

# **Carnegie Vanguard High School**



## **Student Handbook 2019 – 2020**

**This agenda belongs to:**

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

The mission of Carnegie Vanguard High School is to provide a unique and challenging learning environment to prepare the diverse gifted & talented population of Houston Independent School District for leadership in a global society.

## **Student and Parent Acknowledgment Forms**

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. Signatures on the student acknowledgement form of both the parent(s) and student will acknowledge receipt of the handbook and certify that they have read and discussed its contents.

The following documents must be returned by the end of the first week of school:

- Application for Free & Reduced-Priced Meals
- Employment Survey
- Enrollment Information sheet
- Health Inventory
- HISD Bus Rider's Responsibilities
- HISD Code of Student Conduct Acknowledgment Form
- Military Connected Families Survey
- Student Assistance Questionnaire
- Student Handbook Acknowledgment Form
- Student Media Release Form

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# **Houston Independent School District Board of Education**

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## **Houston Independent School District Administration**

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Cesar Martinez, Northwest Area Superintendent  
Edward “Dale” Mitchell, School Support Officer

## **Carnegie Vanguard High School Administration**

Ramon Moss, Principal  
Juan Garner, Assistant Principal  
Melissa Matsu, Dean of Instruction  
Lamia Moumni, Magnet Coordinator  
Veronica Chapman, Counselor (last names M-Z)  
Marcello Frau, Counselor (last names A-L)  
Beverly Wilson, School Business Manager  
Ellen Maxey, Registrar

## **Staff**

Christina Hernandez, Administrative Assistant  
Claudia Alvarenga, Student Information Representative  
Margarita Aguirre, Magnet Clerk  
Betty Guidry, Clerk  
Beverly Buchanan, Clerk  
Cindy Schulze, Librarian  
Heather Prentice, Nurse  
Jose Ceja Lara, Campus Instructional Technologist  
Terry Williams, Campus Officer  
Booker Jones, Plant Operator  
Custodians: Christian Balderas, Maria Sagredo, Mariana Sanchez, Lucia Herrera de Cortes

## Faculty

<b>English</b>	Rachel Bohenic Kris Casperson Clarissa Fischer	Erica Harris Robert Houghton	Josephine Lee James Parker
<b>Mathematics</b>	James Barnes Julea Brode	Stephanie Chen Miguel Inchaurregui	Sanjog Kulkarni Jennifer Ramon
<b>Science</b>	Jamie Ford Joshua Garcia	Elena Kolosova Amy Masiglat	Anne Marie Wakefield
<b>Social Studies</b>	Kristen Davis-Owen Juan Garner Charlotte Haney	Colleen Schmidt Jane Schulz	Quang Tran Nathan Wendt
<b>Foreign Language</b>	Claire Gueneau Luisa Jimenez	Patricia Savala Veronica Vence	
<b>Fine Arts</b>	Raymond Rodriguez	Steward Savage	
<b>Physical Education</b>	Abderahman Lamane	Miyuki Scott	
<b>AP Capstone / TPSP</b>	Heather Hill	Robert Houghton	Samantha Shields

## PTO Executive Board

Nisha Lobo, President  
 Susan Hawes, 1<sup>st</sup> Vice President, Fundraising and Development  
 Nisha Lobo, 2<sup>nd</sup> Vice President, Membership and Communications  
 Rachana Palacharla, 3<sup>rd</sup> Vice President, Volunteers and Special Events  
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 Michelle Maislin, Immediate Past President  
 Heather Hill, Teacher Representative

## **Carnegie Vanguard Expectations**

CVHS students must sign a Magnet Entrance Agreement and are expected to abide by the terms of the Agreement or face non-renewal. Carnegie Vanguard provides a rigorous academic program and we desire that each student graduates having taken the most challenging array of courses possible. HISD requires 4 years of high school credit in math, science, English, and social studies. In addition, all CVHS students must complete the Texas Performance Standard Project (TPSP) or the AP Capstone program. CVHS encourages 3 years of credit in a single foreign language.

### **Off Site Courses**

Students must take any course offered at CVHS on the campus of CVHS during the school year. Any original credit course that is not offered at CVHS, may be taken at another accredited location, but the grade earned will not be calculated in the student's Grade Point Average (GPA) and will not be considered as one of the student's course requirements for graduation from CVHS.

### **Growth Plan**

It is required that both student and parent(s) attend a growth plan meeting for students who have academic or behavioral difficulties. The student, parents, counselors, administrators, and teachers will discuss what the problems are, what the student can do to improve, and how parents and teachers can assist. At this meeting, a future date will be set to review the student's progress. Students will be placed on a Growth Plan for the following reasons:

- Report card grades below 75 in any class
- Three Discipline referrals for similar offenses
- Level 4 Discipline Offenses

### **Renewal of Magnet Transfer**

At the end of the year, a decision will be made regarding renewal or non-renewal of the magnet transfer for the next academic year. Students who fail (below 70) three or more classes will not receive a magnet transfer for the following school year.

### **Carnegie Vanguard Distinction Program**

Students who meet the criteria for the Carnegie Vanguard Distinction Program receive the Vanguard medallion prior to graduation if the following requirements are met:

Successful completion of TPSP or AP Research

Successful completion of the following CVHS courses each year:\*

- English, Math, Science, Social Studies

100 documented community service hours

4 Advanced Measures prior to senior year (any of the following options)

- 4 AP exam scores of 3 or higher
- SAT score of at least 1250 or ACT score of at least 26 and 3 AP exam scores of 3 or higher

\*excluding credit recovery courses

## **Houston Independent School District High School Magnet Entrance Agreement**

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_ Grade Level \_\_\_\_\_

I (please enter your name, not your student's), \_\_\_\_\_, the parent or guardian understand that HISD's magnet programs and individual schools have a set of established expectations that students and/or parents must meet throughout the school year in order to be successful and remain in the magnet program.

