



L. C. Anderson
High School

STUDENT PLANNER

2009-2010

THE INTERNATIONAL HIGH SCHOOL

DONNA HOUSER

Principal

Sammi Harrison	Associate Principal
De Arylon Biester	Assistant Principal
George Briones	Assistant Principal
Monica Evans	Assistant Principal
Dennis Harms	Assistant Principal

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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**WELCOME TO
L.C. ANDERSON HIGH SCHOOL
THE INTERNATIONAL HIGH SCHOOL**

8403 Mesa Drive

Austin, Texas 78759

(512) 414-2538

We are delighted to welcome all of the students to L.C. Anderson High School. Our school is dedicated to providing students with a wholesome, comprehensive learning program of the highest quality. In recent years Anderson has been recognized by the Washington Post and by Newsweek Magazine as one of the Top High Schools in the nation. We encourage our students to be good citizens, to pursue excellence, to take pride in their work and in their school and to be dignified in all of their endeavors.

We are proud of our school and all of the accomplishments made by students and faculty. We encourage all Anderson students to be courteous to their fellow students, their teachers, staff, visitors, and administrators at all times. We ask that the students take pride in keeping the school building clean and beautiful, both on the inside and the outside. We ask our students to support and respect our school by being loyal, devoted and dedicated to making our school the best. Remember you are not attending a good school; you are attending a great school. HAVE A GREAT YEAR!

Donna Houser, Principal

MISSION STATEMENT

The mission of Anderson High School is to work together as a community to promote individual student growth, to encourage personal success and contribute to our global society.

**L.C. ANDERSON HIGH SCHOOL
THE INTERNATIONAL HIGH SCHOOL**

8403 Mesa Drive

Austin, Texas 78759

Tel: (512) 414-2538

OFFICE PERSONNEL

Donna Houser	Principal	(512) 414-2538
Diane Newberry	Secretary	(512) 414-2538
Sammi Harrison	Associate Principal	(512) 414-7906
George Briones	Assistant Principal	(512) 414-7940
Monica Evans	Assistant Principal	(512) 414-6324
Dennis Harms	Assistant Principal	(512) 414-7933
De Arylon Biester	Assistant Principal	(512) 414-7927
Martha Abundis	Secretary to Asst. Prin.	(512) 414-7937
Phillip Davenport	Management Assistant	(512) 414-7902
Kelly Cannon	Data Processing	(512) 414-7908
Todd Taylor	Technology Specialist	(512) 414-0927

COUNSELORS

Cindy Garza	Secretary	(512) 414-7912
	Fax Number	(512) 841-1640
Jessica Decker	(A-D)	(512) 414-7914
Nancee Lottmann	(E-J)	(512) 414-7911
Jan Walker	(K-N)	(512) 414-7910
Vacant	(S-Z)	(512) 414-7913
Judy Trusty	(O-R) Lead Counselor	(512) 414-6325
Michele Reynolds	Project Advance	(512) 414-0551
Michelle Szabo	IB Coordinator	(512) 414-7951

AISD SUPPORT PERSONNEL

Vacant	Visiting Teacher	(512) 414-6327
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REGISTRAR/ATTENDANCE OFFICE

Raquel McCoy	Registrar	(512) 414-7907
Clarisa Quinonez	Attendance	(512) 414-7909
Debbie Lewis	P.E.I.M.S. Coordinator	(512) 414-0924

ACCOUNTING CLERK

Vacant (512) 414-7916

NURSE

Vicki Garland (512) 414-7904

SECURITY

Officer James Thorpe (512) 414-0920

Officer Chris Roddy (512) 414-7984

CAFETERIA

Tino Manolescu Cafeteria Manager (512) 841-6221

DEPARTMENTS

Athletic Director (512) 414-7958

Band (512) 414-7957

Business (512) 414-7939

Choir (512) 414-7926

Counselors (512) 414-7912

Drama (512) 841-1580

English (512) 414-7945

Home Economics (512) 841-1559

Fine Arts/Industrial Arts (512) 414-7928

Foreign Language (512) 414-7942

International Baccalaureate (512) 414-7951

Library (512) 414-0926

Math (512) 414-7935

Delta (512) 414-7934

O.J.T. (512) 414-7938

P.E./Health (girls) (512) 414-7923

(boys) (512) 414-7925

Publications (512) 345-2461

Science (512) 414-7921

Social Studies (512) 414-7932

Special Education (512) 414-7929

HOUSEKEEPING DEPARTMENT

MaryAlice Castillo Head Custodian (512) 414-7943

HALL MONITORS/SECURITY

Yolanda Anderson (512) 414-7902

Guadalupe Villarreal (512) 414-7902

Belief Statement

All students will be provided opportunities to maximize their potential and strive for success in an equitable, challenging, cooperative, and supportive environment.

