



L.C. Anderson High School



Student and Parent Handbook
2022-2023



WELCOME TO
L.C. ANDERSON HIGH SCHOOL
An International Baccalaureate World School
A Message from the Principal, Beth Newton

We want to welcome our Trojan students and families back to Anderson High School for the 2022-2023 School Year! Our school is dedicated to providing you with a comprehensive learning program of the highest quality. We are consistently recognized by local and national media as one of the top high schools in the country.

Anderson High School staff have created multiple campus goals and areas of focus for the 2022-2023 School Year. We plan to focus on establishing strong communication and connections with our students, staff and families. Our goal is to build on the positive school culture at Anderson. We will do this by creating opportunities for students, staff and community voice on campus.

We will also focus on campus safety and systems at Anderson. This summer we have met with staff, students and families, and developed new campus safety systems, and protocols around lunch, hallways, FIT/homeroom, parking lots, cell phones, discipline and grading policies. We look forward to sharing more about these policies with our students and families soon.

Once again, welcome to Anderson High School and let's GO TROJANS!

Sincerely,
Beth Newton
Principal, Anderson High School



Anderson High School Mission Statement

In partnership with our parents and our community, Anderson High School strives to provide a comprehensive educational experience that is high quality, challenging, and inspires all students to make a positive contribution to society.

Anderson High School Goals

All students will be creative thinkers and problem solvers, and they will possess a global perspective of community responsibility.

High achievement will be reflected in all academic and extracurricular endeavors.

All students will graduate ready for college, career, and life in a globally competitive economy.

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L.C. ANDERSON HIGH SCHOOL
An International Baccalaureate World School

8403 Mesa Drive
Austin, Texas 78759
(512) 414-2538

You may contact any Anderson staff member via email by typing the following:
firstname.lastname@austinisd.org For example, Paul Smith would be
paul.smith@austinisd.org. Additional phone numbers not listed below may be found on
our website at: www.andersononline.org

Beth Newton	Principal	(512) 414-7905
Phyllis Woodley	Admin. Assistant	(512) 414-7905
RoLanda Williams	Assistant Principal (<i>A-EL</i>)	(512) 414-7927
Robin Spencer	Assistant Principal (<i>Freshmen</i>)	(512) 414-6324
Jesse Molina	Associate Principal (<i>Em-La</i>)	(512) 414-1731
Michael Shackelford	Associate Principal (<i>Le-Rh</i>)	(512) 414-7933
Brian Lancaster	Assistant Principal (<i>Ri-Z</i>)	(512) 414-6324
Open	Testing Administrator/ 504 Coordinator	(512) 414-6326
Martha Abundis	Sub Coordinator Admin. Assistant for Asst. Principals	(512) 414-7937
Christy Potts	Attendance	(512) 414-7909
Alicia Murphey	Nurse	(512) 414-7904
Kellie Allen	Bookkeeper	(512) 414-7916
Mary Elmore	Activity Funds	(512) 414-0921
Christine McBride	Data Processor	(512) 414-7908
Kevin Dawson	Counselor Freshmen (<i>A-L</i>)	(512) 414-7914
Stephanie Grote	Counselor (<i>A-EL</i>)	(512) 414-6325
Mary Elizabeth Kakales	Counselor (<i>Em-La</i>)	(512) 414-7793
Rebecca Lyons	Counselor Freshmen (<i>M-Z</i>)	(512) 414-7910
Susan Devaney	Counselor (<i>Le-Rh</i>)	(512) 414-7911
Gareth Horwood	Counselor (<i>Ri-Z</i>)	(512) 414-7913
Elizabeth Ellis	Admin. Assistant for Counselors	(512) 414-7912

Pam Mason	Project Advance/ College Advisor	(512) 414-0909
Cathy Painter	College and Career Center	(512) 414-7936
Jill Spencer	IB Coordinator	(512) 414-7951
Christine Devries	IB Assistants	(512) 414-7456
Blythe Wilson		
Mary Andrade	Registrar	(512) 414-7907
Roberta Estrada	P.E.I.M.S/ Data processor	(512) 414-0924
Dorothy Salas	Graduation Coach	(512) 414-7955
Donald Hatcher	Athletic Coordinator	(512) 414-7958
Ofelia Davis	Cafeteria Manager	(512) 841-6221
Lucy Reyes	Head Custodian	(512) 414-7943
Matthew Hall	School Resource Officer	(512) 414-7984
Bryan Mick	School Resource Officer	(512) 414-0920
Schaan Wright	Campus Safety Monitor	(512) 414-7902
Scott Keithley	Campus Safety Monitor	

The Anderson High School website can be found at:
<http://www.andersononline.org/>

You can find links to all of our individual campus programs by visiting the page above.

HISTORY OF L. C. ANDERSON HIGH SCHOOL

L. C. Anderson was born of slave parents in Fayette County, Tennessee, in 1853. He attended public schools in Memphis, and with the abolition of slavery and the end of the Civil War, he resolved to prepare himself to become a leader for his people. He attended Fisk University, graduating in 1880. He came to Texas and was chosen by Governor Oran M. Roberts to become principal of Prairie View Normal and Industrial College in 1884, the forerunner of Prairie View A & M College.



In 1886 Anderson became a principal in the city of Austin at a high school later named for his brother E. A. Anderson. He served the community as principal for 34 years, resigning due to health while remaining as a Latin instructor. Mr. Anderson died in 1938. Upon his death, the school board unanimously renamed Anderson High School – the L.C. Anderson High School in honor of his leadership. He was devoted to the belief that education is the key to success for all children.

The L. C. Anderson High School Building at 900 Thompson Street was closed in 1971 by Federal District Court order as a step in the desegregation of Austin schools. The present building at 8403 Mesa Drive was built and dedicated the L.C. Anderson High School by the Board of Trustees on April 16, 1973 to perpetuate the memory of this outstanding educator and Austin citizen. Its motto, In Pursuit of Excellence, exemplifies the character of the late Mr. Anderson.

