Stephen F. Austin High School
Houston Independent School District
1700 Dumble Street
Houston, Texas 77023
713-924-1600
Fax 713-924-1619
www.sfamustangs.org

Principal Jorge L. Arredondo

Mens sana in corpore sano

2012-2013
Parent/Guardian and
Student Handbook
It is the policy of the Houston Independent School District not to discriminate on the basis of age, race, color, ancestry, national origin, sex, handicap or disability, marital status, religion, veteran status, political affiliation, sexual orientation, gender identity and/or gender expression, or any other basis prohibited by law in its educational or employment programs and activities.

**The HISD Five Core Initiatives**
- Effective Teacher In Every Classroom
- Effective Principal In Every School
- Rigorous Instructional Standards and Supports
  - Data Driven Accountability
  - Culture of Trust Through Action
The Year Stephen F. Austin High School was founded:
1937

The Motto of Stephen F. Austin High School:
Mens sana in corpore sano.

The Mission of Stephen F. Austin High School
Stephen F. Austin High School’s mission is to assist students in achieving their personal and academic goals and in deciding and preparing for their futures within the framework of a university-bound school culture. Its primary goal is to provide quality teaching and learning experiences for every student every day under the Texas Scholars Graduation Plan. It strives to prepare its students for academic and technological university course work as well as for life-long success.

The School Song of Stephen F. Austin High School
By Leola Mae Brunson
O Its Austin High
Our Austin High
With the Banner We All Love
It can stand the test
Above all the Rest
When our Banner Waves Above
So We’ll Stand and Sing
and let our voices ring
for its Austin High we love
O we’re proud so we’ll fight
for our boys with all our might
Austin High
Austin High
Green and White.

The Mascot of Stephen F. Austin High School:
The mascot is the Mustang, which is the free roaming horse of the North American West.

The Flower of Stephen F. Austin High School:
The White Rose, which symbolizes truth, purity and honesty.

The Colors of Stephen F. Austin High School:
Green and White

The School is named for:
Stephen Fuller Austin, who is known as the “Father of Texas.

The Mural at the Entrance of the School (First Floor, Building ‘A’)
Entitled, “The Life of Stephen F. Austin” and located at the school’s vestibule (opposite the main entrance), this mural is a work in progress by artist Donald R. Rushing, and it has been realized thus far in acrylics.

Mr. Rushing attended Richard G. Lockett Junior High, in which he began his lifelong study of art. He continued in art classes at Jack Yates High School and later studied under the late Dr. John Biggers at Texas Southern University. He was awarded a Bachelors in Fine Arts in 1988.

There are three figures in the mural; one is Stephen Fuller Austin, who is depicted sitting on a horse (a reference to school mascot, the Mustang.) The black man in the mural is representative of the time after Texas won her independence from Mexico. At that time, Texas became a slave state. During the Civil War, many Black men born in Texas joined the Union forces to help fight for their freedom. The black man is holding a rifle and in the other hand a broken chain, symbolizing the emancipation of slaves in Texas and in the nation. The female figure is holding the baby, and part of her characterization or narrative in the painting is that the baby has been born free. Mr. Rushing has also included a horse-drawn wagon, making a reference to the great numbers of black people of the time after the Civil War migrating to different parts of the nation, escaping the Old South (of which Texas was a part).

On the other side of the mural, Mr. Rushing makes reference to the Spanish influence in Texas. The mission in the background is the Misión Concepción, which is in San Antonio. Later, Mr. Rushing will be adding settlers and men on horseback who will be the Texitans who fought General Santa Anna.
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Dear Stephen F. Austin Mustangs, Families, and Friends:

In the school year of 2012-2013, we will celebrate the 75th anniversary of Stephen F. Austin High School (Austin). We will be honoring the traditions and the past of our school as well as looking forward to the promise that each new beginning brings.

This handbook provides vital information for students and parents. The information is also available at www.sfamustangs.org. Austin continues to work towards exemplifying our motto of *Mens sana in corpore sano* (a sound mind in a healthy body). We continue our commitments to prepare all students to be ready for post-secondary education and to live a life of leadership and service.

As every beginning also marks an end, I want to share with you a few of the remarkable success of the 2011-2012 school year. Below are just some of the wonderful results for which we are all grateful.

- Our graduating class has been awarded **$3.7 million** in scholarships (as of the time of this writing) for university study up from **$1.2 million** in the previous year. This was a record-breaking year. Never before in the history of Austin have so many dollars been awarded to so many recipients.
- Fifty-two percent of our graduating class has been accepted to a college or university (37% 4 year college and 58% 2 year college). For the Class of 2011, the percentage was 40%.
- Five students (as of the time of this writing) have made a commitment to serve our country in the armed forces.
- The percentage of students passing the Grade 11 Exit Level *Math* TAKS test rose from 81% in the spring of 2011 to 93% in the spring of 2012, an increase of 12 percentage points.
- The percentage of students passing the Grade 11 Exit Level *Science* TAKS test rose from 79% in the spring of 2011 to 95% in the spring of 2012, an increase of 16 percentage points. The percentage of students achieving the Commended result on this test rose from 10% in 2011 to 22% in 2012.
- The percentage of students passing the Grade 11 Exit Level *English/Language Arts* test rose from 86% in the spring of 2011 to 90% in the spring of 2012, an increase of 4 percentage points. The percentage of students achieving the Commended result on this test rose from 9% in 2011 to 12% in 2012.
- The percentage of students passing the Grade 11 Exit Level *Social Studies* TAKS test rose from 94% in the spring of 2011 to 97% in the spring of 2012, an increase of 3 percentage points. The percentage of students achieving the Commended result on this test rose from 38% in 2011 to 62% in 2012.
- Students in our Advanced Placement classes took 571 AP exams including Biology, Physics, Government, Statistics, Environmental Science, and Spanish Literature, to name a few. This number grew by 25%, up from 452 tests 2011-2012.
- The number of AP students making a passing score on the AP US History and Art tests increased four-fold from the 2011 spring administration to the 2012.
- The number of AP students making a passing score on the AP English Literature examination increased three-fold from the 2011 spring administration to the 2012.
- The number of AP students making a passing score on the AP English Language exam more than doubled from the 2011 spring administration to the 2012.
• The number of AP students making a passing score on the AP Calculus, European History, Spanish Literature, Spanish Language, Statistics, Studio Art: Drawing and World History rose by at least 100% from the 2011 spring administration to the 2012.
• The overall number of AP tests scored at 4’s and 5’s more than doubled from the 2011 spring administration to the 2012.
• We will be welcoming over 200 students into the Magnet Program for Teaching Professions next year (MPTP). This is also a record. Approximately 15 students entered in the 2011-2012 school year.
• Plans for the inauguration of a Mandarin Chinese language program for 2012-2013 were made in 2011-2012.
• Austin inaugurated a Winter Holiday Accelerated Credit program in December and a Spring Holiday Accelerated Credit program in March. These were opportunities for students to regain lost credits and/or to gain original credits, thus helping more students meet graduation requirements.
• Austin’s JROTC Color Guard posted the colors at the HISD Annual State of The Schools Luncheon.
• Austin’s JROTC Female Drill Team ranked second in the District.
• Austin’s JROTC Cadets completed over twenty community service events totaling over 300 hours and supported over forty school events at Austin and surrounding schools.
• Two Mustang football players signed full athletic scholarships.
• The Mustang and Lady Mustang Tennis Teams won the district championship.
• Mustangs Baseball and Soccer Teams made the playoffs for the state championship.
• Lady Mustangs Volleyball, Basketball, Soccer and Softball made the playoffs for the state championship.
• Mustangs Track Team fielded competitors (both men and women’s track) for the Regional Meet in Huntsville, Texas.
• Mustangs and Lady Mustangs Cross Country Team fielded competitors for the Regional Meet in Humble, Texas.
• The Mustang and Lady Mustang Swim Team placed in every district meet and went on the regional.
• Coach Tomlisha Reed received Coach of the Year from HISD for Volleyball and Coach Albert Downey for Tennis.
• The Austin High School Sonic Boom Marching Band was chosen as a competitor in KHOU Channel 11’s “Best Band in Houston” contest.
• Sonic Boom participated in the:
  o HEB Holiday Parade (Thanksgiving Morning)
  o Fiesta Patrias Parade & Nachitoches Festival of Lights Parade, Nachitoches, LA
  o Galveston and New Orleans Mardi Gras Parade & Houston Livestock Show and Rodeo Talent Showcase
• In UIL competition, Austin’s Drama Group was awarded "Best Crew" in the ‘One Act Play’ category, along with two acting awards.
• Austin High School’s Debate Team won numerous speaker and team awards. At year’s end, Austin HS was awarded the “Spirit of Houston Urban Debate League” award for its outstanding team spirit.
• Sea Scout Ship 17 (Boy Scouts of America) stationed at Austin wrapped up its third successful year and has continued to nurture its leadership corps. In 2011-2012, they sailed every month. Service projects included Scouting for Food which collects food for those in need, and participation in Scout Fair.
• For the second consecutive year, Austin’s National Honor Society adopted the HFD station #18 at Telephone Rd. and Lockwood St. as a project. Additionally, the NHS worked on the design of a Freshmen Mentor Program training program.
• Three students of the Austin Communities in Schools (CIS) program were selected to participate in the 2012 Houston Bar Association/Communities In Schools Summer Legal Internship Program
• Operation Gracias, an effort to make the Thanksgiving holidays brighter for many in our community, had a record-breaking fund-raising year, collecting over $1,000 for needy families. Sponsored by Science Club and National Honor Society, this group of students and faculty provided groceries and turkeys to about 12 needy families identified by CIS.
• The Aerospace Science class achieved a 4,000 foot altitude with their one-mile/one-pound rocket launched May 13 in Angleton. The class researched, designed and built this rocket and Austin was one of two HISD high schools represented in the Systems Go Aerospace Program.
• The Austin C-STEM team made up of Lantrip ES, Jackson MS and Austin students won first place in Robotics and in GIS technology and won the coveted Education Excellence Award for cooperation as a feeder pattern.
• Ten students participated in the Baylor College of Medicine Saturday Morning Science program for a series of Saturdays. They had the opportunity to participate as pre-medical students and explore career pathways in medicine and health.
• The Science Department conducted two “Science Extravaganza” evenings in which lab activities and demonstrations were carried out in preparation for STAAR and TAKS.
• Students in the Career and Technical Education (CATE) program successfully passed examinations and practicum experiences to earn 1,930 industry certifications, putting Austin in the top six of the HISD comprehensive schools.
• Austin’s Future Farmers of America (FFA) students raised over $53,000 with their live stock projects.
• The top buyer for Austin’s FFA was Pony Xpress Cook-Off Team who spent over $10,000 in buying several projects. Mustang CAT donated equipment totaling over $12,000 for the whole week, other FFA Boosters donated over $15,000.00 all together to help make this the second highest selling year for our projects.
• Five students successfully passed the State of Texas Veterinary Technician examination in November. These five students are the first students enrolled in a high school program within HISD to pass this examination.
• CATE teacher Catherine Smith was a featured speaker at the Annual Houston Community College Southeast’s Mobile Learning Symposium in Feb. Ms. Smith spoke about Mobile Learning Technology.
• CATE teacher Mary Ann Williams helped 99% of her freshmen students enrolled in the Principles of Business classes to earn the EVERFI financial certifications. Ninety-eight percent of her dual credit Digital Interactive Media students earned Adobe certifications. Mrs. Williams’ Business Information Management students tripled their Microsoft and other certifications since last school year.
• Of the CATE students enrolled in the Computer Maintenance Program and active in the SkillsUSA organization:
  • 95% of the students achieved certification in OPAC (Office Proficient Assessment & Certification),
  • More than thirty students achieved certification in IC3 (Internet and Computer Certification),
  • Two participants in the SkillsUSA organization qualified for state in the Computer Application Contest, two Computer Projects (IPOD and the V8 Engine Project) went to state as well.
  • One student placed 1st in State and qualified for National
  • At least 5 students certified in A+
• Five students in the Engineering Design and Presentation program won 1st place for their Inventor Software Design Projects at the SkillsUSA regional competition and qualified for SkillsUSA State Competition.
• The first annual White Rose Luncheon featured as keynote speaker National Medal of Science Recipient Professor Richard Tapia of Rice University and netted over $8,000.
• As part of the 2007 HISD Bond-funded renovations, we will be unveiling 10 completely remodeled and refurnished science labs in August. Later, there will be 7 more completed during the school year.
• The Special Education Program was awarded a School Garden Grant for $2,000 from Whole Kids Foundation. The grant will help support the maintenance of the school’s vegetable garden by Life Skills students (students with cognitive disability). From our harvest last school year, S. F. Austin H.S. was able to donate 250 lbs. of assorted vegetables to Target Hunger, which helps feed the homeless and elderly.