### **Program Expectations Grades**

- Grade 6-12, maintain an individual class average of 75 or higher in all core classes and an average of 80 or higher in all magnet classes

### **Attendance**

- Maintain regular attendance in accordance with school and Magnet policy

### **Behavior**

- Adhere to the HISD Student Code of Conduct and maintain a conduct grade of 'S' or higher
- Refrain from excessive tardiness in accordance with school and Magnet policy

### **General**

- Meet other expectations as defined by the individual program and relevant to that program.

Students who do not meet these program expectations, or whose parents do not meet program expectations, are placed on an HISD Magnet Growth Plan for a minimum of one grading cycle. The growth plan is intended to help students and parents successfully meet program expectations. A growth plan committee comprised of campus professionals and parents will evaluate progress on this plan at the end of the specified time period. The growth plan is reviewed each grading cycle that it remains in place, and it is used to determine if the student should continue in the magnet program the following school year.

### **Please Note:**

- A magnet transfer is a one-year commitment. A recommendation from the growth plan committee could result in a student losing his or her place in this magnet program at the end of the year and returning to their zoned or another choice school at the beginning of the next school year.
- Students cannot be placed in the regular educational program on the same campus where they have a magnet transfer.
- All students are limited to a single transfer each school year.
- Should the child choose to leave the program voluntarily before the end of the school year, he or she may return only to their zoned campus. A voluntary exit form must be completed if a student withdraws from the program before the end of the year.

We agree to adhere to the program expectations and policies as outlined in this agreement. All signatures are required for this agreement to be active.

## **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.



## **Academic Honor Code**

(continued)

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 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 dishonest is a Level II infraction and will be treated as such. Please refer to your HISD Code of Student Conduct.

**Building Hours**

The Carnegie Vanguard building is open 7:30 a.m. – 4:30 p.m. The building must be vacated by 4:30 p.m. Exceptions include students involved in authorized activities under the direct supervision of a CVHS employee or sponsor. Ensure that transportation is arranged, and students are picked-up by 4:30 p.m. when the main office closes. Back-up plans should be considered. Students are not authorized to admit anyone to the building.

**Student Code of Conduct**

The HISD *Code of Student Conduct* is available online. Students will receive an acknowledgement form to return to school. The code details district policy to which all HISD students must comply. There are five levels of offense with increasing degrees of consequences. Students and parents should read the code carefully in order to fully understand the rights and responsibilities explained therein.

If you have questions, concerns, or need advice, seek assistance from a faculty or staff member. We expect students to exhibit exemplary behavior at all times. Students are expected to use social media responsibly. Misbehavior at any time including bullying, cyberbullying, etc. that interferes with a student's education or substantially disrupts school operation is prohibited. If you have a conflict with another student, seek immediate assistance from a teacher, counselor, or administrator. In order to preserve our unique culture and climate, CVHS adopts a no tolerance policy for misbehavior and will pursue disciplinary action to the full extent in accordance with HISD's Code of Student Conduct.

**Suspensions**

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. Suspensions may be reported to colleges and universities. Suspensions may also lead to disciplinary probation and possible exit from CVHS.

**Telephone Use**

For emergency purposes, see an administrator or front office staff member for use of school phones.

**Student Advertisements / Flyers**

Students who wish to display flyers must obtain authorization from an administrator. A signed sticker must be placed on the original flyer before copies are made. Authorized posting areas include the white tiled areas above the water fountains and recycling areas and the large white board in the cafeteria, no more than one flyer for each event/club per area. Flyers must be taken down when they are out of date.

### **Meals at Carnegie Vanguard**

CVHS provides breakfast and lunch on campus. HISD publishes menus on a monthly basis. Information regarding breakfast and lunch prices is provided at the beginning of the school year. All students are expected to complete and submit an application for free and reduced priced meals to the attendance desk by the end of the first week of school.

### **Eating Areas**

Students are allowed to eat in common spaces throughout the campus. This privilege is dependent upon the continued cooperation of all students in keeping eating areas free of trash. All trash must be disposed in the appropriate containers. Pride in the Carnegie Vanguard campus begins with each student assuming the responsibility for his or her own actions. Eating in the classroom is at the teacher's discretion. Sports are prohibited in the cafeteria/gym during breakfast and lunch. During AP testing, eating locations may be limited.

### **Closed Campus Policy**

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. Only eligible seniors are allowed the privilege of off-campus lunch.

### **Student Visitors**

Individuals may not visit students on campus without prior approval both a parent/guardian, as well as, school administration. A request must be submitted at least 24 hours in advance. Visitors are subject to all school rules and regulations.

### **No Deliveries**

Deliveries are not allowed for food, flowers, balloons, or other specialty items. Such deliveries will be confiscated or returned to the business. Deliveries by parents will be accepted, but instruction will not be interrupted.

### **Courtyard and Green Roof Use**

Students are allowed to use the courtyard and green roof 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 or green roof during instructional periods is limited and allowed only with teacher supervision. Sports are not permitted in the courtyard, green roof, or amphitheater.

## **Dress Code**

The primary reason for the dress code is to foster an atmosphere conducive to learning for all students. CVHS students are being prepared for college and professional life after college. Students should dress for success. The student dress code applies to students on campus, whether during the school day or after hours. Additional requirements for science labs are listed on the science safety contract.