SCHOOL SPIRIT INFORMATION

PORTRAIT OF AN ANDERSON GRADUATE

The Anderson High School graduate will have:

- A high academic foundation reflecting depth and breadth in a well-rounded course of study,
- Experience in real-world application of content and concepts,
- An awareness of career options and related coursework,
- A completed program of study based on individual academic goals, personal interests, and future ambitions, and
- A post-graduate plan for continued growth.

MASCOT: TROJANS

SCHOOL COLORS: ROYAL BLUE & GOLD

ALMA MATER

Together with one spirit, one heart, and one mind,
United in purpose we stand;
To give the best we have to each challenge we find;
To give the best of mind, will and hand.

Then lift up our shield
On Anderson
With lives that shall ever honor
Our Blue and Gold!

TROJAN FIGHT SONG

Fight on, you Trojans, fight
We're gonna win this game tonight.

Fight on for LCA
We're gonna win, the Gold and Blue.

Fight on, you Trojans, fight
We're gonna win this game tonight.

(Chant) Yea Gold, Yea Blue, Yea Trojans

We're for you.

LCA, all the way, LCA, all the way.

Fight on, you Trojans, fight,
We're gonna win this game tonight.

Fight on for LCA,
We're gonna win, fight all the way.

FIGHT, FIGHT, FIGHT, ALL RIGHT!



Daily Bell Schedule 2022-23

Time	Class
9:05-10:35	1st Period – A Day 5th Period – B Day
10:40-11:05	FIT / Homeroom
11:10-12:40	2nd Period – A Day 6th Period – B Day
12:40-1:25	LUNCH
1:30-3:00	3rd Period – A Day 7th Period – B Day
3:05-4:35	4th Period – A Day 8th Period – B Day

7/20/2021

Mondays and Wednesdays - ALWAYS **A Days**

Tuesdays and Thursdays - ALWAYS **B Days**

Fridays - **Check the Calendar**

2022-2023 AB Calendar
Rev. 5/19/2022

AUGUST 2022

	1 NT	2 NT	3 NT	4 NT	5	6
7	8 SD	9 SD	10 SD	11 PP	12 PP	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2022

				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 2022

2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25C nss	26	27	28	29
30	31					

NOVEMBER 2022

		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 2022

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15c nss	16	17
18	19	20	21	22 ^	23 ^	24
25	26	27	28	29	30	31

Anderson High School

Attendance: 512-414-7909

Phone: 512-414-2538

Fax: 512-414-7961

www.andersononline.org

A DAYS: PERIODS 1, 2, 3, 4

B DAYS: PERIODS 5, 6, 7, 8

C DAYS: Campus determines schedule

District Closed

1st Day of School: Aug. 15th

nss=no student sharing: students stay @ home campus

NT = New Teachers Report

PP = Staff Planning & Prep Days

SD = Staff Development/Students off

^ Teacher Exchange Day/Students off

+ = weather make up day (if needed)

Last Day of School: May 25th

Holiday

PSAT TEST

October 25, 2022

NINE-WEEK GRADING PERIODS

1st Aug. 15 - Oct. 13

2nd Oct. 17 - Dec. 21

3rd Jan. 10 - March 10

4th March 20 - May 25

EOC TESTS *

Week of Dec. 5th

Week of April 3rd

Week of May 2nd

*Dates subject to change

AP & IB TESTS

May 2nd - 25th

First Semester Finals

Dec. 16-5th & 6th Dec. 19-1st & 2nd

Dec. 20-7th & 8th Dec. 21-3rd & 4th

Second Semester Finals

May 22-1st & 2nd May 23-5th & 6th

May 24-3rd & 4th May 25-7th & 8th

Prom: _____

Who's Who Tea: _____

Graduation: _____

JANUARY 2023

1	2	3	4	5	6	7
8	9 SD	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2023

			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				

MARCH 2023

			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 2023

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 2023

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19c nss	20
21	22	23	24	25	26 SD	27
28	29	30	31			

HOMEROOM (A Days)

All students will be assigned to a homeroom which meets every A Day. Students will participate in lessons on social emotional learning topics, college and career prep, and other important non-academic topics during Monday homeroom sessions. Students will complete school business activities on Wednesday homeroom sessions such as student surveys, voting for Homecoming court, etc. Students will also have time during Monday homeroom to sign up for their assigned lunch area. Attendance will be taken during homeroom and consequences will be assigned to students who skip.

FIT (B Days)

The purpose of Flexible Instructional Time (FIT) is to systematically ensure that every student receives the additional time and support required to master essential standards and to learn at high levels. The goals of a successfully executed FIT program are to increase student success and confidence. This enables teachers time to work with students outside of the traditional instructional period within the school day. All students are required to attend FIT sessions by being in person in their chosen or assigned FIT period class on B days. In some cases, teachers will assign students to attend certain sessions. When a student is pre-assigned by a teacher for a FIT session, they must attend that session. If a student has not been pre-assigned, they have the freedom to choose any available session. Examples of FIT sessions include: tutoring, review sessions & test prep, extension lessons, re-teach, and time for make-up work (quizzes, etc.). Attendance will be taken during FIT and consequences will be assigned to students who skip.

When a student is selected by their teacher to attend a FIT session, they will receive an automatic email at their **AISD email account**. Students are advised to check their AISD email on a daily basis for FIT notifications. Students can view any scheduled FIT meeting or schedule themselves in an open session through the online FIT portal system accessed through the AISD Cloud (my.austinisd.org).

PARENT AND STUDENT VISITORS

Visitors should park in the south parking lot or front circle drive when visiting the campus. We ask that all visitors enter the building through the main doors and report immediately to the front office to sign-in. Visitors will be required to show a state ID that will be scanned to ensure the visitor is not legally prohibited from visiting school campuses. Visitor badges will be issued and must remain visibly displayed at all times

while on campus. All visitors should check out and return their visitor badge immediately prior to leaving campus at the conclusion of their visit.

When planning to visit a classroom, you must make arrangements in advance with the teacher and the principal. **School-age visitors, pre-school visitors, and pets are not allowed in the classes and should not be brought to school.**

ATTENDANCE POLICY

Attendance in all classes is essential for a student to take full advantage of his/her scheduled instructional program. Students must turn in documentation of absences to the Attendance Office **within 48 hours** of the absence. Please make sure that the documentation shows the student's full name, student I. D. number, date of birth, and the date(s) of the absence.