As we look to sustain and increase these results for the coming year, we look forward with hope and a sober understanding of the gravity of the school’s mission. We are preparing tomorrow’s leaders.

Sincerely,

Jorge L. Arredondo
Principal
Stephen F. Austin Student 2012 2013 Handbook

ORGANIZATION AND PEOPLE

HOUSTON ISD ADMINISTRATION
Mr. Orlando Riddick, Chief High School Officer
Dr. Charles L. Hopson, School Improvement Officer

Austin HS ADMINISTRATION
Mr. Jorge L. Arredondo…..Principal
Dr. Elizabeth R. ‘Lisi’ Cocina…..Dean of Instruction
Mr. Joe Gonzales…..Academy Administrator, Gr. 12
Mr. José L. Davalos…Academy Admin., Gr. 11
Ms. Dytonya Maryland…Academy Admin., Gr. 10
Ms. Brandi Lira….. Academy Admin., Gr. 9
Mr. Felix Lerma…..Academy Admin., Gr. 9
Mr. Mike Dudas…..Magnet Coordinator
Mrs. Jackie Booker…..Testing Coordinator

Austin HS Counselors
Mrs. Jean Mayes…..Grade 9
Ms. Veronica Peña…..Grade 10
Mrs. Jackie Booker…..Grade 11
Mr. Alfredo Vila…..Grade 12

Austin HS Content Managers
Mrs. Anita Nuñez…..English/Language Arts
Mrs. Maria G. Rios…..Mathematics
Mr. Dan Reed…..Social Studies
Mr. Tim Johnson…..Science
Mr. Francisco Rodriguez…..Fine Arts/ Band/ Languages
Maj. James Jones…..JROTC
Mr. Rodney Jones…..CATE
Mr. Raul Asoy…..Special Education
Mrs. Jackie Booker…..Gifted and Talented

Austin HS Plant Operator
Mr. José L. Casas

Austin HS Library Director
Mrs. Pat Laster

Austin HS Athletic Director
Coach Jason A. Baggett

Austin HS College Access Coordinator
Mr. William H. Stickney

Austin HS Registrar
Mrs. Theresa M. Guerra

Austin HS School Nurse
Nurse Betanco

Austin HS//Communities in Schools
Mrs. Emma Meneses

Austin HS Police Officers
Officer Roderick Luke
Officer Yesenia Alejos

Austin HS Substance Abuse Monitor
Mr. Gilbert Chapel

Austin HS Cafeteria Manager
Ms. Artimese Yarbrough

Austin HS Attendance Deputy
Constable
Deputy Mitchell W. Meekins

Administrative Assignments
Attendance…By Academy Administrator
Buildings and Grounds…Mr. Lerma
Bus Transportation…Mr. Dudas
Career and Technical Ed….Mr. R. Jones
Clubs and Organizations…Mr. Davalos
Credit Appeal… By Academy Administrator
Curriculum and Instruction…Dr. Cocina
ESL/LEP/504…Mr. Vila and Mr. Gonzales
Fine Arts/Performance Hall…TBA
Fund Raisers…Mr. Arredondo
Lost and Found…Mr. Davalos
Magnet Program…Mr. Dudas
Maintenance…Mr. Casas
Parent Volunteers (VIPS)…Ms. Meneses
Parking… Mr. Gonzales
Payroll…..Dr. Cocina
Teacher Appraisal & Development Sys…
Dr. Cocina
Professional Development… Dr. Cocina
Master Schedule…Mr. Dudas
Security… Mr. Gonzales
Special Education…Mr. Asoy
Student Transfers…Ms. Guerra
Textbooks…Mr. Davalos
Free/Reduced Lunch…Ms. Garcia
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<tr>
<th>#</th>
<th>Name</th>
<th>Position</th>
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<td>Business Part</td>
<td>Principal Appoint</td>
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# Austin HS Office Staff

## Main Office
- Mr. Jorge Arredondo…..Principal
- Ms. Imelda Cedillo…..Secretary
- Mrs. Margarita Garcia….Receptionist
- Mrs. Dorothy D. Ibarra…Financial Clerk
- Dr. Elizabeth R. "Lisi" Cocina…..Dean of Instruction

## Magnet Office, A201
- Mr. Mike Dudas…..Magnet Coordinator
- TBA…..Magnet Clerk

## Registrar’s Office, A207
- Mrs. Theresa Guerra…..Registrar
- Ms. Maria D. “Susie” Torres…..Clerk

## Counselor’s Suite, A204
- Mrs. Jean Mayes….Counselor
- Mr. Roderick Bodeta…..Campus Education Tech
- Mrs. Jackie Booker…..Counselor
- Ms. Veronica Peña…..Counselor
- Mrs. Diana Esparza…..Clerk

## Attendance Office, A208
- Mrs. Vianey E. Niño…..Clerk
- Ms. Caroline R. Chavana…..Clerk
- Mrs. Bertha Pecero…..Clerk

## Campus Technology Office, A206
- Mr. Roderick Bodeta…..Campus Education Tech

## College Access Office, A210
- Mr. William H. Stickney…..College Access Coord.

## Grade Nine Office, TBA
- Mr. Felix Lerma…..Academy Administrator
- Mrs. Brandi Lira…..Academy Administrator
- Mrs. Ruth Morales…..Clerk

## Grade Ten Office, TBA
- Ms. Dytonya Maryland…..Academy Administrator
- Mrs. Kelly M. “Michel” Gonzalez…..Clerk

## Grade Eleven Office, TBA
- Mr. José Lauro Davalos…..Academy Administrator
- Ms. Angelica Cardenas…..Clerk

## Grade Twelve Office, TBA
- Mr. Joe Gonzales…..Academy Administrator
- Mrs. Maria B. Zamarripa…..Clerk

## Copy and Supply Room, Library
- Ms. Janice M. Odie…..Clerk

## Office of Athletics, Field House
- Coach Jason Baggett…..Athletic Director

## Plant Management and Maintenance, Outside South Entrance in ‘A’ Building
- Mr. Jose Casas…..Plant Operator

## Clinic, Field House
- Nurse Betanco…..Clinic

## HISD Police Department Office, D102
- Officer Roderick Luke…..HISD Police Department
- Officer Yesenia Alejos…..HISD Police Department
**What to do if…**

**The weather is changing rapidly and you don’t know whether school is cancelled?**
Call the HISD Weather Hotline at 713-267-1704.

**You are out of dress code?**
If you are out of dress code, you must go to the Academy Administrator’s office to discuss the reason for your being out of dress code. Your parent may be called to pick you up or may be issued a disciplinary referral and you will spend the day in ISS.

**You are late for first period?**
If you arrive late for first period, you should go to your Academy Administrator’s office to obtain a pass to class if you arrive any time after 8:00 am.

**You are tardy for class?**
Teachers will document tardies on the Chancery Student Information System. Teachers may also document tardies for all periods on discipline referrals to administrators. Students must sign in on a teacher-designated clipboard or tablet each time they are tardy, and:
- **First Tardy:** stay after that class period to explain the reason for tardy,
- **Second Tardy:** the teacher will contact a parent about the tardies,
- **Third Tardy:** the teacher will contact a parent about the tardies and the teacher will give a detention.
- **Fourth Tardy:** the teacher will send a discipline referral to the appropriate Academy Administrator who will handle it in a timely manner.

The tardy policy starts over each six week cycle.

**You are returning after an absence?**
Go to your Academy Administrator office immediately upon your return to school with a note explaining the reason for your absence from your parent or guardian. Your student ID number should also be on the note. You must sign in and give your note to the clerk. She will give you an absent note receipt. You must put your name and the date of your absence on the note that you are turning in. If you do not follow this procedure, you may be in danger of losing class credit for the absence. The receipt is not verification that the absence is excused; it is only a receipt of a note that was turned in to the clerk in the Academy Administrator office.

**You need to leave school early?**
Your parent or guardian, or another person who is designated by your parent or guardian on the enrollment form, may pick you up by going first to the Main Office; obtaining a visitor pass, and then going to the Attendance Office. Only a person designated on the enrollment sheet at the beginning of the year (or updated by the parent or guardian later) is authorized to check out any student.

**You need to use a telephone?**
Cell phones and pagers are allowed on campus but may not be turned on during the school’s instructional hours. Lunch time is not an instructional time; however, the administration of Austin HS reserves the right to ban cell phone use during the lunch hours if student cell phone use during the lunch times should happen to evolve into a situation which disrupts the educational process and/or the safety of students.

If a student is ill, they should see the Academy Administrator. Students are not authorized to use their personal phones during instructional hours, including a situation in which they may feel ill and wish to call a parent or other guardian to inform them.

If a student’s cell phone is visible, if a student is texting, if a student is using the phone to speak with, if a student is surfing the Internet, etc. the device will be confiscated. The phone will be available for pick up from your Academy Administrator after 3:30 pm. HISD policy requires a fee for the return of cell phones.

Texas Education Code §37.082 requires a $15 retrieval fee for cell phones.

**You have lost a textbook or a personal item?**
You may report all thefts to your Academy Administrator and to one of the HISD Police Officers. An incident report must be completed to properly document stolen items. Please keep a copy of the incident report for your records. This will serve as proof of theft. Textbooks will not be replaced until the lost books are paid for in the office and your financial records are cleared.
**You need to leave your classroom?**
Obtain a hall pass from your teacher. No students are allowed in the hallways without a hall pass that has your name, date, time and destination. Students in hallways without hall passes are subjects to disciplinary action.

**You have questions, concerns or need advice?**
Go to your Academy Administrator’s Office and make an appointment with the clerk explaining that you need to speak with someone. Return to class and the clerk will send for you. Your Academy Administrator will hear your concerns and decide who might be best able to offer your help; whether that is a counselor, Communities in Schools, or some other caring adult.

**You become ill or injured during school?**
Obtain a permit from your teacher and go to the clinic.

**You need to take medication during school?**
If your doctor has prescribed medication for you that must be taken during the school day, you must make arrangements with the school nurse to keep and administer your medication. The clinic will need a written permission form from your doctor on file in the clinic office. You must strictly adhere to these policies adopted by the HISD School Board:

- A student may not carry medication with him/her. All medications will be kept locked in the clinic.
- A written medication permission form with the original signatures of both a parent and the prescribing physician must accompany all medication.
- Each medication must be in its original container with an affixed prescription label listing the patient’s name for which the drug was prescribed, the drug name and the proper dosage and administration information. These guidelines apply to ALL medications—both prescription and over the counter.

**You experience difficulty due to someone committing an illegal act against you, another student, or the school?**
Seek immediate assistance from a teacher, counselor or Academy Administrator. File a report with the HISD Police Department assigned to the Austin HS campus.

**You are experiencing bullying or sexual harassment?**
Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct.

Prohibited harassment (bullying) of a student is defined as physical, verbal, or nonverbal conduct based on the student’s race, color, ancestry, religion, sex, national origin, handicap or disability, marital status, veteran status, political affiliation, sexual orientation, gender identity, and/or gender expression, or on any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or
3. Otherwise adversely affects the student’s educational opportunities.

Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, counselor, Principal, Academy Administrator or other District employee.

**You have a conflict with another student?**
Seek immediate assistance from a teacher, counselor or Academy Administrator. Do not take matters into your own hands.
You need to withdraw from school?
Visit with your Academy Administrator (AA) prior to making this decision. The AA can offer assistance in helping you find appropriate educational opportunities if your circumstances have changed. The withdrawal process begins in the attendance office with your AA. Remember that a parent or guardian must be present and identification must be verified. Please bring all books, uniforms, etc. belonging to Austin HS to be returned when you checkout.

You need information about HISD buses?
Call Barnett Terminal of HISD transportation at 713-845-5022.

You need to know more about your rights and responsibilities at Austin HS?
Read this handbook carefully. It contains much of the information you will need as a students during your attendance at Austin HS. School officials at Austin HS have made every effort to include useful and accurate information for you. Also, consult the HISD Student Code of Conduct booklet you received on the first day of school. The Code governs student conduct and discipline throughout the district.

