents or the loss of property in the school parking lot. Security efforts demand that students leave their vehicles immediately upon arrival in the parking lot. Students found in the parking lot during the school day without administrator authorization are subject to disciplinary action. The speed limit in the parking lot is 10 mph.

### **Parking Violations**

Failure to comply with CVHS parking regulations can result in a number of actions including ticketing, the towing of the vehicle at the owner's expense, and disciplinary action. In addition, violations of CVHS parking regulations can result in the revocation of campus parking privileges with no refund of the permit fee.

### **Bus Transportation**

The transport time of students is considered an extension of the school day and all school rules apply.\* A student who misbehaves on the bus or at a waiting area may lose bus riding privileges. Metro bus riders will be held to the same standards.

Students riding the bus should remember the following:

- Transportation is arranged by the HISD Transportation Department. School personnel are not allowed to issue temporary bus passes.
- Stand away from the road while waiting for the bus.
- Report to your designated waiting areas on time. Students who miss their bus must find their own alternate transportation.
- If your HISD bus arrives late to campus, immediately report to the front office to receive a late bus pass. Do not go to your lockers or the cafeteria.
- Board the bus in an orderly manner. Do not stand when seats are available. Fill seats in the rear first. If it is necessary for you to stand, hold on to the handrail. Do not change seats while the bus is in motion.
- Ride only your assigned bus. Board / exit the bus only at your assigned stop.
- Obey the HISD driver responsible for your safety. If a driver experiences any disciplinary problems, he or she will inform the CVHS administration.
- Know your bus driver's name and your bus route number.
- When crossing the street from the bus stop, use approved crosswalks. Jaywalking is a violation of city ordinance (meaning you could be cited). Also, jaywalking could trigger an accident resulting in serious injury or death.
- Do not distract the driver w/ unnecessary conversation or noise disturbances.
- Keep belongings and legs out of the aisles.
- Do not throw objects nor extend arms, legs, or heads out the window.
- Smoking of any kind is prohibited on the bus.
- Keep bus litter free.

\* Bus riders will receive a "Bus Rider's Agreement" to complete and return to school.

### **3:40 p.m. School Dismissal and Transportation**

Advantages of the following dismissal system include an orderly dismissal, shelter from inclement weather and extreme temperatures, supervision in a safe environment, and assistance so students do not miss a bus or ride.

Upon dismissal, all students should gather belongings /materials as soon as possible. Student drivers and carpools should then vacate the campus in an orderly manner.

Students awaiting buses and private transportation should proceed to the designated waiting area. When HISD buses and private transportation arrive, campus employees call students from the specified location. It is imperative that students are in the proper location by 3:45 p.m. in order to assist a timely report to the vehicle. Students must use the walk-through gate to access the buses and not the vehicle entrance or exit gates. Ensure that transportation is arranged and students are picked-up by 4:30 p.m. when the main office closes.

Bus routes may change within the first few weeks of the school year, so please allow sufficient time for schedules to solidify. As the Transportation Department analyzes and consolidates routes, it is important that students who request assignment to HISD transportation actually utilize the service to avoid losing the seat.

# Student and Parent Acknowledgment

(Maintain this copy in your planner.)

This handbook has been written to help our students gain the greatest possible benefit from Carnegie Vanguard High school. We seek your help and cooperation in reviewing the information contained within the handbook for better understanding of CVHS and its rules and regulations. Please sign this form and return it to school. Signatures of both the parent(s) and student will acknowledge receipt of the handbook and certify that they have read and discussed its contents.

\_\_\_\_\_  
Student Name (printed)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Name of Advocate

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

Please note the following items students will receive at the beginning of the year:

- Student Handbook (includes this acknowledgment form\*)
- HISD Code of Student Conduct (includes an acknowledgment form\*)
- Enrollment Information card \*
- Notice of Student Rights & Responsibilities w/ Respect to Student Records \*
- Employment Survey \*
- HISD Home Language Survey \*
- Application for Free & Reduced-Priced Meals \*
- HISD Bus Rider's Responsibilities \*
- Letter from HISD Superintendent Saavedra
- The Vanguardian newsletter
- PTO Registration and Directory Forms
- PTO Volunteer Form

## Quiz

Using information contained within this student handbook, [www.vanguardian.org](http://www.vanguardian.org), or [www.houstonisd.org](http://www.houstonisd.org), answer the following questions on the provided scantron.\*