Documentation must be either an official doctor's form including the exact date and time of the visit, a parent note documenting the illness within 48 hours of the absence or other suitable documentation. For an absence to be excused as a medical appointment, the student must be present in school the same day of the appointment.

VOE FORM

In order for students to obtain a VOE form for driver's license purposes, they must be in attendance for 90% of the school day or semester. Attendance for a VOE Form is based on the previously completed semester. Please refer to the campus VOE Policy for more details at andersononline.org

To request a VOE please send your request to anderson@austinisd.org and be sure to include your **student first and last name, student ID number and current grade**. Mrs. Potts will check your student's attendance and if they meet the 90% attendance requirement, the form will be emailed back to you or you may come to the school and pick up a hard copy of the form from 9:30am – 4:00pm every Monday – Friday. Please specify how you wish to get the form in your email to Mrs. Potts.

Please be aware that family trips, vacations, and attendance at non-school sponsored events are examples of unexcused absences.

RELIGIOUS HOLIDAYS

To be considered a religious holy day, the holy day must be a tenet of the student's faith. Church retreats, camps, mission trips and individual religious rites (baptisms, christenings, bar mitzvahs, etc.) are not holy days.

COLLEGE VISITS

Juniors and seniors may be excused from school up to 2 days each year to visit colleges if the visit is planned in advance through the Attendance Office and documentation is provided from the college following the visit. See the Attendance Office for details.

STUDENTS LEAVING SCHOOL

Students are not allowed to leave campus once they have arrived unless they: have obtained a pink permit/Raptor permit to leave; are graduating seniors leaving campus for lunch; are participating in programs with off-campus privileges. See the following sections for guidance on procedures for leaving school.

PERMIT TO LEAVE

Students who need to leave the school campus after the school day has started must receive a "Permit to Leave". **Leaving the campus without a permit to leave is a violation of school rules and will be considered a class cut and disciplinary action will be taken.**

Process for obtaining a permit to leave:

1. Present a note to the attendance clerk. This note must include the reason for leaving school, time of departure from school, a telephone number where the parent/guardian may be reached during the school day, and the parent/guardian's signature.
2. Pick up the permit at the attendance desk between classes.
3. Present the permit to leave to the teacher when leaving the class. The student should retain the permit when leaving class as their pass to exit campus.

When returning to campus or arriving after the school day has begun, students must report to the Attendance Office first to obtain a permit to enter. Students leaving school without a permit to leave will receive an unexcused permit to enter even with a parent note.

STUDENTS WHO ARRIVE LATE

Students who arrive at school after class has begun will check into the attendance office for the tardy pass if they have a written excuse and will report directly to their class. If students do not have a written excuse, they will go directly to class and the teacher will input the tardy into Teams.

LUNCH

Students are allowed to eat lunch in the cafeteria or the courtyards (off-limits areas for lunch include but are not limited to parking lots, outdoor basketball courts, gyms, or fields).

Due to limited staffing and concerns around campus safety, students are not allowed to order or receive outside food deliveries at Anderson.

SENIORS LEAVING CAMPUS FOR LUNCH

Seniors are permitted to leave campus for lunch from the student parking lot only and must be prepared to show their Senior ID. If a senior does not return to campus after lunch, normal absence procedures must be followed or the absence will be considered unexcused and subject to disciplinary action.

Seniors' responsibilities will include:

- actively discouraging underclassmen from leaving campus during lunch by refusing to provide them transportation,
- driving in a safe and responsible manner so as to not put themselves or others in danger,
- returning to campus in a timely manner to ensure no loss of class time,
- refraining from the use of alcohol, drugs, or other illegal substances,
- conducting themselves in an appropriate manner at all times and in all situations in the community,

Failure to follow these responsibilities may result in a revocation of off campus privileges.

OFF-CAMPUS PROGRAMS & OFF PERIODS

It is a privilege for students to be involved in off-campus programs such as student share, work-study, PALS, etc. So as not to interrupt instruction, students participating in these programs should travel directly to their off-campus program. When returning to school after an off-campus program, students should come only in time for their next class.

Students waiting to be picked up are only allowed to wait in the bus circle on Mesa Drive. Any senior student who has the last block off must leave campus immediately after their last scheduled class. Students relying on district transportation may study quietly in the library during their off period. **Students involved in special programs or students with off periods who choose not to honor these guidelines or cause disruptions may be removed from the program or lose their off campus period(s).**

TARDIES

A student is tardy if he/she is not in their assigned classroom when the bell rings. Students may receive a disciplinary referral if they accrue excessive tardies. Assistant

Principals will assign teacher directed tutorials, detentions, or Saturday School to clear unexcused tardies. Continued tardiness will result in additional disciplinary action.

MAKE-UP WORK

It is the student's responsibility to seek out his or her teacher and agree upon an acceptable time to complete needed assignments. The time for the make-up work may be before or after regular school hours, during lunch, or during FIT time. Make-up assignments should be completed as directed by the appropriate department make-up policy. Final dates for accepting make-up assignments are set by the individual teacher.

CLASS CUTS

A student is considered to have cut a class when he/she is in attendance at school but does not attend one or more classes during the school day and does not have a permit to leave covering the particular class period(s).

ATTENDANCE NOTIFICATION PROCEDURE / TRUANCY COURT

Parents/guardians of students who are marked absent will be called by the automatic calling service in the evening of the day the absence occurs. It is important that accurate phone numbers are on file. Please notify the PEIMS office at (512) 414-0924 if your phone number changes.

Any student, along with their parents, who fails to comply with the Texas Compulsory Attendance Law shall be warned in writing that failure to immediately comply with the attendance laws shall result in a complaint against both parent and child filed in court.

In addition, student report cards are given to the student containing attendance information following each nine-week grading period. The student's absences in each class will be stated on the student's report card each nine weeks and should be checked by the parent/guardian for accuracy.

STUDENT TRANSFERS

Students attending Anderson High School on a district transfer are welcomed and encouraged to become an active and successful member of the Anderson student body. Students are expected to meet all campus and district expectations including:

- meeting the district and campus attendance policy;
- passing all courses; and,
- following all campus and district expectations for conduct as described in this student handbook and the district's Code of Conduct.

