



L.C. Anderson High School



Student and Parent Handbook  
2024-2025



**WELCOME TO**  
**L.C. ANDERSON HIGH SCHOOL**  
**An International Baccalaureate World School**  
**A Message from the Principal, Brian Lancaster**

We want to welcome our Trojan students and families back to Anderson High School for the 2024-2025 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, and we are so excited to welcome your family and your students to our community!

Anderson High School staff have created multiple campus goals and areas of focus for the 2024-2025 School Year. We plan to continue our focus on establishing strong systems for safety and security, as well as communication and connections with our students, staff and families. Our goal is to build on the great work we have done to create a positive school culture at Anderson where all students feel welcome, and all students can build a foundation for the future they want. We will do this by creating welcoming opportunities for students, staff and community voice on campus.

Whether this is your first year at Anderson, or whether this is your last of four, we hope you use your time here to find your passions, build connections to the community, and grow into the best possible version of yourself as you start your amazing journey to adulthood. And while you're at it, I hope you also have some fun by showing up to cheer on the Trojans at Anderson athletic events, attending our fine arts concerts and showcases, and building amazing friendships with our fun clubs, sports, and activities.

Once again, welcome to Anderson High School and LET'S GO TROJANS!

Sincerely,  
Brian Lancaster  
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**  
**CONTACT INFORMATION**

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, Troy Trojan would be  
troy.trojan@austinisd.org. Additional staff not listed below may be found on our  
website at: [www.andersononline.org](http://www.andersononline.org)

Brian Lancaster	Principal	ext 71421
Christine McBride	Admin. Assistant	ext 71451
Jesse Molina	Associate Principal	ext 71443
Natalie Adams	Assistant Principal (9th)	ext 73547
Erin Aucoin-Barbier	Assistant Principal (10th)	ext 52368
Robin Spencer	Assistant Principal (11th)	ext 71382
Michael Shackelford	Assistant Principal (12th)	ext 71394
Melissa Williams	504/SSD Coordinator	ext 71518
Martha Abundis	Sub Coordinator	ext 71363
Christy Potts	Registrar	ext 71491
Kellie Allen	Bookkeeper	ext 71398
Mary Elmore	Activity Funds	ext 71397
Morgan Leavy	Data Processor	ext 72317
Brianna O'Neal	Nurse	(512) 414-7904
Janna Griffin	Counselor (A-CI)	ext 72318
Judith Berean	Counselor (Co-GI)	ext 70275
Sarah Limon	Counselor (Go-K)	ext 72778
Robert Victoria	Counselor (L-N)	ext 73007
Wendy McDonald	Counselor (O-Sh)	ext 73622
Gareth Horwood	Counselor (Si-Z)	ext 71414
Leslie Limon	Admin. Assistant for Counselors	ext 73065

Jill Spencer	Project Advance/ College Advisor	ext 71416
Cathy Painter	College and Career Center	ext 71438
Tiffani Borcharding	IB Coordinator	ext 73051
Kim Sanchez	IB Assistant	ext 27862
Christy Potts	Registrar	ext 71491
Elizabeth Ellis	P.E.I.M.S/ Data processor	ext 71417
Dorothy Salas	Graduation Coach	ext 71514
Donald Hatcher	Athletic Coordinator	ext 71492
Ofelia Davis	Cafeteria Manager	(512) 414-7949
Agustin Ibarra Lopez	Head Custodian	ext 27815
Brian Mick	School Resource Officer	(512) 414-7984
	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.anderson.austinschools.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

<b>Time</b>	<b>Class</b>
<b>9:05-10:35</b>	<b>1<sup>st</sup> Period – A Day</b> <b>5<sup>th</sup> Period – B Day</b>
<b>10:41-11:06</b>	<b>FIT / Homeroom</b>
<b>11:12-12:42</b>	<b>2<sup>nd</sup> Period – A Day</b> <b>6<sup>th</sup> Period – B Day</b>
<b>12:42-1:24</b>	<b>LUNCH</b>
<b>1:29-2:59</b>	<b>3<sup>rd</sup> Period – A Day</b> <b>7<sup>th</sup> Period – B Day</b>
<b>3:05-4:35</b>	<b>4<sup>th</sup> Period – A Day</b> <b>8<sup>th</sup> Period – B Day</b>

8/13/2024

Mondays and Wednesdays      - ALWAYS **A Days**

Tuesdays and Thursdays      - ALWAYS **B Days**

Fridays      - **[Check the Calendar](#)**

# ANDERSON A/B CALENDAR

**AUGUST 2024**

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

**SEPTEMBER 2024**

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 2024**

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

**NOVEMBER 2024**

					1	2
3	4	5 SD	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 2024**

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				

**Anderson High School**  
2024-2025 AB Calendar  
*Rev. 8/5/2024*

**Attendance: ext. 27871**  
Phone: 512-414-2538  
Fax: 512-414-7961  
anderson.austinschools.org

**A DAYS: PERIODS 1, 2, 3, 4**  
**B DAYS: PERIODS 5, 6, 7, 8**

**1<sup>st</sup> Day of School: Aug. 20th**  
**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 29th**

***Holiday***

PSAT TEST  
**October 9, 2024**  
SAT TEST  
**March 4, 2024**

**NINE-WEEK GRADING PERIODS**  
1<sup>st</sup> Aug.20 - Oct. 18  
2<sup>nd</sup> Oct 21 - Dec. 20  
3<sup>rd</sup> Jan. 7 - March 13  
4<sup>th</sup> March 24 - May 29