If it is determined by an administrator that a student is dressed inappropriately, the student may not attend classes until dressed appropriately. Repeated infractions will result in placement in ISS. Any exceptions to this policy due to religious or medical requirements must be approved by the Carnegie Vanguard administration in advance.

## **ID Badges**

Because there is no school uniform, ID badges and lanyards will be provided at the start of the school year and must be worn and visible at all times. The first replacement ID badge is \$1 and subsequent replacements are \$5. Badges are requested in room 132.

## **Clothing**

Students are required to wear standard, conventional clothes. Clothing should be clean and in generally good repair. Clothing must fit (neither too tight nor excessively baggy or loosely fitting). 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:

- Clothing that is too tight and those showing too much skin are prohibited. This includes muscle shirts, halter tops, tube tops, net or sheer tops, spandex tops, low cut tops, racerback 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.
- Pants of all types must be worn with the waistband above one's hips. Undergarments or anything resembling undergarments must not be visible.
- Shorts, skirts, and dresses must extend to at least three inches above the knee when one is standing up straight; 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).
- Items depicting or making reference to drugs, alcohol, tobacco, vulgar or obscene language, sexual promiscuity, the occult, violence, or gang-related activities may not be worn.
- A student's face must be visible at all times including when wearing a costume.
- No pajamas, trench coats, or sunglasses may be worn in the school.

**Shoes**

Flip-flops, slides, house slippers, and heels greater than 3 inches are not acceptable footwear as they present a safety risk. Acceptable sandals are ones that are secured to the foot with a strap around the heel. Due to safety considerations, teachers may require non-skid, closed shoes in some labs during experiments or project work.

**Head coverings and hair**

Sunglasses, wave caps, hoods, and bandanas are not to be worn. Hair should be clean and groomed prior to arrival.

**Personal Items**

Substantial amounts of cash should not be brought to school. Expensive or irreplaceable jewelry should not be worn to school. The use of skateboards, skates, and roller blades is prohibited. The use of electronic equipment is prohibited in the classroom unless authorized by the teacher. If the unauthorized use of these items occurs, the items may 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. HISD policy requires a fee for the return of these items. The CVHS retrieval fee is **\$15.00. (Texas Education Code 37.082)**

**Lost Items**

If you have lost a textbook or personal item, report it to the HISD Police Officer on campus. This will serve as proof of the theft. If you find an item that does not belong to you, give it to a member of the office staff.

**Library Use**

Hours: 8:00 AM – 4:00 PM

The library may be used before school and during the lunch period. 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 must present a pass with time and date to enter the library during class periods. Printing and copying is 10 cents per sheet.

### **Compulsory Attendance**

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. Extensions of holidays/breaks are considered unexcused absences. 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 the VOE during the school year (first through the last day of school). Please also see the section entitled “Denial of Course Credit.” Refer to the section Absences and Denial of Course Credit on page 20. Adhere to HISD’s calendar which is included in this handbook.

### **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, Average Daily Attendance (ADA), is taken every school day at Carnegie Vanguard at 10:00 a.m. During PSAT, SAT, STAAR, and AP testing, students may be in an alternate location and may be counted absent. You may receive notification of this absence. Please allow 24 hours for this to be corrected.

### **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 who arrive on a late HISD bus must sign in at the front office. This does not apply to Metro buses.

### **Penalties for Tardiness**

Each unexcused tardy will be counted. Tardiness is a Level One offense according to the Student Code of Conduct and each teacher establishes the rules for tardiness in their class. The teacher may use any of the following disciplinary options regarding tardiness: oral correction, teacher-student conference, parent contact, and/or lunch detention. An accumulation of ten (10) tardies among any and all classes in a grading cycle will result in disciplinary action assigned by an administrator. If the behavior does not improve, further actions will be taken.

## Absences

Written documentation from a parent or physician must be submitted **within three (3) days** of your return from being absent. Absences are considered unexcused until proper documentation is submitted. Parent/guardian notes should be clearly legible and should include the following:

<ul style="list-style-type: none"><li>• Absent student's name and HISD ID number</li><li>• Date(s) of the absence</li></ul>	<ul style="list-style-type: none"><li>• Reason(s) for the absence</li><li>• Parent's name and phone number(s)</li></ul>
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### Acceptable Reasons for Excused Absences

- Personal illness
- Death in the family
- Quarantine
- Weather making travel dangerous (traffic is NOT an acceptable reason for tardiness or absences)
- Participation in school activities w/ permission on the principal
- Court Appearance
- Approved college visitation
- Any other cause acceptable to principal or superintendent

An absence for any reason other than those listed above shall be classified as unexcused. A student may be denied credit for a class if the student accumulates more than five unexcused absences in a class during the semester.

If you **need to leave a classroom**, obtain a pass from your teacher. No students are allowed out of class without proof of the teacher's permission.

If you **need to leave school early due to illness**, obtain a permit from the classroom teacher to visit the clinic. A parent will be contacted from the clinic regarding student's illness. Under no circumstance are students to leave school without proper authorization from the nurse. A student leaving school early for any reason must sign out in the attendance office.

If you **need to leave school early**, submit a signed note from your parent/guardian to the attendance office upon departure from campus. Notes should indicate the type of appointment for which the student is being released, parent or guardian name and telephone number, date, and student ID number. Students returning from any medical or government appointments should submit official documentation within three days. We attempt to avoid interruptions to classroom instruction. Students must attend at least two thirds of a classroom period to be counted as present.

### Absences and Denial of Course Credit

The Texas Education 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). 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 seven days of receiving the semester report card.