In accordance with district policy, transfer status will be reviewed each semester. Any student failing to meet these expectations will have their transfer revoked, and the student will be required to return to their home school.

REINSTATEMENT OF CREDIT PLAN / APPEAL PROCEDURES

In accordance with AISD board policy and Texas State Law, credit is denied to any student whose attendance drops below 90 percent. The student whose attendance is at least 75 percent may recover the credit for the class by completing a plan approved by the principal. Students whose attendance falls below 75% must appeal to the attendance committee but should also document as many make-up hours as possible. Any student who has lost credit due to attendance should schedule a meeting with the Graduation Coach as soon as possible.

DRIVER'S LICENSE REQUIREMENTS / VERIFICATION OF ENROLLMENT FORMS

State law requires that drivers who have not graduated from high school must obtain Verification of Enrollment (V.O.E.) when applying for a learner's permit or driver's license. In order to be eligible for a VOE, students must meet the following requirements: 1) The school considers the student currently enrolled at the time the student applies for the VOE, and 2) the school awarded the student credit for each class the semester prior to application for the VOE.

Students need to sign up for a TEA form in the main office prior to 5:00 pm on Tuesday in order to receive it Wednesday after school, no exceptions. Students must present their student IDs in order to receive their VOE.

WHEELED DEVICES

Roller blades, scooters, skateboards and similar items are not permitted on campus.

PARKING PERMIT INFORMATION

All vehicles parking on campus must have a valid parking permit. Parking permits may be obtained through the main office. In order to receive a permit, you must:

- provide proof of current insurance with the student's name listed as a driver,
- provide proof of a current state driver's license,
- provide proof of current Vehicle Registration (windshield sticker), and
- pay a \$40.00 parking permit fee.

Students are only permitted to have one parking permit and must park in the south lot. Students who have excessive absences will not be allowed to purchase a parking permit until absences have been cleared. Permits must be permanently attached to the registered vehicle. Parking permits must be placed on the driver's side corner of the windshield, no more than one-half inch above the registration sticker.

PARKING VIOLATIONS AND WARNINGS

The following parking violations may result in towing or “boot” application:

- parking permits being transferred to unauthorized vehicle
- parking in areas designated for Handicap without a permit, Fire Zones, Faculty and/or Visitor spaces
- remaining parked on the Band practice field past 4:45 pm

PARKING VIOLATIONS CONSEQUENCES

- Towing fees vary but usually start about \$150.00
- A \$40.00 fee must be paid before the ‘boot’ is removed
- Parking privileges may be revoked

DRESS CODE POLICY

The Austin ISD Board of Trustees approved and adopted the revised student dress code below on June 17, 2019.

General Guidelines

1. Basic Principle:
 - Certain body parts must be covered for all students at all times.
 - Clothes must be worn in a way such that the abdomen, genitals, buttocks, breasts and nipples are fully covered with opaque fabric.
 - All items listed in the “must wear” and “may wear” categories below must meet this basic principle.
2. Students Must Wear*, while following the basic principle of Section 1 above:
 - A Shirt (with fabric that touches the waistband in the front, back, and on the sides under the arms), AND
 - Pants/jeans or the equivalent (for example, a skirt, sweat-pants, leggings, a dress or shorts), AND
 - Shoes.
3. Students May Wear, as long as these items do not violate Section 1 above:
 - Religious headwear
 - Hats facing straight forward or straight back and must allow the face, ears to be visible to staff any not interfere with the line of sight
 - Hoodie sweatshirts (wearing the hood over head is allowed, but the face and ears must be visible to school staff).
 - Fitted pants, including opaque leggings, yoga pants and “skinny jeans”

- Ripped jeans, as long as underwear and buttocks are not exposed.
 - Tank tops, including spaghetti straps; halter tops
 - Athletic attire
4. Students Cannot Wear:
- Violent language or images.
 - Images or language depicting drugs or alcohol (or any illegal item or activity). or any other substance prohibited under FNCF(LEGAL).
 - Hate speech, profanity, pornography.
 - Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
 - Any clothing that reveals visible undergarments (waistbands and straps excluded).
 - Swimsuits (except as required in class, field trips, or athletic practice see “Extracurricular Activities”).
 - Accessories that could be considered dangerous or could be used as a weapon.
 - Any item that obscures the face or ears (except as a religious observance).

The student and parent may determine the student’s personal dress and grooming standards, provided that they comply with the general guidelines set out above and with the student dress code outlined in the student handbook.

The complete dress code policy may be found at:

https://www.austinisd.org/sites/default/files/dept/family-support/StudentDressCode_2019-20-ENG.pdf

STUDENT CONDUCT AND DISCIPLINE

Anderson High School staff provides students with rules and procedures designed to help the school run smoothly so that all students may learn successfully. The purpose of discipline management is to consistently maintain safety and order in the school and at school-sponsored events, to provide every student with a quality education, and to correct inappropriate behavior. In addition to providing consequences, Anderson staff may utilize restorative practices that aim to help students understand and learn from their behaviors. As such, administration and teachers use mediations, conferences, and other proactive measures.

ANDERSON RULES

In order to achieve a safe, positive learning environment at school and at school-related activities, each student is expected to exhibit a high degree of self-discipline in his/her behavior by:

1. attending all classes regularly and on time,
2. being prepared for each class with appropriate materials and assignments,
3. being appropriately dressed,
4. showing respect toward others and the campus,
5. behaving in a responsible manner,
6. paying required fees and fines,
7. refraining from violations of the AISD Student Success Guide [22-23 Student Code of Conduct](#)
8. obeying all other school and safety rules,
9. seeking changes in school policies and regulations in an orderly and responsible manner, through appropriate channels, and
10. cooperating with staff in investigation of disciplinary cases and volunteering information within the student's knowledge relating to a serious offense.

INAPPROPRIATE LANGUAGE

Anderson High School students are expected to present themselves in a way that reflects positively on their school. Students may not use language that the Anderson High School Community considers vulgar, obscene, profane, degrading, racial, sexually explicit, or otherwise offensive.