In searching for additional avenues of communication, you can talk with your Academy Administrator about issues important to you. Teachers are available as well. At Austin HS, we want you to be well informed of both your rights and your responsibilities.

You have a question or concern about residency?
Students must live in the Austin HS attendance zone with their parent(s) or legal guardian. Proof of residency must be provided by the presentation of all of the following:
- Recent utility bills (electric, gas, water) or lease agreement with name and address of parent or guardian,
- Proof of custody if the parents are divorced or if the student is living with someone other than the parent,
- Parent or guardian must be present and provide a Texas Driver’s License with address matching the utility bill and/or lease agreement.

You are a person whose family is experiencing a housing problem (lack of a fixed, regular and adequate nighttime residence) and have a question or concern about residency?
The education provisions of the McKinney-Vento Act, which are now incorporated within No Child Left Behind, ensure educational rights and protections for children and youth experiencing homelessness. The law directly applies to homeless unaccompanied youth who also receive some special attention within the Act.

The Act’s Key Provisions
The McKinney-Vento Act (Section 725) specifies and protects the rights of children and youth in homeless situations. Highlights include:
- **Immediate Enrollment** - The right to be enrolled immediately in school, without immunization or academic records, and birth certificate, regardless of district policy.
- **Choice of Schools** - A student experiencing homelessness has two choices in deciding which school to attend:
  - The school of origin (the school the student attended when he/she became homeless).
  - The school in the zone where the student is currently residing.
- **Transportation** - Students in highly mobile or homeless situations are entitled to transportation to and from the school of origin, if it is feasible, in the student's best interest, and requested by the parent, guardian, or unaccompanied youth.
- **Services** - Students experiencing homelessness are entitled to the same programs and services that are available to other children in the District, such as gifted and talented education, special education, vocational education, English Language Learner services, and tutoring. Students are automatically eligible for Title I services and Districts must set aside funds as necessary to provide services.
- **Dispute Resolution** - If problems arise between the school and parents or between districts, the parent shall be referred to the school's homeless liaison. In the meantime, the student must remain in school and receive transportation.
You are a person whose family is experiencing a housing problem (lack of a fixed, regular and adequate nighttime residence) and you are unaccompanied by a parent or guardian and have a question or concern about residency?

Unaccompanied youth include young people who have run away from home, been thrown out of their homes, and/or been abandoned by parents or guardians. These young people are separated from their parents for a variety of reasons. The term “unaccompanied youth” includes youth in homeless situations who are not in the physical custody of a parent or guardian. Unaccompanied youth have the same rights as other students experiencing homelessness. Specifically, they have the right to:

- Remain in their school of origin (to the extent feasible)
- Transportation to and from the school of origin
- Immediately enroll in a new school serving the area in which they are currently living even if they don’t have typically required documents (e.g. proof of guardianship)
- Equal access to programs and services such as gifted and talented education, special education, vocational education, and English Language Learner services.

You are a person who is eighteen or older and/or you are married and would like to register or continue to attend high school?

Upon reaching the age of 18, students living alone may accept responsibility for themselves, thus being able to write their own notes and attend school in a district other than the one in which their parents reside. The parent must provide a letter to the Registrar’s office indicating the student’s independence and acknowledging that their own rights to the student’s educational records are terminated. The student must provide proof of residency in the Austin attendance zone (recent utility bill or lease agreement in the student’s name.)

Students who are married may also accept responsibility for themselves. They must follow the same procedures listed above for eighteen year old students.

You are a person who is celebrating a birthday or other special event and wish to have gifts or food delivered?

Student celebrations should be conducted in the students’ home or appropriate venue, not at Austin High School. The Academy Administrators will arrange for academic recognition ceremonies throughout the year to reward academic behavior such as excellent attendance and honor roll. Students are not to order food to be delivered to the campus at lunch or any other time. Such deliveries will be confiscated. Students are not to order flowers, balloons or other specialty or gift items to be delivered to the campus at any time. Students should not bring cake, cupcakes, candies or other foods to share; they should bring food only for themselves for lunch. Parents and family members should not bring cake, flowers, balloons or other specialty gift items to the school. These items will be returned to whoever has delivered them.

You have questions about immunizations and health records and wish to enroll?

A student must meet all immunization requirements before being permitted to enroll. Immunizations are an important part of public health, and state law requires students in Texas schools to be immunized against certain vaccine-preventable diseases. Students without the proper documentation of the required immunizations or a valid exemption will not be allowed to attend school.

State law requires the following immunizations to enter school:

**Tuberculin Skin Test (TB)**

This test is not a requirement. However, high risk or suspected cases will be assessed by the nurse to determine the need for a referral.

**Diphtheria/Tetanus/Pertussis (DTaP/DTP/DT/Td/Tdap)**

The requirement is for a 3 dose primary series and 1 Tdap/Td booster within the last ten years. One dose of Tdap is required when 10 years have passed since the last dose of tetanus-diphtheria-containing vaccine.

**Polio**

The requirement is for 4 doses or 3 doses; one must be received on or after the fourth birthday. However, 3 doses meet the requirement if the third dose was received on or after the 4th birthday.
Measles, Mumps and Rubella (MMR)  
The requirement is for 2 doses. Serologic confirmation of immunity to measles, mumps rubella, hepatitis B, hepatitis A, or varicella is acceptable in place of vaccine.  

Hepatitis B  
The requirement is for 3 doses. For students 11-15, 2 doses meet the requirement if adult hepatitis B vaccine (Recombivax) was received. Serologic confirmation of immunity to measles, mumps rubella, hepatitis B, hepatitis A, or varicella is acceptable in place of vaccine.  

Varicella (Chickenpox)  
The requirement is for 2 or 1 dose(s). For any student who receives the first dose on or after 13 years of age, 2 doses are required. Serologic confirmation of immunity to measles, mumps rubella, hepatitis B, hepatitis A, or varicella is acceptable in place of vaccine. Previous illness may be documented with a written statement form a physician, school nurse, or the child’s parent.  

Meningococcal  
The requirement is for 1 dose, depending on the student’s grade level. Ninth and tenth graders are required to have it in the 2012-2013 school year.  

Hepatitis A  
The requirement is for 2 doses. The first dose must be received on or after the first birthday. Serologic confirmation of immunity to measles, mumps rubella, hepatitis B, hepatitis A, or varicella is acceptable in place of vaccine.  

You have questions about bacterial meningitis infection and wish to enroll?  

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

What are the symptoms?  
Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.  

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains and drowsiness or confusion. In both children and adults, there may be a rash or tiny, red-purple spots. These can occur anywhere on the body.  
The diagnosis of bacterial meningitis is based on a combination of symptoms and lab results.  

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

How is bacterial meningitis spread?  
Fortunately, note of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact of by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils or cigarettes.  
The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks or even months. The bacteria rarely overcome the body’s immune system and cause meningitis or another serious illness.  

How can bacterial meningitis be prevented?  
Do not share food, drinks, utensils, toothbrushes or cigarettes. Limit the number of people you kiss.  

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended for some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85% - 90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 – 10 days after the vaccine is given and lasts for up to 5 years.  

What should I do if I think I have bacterial meningitis?  
Seek prompt medical attention.
You are a person with asthma and need to carry medication?
TEC §38.013 allows a student to possess and self-administer asthma medicine while on school property or at a school-related event, if the school receives a written authorization statement from both the student’s parent and the student’s doctor. This provision does not waive any liability or immunity, or create any liability for a cause of action against a governmental unit or its officers or employees.

You are a parent or student and would like to track your student’s (or your own) attendance and progress?
Parent Student Connect (PSC) allows registered users (i.e., parents and students) to log in to access a variety of student information, see class assignments and school calendars, and even communicate electronically with teachers. Users can also choose to have an e-mail or text message sent if a child’s grades drop below a selected average or is absent or tardy to class.

Information that PSC provides access to includes:
- Period and Daily Attendance
- Class Schedules and Assignments
- Progress Reports
- Report Cards*
- Standardized Test Results (TAKS by subject area)
- Curriculum Resources
- Parent and Student Resources

To get started, log in or register at www.houstonisd.org/PSC. Parents will need the following information to complete registration:
- Student ID number (HISD)
- Student date of birth
- Last five digits of student’s Social Security number if on file with HISD. If not on file, use the last five digits of the “S-Number” provided to your child by HISD. Please call the school if you do not know this number.

Students may use this service as well.

Breakfast and Lunch at Austin High School
Austin HS provides breakfast and lunch on campus. Students are welcome to bring their own lunch. There is no facility for students to warm up the lunches they bring or to refrigerate them, however, so it should be a lunch that can be consumed at room temperature. Services include a cafeteria, a snack bar and a variety of specialty food items. HISD publishes a menu on a monthly basis. Information regarding prices is provided at the beginning of the school year. Breakfast is provided free to all students.

Students who may qualify for free or reduced-rate meals should submit an application to the Receptionist in the Main Office, Mrs. Garcia. Forms are available in the Main Office after the first week of school. All students are encouraged to apply.

Rules regarding Breakfast and Lunch
Austin High School is a closed campus. Consequently students may not leave campus during the lunch period for any reason.

To and From Lunch
When the bell rings, proceed to D hall, 1st floor. Students may use the restrooms near the cafeteria and the drink machines. The use of the patio area is up to the discretion of the Academy Administrator who is managing the lunch period. If you don’t wish to eat lunch, you may go to the library and quietly read or complete academic work. There are no other areas in which students should be during their lunch period, without the express, written permission of a teacher or without the knowledge of the Academy Administrator.

Food and Drink
The consumption of food is allowed only in the cafeteria and at the tables in the patio area. No food may be consumed in other areas of the campus.

Drink containers with fluids such as soda, water, juice, etc. may be brought to school to be consumed only at the lunch period. Unsealed containers such as convenience store cups may not be used at the school.

All trash must be disposed of in the containers provided in the cafeteria. Soda cans should be deposited in the recycling bins provided in the lunch area. After eating, students must clear their table of all food service items and dispose in trash cans. Trays and flatware may not be removed from the cafeteria.

Use of electronic communication devices during lunch
Until further notice, students are allowed to use electronic communication devices, including...
cell phones during lunch and in the cafeteria only. If cell phones are used to, in any way, disrupt the educational process or the safety of other students, this privilege will be revoked.

**A Pleasant and Relaxing Lunch**

The opportunity for a pleasant and relaxing lunch either inside the cafeteria or at the patio tables is dependent on the continued cooperation of all students in keeping eating areas free of trash. Pride in the Austin campus begins with each student assuming the responsibility for his or her own actions.

If you experience any difficulty while at lunch, several teachers and Academy Administrators will be available in the lunch areas for your assistance. Seek their help. Do not take matters into your own hands.

**No Deliveries are Allowed**

Students are not to order food to be delivered to the campus at lunch or any other time. Such deliveries will be confiscated. Students are not to order flowers, balloons or other specialty or gift items to be delivered to the campus at any time. Parents and family members should not bring cake, flowers, balloons or other specialty gift items to the school. These items will be returned to whoever has delivered them.

**Personal Items**

Austin High School is not responsible for personal property at any time.

Students are encouraged to leave expensive or sentimental items at home, including electronic devices, jewelry, one of a kind photos or mementos and other items that the students and their families would find difficult to replace.

Skateboards, skates and roller blades are prohibited. If a student skateboards to school, it can be left in the main office; however, the main office personnel are not responsible for the item at any time.

According to state law and HISD Board Policy, audio and electronic equipment such as lasers, radios, tape or CD players, televisions, games and similar electronic devices are prohibited on campus during school hours. Such items will be confiscated and turned in to the Academy Administrator.

**Cell Phones**

Cell phones and pagers are allowed on campus but may not be turned on during the school’s instructional hours. Lunch time is not an instructional time; however, the administration of Austin HS reserves the right to ban cell phone use during the lunch hours if student cell phone use during the lunch times should happen to evolve into a situation which disrupts the educational process and/or the safety of students.

If a student is ill, they should see the Academy Administrator. Students are not authorized to use their personal phones during instructional hours, including a situation in which they may feel ill and wish to call a parent or other guardian to inform them.

If a student’s cell phone is visible, if a student is texting, if a student is using the phone to speak with, if a student is surfing the Internet, etc. the device will be confiscated. The phone will be available for pick up from your Academy Administrator after 3:30 pm. HISD policy requires a fee for the return of cell phones. Texas Education Code §37.082 requires a $15 retrieval fee for cell phones.