## **Truancy**

Truancy is a pattern of unexcused absences. Any unauthorized absence from school will be unexcused. Disciplinary action will be taken, and/or a police citation may be issued.

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

A student's absence will be excused if it is for the expressed purpose of observing a religious holy day. Parent's written request should be submitted to the attendance office prior to the absence. The student is counted as present in school according to state statute.

## **Authorized School-Sponsored Activities**

Students must be in good standing in academics, behavior, and attendance to participate in school sponsored activities. This applies to participation in all types of clubs, sports, and field trips. A student may be excused for absences resulting from participation in off-campus school related activities. A student may not participate in after school or extra-curricular activities if absent from school that day. 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.

## **Withdrawal from School**

Students are allowed only one magnet transfer each year. Students who wish to withdraw from CVHS during the school year must enroll at his or her zoned school. Prior to withdrawing from Carnegie Vanguard to enroll in another school, visit the principal or counselor who can offer assistance. The withdrawal process begins with an administrator.

## **College Visits**

Juniors and seniors are allowed two days for college visits prior to May 1 that are considered absence exemptions. Upon return to campus, submit to the attendance clerk documentation on the official letterhead of the college or university within three days. Travel time to/from the college or university can be excused but can negatively affect your exemption from a final exam. The "three days per day absent" make-up work policy does not apply to college visits. If the student will be absent on the day that work is scheduled to be submitted, the student must submit the work prior to the absence or receive approval by the teacher for an alternate submission date.

## **Make-Up Work**

A student will be given the opportunity to make up work missed due to an absence. It is the responsibility of the student to request and complete any missed assignments promptly. If a student will be absent more than three (3) days in a row, a parent or guardian may contact the counselor for assignments. Students have 3 school days for every one day of absence, excluding college visits, to make up work.



## **CVHS Retake Policy**

In accordance with Senate Bill 2033 Carnegie Vanguard abides by the following retake policy:

- Not to exceed 2 retakes per grading cycle
- Maximum retake score is 70, (score of 70 to 100 = 70)
- The highest grade between the original and the retake is counted.
- The student, not the parent, must request the retake in writing (per teacher procedure in class syllabus)
- Student must request the retake within 24 hours and complete the retake within one week of grade posted
- Retakes are for in-class assessments, such as quizzes and/or tests only. A reading quiz (reading check) is an extension of homework and is not eligible for a retake.
- Student must fill out a retake form and complete the required remediation as listed on the form.
- If there are multiple retakes in the same day, it is the student's responsibility to reschedule with the teacher in advance
- No-shows count as a taken retake
- Final exams are not eligible
- Missing assignments fall under teacher's late policy not campus retake policy.

## **Spring Final Exam Exemptions**

See school website for current guidelines regarding spring final exam exemptions.

## **Off-Campus Permits**

Seniors meeting credit requirements for graduation may have a maximum of three "off campus" periods at the end of the day, 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. Students who have been granted off-campus privileges must carry an early-release permit which should be available for review by law enforcement. Students with off-campus permits are expected to leave school grounds at the assigned period. If transportation is delayed, students must remain in room 132. Once students leave for their off-campus activities, they are not permitted to return until dismissal to participate in extracurricular activities.

## **Parents Retrieving Students Early**

The parent/legal guardian must report to the attendance office and present legal identification before being permitted to pick up a student. Please abide by the rules at the bottom of page 15. CVHS faculty and administration attempt to protect instructional time for all students throughout the school year up to and including the final exams. All students are expected to remain in the classroom until the designated final exam end time.

## **Parent Volunteers & Other Visitors**

Parent volunteers are expected to register with the VIPS program at their initial visit and sign in at each subsequent visit. Visitors to CVHS must check in at the front desk and obtain a "Visitor's Pass." Students are not permitted to admit anyone into the building without authorization.

## Student Parking

Limited parking is available for students on the upper deck of the garage, so carpooling is encouraged. A yearly \$10 parking fee is to be paid prior to parking. 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. Drivers must park in their assigned space. While every reasonable attempt is made to ensure security, parking on campus is at the vehicle operator's own risk. CVHS 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 are not allowed to access their vehicles during the instructional day without administrative or officer approval. The speed limit in the parking lot is 10 mph. No vehicle should remain on the garage's second floor after dismissal.

## 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:

- If your HISD bus arrives late to campus in the morning, immediately report to the front office to sign in.
- After school, report to your designated waiting area by 4:05 PM. A student who misses his/her assigned bus must find alternate transportation.
- Board / exit the bus only at your assigned stop. For liability purposes, bus drivers may only transport students who are assigned to that bus driver's roster. **CVHS only issues a temporary bus pass when a change of residence has occurred. Requests must be made 24 hours in advance.**
- 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. 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.
- Keep bus clean and litter-free.

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

## **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 gym. When HISD buses arrive, route numbers are displayed on the monitors. It is the individual student's responsibility to monitor the arrival of his/her bus. Do not leave the gym until your bus has been highlighted. Buses will not be called to return to campus for a student's failure to board the bus on time. Students awaiting private transportation should arrange to meet drivers at the front of the campus on Taft Street. It is imperative that students are in the proper location within seven minutes of dismissal in order to assist a timely report to the vehicles. Ensure that transportation is arranged, and students are picked up by 4:30 p.m. when the main office closes. Back-up plans should be considered. Please consult [www.ridemetro.org](http://www.ridemetro.org) for routes and scheduling.

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 Drop-Off / Pick-Up**

The entrance near the corner of Taft and West Gray serves as the student drop-off and pick-up area. The parking garage is not a pick-up and/or drop-off location.