All educators should be provided opportunities to grow through ongoing professional development that is relevant, organized and focused.

Education from an international perspective provides learning opportunities for successful living in a diverse global society.

A supportive educational environment respects and nurtures individuals and teaches the importance of community.

ANDERSON HS BLOCK SCHEDULE

Students' classes will alternate from day to day on an AB block schedule. This means that the roster of class subjects alternates from day to day. Consequently, on an "A day" a student takes the same set of classes and then alternates their set of classes on the next day, which is a "B day". Block scheduling enhances and enriches the educational experience of our students. The benefits of an alternating block schedule include more time on task (students spend less time changing classes), more in-depth learning (longer & more highly concentrated classes allow students more time on active learning projects and more exposure to varied teaching methods), and higher student morale and better grades.

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 a 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. The school's motto, In Pursuit of Excellence, exemplifies the character of the late Mr. Anderson.

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I. COUNSELING DEPARTMENT

Phone (512) 414-7912

Fax (512) 841-1640

The counseling offices are located on the second floor. Students are assigned a counselor for four years based on alpha distribution. Students are always welcome and encouraged to come to the counseling office for advice on planning the future, information on subjects, college admission requirements, resolving peer problems, or becoming aware of their potential and interests. If a student wishes to see a counselor, the student should sign up with the counselors' secretary. The counselor will send for him/her at the earliest convenience.

COUNSELOR CALENDAR

Ninth Grade

- Review Credits & Graduation Plan.
- Freshman Orientation.
- Graduation Plans – Parents and Students.
- Freshman Parent Orientation Night.
- Begin researching colleges and interests.
- COIN – Career Exploration Program.
- TAKS Reading and Math.
- Keep a record of community service and extra-curricular activities.

Tenth Grade

- Review Credits & Graduation Plan.
- TAKS – English/Language Arts, Science, Math and Social Studies.
- PSAT – Pre-SAT recommended for all students as preparation for National Merit competition as a junior.
- Begin researching resources to determine college entrance requirements for colleges in which the student is interested.

- ACC Dual Enrollment (minimum of 10 credits & completion of two years of high school).
- COIN – Career Exploration Program.
- Keep a record of community service and extra-curricular activities.

Eleventh Grade

FALL

- Review Credits & Graduation Plan.
- Continue research on colleges and universities of interest.
- PSAT – Pre-SAT. This is the qualifying test for National Merit Competition and serves as a practice for the SAT. After receiving results, student may want to enroll in an SAT prep course.
- ACC Dual Enrollment.
- ASVAB – Voluntary vocational aptitude test.
- SAT / ACT.
- College Centex Fair.
- COIN – Career Exploration Program.
- Keep a record of community service & extra-curricular activities.

SPRING

- TAKS Exit Level Exam – English/Language Arts, Math, Science, and Social Studies.
- Junior Class College Presentation.
- ACC Dual Enrollment.
- First college visitation.
- SAT or ACT in April or May.
- Advanced Placement Exams.
- International Baccalaureate Exams.
- SAT II when required for college admission.
- Brown Bag Lunches with Project Advance Advisor.
- Senior Session to conduct credit check for graduation and college planning.
- Research Scholarship Opportunities.
- Keep a record of community service & extra-curricular activities.
- Prepare Resume.
- Prepare Portfolio if applicable.

SUMMER (11th Grade Continued)

- ACC Dual Enrollment.
- Research college admission requirements.
- College visitation.

Twelfth Grade

FALL

- Review Credits & Graduation Plan.
- Continue college visitations.
- Complete university & college applications.
- Some colleges require room reservation deposit.
- ACC Dual Enrollment.
- Update Resume & Portfolio as applicable.
- Visit with college representatives at Anderson.
- Take SAT or ACT.
- SAT II when required for college admission.
- Senior Parent Evening Meetings.
- Senior Parent Financial Aid Meeting.
- Continue Scholarship Applications.
- TAKS Exit Level for students who have not passed.
- Brown Bag Lunches with Project Advance Advisor.
- Keep a record of community service and extra-curricular activities.
- Finish all correspondence courses in December.

WINTER

- SAT II Achievement Test.
- Complete income tax if applying for financial aid.
- File for financial aid in January.

SPRING

- Complete SAT Achievement Test for Placement.
- TAKS Exit Level for students who have not passed.
- ACC Dual Enrollment.
- Complete FAFSA.
- Update Resume & Portfolio as applicable.
- Make final decision on college choice.
- Final Transcript Requests.
- Distinguished Achievement Plan – submit data on four measures.
- Advanced Placement Exams.

- International Baccalaureate Exams.
- **GRADUATION!**

SUMMER

- THEA – test required by public colleges and universities.