Students should also avoid any language that may be offensive to a particular person or group. Students are here to support each other and to make *all* students feel welcome at Anderson.

PUBLIC DISPLAY OF AFFECTION (PDA)

Public displays of affection on campus or at student activities are considered inappropriate at Anderson High School. Appropriate action will be taken against those students not adhering to this rule.

SEARCH AND SEIZURE

District officials may conduct searches of students, their belongings, and their vehicles in accordance with state and federal law and district policy. Searches of students shall be

conducted in a reasonable and nondiscriminatory manner. Refer to the district's policies at FNF(LLEGAL) and FNF(LOCAL) for more information regarding investigations and searches.

The district has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable suspicion to believe it contains articles or materials prohibited by the district.

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice.

CONSEQUENCES

Teachers - May assign discipline consequences to students. Examples may include:

- verbal warnings, private conference, parent contact;
- assignment of detentions before or after school or during lunch;
- referral of the incident to the Assistant Principal's office.

Administrators – By report, observation, or referral may assign such discipline consequences as:

- Saturday Detention – Served from 8:00am until 12:00pm.
- In-School-Suspension (ISS) - Students may be suspended for up to 2 consecutive days. Students will be expected to work on assignments in ISS. Teachers may not assign students to ISS for timeout or cool down.
- Home-School-Suspension (HSS) – Students may be suspended for up to 2 consecutive days. Students will be allowed to make up work during this time, which must be requested from the teachers by the student.

Administrators may also request a discipline hearing for students involved in serious and/or persistent misbehavior that poses a threat to safety or the educational environment. Anderson High School, through a committee chaired by the Principal or his/her designee, may:

- assign an above-mentioned or alternative consequence, as allowed by AISD policy;
- place the student in the district's Alternative Learning Center (ALC);
- expel the student.

Students who compete for school-wide recognition honors such as Homecoming class royalty, Mr. Trojan, Prom royalty, and Who's Who represent the entire student body. As such, students who wish to be considered for these honors must reflect the highest standards of scholarship, character, and integrity, observing instructions and rules both inside and outside of the classroom. Prior to any nomination, a student's assistant principal will review their discipline record and will make the official recommendation

for eligibility to the sponsor based on the student's discipline history. Any infractions occurring during the current school year that result in removal to the Alternative Learning Center will automatically disqualify the student from eligibility.

HEALTH SERVICES

COVID-19

Please see the Austin ISD website for the most up-to-date COVID-19 policies

GENERAL HEALTH SERVICES

SCHOOL NURSE

The nurse is available daily during posted times. Students should feel free to consult the nurse concerning any health problem. The following steps should be followed:

1. Obtain a pass from the teacher. A pass is not necessary before school, after school or during lunch. You will be sent back to class without a pass.
2. If the nurse is not available, please see the campus Administrative Assistant.
3. If you need to leave campus, the Nurse will refer you to the attendance office to issue you a permit to leave and you will need to be picked up from the Main Office.

MEDICATION AT SCHOOL

For the safety of all students, prescription medications must be provided to and administered by a member of the student health service team, or in their absence, the trained designated District administrative staff, with the exception of asthma & diabetic medication, in accordance with legal requirements. Students shall not share their nonprescription medications with others.

IMMUNIZATION REQUIREMENTS

The Texas Department of Health has ruled that students must be current with immunizations in order to attend school. If the child's immunizations are not current when school begins, the parents will be asked to pick up their child and obtain the needed immunizations before being allowed to return to school. A list of required immunizations can be obtained from your pediatrician or the school nurse.

Parents may fax or mail the updated immunization record *and* delinquency letter to 414-6815 or Children's/AISD Student Health Services, 1012 Arthur Stiles Rd., Austin, Texas, 78721.

OTHER IMPORTANT INFORMATION

RELIGIOUS OBSERVANCES BY STAFF AND STUDENTS

See AISD School Board Policy

CAMPUS FUNDRAISING

The principal must approve all fundraisers that take place on school grounds or that are associated with school groups. A student or group may not conduct a fundraiser on campus or raise money without the principal's permission. The principal will determine the time, location, and duration of the fundraiser so that it does not detract from the educational process.

SAFETY DRILLS

Evacuation, Hold, Secure, Lockdown, and Shelter drills will be conducted periodically during the school year. Students are expected to follow all directions of teachers and staff in compliance with drill procedures. Appropriate instructions will be given, and established procedures will be followed. Should emergency situations occur, principals are charged with the safety of the students.

POLICY TO IDENTIFY A PARENT/GUARDIAN

When a request concerning a student is not made in person, such as by a telephone call, staff may require the caller to provide information pertinent to the identification of the parent.

ACADEMICS

COUNSELING DEPARTMENT

The mission of the Anderson Counseling Office is to assist every student towards reaching their full potential. Counselors advise students over a multitude of topics such as: career exploration, college admissions, achieving their full academic potential in each course, improving peer relationships, choosing courses that match their interests and future goals, coping strategies to deal with life stressors, etc. The Ninth Grade Counseling Team supports all ninth grade students in their transition to high school and works with each student to build a strong foundation. At the beginning of tenth grade, all students are assigned a counselor based on their alpha distribution who they will work with for the remainder of their high school career. The Anderson Counseling Office is located on the 2nd floor directly above the main office.

Your counselor is here to assist you with most any issue that requires advice, information, or assistance. In order to avoid missing instruction in class, we encourage students to come by before school, during lunch, or after school. If your counselor is not available when you come by the office, please leave a note and they will make a great effort to call you within 24 hours.

<http://andersoncounselingcenter.weebly.com/>

REQUIRED COURSE LOAD

Students must enroll in eight classes that lead to graduation. Seniors who are on track and TSI compliant may take up to two off periods, but must be enrolled in at least six classes each semester. Requests for off campus periods will be accommodated based on the following parameters:

- Off periods may be 1st / 5th and/or 4th / 8th only.
- An off campus period in senior year is not guaranteed.

SCHEDULE CHANGES

The deadline for course request changes is May 27th.