## **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 with name and address of parent or guardian
- Proof of custody if the student is living with someone other than a parent
- Presence of the parent or guardian and photo identification (driver's license)

## **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 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.

## **Course Enrollment**

Students must enroll in seven classes each semester. The selection of courses and progress toward graduation are the collaborative responsibility of the student, parents/guardian, and counselor. 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 change requests are allowed within fifteen days of the beginning of each semester. Students who wish to be eligible for U.I.L. activities must be enrolled in at least five classes. Students are scheduled electronically into classes needed to graduate without regard to class period or instructor. Instructors and class periods may change mid-year.

## **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 all HISD requirements to qualify for a diploma. In addition, students are required to demonstrate competency skills by passing the State of Texas Assessment of Academic Readiness (STAAR). All freshmen will be scheduled for two semesters of Physical Education or Athletics and one semester of Health. Students transferring after the 9<sup>th</sup> grade will be scheduled for these courses the first year they enter Carnegie if they do not have credit from a previous school. Physical Education and Health courses must be taken prior to the junior year. Students are required to take either TPSP (Texas Performance Standards Project) or the AP Capstone program.

## **Endorsements**

Each CVHS student will graduate with one or more of the following endorsements: STEM, Business and Industry, Arts and Humanities, and Multi-Disciplinary. Please see the Carnegie Vanguard website for more information.

## **Whole Course Credit (Composite Grading)**

Whole course credit applies to all HISD two-semester sequential courses (designated “A” and “B”) and not to one semester courses. Should a student fail one semester and pass the other semester of a two-semester course, the student will earn one whole credit if the average is a 70 for both semesters combined. These rules apply to courses taken and completed in HISD only and may not be combined with courses taken out of district. Credit By Exam (CBE) may not be considered for composite grading.

## **APEX Grad Lab**

APEX Grad lab is intended primarily for credit recovery purposes (meaning the course was not passed at the end of a semester). Completion of grad lab must occur approximately one month before the end of the semester.

**Carnegie Vanguard High School**  
**Suggested Four Year Plan**

Fall Semester

Spring Semester

Grade 9

English 1	English 1
Algebra 1 or Geometry	Algebra 1 or Geometry
Biology	Biology
AP Human Geography	AP Human Geography
Foreign Language	Foreign Language
PE / Health	PE
Fine Art or elective	Fine Art or elective

Grade 10

English 2	English 2
Geometry or Algebra 2	Geometry or Algebra 2
Chemistry	Chemistry
AP World History	AP World History
Foreign Language	Foreign Language
AP Seminar or elective	AP Seminar or elective
Fine Art or elective	Fine Art or elective

Grade 11

AP English Language	AP English Language
Algebra 2 or other advanced level math	Algebra 2 or other advanced level math
AP Physics 1	AP Physics 1
AP US History	AP US History
AP Research or TPSP	AP Research or TPSP
Elective	Elective
Elective	Elective

Grade 12

AP English Literature	AP English Literature
AP Economics	AP Government
Math Elective	Math Elective
Science Elective	Science Elective
Elective	Elective
Elective	Elective
Elective	Elective

Graduation requirements depend on the year student entered high school.

**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 counselor's 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 that benefit the community. Activities range from volunteering at the Houston Children's Museum to tours at Carnegie for prospective parents and students. Anthony Obi, class of '06, volunteered 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 is encouraged.

A form to track community service hours is available in the counselor's office or on the CVHS website. Only hours submitted prior to May 1 of the student's senior year will be tabulated.

**Graduation**

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 met the STAAR requirements.

## **Summer School**

There will be high school tuition summer school sites. Tuition costs are determined based on the financial costs of providing the summer school program. Students taking summer school courses must have prior approval from the home school counselor. This is to ensure that the student has not previously taken and been awarded credit for the course. If a student does take a summer school course without prior approval, the principal has the option of accepting the credit or refusing to accept the credit.

## **Parent Student Connect**

Parent Student Connect (PSC) allows registered users (i.e., parents and students) access to student grades and attendance. Users can also choose to receive an email or text message if a child's grades drop below a selected average or is absent or tardy to class. In order to remain abreast of the student's academic performance and progress, it is imperative that both student and parent access Parent Student Connect regularly. If you or your child thinks an error was made in grades or attendance, please contact the teacher directly for verification or a correction. Register at [www.houstonisd.org/PSC](http://www.houstonisd.org/PSC).

## **Naviance**

Naviance is a web-based service designed especially for students and parents. Naviance is a comprehensive web site that you can use to help in making decisions about colleges and careers. Naviance is a service that we use in the Guidance Office to track and analyze data about our students' college and career plans. Naviance will allow you to:

- Get involved in the planning and advising process - Build a resume, complete on-line surveys, and manage timelines and deadlines for making decisions about colleges and careers.
- Research colleges - Compare GPA, standardized test scores, and other statistics to actual historical data from students who have already applied from our high school.
- Sign up for college visits - Find out which colleges are visiting our school and sign up to attend those sessions.

Use personalized registration code to log onto [connection.naviance.com/hisd-carnegie](http://connection.naviance.com/hisd-carnegie). Set up your Naviance account as a new user. You will need to create a password and provide an email address. If you have already registered, you can skip this step. For returning users, the email address and password you provided during registration will be your way to sign into your account.

## **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. Refer to page 15 for more details.

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, most 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.