Options for Earning Credit

Correspondence Course:

Students who are regularly enrolled in a Texas High School may earn credits required by the state for graduation through correspondence courses. Credit may be earned by correspondence from the University of Texas or Texas Tech. If interested, please discuss the details and requirements of this program with your counselor. **Prior approval must be secured (application completed and approved) from the Registrar and Counselor prior to registration.**

Credit by Exam (student has had prior instruction in course):

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 (70) is necessary to earn credit. If interested, please discuss the details and requirements of this program with your counselor. **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.** Information is available in the Registrar and Counseling offices.

Exams for Acceleration (student has no prior instruction in course):

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 90% on standardized tests in the subject area tested. A grade of ninety (90) is necessary to earn credit. Exams for acceleration are offered free by the District

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. There is no limit on the total number of credits earned; however, only two dual credit courses may be taken per semester. See your counselor for further information.

DELTA:

DELTA is a credit recovery program that is available for students who have academic needs and have failed courses required for graduation. Through the computerized Nova Net curriculum, students are able to work at their own pace to pass the course. Enrollment in the Anderson High School DELTA program is subject to application and approval by the administration. Interested students must contact their counselor to determine eligibility.

II. HIGH SCHOOL ATTENDANCE POLICY

Attendance in all classes is essential for a student to take full advantage of his/her scheduled instructional program. For that reason, 100% attendance in each class should be the personal goal of each student at Anderson High School. Students who are absent from class must meet the minimum attendance standards in order to receive credit in a successfully completed course. The Texas Education Code requires that a student not be given credit for a class unless the student is in attendance 90% of the days the class is offered. A student who is sick or ill must bring a note to the attendance office within two school days of the absence in order for the absence to be a documented an excused illness. If a note is not turned in within two school days, the absence will be documented as an unexcused absence. Also, please note that illness beyond three days requires a doctor's note in order to be excused.

State law also requires that students maintain a minimum attendance rate of 90% in each class in order to receive a driver's license or renew a current driver's license. Students at Anderson High School must be present 90% of the class days in a semester in order to meet this State requirement and receive the TEA Form needed for the driver's license

and its subsequent renewal (see page 29). Excessive unexcused tardies also provides a basis for denial of the TEA form required for a driver's license or renewal.

The state's compulsory attendance law requires the school to notify the appropriate court if a student fails to attend school without an excuse on ten or more full or partial days within a six-month period.

Students should also be aware that a City of Austin curfew ordinance requires students to be either at school or home on school days between the hours of 9:00 AM to 2:30 PM. Students who are off campus and not at home during these curfew hours are subject to be issued a daytime curfew citation by police officers.

Students will be counted tardy if they are not in the proper classroom when the tardy bell rings. Students are expected to be to class on time (see page 17).

Reinstatement of Credit Plan/Appeal Procedures

A student may not be given credit for a class unless he or she is in attendance for at least 90% of the days the class is offered. Consequently, a student who has passed a class, but has accumulated unexcused absences greater than 10% of the total semester class periods (thus not meeting the state's class attendance requirement) will not earn credit for that class. However, a student who is in attendance at least 75% but less than 90% of the days a class is offered may be given credit for that class if he or she completes a reinstatement of credit plan, which is commonly referred to as a No Credit Appeal. Upon successful completion of the reinstatement of credit plan, credit is granted for the respective course. Students should be aware that community service hours are assigned on an hour-to-hour basis for reinstatement of credit plans. Thus, if a student passed a course and didn't receive credit because of 13 unexcused absences (which exceeded the 10% rule by four unexcused absences) said student would have to perform four hours of community service to complete their reinstatement of credit plan and earn credit for that course. Consequently, it is extremely important for students to properly document illnesses and other excused absences in order to earn credit for courses passed. Remember to bring your absence notes & documentation to the attendance office within two (2) school days of the absence in order for the absence to be documented as an excused absence. Examples of excused absences are illness, medical appointments, court appointments, family funerals and emergencies.

Remember that class credit is not withheld for documented excused absences; rather, it is withheld for too many unexcused absences!

No Credit Appeal forms are available in the attendance office or from your assistant principal. Students should initiate the appeal process at the end of each semester. Successful completion of a reinstatement of credit plan does not remove the unexcused absences. It allows the student to receive credit and makes him or her eligible for a TEA form needed for driver's licenses/renewals.