**Dress and Grooming**

**Why should we have a dress code?**

There are two fundamental reasons for a school dress code: 1) to help ensure the health and safety of everyone on campus; and 2) to avoid any unacceptable disruptions to the learning environment. A tertiary and not altogether unimportant reason for a dress code is to encourage students to adopt appropriate dress habits which will help them succeed in their employment. The primary reason for Austin’s dress code is to foster an atmosphere conducive to learning for all our students. Therefore, items representing extreme or outrageous fads, provocative dress, or overly casual clothing, to cite some examples, cannot be permitted.

Austin HS will not tolerate gang-related behavior and/or the wearing of gang-identified article of clothing or other gang symbols. Any articles of clothing, symbols, or emblems thought to signify gang membership will be banned. What constitutes a gang identified article of clothing or personal representation (including tattoos, piercings, hairstyles, etc.) is entirely the decision of the Academy Administrator or other leaders on campus.

The Austin HS faculty and administration will enforce the dress code in a uniform and fair manner. They will also determine the appropriateness of attire for school occasions and activities. The dress code applies to students on campus, whether during the school
day or after hours, including those serving detention or Saturday School (including tutorials.)

Students who disagree with particular requirements of the Austin dress code are encouraged to work within the system to request changes. Use your representatives on the SDMC (Site Based Decision-Making Committee) and your elected student representatives to express your opinions.

**The Austin HS Student ID**

One student ID card is issued free to all students to wear. ID’s are useful to help with lunchroom, library, and other events. Students are expected to wear an ID with a lanyard around the neck at all times. Students may get a one-day ID for $1 or may purchase a replacement one for $5. This can be done before school, from 7:30 am – 7:50 am in the cafeteria.

**The Austin High School Dress Code**

The school administration will make the determination of whether any clothing, hair style, shoes, personal embellishment, jewelry, or any other garment or accessory represents a distraction to the educational process.

Students must wear their grade level ASSIGNED shirts; blue shirts for Grade 12, black shirts for Grade 11, white shirts for Grade 10 and forest green shirts for Grade 9.

Pants and shorts must be worn at the waist. Pants and shorts must be khaki. The shorts should be no higher than 3” above the knee, and they should be modest (excessively tight shorts or other styles which represent a distraction to the educational process will not be permitted.) Cargo shorts are permitted, as long as they are khaki colored. The student will not be allowed to alter the length of pants such as the rolling of the hem, tying, etc. Capri pants and ankle pants are permitted.

Female students are permitted to wear skirts or dresses no more than 3” above the knee. Skirts or dresses should be khaki. Students may only wear black or white undershirts.

Spirit Fridays are opportunities for the students to show school spirit. On Spirit Fridays, students may wear khaki bottoms (shorts, pants or skirt) and instead of the usual grade-level shirt, students may wear a shirt which represents Austin HS or an aspect of college bound culture. Examples of approved shirts include: administrator-approved Austin HS spirit shirts, club shirts, tee shirts promoting accredited colleges and universities, shirts promoting Sonic Boom band, shirts promoting Austin athletic teams, etc. Spirit Fridays are only on Fridays.

Shirts (clothing in general) should not be dramatically altered such as through decorative tearing, cutting, beading, knotting or any other alteration which presents a distraction to the educational process.

Only clear or mesh backpacks are allowed.

Students should wear shoes that have closed toes and a back. No red or blue shoes or shoelaces. Shoes should not have any decoration, embellishment or be designed in a style that represents a distraction to the educational process.

Winter or inclement weather attire: On cold days, students may wear solid colored sweaters/jackets. Jackets, sweaters or coats may not have logos or be blue or red. Winter attire must be worn appropriately. Hoods may not be worn while in the building or any other sort of covering of the head or face. Long trench coats, and/or rain coats shall not be worn in the building.

Hats, baseball caps or any other sort of head attire may not be worn while on campus. They should not be visible at all. Students may not carry their hats in their hands or hanging from a belt. Students found wearing such items will face disciplinary action, and items will be confiscated. Chains and spiked belts are not allowed.

One student ID card is issued free to all students to wear. ID’s are useful to help with lunchroom, library, and other events. Students are expected to wear an ID with a lanyard around the neck at all times. Students may get a one-day ID for $1 or may purchase a replacement one for $5. This can be done before school, from 7:30 am – 7:50 am in the cafeteria.

Certain aspects of this dress code policy may be subject to change for unique events or unusual circumstances (e.g. spirit day, spirit week, etc., only when an administrator has announced this on the intercom or there is correspondence or an auto-dial phone call has been made to students’ homes.) Violators of these unique instances are subject to disciplinary action equal to that of violators of the standardized dress code.

Students must follow the above explicitly-stated dress code policy, no other dress will be allowed. Other forms of dress will not be permitted unless explicitly stated above.
Repeat offenders of our dress code policy may be referred to alternative schools and may be withdrawn from Austin High School.

Parent Rights and Responsibilities
Parents, in order to support high academic achievement for their children, have the right:
• To examine the curriculum materials of the classes in which their children are enrolled;
• To expect qualified teachers who are good role models;
• To expect textbooks, materials, and supplies that reinforce good learning;
• To expect an instructional program that recognizes individual learning styles;
• To receive assistance from school personnel to further the progress and improvement of their children;
• To expect a full day of education for their children within the legally defined number of hours and days; and
• To have access to school performance data.

Parents, in order to be knowledgeable about their children’s educational experience, have the right:
• To receive information concerning the academic performance standards, proficiencies or skills their children are expected to accomplish;
• To be informed in advance about school rules, school calendars, activities, attendance policies, dress codes, and procedures for visiting the school;
• To have access to all written records of a school district concerning their children—attendance, test scores, grades, disciplinary records, counseling records, psychological records, applications for admission, health and immunization information, teachers and counselors evaluations, and reports of behavioral problems;
• To question anything in their children’s records that they feel is inaccurate or misleading or is an invasion of privacy and to receive a response from the school;
• To receive prompt responses to inquiries;
• To be notified in a timely basis if their children are absent from school;
• To be notified promptly about disciplinary action against their children;
• To be informed of their children’s progress in school and of the appropriate school personnel that they should contact if problems arise;
• To receive information about psychological testing the school does involving their children and to agree or deny permission to give the test;
• To be informed of processes to address parental concerns or available grievance procedures; and
• To confer with their child’s teacher.

PARENT RESPONSIBILITIES
Parents, in their relationships with schools, have the responsibility:
• To treat school personnel with courtesy and as a partner in their children’s education;
• To support school, district, and classroom rules for student behavior and ensure that their children conduct themselves according to district standards;
• To participate in decisions related to the education of their children;
• To instill in their children self-discipline and courtesy toward others;
• To adhere to school rules and procedures;
• To instill in their children a respect for teachers and authority.

Parents, in order to support high academic achievement for their children, have the responsibility:
• To ensure that their children attend school every day;
• To send students to school on time and prepared to learn;
• To read, acknowledge, and understand the rules applicable to their children’s conduct while they are at school;
• To support work that goes on in the classroom.
• To ensure that homework is completed and turned in on time;
• To work with children at home in learning activities;
• To read to and with children;
• To have high expectations for their children;
• To be positive role models for their children;
• To emphasize the value of education;
• To remain involved with their children from preschool through high school.

Parents, in order to be knowledgeable about their children’s educational experience, have the responsibility:
• To read all communications from the school;
• To supply accurate, updated information (including current address and when available, current telephone numbers) to the school promptly;
• To monitor children’s progress and communicate with the school;
• To become informed about the school’s policies and programs; and
• To confer with their child’s teacher.

Volunteers in Public Schools (VIPS)
VIPS are Volunteers in Public Schools at HISD. Each year, thousands of parents, students and community partners support HISD students and teachers by volunteering their time. VIPS represent all economic, ethnic and educational backgrounds. Ms. Meneses, our Communities in Schools worker, also coordinates the VIPS program.

How can I become a VIPS?
All volunteers must register online and pass a criminal history background check before they can participate as a volunteer. Please follow the steps below to become a VIPS:

What types of identification are accepted?
- Texas Driver’s License
- Official Passport
- Texas Identification Card
- Official U. S. Military ID
- Driver’s License (issued by any state in the U.S.)
- Matricula Consular Identification Card (issued by any state in the U.S.)
- Resident Alien Card

Please Note: All ID’s must include a photograph.

Parent Student Connect: Online access to daily grades, assignments, progress reports, and more
Parent Student Connect (PSC) allows registered users (i.e., parents and students) to log in to access a variety of student information, see class assignments and school calendars, and even communicate electronically with teachers. Users can also choose to have an e-mail or text message sent if a child’s grades drop below a selected average or is absent or tardy to class.

Information that PSC provides access to includes:
- Period and Daily Attendance
- Class Schedules and Assignments
- Progress Reports
- Report Cards*
- Standardized Test Results (TAKS by subject area)
- Curriculum Resources
- Parent and Student Resources

To get started, log in or register at www.houstonisd.org/PSC. Parents will need the following information to complete registration:
- Student ID number (HISD)
- Student date of birth
- Last five digits of student’s Social Security number if on file with HISD. If not on file, use the last five digits of the “S-Number” provided to your child by HISD. Please call the school if you do not know this number.

Attendance
Attendance is one of the most powerful factors in determining success in school. The laws of Texas require students who have not yet completed the academic year in which their 18th birthday falls to be enrolled in and attend school each school day. Students with excessive absences may be referred to district attendance personnel and/or a peace officer for further action. The Houston Independent School District expects all students to attend school regularly and be on time for classes.

Compulsory School Attendance Laws
To Parents or Persons Standing In Parental Relation to Children
The Texas Education Code §25.095 requires the school district to notify a student’s parents in writing at the beginning of the school year that if the student is absent from school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period:
1) the student’s parent (or legal guardian) is subject to prosecution under TEC §25.093; and
2) the student is subject to prosecution under TEC §25.094.

It is the parent’s duty to monitor the student’s school attendance and require the student to attend school and request a conference with a school official to discuss the absences. The parent is subject to prosecution under § 25.093 (b) for failure to require your child to attend school.

LEYES SOBRE LA ASISTENCIA OBLIGATORIA A LA ESCUELA
A los padres o tutores legales de los estudiantes:
Sección 25.095 del Código de Educación del Estado de Texas requiere que el distrito notifique al padre del alumno por palabra escrita al principio del año escolar del hecho que si el alumno está ausente de la escuela por 10 días o
SUMMARY OF RULES AND REGULATIONS
19 TAC §129.21 (h,i):
Any student served by the school district is considered enrolled in the district. A student must be enrolled for at least two hours to be considered in membership for one-half day and for at least four hours to be considered in membership for one full day. These time limits refer to instructional time, not including lunch, homeroom, passing periods, or other non-instructional time.

Parents or legal guardians shall enroll their child under the child's legal name. Parents of a student whose name on the enrollment card differs from the legal name should be advised that the school MUST enroll all students under legal names.

No student can be enrolled in multiple campuses on the same date(s). When a student checks out of one school to attend another during the year, the receiving school must carefully check the effective withdrawal date.

Teachers must check attendance each class period. The teacher is responsible for checking the attendance of students, recording all absences and tardies, and following through with appropriate procedures.

Students who have been absent or tardy must present a written excuse from the parents or guardian when they return to school, unless the parent has notified the school of the absence by phone or visit. Excuses for absences and tardies are personal illness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, participation in school activities with permission of the principal, juvenile court proceeding documented by a probation officer, approved college visitation, emergencies, or "any other cause acceptable to teacher, principal, or superintendent."

Students must be given the opportunity to make up work missed due to all absences. Reasonable time frames for the completion of assignments must be established. Written excuses for absences or tardies should be in the school's possession no later than three school days after the date of the absence or tardy. The three-day period shall begin with the day the student returns to school. School personnel should document phone calls, email messages, or oral statements of parents excusing student absences.

Excused Absences
Acceptable Reasons for Excused Absences

- Personal Illness – Under certain circumstances (such as during lengthy illnesses, or for illnesses that occur during final examinations, for example) the principal may require a parent/guardian to secure documentation from a physician for 3 to 5 consecutive days absent prior to excusing absences.
- Death of a Family Member
- Students Health Services and/or Family or Students' Counseling Therapy Appointments - The Principal requires a note signed by the parent/guardian when the school is asked to release students for an appointment during the school day. In the note, parents should provide phone numbers for themselves and the service provider so that the school can confirm the appointment. Students should return from such appointments with official documentation of the visit from the service or office consulted.
- Religious Holy Days and Major Activities – Any child of an established religious faith will be excused if his absence is for the express purpose of observing a religious holy day, consistent with his or her creed or belief.
- Authorized school sponsored activities – A student may be excused for absences resulting from participation in off-campus school related activities. Absences of this nature will be marked...
as extra-curricular activity absences. However, the Houston ISD may not permit students to participate in activities that would result in the student’s absence from any class more than five (5) times a semester.