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: [dshs.texas.gov](http://dshs.texas.gov)

## Bell Schedules

### Monday/Tuesday/Friday

45-min. class time, 5-min. passing time, 70-min. lunch

Class Period	Time
5 min warning	8:20
SSEP	8:30 – 9:00
1	9:05 – 9:50
2	9:55 – 10:40
3	10:45 – 11:30
4	11:35 – 12:20
Lunch	12:20 – 1:30
5	1:35 – 2:20
6	2:25 – 3:10
7	3:15 – 4:00

### Early Dismissal

30-min. class time, 5-min. passing time, 30-min. lunch

Class Period	Time
5 min warning	8:20
announce + 1	8:30 – 9:10
2	9:15 – 9:45
3	9:50 – 10:20
4	10:25 – 10:55
5	11:00 – 11:30
6	11:35 – 12:05
7	12:10 – 12:40
Lunch	12:40 – 1:10

Early dismissal dates: September 27, October 18, November 8, January 17, February 14

### Wednesday Block “even day”

90-min. class time, 5-min. passing time, 70-min. lunch

Class Period	Time
5 min warning	8:20
announce + 2	08:30 – 10:05
SSEP	10:10 – 11:40
Lunch	11:40 – 12:50
4	12:55 – 2:25
6	2:30 – 4:00

### Assembly Schedule

40-min. class time, 5-min. passing time, 65-min. lunch

Class Period	Time
5 min warning	8:20
announce + 1	8:30 – 9:15
2	9:20 – 10:00
3	10:05 – 10:45
Assembly	10:50 – 11:50
Lunch	11:55 – 01:00
4	1:05 – 1:45
5	1:50 – 2:30
6	2:35 – 3:15
7	3:20 – 4:00

### Thursday Block “odd day”

90-min. class time, 5-min. passing time, 70-min. lunch

Class Period	Time
5 min warning	8:20
announce + 1	8:30 – 10:05
3	10:10 – 11:40
Lunch	11:40 – 12:50
5	12:55 – 2:25
7	2:30 – 4:00

### Semester Finals

Class Period	Time
5 min warning	8:20
EXAM	8:30 – 10:35
EXAM	10:40 – 12:35
Lunch	12:35 – 1:05

# 2019-2020 Academic Calendar

Houston Independent School District

JULY 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2019						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2020						
S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2020						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2020						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Key			Holidays		
	Holidays		September 2, 2019	Labor Day	
	Early Dismissal/Staff Development Days		October 9, 2019	Fall Holiday (students only)	
	Teacher Service Days (no students)		November 25-29, 2019	Thanksgiving	
	Teacher Preparation Days (no students)		December 23, 2019 - January 3, 2020	Winter Break	
	Weather Make Up Day (if needed)		January 20, 2020	Martin Luther King, Jr. Day	
			March 16-20, 2020	Spring Break	
			March 30, 2020	Chávez/Huerta Day	
			April 10, 2020	Spring Holiday	
			May 25, 2020	Memorial Day	

Significant Dates			Grading Periods		
August 12, 2019	Teachers report to work		<b>6 Cycles</b>		<b>Report Card Dates</b>
August 26, 2019	First day of school		Aug 26 - Oct 4	29 days	October 11, 2019
December 20, 2019	Last day of first semester		Oct 7 - Nov 8	24 days	November 15, 2019
January 6, 2020	First day of second semester		Nov 11 - Dec 19	24 days	January 10, 2020
May 29, 2020	Last day of school for students		Jan 6 - Feb 14	29 days	February 21, 2020
June 1, 2020	Weather Make Up Day (if needed) or Teacher Prep Day		Feb 17 - Apr 3	29 days	April 9, 2020
June 2, 2020	Last day for teachers		Apr 6 - May 29	38 days	June 2, 2020
			<b>4 Cycles</b>		<b>Report Card Dates</b>
			Aug 26 - Oct 18	38 days	October 25, 2019
			Oct 21 - Dec 19	39 days	January 10, 2020
			Jan 6 - Mar 13	49 days	March 27, 2020
			Mar 23 - May 29	47 days	June 2, 2020

# Flinn Scientific's Student Safety Contract

## PURPOSE

Science is a hands-on laboratory class. You will be doing many laboratory activities which require the use of hazardous chemicals. Safety in the science classroom is the #1 priority for students, teachers, and parents. To ensure a safe science classroom, a list of rules has been developed and provided to you in this student safety contract. These rules must be followed at all times. Two copies of the contract are provided. One copy must be signed by both you and a parent or guardian before you can participate in the laboratory. The second copy is to be kept in your science notebook as a constant reminder of the safety rules.