Attendance Procedures

When a student is absent from class(es), the student must present a written note within 48 hours from a parent/guardian explaining the reason for the absence or written professional documentation (doctor or legal note) that verifies an extenuating "excused" circumstance. Notes should include the student's legal name, student's date of birth, student number, current date, date(s) of absence, reason for the absence, and daytime telephone number. This documentation must be presented to the attendance office upon returning to school. Please note that illness beyond three days requires a doctor's note in order to be excused. Illness, medical appointments, court appointments, family funerals, and family emergencies are examples of excused absences. **Please be aware that family trips, vacations, and attendance at non-school sponsored events are examples of unexcused absences.** Students, please remember to bring your notes and documentation within two school days of an absence so that the attendance office can document your absence as an excused absence. Notes that are brought in past two school days will be accepted but will be documented as unexcused. **Students are always responsible for completing missed schoolwork due to absences.**

Religious Holidays

A student may be absent from school for observance of religious holidays recognized by Austin I.S.D. The parent or guardian must submit a written request **in advance** of the holiday in order for the student to be counted present.

Partial Day Absences

Students absent part of a school day due to an illness, family emergency, legal appointments, and/or medical appointments may be counted present for attendance purposes by presenting appropriate documentation upon their return to school. Remember that students are always responsible for completing missed schoolwork due to absences.

Students Leaving School

Students who need to leave the school campus (except for Seniors going to lunch) after the school day has started must receive a Permit To Leave School. Leaving the campus (except Seniors going to lunch) without a Permit To Leave School is a violation of school rules and will be considered truancy, and appropriate disciplinary action will be taken.

Permit to Leave School Process:

1. Present a note to the attendance clerk. This note must include the reason for leaving school, time of departure from school, expected time of return, a telephone number where the parent/guardian may be reached during the school day, and the parent/guardian's signature. Parents will be contacted in order to receive a Permit to Leave School.
2. Pick up the permit at the attendance desk between classes.
3. Present the Permit to Leave School to the teacher when leaving the class and retain the permit.
4. Present the Permit to Leave School to the attendance desk upon returning to school (even if it is the next day).

Students Who Need To Leave Campus During Lunch

All students who are not graduating seniors who need to leave school during the lunch period must obtain a Permit to Leave School from the attendance office. Parents will be contacted to confirm permission to leave campus.

Seniors leaving campus should exit the south side of the building and be prepared to show their Senior I.D. If leaving by car, they must have a parking permit and leave from the student (south) parking lot. This off-campus privilege is intended to allow Seniors the opportunity to eat somewhere other than the cafeteria, but the privilege does not encompass being in areas off limits to underclassmen, whether on campus or the areas immediately adjacent to campus. **Seniors who choose not to honor the guidelines of their off-campus privilege at lunch may have the privilege revoked.** When a senior becomes ill at lunch and remains home, a parent/guardian must notify an adult member of the attendance staff immediately. Failure to notify the attendance office the afternoon of the absence will result in the absence being counted as an unexcused absence.

Students involved in work programs, Delta, or other programs involving off-campus privileges should attend during those hours and leave immediately at the end of classes. They should not wait in areas prohibited to other students. If a student's scheduled classes begin after the normal school day, the student should come to school only in time for their scheduled classes. Students should not be on campus or

in areas that are off limits to other students during the school day.

Students involved in special programs who choose not to honor these guidelines may be removed from the program.

Students waiting for rides to leave school during school hours (whether with a Permit to Leave or because of participation in the Delta program or a work program) should wait in the main office or immediately in front of the school.

Students Arriving Late

Students who arrive more than 10 minutes late to school must drop off their tardy notes to the attendance office. The attendance office will then document the tardy appropriately.

Parental Notification of Student Nonattendance

Our automatic calling machine notifies parents every evening on the day a student has at least one period of an unexcused absence. Parents are encouraged to contact the school (414-7909) if they receive such a call. It is important that the school has accurate phone numbers to make this system work. Parents, please notify the attendance and PEIMS office if your phone numbers change!

A warning letter may be sent to the parent/guardian of students who are in danger of losing credit in one or more classes due to excessive absences. This notice may be mailed from Austin ISD to the student's home. In addition, student report cards containing attendance information are mailed home at the end of each six-week grading period. **The number of the student's absences in each class will be stated on the student's report card each six (6) weeks and should be checked by the parent/guardian.**

Grade Speed/Parent Connection Program

Our Grade Speed/Parent Connection Program allows parents to check their child's current attendance, course schedule, course history, and grades real time from the Internet! If a parent isn't already signed up for this program, please contact Mrs. Kathy Kravitz in our library at 414-7959 for instructions. Mrs. Kravitz will assist you as needed.

Tardies

A student is tardy if he/she is not in the proper classroom when the tardy bell rings. Students are provided with a warning bell one minute before the tardy bell rings. If a student accumulates three unexcused tardies, teachers may require 20 minutes of detention/tutoring time.