- **Required Court Appearance** – The Principal requires the presentation of an appropriate court documents, such as a subpoena, indicating that a student is legally required to appear in court.

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

**Excuse Notes**
Parent/guardian notes should be clearly written and should include the following:

- Absent student’s name and grade level,
- Student ID,
- Date of the absence
- Exact reason(s) for the absence
- Parent’s (guardian’s) name
- Parent’s (guardian’s) phone number

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

**Unexcused Absences**
An absence for any other reason other than those listed shall be classified as UNEXCUSED. Absences will be considered unexcused if the parent does not send an excuse note within three days of the absence. This may also adversely affect the student’s ability to participate in extra/co-curricular activities.

**Truancy**
Any unauthorized absence from school will be considered truancy and will be unexcused. Disciplinary action will be taken and/or a police citation may be issued. This includes any class that is “skipped” during the course of the school day. Truancy may result in loss of credit and may not be appealed.

**Closed Campus Policy**
Once a student arrives on campus for the school day, he or she will not be permitted to leave the campus without administrative approval. Students may not leave school for any reason (other than a school-sponsored activity) without checking out first with their Academy Administrator and then through the attendance office. These check-out procedures must be followed even if the parents know that they are leaving. Students who leave campus without following these procedures will be disciplined and may not appeal the absence. Students are not allowed to leave campus during the lunch period.

**Absences and Course Credit**
The Texas Education Code requires that a student be in attendance for 90% of the days a class is offered during a semester in order to be awarded credit for that class (TEC §25.092). Additionally, HISD policy states that students with four or more unexcused absences in any credit course will have their credit withheld and an asterisk (*) will appear on the student’s report card. A student may be passing the course, but also have four or more unexcused absences and as a result an asterisk; meaning the withholding of credit.

Students who have lost credit due to absences may appeal for restoration of credit directly to their Academy Administrator. Upon successful completion of a plan approved by the Academy Administrator, credit may be restored. In general, students may remove the asterisks from a course through:

- Attendance at tutorials, redeemed on 1:1 basis (One hour of tutorial attendance counts for one hour of absence).
- Attendance at detentions held school wide, redeemed on 1:1 basis (One hour of detention attendance counts for one hour of absence).
- Attendance at community service events or events which support academic success, or volunteering in the community, redeemed on 1:1 basis (One hour of volunteering or attendance counts for one hour of absence).

A student who has had credit denied for a class may appeal for the credit if:
1. The student has earned a passing semester grade in the class; and
2. acceptable excuses for the absences are provided in a timely manner by the
students’ parents or legal guardians, and are determined to be valid by the credit appeal committee. Students who desire to appeal for credit should see their Academy Administrator. To avoid appeals, all students are strongly encouraged to clear any unexcused absences before the end of each grading cycle.

3. Credit may be restored if the appeal is approved and the time assigned is completed within the time frame determined by the Attendance Committee.

4. Single period absences may not be appealed if proper check-out procedures were not followed.

An approval to award credit does not remove or excuse the absences. The attendance record remains unchanged. An over-ride is used to restore the credit or grant promotion.

In all cases, the student must also earn a passing grade in order to receive credit. The computer grade reporting system in the student information system will be programmed to flag subjects where the absence limit has been exceeded. If the student who has exceeded the absence limit is given the opportunity to make up all work missed and still has earned a grade below 70, he may not petition the Principal or School Attendance Committee to regain credit. In that case, he is failing because he has not mastered the academic elements of the course, not because he exceeded the absence limit.

All students will be given the opportunity to make up work in both excused and unexcused absences.

The School Attendance Committee should review and rule on all petitions, regardless of how initiated, by the end of the school year. All appeals for restoration of credit denied because of excessive absences must be addressed and resolved by the school in which the student was enrolled at the time the grade was issued. The committee decision in each review must be documented and kept on file. Another school cannot override or waive a grading decision made by the school that issued the grade and/or addressed the appeal. The Attendance Committee’s decision is then documented in the SIS.

Field Trip Absences

Students participating in a field trip are not to be counted as absent from the class taking the field trip. Other classes missed, however, are to be counted as part of the five day semester allowance for excused extra-curricular absences. Work missed for such activities is eligible for make-up, as are days missed for UIL competitions. Prior approval must be secured for all students participating in a field trip. All other teachers on the students’ schedule must all agree to allow the students to attend the field trip. Reasons for withholding permission may include conduct, grades, and work ethic. Students should request advance work from their teachers prior to missing a class for an extracurricular activity, if such work is available.

Teachers and Academy Administrators will be provided the roster of all invited students at least three full school days prior to any field trip. The administration must check for eligibility of the students and will have crossed off the names of those with excessive absences, failing grades and/or poor conduct. If a student knows that they are failing a class they should report that fact to the sponsor of the activity.

It is the responsibility of the field trip sponsor to assure that any students who is failing a class, has poor or unsatisfactory conduct or does not have the permission to attend a field trip for any other reason does not attend the field trip.

Although students who are in danger of failing a class should not miss that class for a field trip, under no circumstances may students who are already failing a class have permission to miss that class for a field trip during school hours. The only exception, according to state law, concerns students in honors courses, who may be permitted to participate in an extracurricular activity despite a failing grade in an honors course, but only with Principal approval.

Make-Up Work

A student will be given the opportunity to make up work missed due to an absence. However, it is the responsibility of the student, immediately upon his return to class from an absence, to request and complete any assignments or tests missed because of an absence. Most, if not all, teachers will have regular make-up policies already in place and students should be aware of those requirements.
HISD Board policy says that teachers will provide a reasonable amount of time for students to make-up work. A rough standard is one day of make-up time for each school day missed.

**Tardies**

If a student arrives late for first period, he or she should go to his or her Academy Administrator’s office to obtain a pass to class.

Teachers will document tardies on the Chancery Student Information System. Teachers may also document tardies for all periods on discipline referrals to administrators. Students must sign in on a teacher-designated clipboard or tablet each time they are tardy, and:

- **First Tardy:** stay after that class period to explain the reason for tardy,

- **Second Tardy:** the teacher will contact a parent about the tardies.

- **Third Tardy:** the teacher will contact a parent about the tardies and the teacher will give a detention.

- **Fourth Tardy:** the teacher will send a discipline referral to the appropriate Academy Administrator who will handle it in a timely manner. The tardy policy starts over each six week cycle.

The following rules apply:

- Students who arrive late to class because they are taking care of individual responsibilities such as drinking water or finding a friend who has borrowed an item are considered tardy.

- Students riding an HISD bus are excused if their bus is late in arriving to the school.

- Missing more than fifteen minutes of a class is equivalent to an absence.

**Leaving School Early**

**Off Campus Permits**

Seniors who have met their credit requirements for graduation may have one or two “off campus” periods, provided their parents have signed an approval. “Off campus” is a senior privilege. The only other students who have permission to leave campus early are those participating in a business internship or co-op work program.

Students should not linger on campus. Repeated offense by students who linger on campus may result in the loss of “off campus” privileges.

**To leave early for an appointment or parents picking up students early**

The parent/legal guardian must first report to the Main Office to receive a visitor’s pass. They may then proceed to the attendance office to sign out the child. Proof of identification is necessary.

**If you become ill at school**

The student should obtain permission to visit the nurse in the clinic. If the nurse decides that a parent should pick up the child, she may contact the parent. If the nurse is absent, the student should go to the Academy Administrator. Under no circumstances are students to leave school without proper administrative authorization. Please review the

**Changing Phone Numbers or other Information in the Student Information System (Chancery)**

If a family moves during the school year, the family must report that address change to the registrar’s office immediately. All information should be updated as soon as it changes. In order to ensure the safety of our students—especially in an emergency—it is critical that the school have accurate addresses and phone numbers for all its students and their families.

**Course Enrollment**

The selection of a degree plan and the monitoring of course choices and progress are the collaborative responsibility of the students, his or her parents/guardians, and the counselor. Remember that college admission requirements vary; therefore students are encouraged to “look ahead” and plan accordingly by checking with the college of their choice when updating their four-year plans.

Seniors who have satisfied their credit requirements for graduation may have two off campus” periods, provided their parents approve. Off campus periods are a senior privilege. The only other students who have permission to leave campus early are those participating in a business internship or co-op work program.
Students who wish to be eligible for UIL activities must be enrolled in at least five classes.

**Student Parking**

The student parking lot is on the Lockwood or West side of the building. There will be a yearly parking fee of $100. In order to park a car in this lot:

- The student must provide a valid driver’s license,
- Current proof of liability insurance for the vehicle that the student will be driving, with the student listed as a covered driver; and
- Current registration of the vehicles that the student will be driving.

The laminated parking pass must be placed on the front dash on the passenger side and should be clearly visible to any person looking in the windshield.

Vehicles which do not have this passed will be towed. Students are reminded that the faculty parking areas and the visitor parking areas are off limits before school and at all times during the school day; any student automobiles will be towed.

While every reasonable attempt will be made to ensure parking lot security, the school cannot guarantee that no incidents will occur. Austin High School assumes no responsibility for accidents or the loss of property in the Austin parking lots. All parking on campus is at the vehicle operator’s own risk.

Students must leave their vehicles immediately upon arrival in the parking lot. Students may not use their automobiles as lockers. Students should get a pass from their Academy Administrator to enter the student parking lot at any time during the school day. Students found in the parking lot during the school day without authorization are subject to disciplinary action.

Failure to comply with the Austin HS parking rules can result in a number of actions, including ticketing, the towing of one’s vehicle, loss of parking privileges and disciplinary action. Non compliance can also result in the revocation of campus parking privileges with no refund of the parking fee.

**Bus transportation**

Bus transportation is a privilege that can be revoked. The time spent on the bus is considered an extension of the school day. All school rules apply. A student who misbehaves on the bus may lose bus-riding privileges.

METRO bus riders are held to the same standards.

Students riding the bus should remember:

- Stand away from the road while waiting for the bus.
- Exhibit appropriate behavior at the bus stop. Behavior that is disruptive, destructive or unsafe for traffic will not be tolerated.
- Be on time. Buses are not required to wait for students.
- Board the bus in an orderly manner. Do not stand when seats are available. Fill seats in the rear first. If it is necessary for you to stand, hold on to the handrail. Do not change seats while the bus is in motion.
- Do not distract the driver by making unusual noises, shouting or creating a disturbance. Do not speak to the driver unless absolutely necessary.
- Keep belongings and legs out of the aisles.
- Do not throw objects out of the window. Do not extend any part of your body out of the window.
- Smoking or tobacco use of any kind is prohibited on the bus.
- Keep the bus litter free.
- Ride only your assigned bus and get off at your assigned stop. No variations are allowed.
- Obey the driver. He or she is an HISD employee with responsibility for your safety. If a driver experiences any disciplinary problems, he or she will inform the Austin Administration.
- Know your bus driver’s name and route number.
- When your HISD bus arrives late, immediately go to your Academy Administrator to get a pass to class.

**Private car drop off and pick up**
Parents and others who drive students to and from school are encouraged to car pool and stop only at designated points. During the periods before and after school, the streets and driveways around Austin are quite congested with both vehicular and pedestrian traffic. To ensure the safety of everyone involved, the cooperation of all drivers is vital. Please drive courteously, cautiously and legally.

Drivers should drop off and pick up students on the Lockwood side of the building in front of the cafeteria.

Visitors
All persons visiting Austin High School must check in at the Main Office in the A Building, Floor 2. All visitors must properly identify themselves, state the purpose of their visit, sign in and secure a visitors’ pass.

Students inviting visitors
Austin HS is a closed campus. Students may not have visitors, including their own children.

Visitor parking
There is visitor parking on the corner of Jefferson and Dumble and visitors may choose to park on a side street. There are many no parking zones in the area, and citations are frequently issued, therefore visitors are advised to be cautious. Austin High School does not assume responsibility for any theft or damage which occurs in any of the parking lots.

Courses of study
To meet the diverse interests and needs of its students, Austin HS offers a challenging and comprehensive curriculum.