Students and parents were informed via multiple formats of the Anderson/AISD deadline of May 27th to change their mind about course requests. **NO CHANGES ARE ALLOWED UNLESS:**

- it is a level change (see rules below),
- students leaving an athletic team (see procedures below),
- if the student was incorrectly scheduled for the course, or
- if the course occurs after/before school and it is not tied to another school day course (i.e. can't drop before school Marching Band as it is directly tied to Band course during school day). Examples of before/after school courses that may be dropped during the 1st nine weeks of the semester with teacher approval are:
 - Cross Country/Track (with coach's consent)
 - After School Robotics
 - After School Speech & Debate Team (with coach consent)
 - Musical Theater (with theater or choir director's consent)

STUDENTS LEAVING ATHLETICS

- Students who tryout but don't make an athletic team will be placed into one of the alternate course choices they made on their choice sheet based on course availability.
- Students who did not tryout will be placed into a physical education course or course required for graduation. Even if a student already has met their 1.0 credit of physical education, students who fail to try out may still end up placed into physical education.
- Students who quit a team are placed into either a physical education or course required for graduation. Even if a student already has met their 1.0 credit of

physical education, students who leave a team may still end up placed into physical education. Same rule applies if a coach (with principal approval) removes a student from the team.

LEVEL CHANGES

Level changes occur when a student is academically misplaced. Teacher input is required when considering a level change. If a teacher recommends that a student move up from a regular level course to Honors, Pre-AP, or AP, and it's in the student's best academic interest, then this change may occur at any time during the 1st nine weeks.

In order for a student to level down from an Honors, Pre-AP, or AP course then the teacher should fill out a level change form and submit it to the counseling office. To be eligible for a level down the following **MUST** occur:

- student has attended tutorials multiple times,
- student has solid attendance,
- student has given great effort on every assignment and therefore no zeros have occurred,
- student/teacher/parent have communicated about student's progress. If the teacher has recommended a plan of action for the student to improve then the student must have attempted to implement that improvement plan,
- no level changes should occur just because the student will have a lower grade average than the student expected or wants.
- The student must obtain the teacher's signature in the course they are requesting to drop.

If the level change request was initiated by the student or parent, the level change will occur in the immediate days after the first nine weeks concludes and teacher input must still occur. For courses lasting only one semester, the same rules apply for both fall & spring semesters.

PASS/FAIL ELECTIONS

A high school student may choose to take a course on a pass/fail (P/F) basis, if the course is beyond state and district graduation requirements in that subject area and is not to be used to satisfy the elective credit requirement for the graduation plan that the student has declared. The grade will not be included in the computation of the student's grade point average (GPA). Please note the following:

- **A student must request pass/fail status in a course no later than the last instructional day of the first six weeks of the semester. Pass/fail status must be submitted each semester.**

- Once a student enrolls in a course on a pass/fail basis, the request to take the course on a pass/fail basis may not be rescinded.
- Written approval of the principal or designee, the teacher, and the parent must be acquired prior to placement in a course on a pass/fail basis.
- The pass/fail option is available for high school credit courses only.
- The grades in a course taken on a pass/fail basis will be recorded numerically for each six weeks grading period and for the final exam, but the final course grade will be recorded as a “P” or an “F.”
- Transfer grades of “P” or “F”: Credits transferred from other school districts with an assigned grade of “P” or “F” shall remain a “P” or “F.” The grade will not be included in the computation of the student’s GPA and will count towards state and district graduation credit requirements, as determined by the sending district.
- Forms are available in the counseling office.

GPA AND CLASS RANK

A student’s rank in class will not be reported, except for the top ten percent of a given class. Rank in class shall not appear on any student’s academic achievement record (transcript).

PROGRESS REPORTS

Progress Reports are sent after the third and sixth weeks of each nine weeks’ grading period through email, or U.S. mail by request, to inform parents of a student’s progress in a class. **Students and parents should be aware that student work may become unsatisfactory during the period after Progress Reports have been sent; this could result in a failing grade although no failing or borderline Progress Report was issued.** As a result, students and parents should monitor grades via the Parent Cloud regularly. Progress Reports may also be used by teachers to commend students for exceptional performance.

REPORT CARDS

Report cards are issued every nine weeks. A copy is sent via email, or U.S. mail by request, to the parents at the end of each nine weeks.

CORRESPONDENCE COURSES

Students who are regularly enrolled in a Texas High School may earn credits required by the state for graduation. Credit may be earned by correspondence from the University of Texas or Texas Tech. **Prior approval must be secured (application completed and approved) from the Counselor prior to registration. All correspondence courses must be completed prior to winter break of senior year, otherwise the credit required for graduation will be placed into spring semester schedule of senior year.**

CREDIT BY EXAM

The Credit by Examination (CBE) option conforms to the Texas Education Agency Policy permitting students to earn credit by examination in a course in which the student has received prior instruction. Examinations are comparable to comprehensive final exams in equivalent high school courses and are offered through the University of Texas at Austin and Texas Tech University. A grade of seventy is necessary to earn credit for credit recovery. **A student may register for credit by examination only upon authorization by the registrar and/or counselor of the high school who agrees to accept the credit earned.** Additional information is available in the Registrar and Counseling offices.

EXAMS FOR ACCELERATION

Credit by Exam for acceleration for high school courses is available for students who feel they can demonstrate mastery of the course material without receiving direct instruction on the material. Although no prior instruction is required, the student must have scored above 80% on standardized tests in the subject area tested. A grade of eighty (80) is necessary to earn credit. Exams for acceleration are offered free by AISD three times per year and are also available through the University of Texas and Texas Tech for a fee. If interested, please discuss the details and requirements of this program with your counselor.

DUAL CREDIT

Juniors and **seniors** may simultaneously earn high school and college credit in certain courses. Students may take courses at Anderson taught by an ACC professor or at an ACC campus. Students may also take ACC courses that are only for college credit. Students must have a test score (TSI, PSAT, SAT or ACT) demonstrating college readiness to enroll in any dual credit course. A listing of course offerings is available in the Counseling Office and the College and Career Readiness Center. To enroll in a dual credit course, students should consult with a Project Advance Advisor.