Please note that on the fifth unexcused tardy assistant principals will assign students a four-hour Saturday school. A Saturday school clears from 5-12 unexcused tardies. Students assigned Saturday school must report to the flagpole in front of the main building not later than 7:55 AM. Saturday school is from 7:55 AM to 12:00 PM. Students who do not arrive on time (7:55 AM) for Saturday school will not be admitted. Saturday school is a quiet time for students to study, do homework, and read. Talking is not allowed. Failure to attend Saturday school without a properly documented reason will result in one day of In School Suspension.

Student Attendance Responsibilities

1. Students are expected to attend all classes on time every day.
2. Within two school days of an absence, students must bring a note from home or other appropriate documentation to the attendance office. The note should contain the following information:
 - a. Student legal name, student number, and date of birth
 - b. Current date, date(s) of absence, and reason for absence
 - c. Parent signature and phone number(s)
3. The attendance office will keep all parental, court, and medical documentation.
4. Students absent part of a school day due to illness, medical and/or legal appointments may be counted present for attendance purposes by presenting appropriate documentation upon their return to school (and not later than two days after the absence).
5. If a student returns from an absence without a parent note or medical documentation, the absence will be documented as unexcused. To obtain an excused absence, a parent note or appropriate medical/legal documentation must be presented within two school days of the absence.

Make – Up Work

It is the student's responsibility upon returning to school after an absence to seek out his teacher and agree upon an acceptable time to complete needed assignments. The time for the make-up may be before and after regular school hours or during part of a lunch hour but may not be during the regular class session. Make-up assignments should be completed as directed by the appropriate department make-up policy. Final dates for accepting make-up assignments will be set by the teacher.

Class Cuts And Truancy

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. A student is considered to be truant when he/she misses one or more days without permission from the parent/guardian or school official. Class cutting and truancy are violations of the State Compulsory Attendance Law and will result in appropriate legal and administrative consequences (see pages 13-15).

III. 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 order in the school and at school-sponsored events, to provide every student with a quality education, and to correct inappropriate behavior.

Anderson Rules

In order to achieve a 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 and groomed.
4. Showing respect toward others and the campus.
5. Behaving in a responsible manner.
6. Paying required fees, fines, and obligations.
7. Refraining from violations of the Code of Student Conduct **(AISD 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.
10. Cooperating with staff in investigation of disciplinary cases and volunteering information within the student's knowledge relating to a serious offense.

 ANDERSON HIGH SCHOOL IS BY LAW A "TOBACCO-FREE ENVIRONMENT." THIS POLICY PROHIBITS POSSESSION OR USE OF ANY TOBACCO PRODUCTS ON CAMPUS.

ANDERSON HIGH SCHOOL

TROJAN DRESS CODE 2009-2010

The Anderson Dress Standards were established because at L.C. Anderson High School we set high academic standards for all our students. We are extremely proud of our school and all the accomplishments made by students, faculty and staff. At Anderson High School we want our students' personal appearance to reflect those high standards as well. The dress standards are designed to promote a safe and orderly climate that is conducive to learning. We want to thank our students, parents, and community for their support and cooperation in helping us to continue to make L.C. Anderson High School not a good school but a GREAT SCHOOL!

The Anderson Administrative Staff reserves the right to make final determination concerning appropriateness of students' attire.

Many details and styles of clothing cannot be covered in the dress standards. We hope that students and parents understand not only the "letter" but also the "spirit" of the dress standards and choose clothing that is appropriate for a student attending L.C. Anderson High School.

The following items of clothing are inappropriate:

- Improperly fit clothing; baggy pants, overly tight clothes, or clothes that expose body parts;
- Halter tops, tank tops, bare midriiffs, low cut necklines, strapless or backless tops, spaghetti straps, sheer or see-through clothing;
- Skirts or shorts that are short enough to be distracting;
- Boxing shorts or athletic shorts worn outside of physical education;
- Undergarments, pajamas or other clothing not designed to be worn as an outer garment;
- Slippers and thong-type flip-flop shoes;
- Gang associated clothing or colors;
- Hats, caps, or any head covering worn on campus except in parking lots and driveways (except for religious requirements);

- Clothing that contains writings or emblems that are obscene or that advertise, condone, depict or promote violence or the use of alcohol, tobacco or controlled substances.

Rules and Consequences

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

- Verbal warnings;
- Assignment of detentions before or after school or during lunch. These detentions are served with the teacher.
- Referral of the incident to the Assistant Principal's Office.

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

- Saturday School: Served from 7:55 Am until 12:00 noon. Students meet at the flagpole prior at 7:55 AM and will be directed to the appropriate room. Students will not be allowed to enter late and are expected to work silently during the entire Saturday school.
- In- School-Suspension: Administrators may assign students In-School-Suspension.
- Out-of-School Suspension: Students may be suspended for up to three (3) consecutive days. Students will be allowed to make up work during this time, which may be requested from the teachers by the student, upon his/her return. The student should make arrangements for make-up work with each individual teacher.