Students who entered Grade 9 on or after 2007-2008 must complete 26 credits approved by the state to earn a diploma. In addition, students are required to demonstrate competency skills by passing all sections of the state tests, either the Texas Assessment of Knowledge and Skills (TAKS) Exit Level tests or the State of Texas Assessments of Academic Readiness (STAAR) tests, depending on their grade level and year of entry into the ninth grade.

In the state of Texas, students may graduate under any one of three diploma programs for which they qualify. The programs are the Minimum High School Core Program, the Recommended Advanced School Program, and the Distinguished Achievement Program.

It is important for students to work with their counselors to determine the areas of study best suited to their aspirations.

Austin HS Magnet Program for Teaching Professions
Introduced in 1982, Austin High School’s Magnet Program for Teaching Professions was the first high school teacher preparation program of its kind in the nation. Today, our teaching magnet continues to lead the way in teacher development by offering a challenging and rigorous college-preparatory schedule, along with a series of specialized education courses that expose students to the teaching professions and related educational careers. The primary mission of this four-year high school program is to encourage and prepare college-bound students to enter the professional field of education.

Admission to the program is generally for incoming Grade 9 students and is contingent on the HISD Magnet Application Process. Forms are available on the HISD website and in the Magnet Coordinator’s office.

Graduation
Texas Education Code § 28.025 provides that a person may receive a diploma:
♦ after the student completes the curriculum requirements identified by the State Board of Education and meets testing requirements stated in § 39.025(a),
♦ when the student successfully completes an individualized education program developed under TEC §29.005, or
♦ when a person qualifies for a high school diploma as a veteran under TEC §28.025.

Participation in Graduation Ceremonies
In the HISD, regular education students who have completed all academic requirements and have passed all parts of the exit-level TAKS or the STAAR (depending on the date of their entry in the ninth grade) test will be permitted to participate in graduation ceremonies. Students with disabilities served in special education who have completed all of their graduation requirements as designated by their IEP and in accordance with state law are eligible to participate in graduation ceremonies. Special education students must be offered the opportunity to receive a Certificate of
Attendance after completing four years in high school in accordance with TEC §28.025(f). This certificate is not equivalent to a diploma and does not prohibit a student from earning a diploma at a later date.

Students receiving certificates of completion because they have not yet met testing requirements may not participate in graduation ceremonies. Students planning to complete graduation requirements in summer school may not participate in spring graduation ceremonies. Principals may present an HISD Certificate of Achievement to foreign exchange students at graduation ceremonies, but should not list them as graduates unless they have completed all graduation requirements. Each school issuing diplomas conducts graduation ceremonies under the direction of HISD School Administration at the end of the spring semester and at the end of the summer session. Those students completing graduation requirements at the end of the fall semester may participate in the spring graduation ceremonies. Students who complete graduation requirements at an alternative school that does not issue diplomas may participate in graduation ceremonies at their home campus.

Graduation Requirements
The graduation requirements for a particular student are those that are in effect when the student first enters the ninth (9th) grade.
♦ Under no circumstance may graduation requirements be waived
♦ All students entering 9th grade for the first time during the 2001-2002 school year and thereafter are automatically enrolled in the Recommended High School Program. The ARD process may exempt a student from enrolling in the Recommended High School Program.

Graduation Programs
Graduation Programs for students entering ninth grade for the first time, 2001-2002 or after include
- HISD Core Program (Minimum High School Program – requires parental consent)
- HISD Recommended High School Program
- Distinguished Achievement Program
A student must complete the academic course requirements and must pass the state-developed Exit-Level TAKS or STAAR depending on the year they entered grade 9, before the student can graduate.

A student with disabilities who has been legally exempted from testing according to state guidelines and has completed graduation requirements specified in their IEP may graduate and receive a diploma.

Requirement of 26 Credits
In July 2007, the State Board of Education (SBOE) approved the addition of two credits to the Recommended High School Program and the Distinguished Achievement Program. These programs now require 26 graduation credits, an increase from 24 credits previously required.

Math and Science Requirements
Beginning with students entering Grade 9 in 2007, students must complete 4 years of mathematics and science in order to graduate.

Minimum High School Program Requirements
The HISD Board Policy EIF(LOCAL) permits principals to approve a student’s graduation according to the state minimum high school program when there are extenuating circumstances:
1. The student meets state criteria for classification as at risk and is coded at risk in the student system, and
2. The student is a second semester senior or returning student who cannot meet the HISD minimum high school program or the recommended high school program requirements during the current academic year, even when interventions are provided. The student must also meet the requirements for exiting the Recommended High School Program.

Certificate of Completion
If a student has completed all academic requirements for graduation but has not passed all parts of the exit level TAKS/TAAS, the student may be issued a certificate of course work completion. This student may not participate in graduation ceremonies. If a Certificate of Completion is issued, that fact will be designated on the transcript. This certificate is not equivalent to a diploma and does not prohibit a student from earning a diploma if he successfully completes assessment requirements at a later date.

GED
A student who has received a GED certificate or Certificate of High School Equivalency but has not completed either the academic graduation requirements and/or has not passed all parts of the exit-level exams required for graduation is not classified as a graduate and may neither participate in graduation ceremonies nor receive a diploma. Such students may re-enroll in school to complete regular graduation requirements as long as they meet the age requirements for eligibility.

Planning for Graduation
All students shall begin developing a six-year plan of study during grade 7 and parental involvement shall be substantiated with parent/guardian signatures. Each year the student changes course of study, parental signature shall be required on either the Six-Year Plan or the Course Selection Sheet. The plan and the Course Selection Sheet shall be kept on file by the school counselor/dean.

PERSONAL GRADUATION PLAN
TEC §28.0212 requires a personal graduation plan for each student in junior high, middle school, or high school who
1) does not perform satisfactorily on an assessment instrument administered under Subchapter B, Chapter 39; or
2) is not likely to receive a high school diploma before the fifth school year following the student’s enrollment in grade 9 (as determined by the district) Additionally, each district is required to provide accelerated instruction to a student enrolled in the district who has taken the secondary exit-level assessment instrument and has not performed satisfactorily on each section or who is at risk of dropping out of school (TEC §29.081). Each Personal Graduation Plan must:
1) Identify educational goals for the student;
2) Include diagnostic information, appropriate monitoring and intervention, and other evaluation strategies;
3) Include an intensive instruction program, as described by section TEC §28.0213;
4) Address participation of the student's parent or guardian, including consideration of the parent's or guardian’s educational expectations for the student; and
5) Provide innovative methods to promote the student's advancement, including flexible scheduling, alternative learning environments, on-line instruction, and other interventions that are proven to accelerate the learning process and to have been scientifically validated to improve learning and cognitive ability.
For students receiving special education services, an individualized education program developed under TEC §29.005 may be used as the student's Personal Graduation Plan.
A PGP must be developed for students in grades 6 – 12 who fail any section of TAKS and those students not likely to complete high school in four years. The PGP must be updated and monitored regularly by the assigned student advocate who works closely with the student and who must provide parents or caregivers with information on the student’s academic performance throughout the year.

HCC Dual Credit
Houston Community College and Austin High School have entered into a partnership to offer dual credit courses on the Austin campus. A dual credit course is a college course taken by high school students where the student earns both high school and college credit. Dual credit enables students to make substantial progress towards college degrees before they finish high school.
A student who is interested in this program should speak to their counselor.

Core Academic Program
Austin High School's core academic program provides students with the solid skills and concepts necessary to prepare them for post-secondary educational and/or work experiences.

Career and Technical Education (CaTE)
Career and Technical education courses are an integral part of Austin’s curriculum. CaTE provides skills that are appropriate for technical employment, technical post-secondary education, and/or college work. Austin HS students from all academic levels participate in CaTE. Categories of course offerings include but are not limited to agriculture, business education, technology education, education and training, and marketing.
A student should see their counselor if they are interested in a CaTE track.

Maritime education program, CaTE
Austin High School, the Port of Houston Authority and the East End Chamber of Commerce and a consortium of Port of Houston businesses created the Port of
Houston Maritime Academy at Austin High School in 2009. This program trains students for entry-level jobs at the port. Students will also have the opportunity to continue their maritime training at local two- and four-year colleges. In conjunction with this program, interested and eligible students may be eligible to study the Mandarin (Chinese) language at Austin, in order to enhance their employment opportunities.

A student should see their counselor if they are interested in the maritime program.

Electives
An array of elective courses complements Austin’s major academic curriculum.
- Foreign Language – Austin HS students may study Spanish or Mandarin as a foreign language.
- Fine Arts – The fine arts programs includes courses in visual arts, choir, and band.
- PE, Health and Athletics - Austin HS students have a comprehensive selection of physical education, health and athletics classes from which to choose.
- JROTC – Army Junior ROTC is an elective that provides students vocational training in military science and leadership. Students who participate in JROTC may substitute this course for physical education credit. Students who participate fully may have opportunities to secure ROTC scholarships to major universities and all of the US military academies.

Recommended High School Program
The Recommended High School Program is designed to upgrade significantly high school preparation. It encourages students to take rigorous mathematics, science, and social studies classes, plus computer science, fine arts, and two or three years of a foreign language. It targets high-level proficiencies and is designed to be a full, instead of a minimum, preparation program. It also provides students with the flexibility to build a strong foundation of specialized knowledge and skills in specific academic or career areas.

Graduation General Requirements
The student and his or her parents must accept responsibility for the proper choice of subjects for graduation and/or college entrance. However, the counselors are available to offer any assistance needed in planning a program for the completion of graduation requirements.

Graduation Programs for students entering ninth grade for the first time, 2001- 2002 or after include
- HISD Core Program (Minimum High School Program – requires parental consent)
- HISD Recommended High School Program
- Distinguished Achievement Program

A student must complete the academic course requirements and must pass the state -developed Exit-Level TAKS or STAAR depending on the year they entered grade 9, before the student can graduate.

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<th>GRADUATION REQUIREMENTS</th>
<th>Diploma Program</th>
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<td>Fine Arts</td>
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<td>Electives</td>
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To receive the Distinguished Achievement Diploma, students must satisfy other requirements. Please see registrar.

Seniors who rank in the top 5% of their graduating class will graduate with highest honors. Students who rank from 6% to 15% will graduate with honors.

Scheduling and Course Load
Most Austin High School students will carry a class load of seven classes per semester; however some may carry eight (through the addition of a zero period.)

Seniors who have satisfied most of their credit requirements may qualify may apply for off-campus privileges.

Under most circumstances, students may enroll in only one required course each semester in English, math, social studies and
science. The primary exception to this policy is when a student has failed a course needed for graduation and there is space available in a class for the student to repeat the course while he or she also attends the subsequent course.

Austin High School may, when resources permit, offer original credit and credit recovery classes during the winter holiday break, the spring holiday break and in the summer.

If a student’s life circumstances do not permit him or her to attend school during a regular day schedule, HISD does offer options such as the Twilight Schools, which offer non-traditional hours and scheduling. The counselor or the student’s Academy Administrator has information on these schools.

Scheduling and Schedule Changes
Schedule changes will be made only for the purposes of correcting improper course placements and leveling classes. The school’s highest priority is placing each student in his or her required core-curriculum classes at the appropriate level of difficulty. Elective requests will be honored based on availability, grade level and pre-requisites. Unless a counselor sends a student, he or she is to remain in class and follow the original schedule until further notification.

In accordance with TEA policy all schedule adjustments will be completed by the 15th day of a new semester.

Course selection and sequence
Austin HS students in the ninth, tenth and eleventh grades will make course selections in the spring when course selection sheets are issued in advocacy. These sheets are to be taken home, reviewed and signed by parents and returned to the counselors or issuing teachers (please listen for announcements for instructions.) Students who do not return their course selection sheets will have a schedule created for them by their counselor.

In the areas of core curriculum it is necessary to take courses in sequence. Your counselor can help you to create a four year plan.

Earning Credits
Course Credit
Students must maintain a grade average of 70 or above on a scale of 100 in order to receive credit for a course. Students may not be given credit for a class if they have attended fewer than the required number of days (90% of the semester). Students must comply with all attendance requirements for each course taken.

Composite Grading (Whole Course Credit)
These rules apply to core courses (A & B sequential courses) with the exception of any one semester course (e.g. health, economics, etc.)