**EOC TESTS \***

Dec. 3<sup>rd</sup>-10th Retest  
Week of April 7th Eng I/II  
Week of April 14th BIO, US HIST  
Week of April 21st ALG 1

Dates subject to change  
**AP & IB TESTS**  
May 5-9 and 12-16

***First Semester Finals***  
Dec. 17-5<sup>th</sup> & 6<sup>th</sup> Dec. 18-1<sup>st</sup> & 2<sup>nd</sup>  
Dec. 19-7<sup>th</sup> & 8<sup>th</sup> Dec. 20-3<sup>rd</sup> & 4<sup>th</sup>

***Second Semester Finals***  
May 23-1<sup>st</sup> & 2<sup>nd</sup> May 27-5<sup>th</sup> & 6<sup>th</sup>  
May 28-3<sup>rd</sup> & 4<sup>th</sup> May 29-7<sup>th</sup> & 8<sup>th</sup>

Homecoming: October 19, 2024  
Prom: TBD  
Graduation: TBD

**JANUARY 2025**

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

**FEBRUARY 2025**

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

**MARCH 2025**

						1
2	3	4 SAT	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 2025**

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

**MAY 2025**

				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 SD	31

## **HOMEROOM (A Days)**

All students will be assigned to a homeroom/advisory 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. Attendance will be taken during homeroom and consequences will be assigned to students who skip.

## **FIT (B Days & every Friday)**

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](http://my.austinisd.org)).

## **ATTENDANCE POLICIES**

Attendance in all classes is essential for a student to take full advantage of their 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 ID 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.

**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.

## **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 they are 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 they are 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).

## **HALL PASSES**

Any student out of class should have teacher permission and a hall or restroom pass. Should a student be found in the hallways during class time without a pass, they will be escorted to class and disciplinary action may be taken. Misuse of hall and restroom passes will result in disciplinary action and include, but are not limited to, using false/counterfeit passes, not being in the correct area, walking with other students, using another student's pass, and/or being gone too long.



## **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.

## **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.

## **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. All students are assigned a counselor based on their alpha distribution who they will work with for 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 1<sup>st</sup> / 5<sup>th</sup> and/or 4<sup>th</sup> / 8<sup>th</sup> only.
- An off campus period in senior year is not guaranteed.

## SCHEDULE CHANGES

**The deadline for course request changes is May 29th.**

Students and parents were informed via multiple formats of the Anderson/AISD deadline of May 29th 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 nine 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.

## **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.

## **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 testing and in-class essays **MUST** be taken/written on a district-issued Chromebook. 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.

## **CELL PHONES**

Cell phones are not allowed during class time. This means they are not to be seen or heard from bell to bell (off and in backpacks). Students who choose to bring cell phones may use them during passing periods and lunch.

Consequences for using a cell phone during class time 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. Parent/Guardian will be contacted by the teacher by the end of the day. Student may retrieve phone in the front office at the end of the day.
- Third offense or more- Teacher will confiscate and turn in to the main office. Parent/Guardian will be contacted by administration. Student may retrieve phone in the front office at the end of the day.
- Students who chronically 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.

## **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.

## **SCHOOL ID BADGES**

Students must wear their school issued ID badge on their front upper torso at all times while on campus. Valid IDs must be in one piece, show first and last name, and with photo clearly visible. All students will be provided an Anderson ID badge and lanyard at no cost at the start of the school year or upon enrollment. Replacement ID badges can be purchased for \$5 should a student misplace or require a new badge. Temporary badges can be purchased for \$1 if a student knows where their ID badge is but doesn’t have it with them on campus that day. Anderson ID badge replacements can be request by [completing this form](#).

## **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.

## **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 their 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 \(Spanish Guide\)](#)
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.

## **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 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](https://www.esc20.net/page/open/47320/0/David%20s%20Law%20Overview.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.

## **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(LEGAL) 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.

## **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.

## **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.**

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.

## **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.

## **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;
2. they must be in attendance for 90% of the school day or semester; and
3. the school awarded the student credit for each class the semester prior to application for the VOE.

Send your request for a VOE to [anderson@austinisd.org](mailto:anderson@austinisd.org) and be sure to include your **student first and last name, student ID number, and current grade**. Ms. Watkins 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.

## **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

## **WHEELED DEVICES**

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

## **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.

## **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.

## **HEALTH SERVICES**

### **COVID-19**

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

### **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. You will be sent back to class without a pass. A pass is not necessary before school, after school, or during lunch.
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.

## **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.

## **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.commonsemmedia.org](http://www.commonsemmedia.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](http://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**

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. Additionally resources can be found at [ConnectSafely.org](http://ConnectSafely.org).