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 her designee, may:

- Assign an above-mentioned or alternative consequence, as allowed by AISD policy;
- Place the student in an discipline alternative educational facility (DAEP);
- Expel the student.

Academic Dishonesty

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.

Our students need to model the highest level of academic integrity in preparation for their University careers. **For this reason, cheating on any test or assignment will result in a “0” with no opportunity for retesting or make-up assignments.** This could negatively impact a student’s six-week grade, so it is imperative that students comply with our academic honor code. Anderson High School administration may assign additional consequences as appropriate for highly serious or persistent incidents of academic dishonesty.

Alcohol & 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. 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 an alternative educational facility. In addition, students may receive a citation or be arrested by the Campus School Resource Officer.

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 for a school organization 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.

Campus Restrictions

Students are not allowed to leave campus once they have arrived unless they are:

- Graduating seniors leaving campus for lunch and returning before the beginning of their next class period;
- Work-study or Delta students who have finished their campus-based class assignments for the day;
- Leaving campus and have obtained a Permit to Leave School.

Closed Campus/Lunch

The school has been designated as a closed campus by the Austin ISD school board. Only students carrying an official ID card identifying them as graduating seniors or Cooperative Work Program students will be allowed to leave the campus or be in the parking lot during the school day without a Permit to Leave School.

During lunch, students are not allowed:

- On the athletic fields.
- In an unsupervised classroom or office.
- In the parking lots.
- In the front of the building by the circle drive.
- Any other areas designated by the administration as being restricted during lunch.

Seniors' responsibilities 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.
- Making responsible decisions and accepting the consequences of those decisions.

The cafeteria offers multiple options including a hot lunch line and various fast food lines: including a deli, pizzeria, tacos, and other snack options. Students may eat in the cafeteria or surrounding picnic areas. Students must clean up all of their trash. No food is allowed in the main building unless eaten in a classroom under the supervision of a teacher. The National Breakfast and Free-Reduced Price Meal Program is available. Applications may be picked up from the cafeteria manager or in the main office. Bus students are encouraged to check bus schedules to ensure they arrive in time for breakfast. The cafeteria will close ten minutes before class begins to ensure that all students are in class on time. Late bus arrival does not guarantee a "leisurely" breakfast. Students will be given a prepackaged breakfast and sent on to class in order to miss as little instructional time as possible.

Daytime Curfew

A City of Austin Curfew Ordinance is in effect for school-aged individuals between the hours of 9:00 AM to 2:30 PM. Students who are off campus on school days during these hours are subject to be issued a daytime curfew citation by police officers. All students who are off campus legitimately during those hours must be able to show authorities that the school, with the knowledge of the parents, approves their absence. Students with off-campus privileges must carry documentation to provide this proof. **When leaving campus for**

appointments or other personal business, students must have parent permission and they must obtain a Permit to Leave School from the Attendance Office. Students going to appointments before school that will make them late to school or students leaving school for an appointment must bring a doctor's note documenting the reason for their absence.

Students off campus during school daytime curfew hours and without proper authorization are subject to daytime curfew citations by police officers as well as appropriate administrative disciplinary consequences.

Electronic Devices/CD Players

Personal CD/Radio/MP3/IPOD and similar electronic devices are not allowed on campus. Students who choose to bring cellular phones or pagers on campus **must not** use them on campus during the school day. Such devices must be kept in the "OFF" (not silent or vibrate) position at all times during the school day. Electronic devices used during the school day will be confiscated. A confiscated device will be turned over to the building manager, Mr. Davenport. The student will be given a warning and the student can pick up the device at the end of the day. The second time said device is confiscated, the consequence will be a \$15.00 fine and a parent phone call. The third time an electronic device is picked up, the result will be a \$15.00 fine and a parent must pick up the device. After 30 days, unclaimed confiscated devices will be forwarded to district police to be disposed of in accordance with district procedures.

We strongly encourage that electronic devices be left at home. If stolen from a student 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.

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 (including a discipline hearing to determine placement of student to an alternative education facility), 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.

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 or one of its grade levels. **Hazing is prohibited.** Any student involved in hazing another person will be subject to serious disciplinary actions, including non-participation in extra-curricular activities, and may be charged with criminal activity.

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

Search and Seizure

Purses and Backpacks

Student purses and backpacks brought to school are subject to reasonable search by a school official when he or she has established reasonable cause to believe the student is violating or has violated a student code of conduct rule, school rule or law. See *New Jersey v. T.L.O.*, 469 U.S. 325 (1985); *Coffman v. State*, 782 S.W.2d 249 (Tex. App.-Houston [14th Dist.] 1989). Parents and students should refer to the AISD Student Code of Conduct for a delineation of illegal items and substances on campus.