Students who fail the first semester with a 60 or above and pass the second semester, and the average of the two grades is 69.5 or higher, will receive credit for both parts. Students who fail the second semester are not eligible for whole course credit. Students with excessive absences in the fall semester course are not eligible for whole course credit.

Students must have a total of 139 points from both semesters with the second semester being 70 or more.

Credit by examination
In certain situations, it is possible to obtain credit for high school courses through an examination. There may be a fee for the examination. If you are interested, please see your counselor.

GRADLab//Credit Recovery
As a part of HISD Superintendent of Schools Terry B. Grier's focus on lowering the current dropout rate credit recovery labs and graduation coaches have been placed in every HISD high school, including Austin HS.

Students can take failed courses online beginning at a proficiency level determined by testing on the subject. The graduation coaches help students with the courses, which are designed to "catch them up" for graduation. The program works for students who have failed three or more courses in a previous semester, students with excessive absences, students at any grade level who have been retained while in high school, and those who have dropped out and want to return to school. Students enrolled in the program have access to a variety of online courses that can be completed at the school's "Grad Lab" and can complete work at home.

The digital curriculum called APEX tests each student's knowledge in certain areas and provides coaches with specific information on what each student already knows and what he or she needs to focus on in order to pass a class or recover a credit. When the computer program and graduation coach determine a student is ready and likely to receive a passing grade, the student then takes a final exam.
If you would like more information about GRADLab, please see your counselor.

Grade Level Classifications
The credits needed for each grade level are listed below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Freshman</th>
<th>Credits Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Freshman</td>
<td>0.0-5.5</td>
</tr>
<tr>
<td>10</td>
<td>Sophomore</td>
<td>6-11.5</td>
</tr>
<tr>
<td>11</td>
<td>Junior</td>
<td>12-17.5</td>
</tr>
<tr>
<td>12</td>
<td>Senior</td>
<td>18+</td>
</tr>
</tbody>
</table>

Grades
Report cards and transcript grades are reported in accordance with state law as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Average</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>89.5-100</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>79.5-89.4</td>
<td>Good Progress</td>
</tr>
<tr>
<td>C</td>
<td>74.5-79.4</td>
<td>Normal Progress</td>
</tr>
<tr>
<td>D</td>
<td>69.5-74.4</td>
<td>Poor Progress</td>
</tr>
<tr>
<td>E</td>
<td>0.0-69.4</td>
<td>Failure</td>
</tr>
</tbody>
</table>

Tracking your student's (or your own) attendance and progress
Parent Student Connect (PSC) allows registered users (i.e., parents and students) to log in to access a variety of student information, see class assignments and school calendars, and even communicate electronically with teachers. Users can also choose to have an e-mail or text message sent if a child's grades drop below a selected average or is absent or tardy to class.

Information that PSC provides access to includes:
- Period and Daily Attendance
- Class Schedules and Assignments
- Progress Reports
- Report Cards
- Standardized Test Results (TAKS by subject area)
- Curriculum Resources
- Parent and Student Resources

To get started, log in or register at www.houstonisd.org/PSC. Parents will need the following information to complete registration:
- Student ID number (HISD)
- Student date of birth
- Last five digits of student's Social Security number if on file with HISD. If not on file, use the last five digits of the “S-Number” provided to your child by HISD. Please call the school if you do not know this number.

Students may use this service as well.

Progress Reports
At the end of the first three weeks of every grading period, Austin sends "progress reports: home with every student. Progress reports are an excellent way for families to stay informed and to monitor a student's academic progress, behavior, and attendance. Progress reports can also serve as an effective "early warning" device for students who might otherwise find themselves with a failing average too late in the six-week grading period for recourse.

Of course, parents are strongly encouraged at any time to notify teachers if they suspect that their son or daughter is struggling and in need of additional help. If a progress report is lost before it gets home, go the Registrar's office and request an additional copy. It is the responsibility of the student to take the report card home and give it to his or her parents. Students who do not receive their progress reports should see the registrar for a copy.

Receipt of a progress report has no impact on a student's six-week grade; it is used solely to inform. The grade ultimately earned by a student will be the grade listed on the report card. A student should have received a progress report warning that he or she could fail before an "F" appears on a report card. Under certain circumstances, however, it is possible that a student could have been passing until just before the end of the six-week grading period when poor performance on a major test or assignment caused the student's average to fall below 70. In this case, the teacher should notify the parent.

Report Cards
Report cards are distributed at the end of each grading period. A reporting cycle is established on the HISD and Austin High School calendars. The final report card is available for pick-up after the school year is over if students have clear financial, book and library records with the school (as well as any other fees owed or fines.)
Parent Communication with School Personnel
Austin High School encourages parents to contact the school concerning the education of their children. A healthy partnership between parents and staff members is likely to benefit all involved. Parents who wish to contact their child’s teachers, counselors, assistant principals, or even principal may communicate via letter or e-mail, by telephone, or by meeting face to face. Parents requesting a telephone conference, especially with their son or daughter’s teachers, should provide both a day and an evening telephone number with their message. While many teachers and staff members choose not to make telephone calls from their homes, some do.

Please give teachers at least 24 hours to respond to your message. Many teachers are only able to check their mailboxes for messages at the beginning and at the end of the school day. As a rule, teachers cannot be called to the phone (or to a conference) while they are teaching. Should you not receive a return call from the staff member you called within a reasonable amount of time, please call the office again and note that you are making a second call. Should parents wish to arrange a conference, they may call the school office at (713) 924-1600 to make an appointment or request a return call. Due to the various duties and commitments of school personnel during the school day, teachers and other school officials may not be able to meet with parents who arrive at the school without an appointment. Parents can leave their names and phone numbers with the main office receptionist and request a return call.

Teachers will be unable to meet parents during their instructional time, but they should be able to conduct a parent conference, when arranged in advance, during their daily planning period. Please keep in mind that staff members’ days are very full. Advanced notice is necessary for staff members to prepare adequately to assist you when you arrive for your conference. Parents should report to the Austin HS main office upon arrival to sign in and receive a visitor’s pass.

Tutorials
Based on teacher availability, tutorials are offered at Austin High School on this schedule:
Mondays…Math tutorials, 3:35 – 4:30 pm
Tuesdays…Science tutorials, 3:35 – 4:30 pm

Grade Point Averages (GPA) & Class Rank
Austin High School twelfth-grade students receive both a preliminary and a final class ranking during their senior year. The registrar calculates tentative class ranks in October based on a student’s grades from all courses taken for high school credit through the spring semester of his or her junior year (including any courses taken for high school credit in eighth grade). At the close of the fall semester, the registrar then calculates final class ranks for twelfth-graders based on all grades earned through that senior-year fall semester. Class rank is determined in the following manner:
• Grade points are assigned to each semester grade according to the HISD grade distribution chart.
• All high school credit courses are included (including, for example, any courses in which the student may have earned an “F”, any repeated courses, and any eighth-grade courses taken for high school credit). In summary, every grade on the transcript is included in the GPA calculation.
• The registrar divides the number of grade points earned by the number of grades to determine a student’s grade point average (GPA).
• The numerical ranking of seniors is determined by listing all students according to their cumulative GPAs from highest to lowest. The student with the top GPA is ranked number one, the student with the second highest is number two, and so on. The same list is used to divide the class into percentage groupings (i.e. top 10%) and into quartiles.

<table>
<thead>
<tr>
<th>GRADE DISTRIBUTION CHART</th>
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<tbody>
<tr>
<td>GRADE</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td>A, 90-100</td>
</tr>
<tr>
<td>B, 80-89</td>
</tr>
<tr>
<td>C, 70-79</td>
</tr>
<tr>
<td>D, 70-74</td>
</tr>
<tr>
<td>F, 0-69</td>
</tr>
</tbody>
</table>

Transcripts
Students who desire an official transcript of their academic record must see the Registrar. Transcripts will cost $1.00 each.

Wednesdays…Social Studies tutorials, 3:35-4:30 pm
Thursdays…English/Language Arts tutorials, 3:35 – 4:30 pm
Any senior who needs the registrar to send his or her final transcript to a college or university must request that final transcript before the end of the school year in May. Austin High School has limited staffing during the summer and any transcripts requested then may take one week or more to process.

Conduct & Behavior

Classroom Conduct

Conduct grades affect eligibility for participation in school activities. Poor conduct interferes with a student’s ability to learn and a teacher’s ability to teach. It is also disruptive to other students in the class who want to learn. Poor conduct will be reflected in conduct cuts on one’s report card. Conduct infractions, however, may not be used to affect a student’s academic grade. Office conduct cuts do affect eligibility and senior exemption status. Students who have been sent to the office for discipline problems may receive conduct cuts from the teacher as a result of misbehavior. A student must maintain at least an “S” average in conduct to qualify for certain honors and other special recognition, awards, clubs, and offices.

The Austin High School Academic Honor Code

Recognizing Austin’s tradition of excellence, students are expected to uphold a Code of Honor. Truth and Integrity are the basic precepts of Austin’s Academic Honor Code.

Truth: This principle is maintained through each student’s understanding of his or her responsibility to tell the truth and make sure the truth is known. This precludes lying, cheating, stealing, plagiarism, and evasiveness; there is no fundamental distinction among them.

Integrity: This principle stresses the obligation of all students to demonstrate uprightness of character. Students should commit themselves to academic excellence and to full acceptance of responsibility for their actions. The following examples will help students understand what kinds of behavior are dishonest:

Cheating:
- Looking on someone else’s paper during a test or quiz;
- Giving or getting information about a test or quiz before or while taking it;
- Looking in a book or at notes during a closed-book test or quiz;
- Collaborating with someone on an assignment or project unless such work has been specifically cleared with the teacher in advance;
- Getting information from someone under false pretenses.

Plagiarism:
- Copying sentences or parts of sentences manually or electronically from someone else’s writing without proper credit, and/or writing someone else’s idea(s) without giving the person or the source credit for the original idea(s).

Any student who is aware of another student’s violation of the Honor Code is obligated to report the incident to the teacher. Actions or attempted actions that run counter to these principles are violations of the Austin High School Academic Honor Code and the Student Code of Conduct. The teacher will handle violations in accordance with the following:
- A zero will be given on the assignment.
- Contact will be made with the parents.
- A “P” will be given for conduct on the progress report.
- A “P” will be given for conduct on the report card for that six-week period.

It is the student’s responsibility in cases that seem unclear to check with the appropriate teacher. Ignorance of the Honor Code is not an excuse for a violation.

Curricular, Co-curricular and Extracurricular Programs

Definitions

Curricular — A part of the regular school day; constitutes the delivery of instruction.

Co-curricular — These are an extension of classroom instruction in which participation is by the entire class or a significant portion of the class, such as field trips. Co-curricular absences that occur in classes other than the one taking the field trip will be counted as extracurricular absences.

Extracurricular — School-sponsored activities that are not directly related to instruction of the essential elements but that offer significant contributions to a student’s development. Participation in extracurricular activities is a privilege and not a right. Students must meet specific requirements in order to participate. Absences due to extracurricular activities will be limited to five per semester.
Academic Requirements
First Grading Cycle
All students are eligible for participation in extracurricular and co-curricular activities during the first six-weeks of a new school year, as long as the student has earned enough credits by the beginning of the new school year to be classified in the next grade. If a student has not been promoted or does not earn enough credits by the beginning of the new school year, the student is considered ineligible for at least the first three weeks of school. If, at the end of three weeks of ineligibility, the student has achieved a passing average in all classes, he or she becomes eligible to play or perform. However, if a student’s average remains below 70 in any class, the suspension continues for at least three more weeks.
- Summer School Credits
Credits earned in summer school, night high school, or in approved correspondence courses may be used to determine eligibility for extracurricular activities.
- Dropping a Course
A student may not drop a course after the first three weeks of the semester. An exceptional situation may be considered by the principal; however, any grade earned by the student in the course he or she dropped after the first three weeks of the semester will be recorded and used for purposes of determining or maintaining eligibility. If the grade is below 70, it is treated like any other failing grade in computing the grade point average (GPA) and determining U.I.L. eligibility.

Subsequent Grading Cycles
Any student, whose official six-week grade, in any course, is lower than 70 shall be suspended from participation in any extracurricular or co-curricular activity or event for at least three weeks during the next six-week grading period. The only exception involves honors-level courses (such as IB or Advanced Placement). A student suspended under these “no pass, no play” rules would still be eligible to practice or rehearse with the team or group. If, at the end of three weeks of ineligibility, the student has achieved a passing average, he or she once again becomes eligible to play or perform. However, if a student’s average remains below 70, the suspension continues for at least three more weeks. Suspensions due to six-week (report card) grades shall become effective seven calendar days after the last day of the six-week grading period in which the failing grade was earned. (For example, if the fourth six-week grading period ended on Tuesday, March 5, and a student received a failing grade in that fourth six-week period, he or she could participate in any activity that occurred during the next week until Tuesday, March 12, at 3:30 p.m.).