## GENERAL RULES

1. Conduct yourself in a responsible manner at all times in the laboratory.
2. Follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, ask the instructor before proceeding.
3. Never work alone. No student may work in the laboratory without an instructor present.
4. When first entering a science room, do not touch any equipment, chemicals, or other materials in the laboratory area until you are instructed to do so.
5. Do not eat food, drink beverages, or chew gum in the laboratory. Do not use laboratory glassware as containers for food or beverages.
6. Perform only those experiments authorized by the instructor. Never do anything in the laboratory that is not called for in the laboratory procedures or by your instructor. Carefully follow all instructions, both written and oral. Unauthorized experiments are prohibited.
7. Be prepared for your work in the laboratory. Read all procedures thoroughly before entering the laboratory.
8. Never fool around in the laboratory. Horseplay, practical jokes, and pranks are dangerous and prohibited.
9. Observe good housekeeping practices. Work areas should be kept clean and tidy at all times. Bring only your laboratory instructions, worksheets, and/or reports to the work area. Other materials (books, purses, backpacks, etc.) should be stored in the classroom area.
10. Keep aisles clear. Push your chair under the desk when not in use.
11. Know the locations and operating procedures of all safety equipment including the first aid kit, eyewash station, safety shower, fire extinguisher, and fire blanket. Know where the fire alarm and the exits are located.
12. Always work in a well-ventilated area. Use the fume hood when working with volatile substances or poisonous vapors. Never place your head into the fume hood.
13. Be alert and proceed with caution at all times in the laboratory. Notify the instructor immediately of any unsafe conditions you observe.
14. Dispose of all chemical waste properly. Never mix chemicals in sink drains. Sinks are to be used only for water and those solutions designated by the instructor. Solid chemicals, metals, matches, filter paper, and all other insoluble materials are to be disposed of in the proper waste containers, not in the sink. Check the label of all waste containers twice before adding your chemical waste to the container.
15. Labels and equipment instructions must be read carefully before use. Set up and use the prescribed apparatus as directed in the laboratory instructions or by your instructor.
16. Keep hands away from face, eyes, mouth and body while using chemicals or preserved specimens. Wash your hands with soap and water after performing all experiments. Clean all work surfaces and apparatus at the end of the experiment. Return all equipment clean and in working order to the proper storage area.
17. Experiments must be personally monitored at all times. You will be assigned a laboratory station at which to work. Do not wander around the room, distract other students, or interfere with the laboratory experiments of others.
18. Students are never permitted in the science storage rooms or preparation areas unless given specific permission by their instructor.
19. Know what to do if there is a fire drill during a laboratory period; containers must be closed, gas valves turned off, fume hoods turned off, and any electrical equipment turned off.
20. Handle all living organisms used in a laboratory activity in a humane manner. Preserved biological materials are to be treated with respect and disposed of properly.
21. When using knives and other sharp instruments, always carry with tips and points pointing down and away. Always cut away from your body. Never try to catch falling sharp instruments. Grasp sharp instruments only by the handles.
22. If you have a medical condition (e.g., allergies, pregnancy, etc.), check with your physician prior to working in lab.

## CLOTHING

23. Any time chemicals, heat, or glassware are used, students will wear laboratory goggles. There will be no exceptions to this rule!
24. Contact lenses should not be worn in the laboratory unless you have permission from your instructor.
25. Dress properly during a laboratory activity. Long hair, dangling jewelry, and loose or baggy clothing are a hazard in the laboratory. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured. Shoes must completely cover the foot. No sandals allowed.
26. Lab aprons have been provided for your use and should be worn during laboratory activities.

## ACCIDENTS AND INJURIES

27. Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the instructor immediately, no matter how trivial it may appear.
28. If you or your lab partner are hurt, immediately yell out "Code one, Code one" to get the instructor's attention.
29. If a chemical splashes in your eye(s) or on your skin, immediately flush with running water from the eyewash station or safety shower for at least 20 minutes. Notify the instructor immediately.
30. When mercury thermometers are broken, mercury must not be touched. Notify the instructor immediately.

## HANDLING CHEMICALS

31. All chemicals in the laboratory are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to do so. The proper technique for smelling chemical fumes will be demonstrated to you.
32. Check the label on chemical bottles twice before removing any of the contents. Take only as much chemical as you need.
33. Never return unused chemicals to their original containers.

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# Flinn Scientific's Student Safety Contract

34. Never use mouth suction to fill a pipet. Use a rubber bulb or pipet pump.
35. When transferring reagents from one container to another, hold the containers away from your body.
36. Acids must be handled with extreme care. You will be shown the proper method for diluting strong acids. Always add acid to water, swirl or stir the solution and be careful of the heat produced, particularly with sulfuric acid.
37. Handle flammable hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame or source of heat.
38. Never remove chemicals or other materials from the laboratory area.
39. Take great care when transporting acids and other chemicals from one part of the laboratory to another. Hold them securely and walk carefully.

## HANDLING GLASSWARE AND EQUIPMENT

40. Carry glass tubing, especially long pieces, in a vertical position to minimize the likelihood of breakage and injury.
41. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass. Place broken or waste glassware in the designated glass disposal container.
42. Inserting and removing glass tubing from rubber stoppers can be dangerous. Always lubricate glassware (tubing, thistle tubes, thermometers, etc.) before attempting to insert it in a stopper. Always protect your hands with towels or cotton gloves when inserting glass tubing into, or removing it from, a rubber stopper. If a piece of glassware becomes "frozen" in a stopper, take it to your instructor for removal.
43. Fill wash bottles only with distilled water and use only as intended, e.g., rinsing glassware and equipment, or adding water to a container.
44. When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet.
45. Examine glassware before each use. Never use chipped or cracked glassware. Never use dirty glassware.
46. Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires, and loose

connections. Do not use damaged electrical equipment.

47. If you do not understand how to use a piece of equipment, ask the instructor for help.
48. Do not immerse hot glassware in cold water; it may shatter.

## HEATING SUBSTANCES

49. Exercise extreme caution when using a gas burner. Take care that hair, clothing and hands are a safe distance from the flame at all times. Do not put any substance into the flame unless specifically instructed to do so. Never reach over an exposed flame. Light gas (or alcohol) burners only as instructed by the teacher.
50. Never leave a lit burner unattended. Never leave anything that is being heated or is visibly reacting unattended. Always turn the burner or hot plate off when not in use.
51. You will be instructed in the proper method of heating and boiling liquids in test tubes. Do not point the open end of a test tube being heated at yourself or anyone else.
52. Heated metals and glass remain very hot for a long time. They should be set aside to cool and picked up with caution. Use tongs or heat-protective gloves if necessary.
53. Never look into a container that is being heated.
54. Do not place hot apparatus directly on the laboratory desk. Always use an insulating pad. Allow plenty of time for hot apparatus to cool before touching it.
55. When bending glass, allow time for the glass to cool before further handling. Hot and cold glass have the same visual appearance. Determine if an object is hot by bringing the back of your hand close to it prior to grasping it.