- Failure to return or deliver written communication between home and school is a level \_\_ violation of HISD's Code of Conduct
  - Level 1
  - Level 2
  - Level 3
  - Level 4
- The use of cell phones and other small electronic devices is permitted *except*
  - before school
  - after school
  - between class
  - during lunch
- The types of unacceptable footwear mentioned in this handbook include all of these except
  - flip flops
  - sandals
  - house slippers
  - running shoes
- After \_\_\_\_\_ minutes of the sounding of the bell for any class period, a student is recorded as absent.
  - 3
  - 6
  - 12
  - 15
- Upon return from an absence from class or school, a student has \_\_ days to submit a note from a parent, guardian, or doctor.
  - 1
  - 2
  - 3
  - 4
- More than \_\_ unexcused absences per semester will cause a student to lose credit for a class by state attendance policies.
  - 3
  - 4
  - 5
  - 6
- The minimum number of discipline referrals that would cause a student to be placed on a disciplinary growth plan is
  - 3
  - 4
  - 5
  - 6
- What minimum numerical grade average must students maintain without being placed on an academic growth plan?
  - 70
  - 75
  - 80
  - 85
- On which page of the student handbook does one find various bell schedules?
  - 11
  - 23
  - 32
  - 40
- Whose responsibility is it to request and complete assignments or tests missed because of an absence?
  - mothers
  - counselors
  - teachers
  - students
- What are some consequence for Level 3 infractions?
  - lunch detention
  - time out
  - ISS
  - corporal punishment
- Plagiarism includes all of the follow *except*
  - turning in someone else's work as your own
  - copying words or ideas from someone else without giving credit
  - failing to put a quotation in quotation marks
  - acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find that source
- What other benefits are there for those who received free or reduced lunch?
  - free or reduced price on Advanced Placement (AP) tests
  - free TAKS tests
  - free IPOD
  - free chick-fil-a sandwich
- Eating is prohibited in all these locations except
  - field areas
  - volleyball court
  - basketball court
  - courtyard
- Seniors are allowed to take \_\_\_\_\_ college visit days prior to May 1<sup>st</sup> and count them as extracurricular absences.
  - 1
  - 2
  - 3
  - 4

# BELL SCHEDULES

48-min. class time, 05-min. passing time, 49-min. lunch

<b>DAILY</b> (excluding Wednesdays)	Class Period	Time
	5 min warning	8:25
	Ch. 1 + 1	8:30 – 9:33
	2	9:38 – 10:26
	3	10:31 – 11:19
	4	11:24 – 12:12
	LUNCH	12:12 – 1:01
	5	1:06 – 1:54
	6	1:59 – 2:47
	7	2:52 – 3:40
	Bus Assignment	3:47

46-min. class time, 05-min. passing time, 43-min. lunch

<b>ADVOCACY</b> (Wednesdays)	Class Period	Time
	5 min warning	8:25
	Ch.1+Advocacy	8:30 – 9:00
	1	9:05 – 9:51
	2	9:56 – 10:42
	3	10:47 – 11:33
	4	11:38 – 12:24
	LUNCH	12:24 – 1:07
	5	1:12 – 1:58
	6	2:03 – 2:49
	7	2:54 – 3:40
	Bus Assignment	3:47

40-min. class time, 05-min. passing time, 45-min. lunch

<b>ASSEMBLY</b>	Class Period	Time
	5 min warning	8:25
	Ch. 1 + 1	8:30 – 9:25
	2	9:30 – 10:10
	3	10:15 – 10:55
	Assembly	11:00 – 11:55
	LUNCH	11:55 – 12:40
	4	12:45 – 1:25
	5	1:30 – 2:10
	6	2:15 – 2:55
	7	3:00 – 3:40
	Bus Assignment	3:47

32-min. class time, 05-min. passing time, 30-min. lunch

<b>EARLY DISMISSAL</b> Nov. 03, 2010 Nov. 04, 2010 Jan. 12, 2011 Jan. 13, 2011 Mar. 30, 2011 Mar. 31, 2011	Class Period	Time
	5 min warning	8:25
	Ch. 1 + 1	8:30 – 9:18
	2	9:23 – 9:55
	3	10:00 – 10:32
	4	10:37 – 11:09
	5	11:14 – 11:46
	6	11:51 – 12:23
	LUNCH	12:23 – 12:53
	7	12:58 – 1:30
	Bus Assignment	1:37

## Main Office Hours

Daily: 7:30 a.m. to 4:30 p.m.

<b>SEMESTER FINALS</b>	5 min warning	8:25
	EXAM	8:30 – 10:30
	Announcements	10:35 – 10:40
	EXAM	10:40 – 12:40
	LUNCH	12:40 – 1:30
	Bus Assignment	1:37