DELTA

Delta is a credit recovery program that is available for 10th-12th grade students who have failed courses required for graduation. Through the computerized curriculum, students are able to work at their own pace to pass the course. Enrollment in the Delta

program is subject to application and approval by the administration. Interested students must contact their counselor to determine eligibility.

GRADING GUIDELINES

Assignment categories, grading, weighted and percentages, turning in assignments, late work policy and retesting/replacement policy are provided and set by individual teachers according to district policy. Grades shall reflect academic achievement and shall not be based on nor adjusted for nonacademic criteria such as discipline, attendance, tardies, or participation in extracurricular activities, except as provided by state law and set out in administrative regulations.

TUTORIALS

Anderson High School teachers provide extensive opportunities for tutorials. Students are encouraged to seek out these opportunities and take advantage of the Flexible Instruction Time (FIT) sessions scheduled on B days. A tutorial schedule is posted throughout the school and available on the school website with days, times and location each teacher will be available.

TEXTBOOKS

Textbooks are the responsibility of the student. Most textbooks are available online and/or via Blend. Students are responsible for checking physical textbooks out and back into the Textbook Manager. If the student does not return the book that was checked out to them, the student will be placed on the obligation list for the cost of the textbook.

CHROMEBOOKS

All students are eligible to check out a district-owned Chromebook. At the beginning of the school year, students new to Anderson and returning students with chromebook issues will have an opportunity to check out a Chromebook on a scheduled day. Students who enroll after this day must go to the Library to check out a Chromebook. In order for a student to check out a Chromebook, a parent permission form, User Agreement, and the Digital Citizenship courses in Blend must be completed. Direct all chromebook questions to the Anderson Library.

WITHDRAWAL PROCEDURES

If a student is to be withdrawn from Anderson, the parent/guardian of the student must fill out an "Intent to Enroll" form with the PEIMS Clerk in the Registrars' office. This form will designate the name of the new school the student will be attending. Students who are withdrawing must return all Chromebooks, textbooks, equipment, library books, uniforms, etc. that have been checked out in their name at the time of the withdrawal.

LIBRARY

In the Anderson library, students have access to approximately 20,000 volumes, including a fiction section categorized by genre. Using MackinVIA through the Austin ISD Portal, students also have access to over 8,000 eBooks, 300 audio books, and 50 research databases. All checked out items are due back in two weeks. Book returns are available inside the library and outside the main school entrance. Students may print in the library (black/white is \$0.10 per copy and color copies are \$0.25 - \$.75 each). A student store is available for school supplies including poster boards. Prices are posted in the Anderson Library.

The library is open from 8:00 am to 5:00 pm (4:40pm on Friday). Students must have a pass from a teacher to use the library during instructional class periods. However, students do not need a pass for the library during lunch, before school or after school. The library is a NO FOOD ZONE at all times but drinks with lids are permitted.

All AISD students have access to Austin Public Library cards which provide access to free online tutoring in English and Spanish and much more. More information may be found at <https://library.austintexas.gov/virtual>. Austin Public Library cards will be delivered to students during the fall semester. Direct all questions to the Anderson Librarian.

ELECTRONIC DEVICE POLICY

Cell phones are not allowed during instructional time unless required for academic purposes. This means they are not to be seen or heard from bell to bell (off and in back packs). Students who choose to bring cell phones may use them during passing periods and lunch. Teachers can choose to allow students to use their devices during guided instruction.

Consequences for using a device during class time without teacher permission will be as follows:

- First offense in the classroom – Teacher will confiscate and return at the end of the period
- Second offense in the classroom – Teacher will confiscate and turn in to the main office. Student may retrieve at the end of the day.
- Third offense or more- Teacher will confiscate and turn in to the main office. The student will be subject to a \$15 fee in order to retrieve the phone.
- Students who fail to comply with this policy may be subject to additional disciplinary consequences.

We strongly encourage that electronic devices, other than district issued Chromebooks, be left at home. If stolen while at school, school personnel will attempt to recover the item, but the school is **not responsible** for its loss or the value of its loss.

ACADEMIC DISHONESTY / HONOR CODE

Commonly referred to as cheating, academic dishonesty includes, but is not exclusive to:

- using notes or study aids without permission during a quiz or test;

- falsifying someone else's work as one's own, including plagiarism;
- looking at another person's quiz or test without the teacher's explicit permission.

Consequences for academic dishonesty include a zero for the assignment without an opportunity for making-up the assignment. Teachers have discretion over consequences or referral when there is evidence of cheating. Anderson High School may assign additional consequences as appropriate for highly serious or persistent incidents.

COMPUTER USE

According to the AISD Acceptable Use Policy, access to the District's technology resources, meaning electronic communications and computer systems and equipment, is a privilege, not a right. Access shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations, district policy and law.

Please read and familiarize yourself with AISD's Acceptable Use Policy: <http://www.austinisd.org/technology/cyber-safety>

INTERNET SAFETY

There are a number of commonsense rules to follow to stay safe online. Below are a few listed.

from www.common sense media.org

- Never give any personal information to anyone you meet online. That means first or last names, phone numbers (they can be used to track down your home), passwords, birth dates or years, or credit card information.
- Never meet up with anyone you don't already know. Don't tell anyone your schedule; don't say where you'll be hanging out. No party announcements. People are often not who they say they are. It's true: 1 in 5 kids will be sexually solicited online.
- Don't fill out any "fun" questionnaires that are forwarded to you, even if they're from your friends. Remember, you're in a world where everything can get forwarded. All those personal things about you could land in the hands of someone who could use them to harm you.
- Make sure you know everyone on your social media. If you haven't met the people face-to-face, they may not be who they pretend to be. Also, Direct Messaging strangers is an invasion of their privacy.
- You do not have to answer emails or DMs from people you don't know. As a matter of fact, you shouldn't. Who knows who they are? Even if they say they're "David's

friend," David could be a lucky guess. "Kids" you meet in chat rooms may actually be creepy adults.