## QUESTIONS

56. Do you wear contact lenses?

☐ YES ☐ NO

57. Are you color blind?

☐ YES ☐ NO

58. Do you have allergies?

☐ YES ☐ NO

If so, list specific allergies \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## AGREEMENT

I, \_\_\_\_\_  
(student's name) have read and agree to follow all of the safety rules set forth in this contract. I realize that I must obey these rules to ensure my own safety, and that of my fellow students and instructors. I will cooperate to the fullest extent with my instructor and fellow students to maintain a safe lab environment. I will also closely follow the oral and written instructions provided by the instructor. I am aware that any violation of this safety contract that results in unsafe conduct in the laboratory or misbehavior on my part, may result in being removed from the laboratory, detention, receiving a failing grade, and/or dismissal from the course.

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

\_\_\_\_\_  
Date

Dear Parent or Guardian:

We feel that you should be informed regarding the school's effort to create and maintain a safe science classroom/laboratory environment.

With the cooperation of the instructors, parents, and students, a safety instruction program can eliminate, prevent, and correct possible hazards.

You should be aware of the safety instructions your son/daughter will receive before engaging in any laboratory work. Please read the list of safety rules above. No student will be permitted to perform laboratory activities unless this contract is signed by both the student and parent/guardian and is on file with the teacher.

Your signature on this contract indicates that you have read this Student Safety Contract, are aware of the measures taken to ensure the safety of your son/daughter in the science laboratory, and will instruct your son/daughter to uphold his/her agreement to follow these rules and procedures in the laboratory.

\_\_\_\_\_  
Parent/Guardian Signature

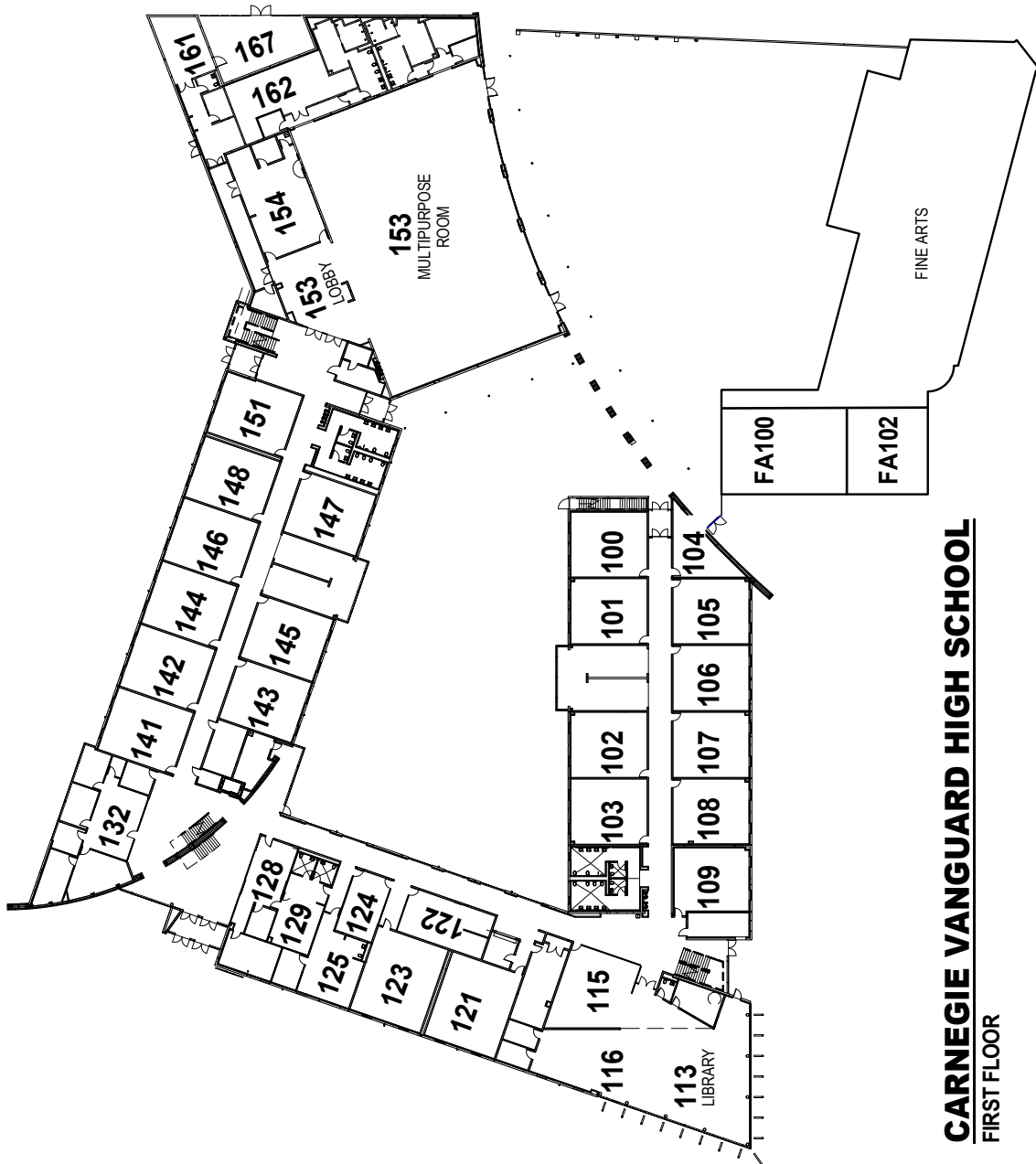
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Date

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