School Lockers and Desks

School lockers are school property and as such may be searched periodically for illegal items, overdue or missing books, or stolen items. If administrators have reasonable suspicion, they will cut the student locks in order to search the locker. Similarly, school desks are school property and may also be searched. As these are school property,

students and parents should be aware that there is a diminished expectation of privacy in the use of the lockers and desks. Valuable items and those with sentimental value should remain at home, as the school is not responsible for the loss or theft of such items.

Sexual Harassment

Anderson High School believes all students should receive an education in an environment free from sexual harassment. Anderson High School is committed to creating a safe, 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 control 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 will 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.

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. Anyone may report sexual harassment. False reporting will not be tolerated and will 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.

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.

Wheeled Devices

Inline skates, scooters, skateboards and similar devices are not permitted on campus.

IV. GENERAL INFORMATION

Parent Visitors

The safety and security of our students is our number one priority. Therefore, we ask all adults to assist us in this matter by ensuring we are informed of your presence on campus as well as provide us with the opportunity to verify your identity and relationship to any student you wish to visit. We ask that all visitors report immediately to the front office to sign in. Visitors will be required to show a state ID and will be issued a visitor pass. The state ID will be scanned to ensure the visitor is not legally prohibited from visiting school campuses.

Any parents wishing to visit a class must notify the school 24 hours in advance. Please include the time of the visit as well as the teacher whose class is to be visited. Adults should park in the North Parking Lot whenever visiting the campus.

School-age visitors, pre-school visitors and pets are not allowed in the classes and should not be brought to school.

Student Visitors

Only students who are currently enrolled at Anderson are allowed on campus. Unauthorized visitors are not allowed. Anderson does not allow students who are not enrolled to "shadow" another student for any reason.

Schedule Corrections

Forms to request schedule corrections may be obtained in the counselors' office. Requests must include student and parent signatures. Reasons that will be considered for processing include:

- Data entry error
- Credit already received for the course
- Incomplete student schedule
- Student does not have course prerequisites
- Pre-AP to Regular

"Change of mind" is not a valid reason to request a change as the master schedule is built based on student requests. After August 1,

2009 course changes for changing one's mind are not allowed. Such requests will not be processed. Students who wish to change from Pre-AP to Regular must also get the teacher's signature in the Pre-AP course. Pre-AP to regular changes will be made based on space availability **after the third week** of the school year up until the midpoint of the semester. **Grades accrued in a Pre-AP course follow the student to the Regular course without the weighted grade point.**

Required Course Load

Students are required to enroll in seven courses that "lead to graduation." Seniors who are on track to graduate may request up to two periods off campus. Requests for off-campus periods will be accommodated based on the following parameters:

- Off periods may be 1st and/or 8th or 7th and/or 8th only.
- Off campus designation requires that a student leave/not arrive on campus during the scheduled times AND not return to campus in order to ride the school bus.

If students do not have transportation, they will be scheduled into a full schedule.

GPA and Class Rank

Numeric values shall be used for computing rank in class, in the determination of each school's honor rolls, in the selection of Trustee Scholarship Award recipients, and in other appropriately designated places. New class ranks and GPAs are calculated at the end of each semester. A grade of 69 or less in any level is a failed course.

Regular course grades have the following numerical values:

100=4.0	93=3.3	86=2.6	79=1.9	72=1.2
99=3.9	92=3.2	85=2.5	78=1.8	71=1.1
98=3.8	91=3.1	84=2.4	77=1.7	70=1.0
97=3.7	90=3.0	83=2.3	76=1.6	
96=3.6	89=2.9	82=2.2	75=1.5	
95=3.5	88=2.8	81=2.1	74=1.4	
94=3.4	87=2.7	80=2.0	73=1.3	

Pre-AP/AP/IB course grades have the following numerical value:

100=5.0	93=4.3	86=3.6	79=2.9	72=2.2
99=4.9	92=4.2	85=3.5	78=2.8	71=2.1
98=4.8	91=4.1	84=3.4	77=2.7	70=2.0
97=4.7	90=4.0	83=3.3	76=2.6	
96=4.6	89=3.9	82=3.2	75=2.5	
95=4.5	88=3.8	81=3.1	74=2.4	
94=4.4	87=3.7	80=3.0	73=2.3	

Pass/Fail Elections

A student may choose to take a course on a pass/fail basis **if the course is beyond state graduation requirements in that subject area for the graduation plan declared by the student. This requirement includes electives as well as academic requirements.**

The student must request pass/fail status in a course no later than the last instructional day of the sixth week of course instruction.

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. All 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 six-weeks. Any student failing to meet these expectations may have their transfer revoked. If a student's transfer is revoked, said student must return to their home school.