- There's no such thing as "private" on the Internet. You may think so, but it's not true. People can find anything they want — and keep what you post — forever.
- Be careful about posting pictures of yourself. (If you must, don't post sexy ones or ones showing behavior you wouldn't want your mom, teacher, boss, or potential college advisor to see). Just because an older sibling has posted snaps on a site doesn't make it a smart or a safe idea. Pictures with identifiers like where you go to school can be shopping lists for online predators and other creeps.
- Don't send pictures of other people. Forwarding an embarrassing picture of someone else is a form of bullying. How would you like it if someone did that to you?
- Don't download content without your parents' permission. Many sites have spyware that will damage your computer. Other sites have really inappropriate content. Your parents can check your computer's URL history, so you can't hide where you've been.
- Never share your password with anyone but your parents.

SOCIAL NETWORKING

Social networking sites, chat rooms, virtual worlds, and blogs are how teens socialize online; it's important to help learn how to navigate these spaces safely. Adapted from www.onguardonline.gov:

Online actions have consequences

- Only post what you're comfortable with others seeing.
- Once you post something, you can't take it back.
- Don't impersonate anyone else.

Limit what you share

- It's important to keep things like addresses, phone numbers, and other personal information private.
- Communicating with strangers online could have serious consequences. Some people lie about who they are. Be wary if a new friend wants to meet you in person.
- If you feel threatened or uncomfortable because of something online, tell an adult you trust.

Practice manners

- Politeness counts.
- Cc and Reply all with care

CYBERBULLYING (from ConnectSafely.org)

Cyberbullying is the willful and repeated use of electronic communication technologies to harass, intimidate or threaten others. Instant messaging, email and social media sites are commonly used to cyberbully. Cruel, demeaning, and threatening information can be

broadcast right into the victims' homes, to a wider audience, and faster than ever before. Cyberbullying is usually not a one-time occurrence but constant harassment. Because of the constant role technology plays in our lives, it is often difficult for victims to escape from cyberbullies. If someone bullies you, don't respond. Remember that your reaction is usually exactly what the bully wants. Talk to a trusted adult and report the behavior.

BULLYING / HARASSMENT

Bullying is defined as written, oral or nonverbal expression or physical contact that physically harms a person, damages property, or places a person in unreasonable fear of harm.

The guidelines for bullying/harassment also apply to texting, all social media websites/apps, and inappropriate digital photographs and videos. The behavior is sufficiently severe, persistent or persuasive enough to create an intimidating, threatening or abusive environment.

Complaint Procedure:

- Notify an adult on campus for and see your administrator.
- Complete a complaint form.
- The administrative team will investigate the complaint and if necessary, report investigation to district personnel.
- The administrative team will take appropriate actions to ensure student safety in compliance with Federal and State law and district policy.

Texas Legislature passed SB 179 (David's Law) that requires students to be subject to placement at the ALC when the following conditions occur:

- The bullying encourages a student to commit or attempt to commit suicide;
- or incites violence against a student through group bullying;
- or releases or threatens to release intimate visual material of a minor or student who is 18 years of age or older without the student's consent.

For more information regarding David's Law, please see https://www.esc20.net/page/open/47320/0/David_s_Law_Overview.pdf.

SEXUAL HARASSMENT

All students have the right to receive an education in an environment free from sexual harassment. Anderson High School is committed to creating a safe and healthy learning environment for all students that encourages respect, dignity, and equality among

students. Thus, sexual harassment of students, faculty, and staff will not be tolerated at school or school sponsored or school related activities such as field trips or special events where the student is under the supervision of the school.

Sexual harassment is a form of discrimination based on sex. It can include a variety of behaviors, but is generally defined as abusive, unwanted, or unwelcome conduct of a sexual nature. This conduct may be verbal or physical and may include requests for sexual favors or other intimidating sexual conduct. Sexual harassment is a violation of the law.

A verified complaint against a student for violating this sexual harassment policy would result in appropriate disciplinary action, according to the nature of the offense and the Austin I.S.D. Student Code of Conduct. In some circumstances, the student may be reported to legal authorities.

Anyone may report sexual harassment. Students who believe they have been the targets of sexual harassment by a student, employee of the District, or any third party on the campus should immediately contact a counselor, teacher, or school administrator. False reporting will not be tolerated and may result in serious consequences. Anderson High School will not tolerate retaliation for reporting sexual harassment. School staff will discipline any student who retaliates against anyone who reports an incident or who testifies or assists in an investigation.

HAZING

Hazing includes any act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Membership in a group or organization is considered to include membership in the Anderson High School student body as a whole, one of its grade levels, any club, organization, extra-curricular group or sports team. **Hazing is prohibited.** Any student involved in hazing another person will be subject to serious disciplinary actions, including non-participation in extra-curricular activities, removal to ALC, and may be charged with criminal activity.

FIGHTING / ASSAULT

Anderson High School, in accordance with district policy and state law *TEC 37.006*, does not tolerate fighting or any type of violence. Anderson High School will carefully investigate any such incidents, assign a serious consequence and communicate with the School Resource Officer to determine if a crime has been committed. Citations and/or arrests may result from the incident.

Verbal threats are legally considered a type of assault. Anderson High School will treat them as such.

ASSASSIN'S GAME

The Assassin's Game and all other similar role-playing games utilizing mock weapons and/or promoting simulated violence are dangerous and potentially harmful. Anderson students are prohibited from engaging in these types of games on any AISD property including 300ft of the school or AISD perimeter. Students engaging in or found in possession of assassin's gear or weapons will be suspended from school pending a removal hearing for placement at the Alternative Learning Center (ALC).

ALCOHOL AND DRUGS

In accordance with state law *TEC 37.006* and AISD policy, Anderson High School prohibits the consumption, possession, sale or being under the influence of alcohol or any prohibited drug. Possession of any controlled substance including concentrated THC substance such as waxes, dab pens, oils, edibles, etc. is a felony. Any student involved in such activity will be suspended for a period of up to three days and will participate in a disciplinary hearing that will result in the removal of the student to the Alternative Learning Center (ALC) or an expulsion. In addition, students may receive a citation or be arrested by the School Resource Officer.

VANDALISM

Anderson High School relies upon its student body to maintain a school facility in which the community can be proud. Anderson High School will investigate and assign serious and appropriate consequences to anyone found to have vandalized or planned to vandalize the school's property. Criminal charges may also be filed when appropriate.