Announcements

Announcements are made daily on channel 12 at the beginning of second period. It is important to listen closely for key information/deadlines/upcoming events, as students will be responsible for being aware of this information. If you have questions about any information, ask in the front office. Any information given to you in writing is **IMPORTANT**.

Driver's License Requirements/T.E.A. Forms

State law requires that drivers who have not graduated from high school must present proof of enrollment and attendance in school when applying for a learner's permit or driver's license. Students must be registered in school and must be in attendance for 90% of the days class is offered in a semester. Students may sign up for a TEA form in h Mr. Davenport, our building manager and management assistant, prior to noon on Tuesdays. Mr. Davenport will complete the TEA Form and have it ready for pick-up that day after school. If you can't pick it up that day after school, you can pick it up after school any day thereafter.

Progress Reports

Unsatisfactory Progress Reports are sent after the third week of each six weeks' grading period through U.S. mail to inform parents of a student's failure to progress satisfactorily 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 Progress Report was issued.** Progress Reports may also be used by teachers to commend students for exceptional performance.

Report Cards

Report cards are issued every six weeks. A copy is mailed to the parents at the end of each six weeks.

Tutorials

Anderson High School teachers provide extensive opportunities for tutorials. Students are encouraged to seek out these opportunities. Each Anderson High School teacher has a tutorial schedule with days, times and location. Students should seek out tutorial support as needed.

College Visits

Juniors and seniors may be excused from school up to 3 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.

Library

In the Anderson library, students have access to approximately 20,000 volumes, videos and other AV materials, magazines, online databases, e-books, computers and printers (small charge), the internet, copy machines (ten cents per copy), and a student store which sells school supplies. Students may check out most materials for outside the library use. Fines are charged on overdue books at the end of each semester.

The library is open from 7:45 AM to 5:00 PM (4:30 on Friday). It is also open to students during both lunches.

V. Immunization Requirements

The Texas Department of Health has ruled that students must be current with immunizations in order to attend school. Unless the child's immunizations are 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 their child's updated immunization record to the school nurse.

VI. Important Testing Dates

The following SAT and ACT test dates are as posted and controlled by the testing companies.

ACT 2009 - 2010

Test Date	Registration Deadline	Late Registration Deadline
September 12	August 7	August 21
October 24	September 18	October 2
December 12	November 6	November 20
February 6	January 5	January 15
April 10	March 5	March 19
June 12	May 7	May 21

SAT 2009 – 2010

Test Date	Test	Registration Deadline	Late Registration Deadline
Oct 10	SAT and subject tests	September 9	September 23
Nov 7	SAT and subject tests	October 1	October 15
Dec 5	SAT and subject tests	October 30	November 12
Jan. 23	SAT and subject tests	December 15	December 30
Mar. 13	SAT only	February 4	February 18
May 1	SAT and subject tests	March 25	April 8
June 5	SAT and subject tests	April 29	May 13

Anderson High School is a test center for both the SAT and ACT. However, AHS does not test on all national test dates for both tests.

TAKS

Date	9 th	10 th	11 th	12 th TAKS Retest
Oct 20				Eng/LA Retest
Oct 21				Math Retest
Oct 22				Science Retest
Oct 23				Social Studies Retest
March 3	Reading	Eng/LA	Eng/LA	Eng/LA Retest
March 4				Math Retest
March 5				Science Retest
March 1				Social Studies Retest
April 27		Math		Eng/LA Retest
April 28			Math	Math Retest
April 29	Math	Science	Science	Science Retest
April 30		Social Studies	Social Studies	Social Studies Retest

Proposed Final Exam Schedule*

Fall 2009

Monday, Dec. 14 Class Period 1 9:00 – 11:00
(Following the exam students attend their remaining classes until 4:15 PM)

Tuesday, Dec. 15 Class Period 2 9:00 – 11:00
 Class Period 3 11:10 – 1:10
 Early Release 1:10

Wednesday, Dec. 16 Class Period 4/5 9:00 – 11:00
 Class Period 6 11:10 – 1:10
 Early Release 1:10

Thursday, Dec. 17 Class Period 7 9:00 – 11:00
 Class Period 8 11:10 – 1:10
 Early Release 1:10

Spring 2010

Thursday, May 27 Class Period 1 9:00 – 11:00
(Following the exam students attend their remaining classes until 4:15 PM)

Friday, May 28 Class Period 2 9:00 – 11:00
 Class Period 3 11:10 – 1:10
 Early Release 1:10

Tuesday, June 1 Class Period 4/5 9:00 – 11:00
 Class Period 6 11:10 – 1:10
 Early Release 1:10

Wednesday, June 2 Class Period 7 9:00 – 11:00
 Class Period 8 11:10 – 1:10
 Early Release 1:10

**This is the proposed schedule as of June 2009. It is subject to change at the discretion of the administration.*

VIII. 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 AND 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!