Incomplete Grades
A student receiving an incomplete (I) six week grade in a course is considered ineligible seven days after the end of the six-week grading period in which the incomplete was recorded. Such students remain ineligible during the next six-week grading period or until the incomplete grade is officially replaced with a passing grade for the grading period.

Activity Eligibility
Eligibility rules apply to all athletic teams including freshman and junior varsity, all other U.I.L. (University Interscholastic League) and vocational competitions, marching band, drill squad, cheerleading, school-sponsored clubs and organizations, and so on. Students not meeting the designated grade requirements may practice but may not compete or perform in any of these activities, even though that activity would not require them to miss any class time. Students who have failed a class are also ineligible to participate in any field trips that would require them to miss instructional class time.

Progress Reports
At the end of the first three weeks of each grading period, Austin High School sends student “progress reports” home with every student. If a progress report is lost before it gets home, call the Registrar and request an additional copy. Progress reports can be an effective “early warning” mechanism for students who might otherwise find themselves with a failing average too late in the six-week grading period.

Attendance Requirements
Two-Period Rule
In order to participate in any extracurricular activity, the student must have attended school for at least one-half of the school day on which the activity is scheduled. Exceptions must be approved in advance by the principal and sponsor of the activity.

Five-Day Rule
Students will not be permitted to participate in such activities that would require a student to be absent from any class more than five times during the semester. An exception to the five-day rule may be made on behalf of individual students who are competing in U.I.L.-sponsored activities. These exceptions must be based on circumstances that are unforeseen and result from the student’s earning the right to compete at post-U.I.L. district levels. Exceptions shall not exceed a total of five additional absences per year.

Students Requesting a Campus Transfer
Students transferring from one senior high school attendance area to another will not be eligible to participate in the varsity-level extracurricular program of the new school for a period of one calendar year following the granting of the transfer unless an athletic release has been signed by his or her former coach. The eligibility of a student is not affected when there is a change in school due to a documented change in the family’s primary residence.

Other Requirements
Conduct Requirements
Students with discipline problems of a severe nature are not allowed to represent the school, participate in extracurricular activities, nor seek or hold an elected position in the school. In addition, sponsors of a group may suspend a student from participating in a particular activity of that group because of a student’s misbehavior or lack of preparation.

Dress Requirements
The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity.

Note: Students should be aware that there are additional expenses that may be required for some extracurricular activities such as cheerleading and drill team. The sponsor will provide a written estimate of required expenses.

School Honors & Student Offices
In order to be eligible for school honors and student offices, a candidate must currently have a conduct average of at least an “S”. An “S” or better must have also been earned in the preceding semester. The student must also have passing grades in all subjects, and have an overall average of 75 or better in the preceding semester. Elected students must maintain the outlined standards in citizenship and scholarship, or else relinquish their honors and offices. Students who do not meet the standards for continued participation will be placed on three weeks of probation, during which time the student may practice, but not participate or compete. If at the end of the first three-week probation, the student has an unsatisfactory academic or conduct average, a second three-week probation may be allowed. If unsatisfactory academic average or conduct problems remain at the end of the second three-week probationary period, the student will be dismissed from the student office or honors activity.

In order for a student to be eligible for school honors based on academic achievement, the student must have a general average of “B” (80 or better) and must earn his or her last five credits at the school where the awards are presented.

The National Honor Society has special requirements related to leadership, service, character and academic achievement.

General Information
Approval, Scheduling, & Supervision
All student activity events must be approved in advance by the principal (or designated administrator) and in Administrative Bulletin. Timely scheduling will minimize conflicts between competing activities and allow adequate preparation for student events.

An Austin HS faculty sponsor must attend and supervise all scheduled extracurricular activities. In addition, the administration may require security, additional chaperones, and/or other types of supervision for certain events. Regardless of whether an Austin-sponsored event is held on-campus or off-campus, the same “school-day” rules of student conduct apply.

Official Recognition
The only activities that may use the school name or “nickname” are those which are approved by the school administration. Any person or organization that uses the school name without proper permission is subject to disciplinary
action. No school clubs and organizations may be affiliated with college fraternities and sororities.

Note: Initiations and “hazing” are strictly prohibited. Also, all club and organization activities must be approved and chaperoned by a faculty sponsor.

The number of fundraisers may be two per year with the duration of a specific fundraiser not to exceed a two-week period. These limitations apply to booster club fundraising as well. Students may not sell unauthorized items or services on campus at any time.

School-Sponsored Trips
Austin HS is not responsible for personal property at any time.

Student travel can be a very worthwhile educational experience, but the benefits come with unique challenges for all involved. In order for the objectives of student travel to be achieved fully, school officials must have the full and complete cooperation of participating students at all times. Due to the tremendous responsibility placed on school sponsors during any trip of this sort, there may be special rules that the students are expected to follow.

Students are allowed to participate in travel away from school only when their academic, attendance, and conduct records are acceptable.

The Academy Administrator (in collaboration with trip sponsors) has the right to make a final determination on whether a student may participate in a school activity involving travel. Students should remember that participating in such school-sponsored trips is a privilege, not a right. Absences for school-sponsored travel will be counted as extracurricular or excused absences and will be subject to the limits of such absences. Students must be willing to cooperate completely with their sponsors and their fellow group members so that the trip is enjoyable and beneficial for everyone involved. Certain rules violations can be of such a serious nature when traveling with a student group as to cause a student to be sent home early at his or her parents’ expense. In addition, the student may be subsequently removed from any future activities in which the student would be representing Austin HS. Trip sponsors will make both parents and students aware of the applicable rules when asking for parent permission for student travel. Also, because of the binding contractual requirements of some travel arrangements, students who find themselves unable to participate in planned student travel (due to a loss of eligibility or other reasons) may not be able to receive refunds of their travel deposits.

Conduct & Discipline

Campus Distributions
No materials, circulars, advertisements, notices, or similar materials may be sold or distributed on the campus or at school-sponsored activities unless approved by the principal or his designee.

Fundraising
Students may sell items as fundraisers which have been approved by the principal or his designee.

- Unauthorized selling or solicitation of items is prohibited on campus or at Austin functions.
- Prohibited items may be confiscated by school administration.

Damage to School Property
Anyone who accidentally or intentionally destroys or damages anything on campus must pay the cost for repair and/or replacement. Students who are caught in the act of vandalizing the school in any way will be prosecuted to the fullest extent of the law, and they and their parents will be billed for the cost of repairs.

Hall Passes
During instructional time, a hall pass is required of any student outside the classroom. Staff members should ensure that all the information requested on the hall pass (including student name, destination, and date and time) is included in ink. Students in the halls without permits are in violation of school rules and may be taken to the Academy Administrator’s office for disciplinary action. Students leaving a classroom for any reason during class time should be certain to get a permit from the teacher before entering the hallway.

No Smoking
Smoking and the use or possession of any tobacco product is prohibited on all HISD campuses and facilities. This includes Austin HS and all district athletic stadiums and arenas.

Use of the School Name and Mascot
Unauthorized use of the school name or mascot by any student for the purpose of advertising a non-school sanctioned activity is prohibited. Only school-approved organizations may use the Austin HS name and/or mascot for approved activities. Use of the mascot is limited to a choice of the visual representations that have been approved by the principal.

Communications

Assemblies
Assemblies are intended to be informative and instructional. Students are to behave in a responsible and respectful way at all assemblies. When possible, seating will be assigned for assemblies.

Deliveries to Students from Off-Campus
In order to avoid unnecessary disruptions of classroom instruction, the delivery of flowers, balloons, gifts, and related goods to Austin High School is not permitted. Also, there will be no food deliveries made to students on campus unless administrative approval has been secured. Only emergency phone messages will be delivered to students. In case of an emergency requiring contact with a student, please call the Main Office and a clerk will ensure that the student is notified promptly. If a student forgets a lunch, science project, club dues, uniform, or similar school materials, deliveries can be made to the Secretary. The student will then be notified, and he or she can pick the item(s) up at lunch or after school.

Posters, Signs, & Advertisements
The Academy Administrator must approve all posters, signs, and/or advertisements. These may be posted only in the designated areas. After the advertised event or deadline has passed, the organization or individual that posted the notice must remove the posters promptly.

Publications
The principal is responsible for all publications edited, produced, or distributed on the Austin campus, and therefore he may exercise editorial control over them. All school publications at Austin must be supervised and approved by a faculty sponsor, and should reflect the high ideals and expectations of the citizens of the Austin community. No unauthorized publications may be produced or distributed on campus.

Release of Student Information
At the beginning of each school year, the parents or legal guardians of all students and all eligible students (18 years of age or older) will be notified by the school about the directory information. Parents or eligible students who wish not to have their personal information released will be given an opportunity to put this request in writing.

“Release of Information” forms will be sent home during the first two weeks of school to facilitate the process. If the “Privacy Statement” is on file, no directory information will be released without written consent of the parent, legal guardian, or student if 18 years of age or older.

After notice has been given and other requirements of the Federal Regulations have been met, all Directory information in which no privacy interest has been asserted is public information and will be disclosed upon request under the Texas Open Records Act.

Student Health & Safety

The School Nurse and Clinic
The school nurse provides clinic services in the event of illness or injury occurring during the day. A student may go to the clinic only after obtaining a permit from a teacher. At all times, the student must sign in and out – showing time he/she arrived in the clinic and time left the clinic. There is a Nurse’s Daily Registry in the clinic for this purpose. Students who feel ill and go home without going through the clinic and attendance office will be considered truant and are subject to disciplinary action. Available in the clinic is a Physician’s Request for Administration of Medication During School Hours form. This form must be filled out, signed by the physician or dentist and parent or legal guardian, then returned to the nurse to be kept in the clinic. No medication – prescription or non-prescription – will be dispensed by the nurse without this form being on file. The medication must in the original container and be appropriately labeled by the pharmacy. Nonprescription medication must be in an unopened container with the pharmacy label attached. NOTE: This form must be renewed each year.

School Visitors
A Qualified Welcome
Austin High School is glad to have as visitors, parents and guardians who have an interest in
the welfare of the school and its students. However, all visitors must come directly to the Main Office upon entering the school and there properly identify themselves, state the purpose of their visit, sign-in and receive a visitor pass. Former students may not come on campus during the school day to visit school personnel without arranging an appointment in advance.

Rules for All Visitors
All visitors to the Austin High School campus must obtain a “visitor’s pass” from the Main Office immediately upon entering the building. No visitors are allowed during standardized testing periods or during formal classroom observations being conducted by district appraisers. Parental classroom visits must be approved by both the teacher and an administrator. Persons other than parents are not permitted to visit in classrooms with two exceptions:

- Educational professionals from in or outside the district may be escorted by campus or central office staff on classroom visits with prior approval from the campus administrator.
- Parents of students with disabilities who are being considered for placement in a new setting by an ARD committee may visit the proposed setting. The campus administrator must approve the visit in advance and the parent must be escorted by campus or central office staff during the course of the visit. The Texas Education Code (in Section 4.23) states: “Any person loitering upon school property after being warned to leave by the person in charge shall be guilty of a misdemeanor… School property…include[s] the grounds of any public school and any grounds or buildings used for school-sponsored assemblies or for activities.”

Campus Security
Fire and Evacuation
On occasion, there may be a need to evacuate the Austin HS school buildings due to emergency conditions (or due to a drill for such an emergency). In each room of the school, a map is posted that illustrates the appropriate route to use for evacuating the building. The routes for evacuation are designed to avoid excessive crowding at building exits. The map should also show alternate routes to be used should a primary route be inaccessible. Teachers should review with their students various evacuation routes to avoid possible confusion during an evacuation. Students must remain with the teacher at all times. When leaving the building, students are to move in a safe and orderly manner away from the building to the outer perimeter of the campus closest to the exit point. All windows and doors in the classroom must be closed upon evacuation. Students are to take nothing with them except their valuables. The teacher will take class attendance after the students have moved a safe distance away from the building. Make sure you stay with your teacher throughout the evacuation or drill. All students must remember the seriousness of fire drills. The drills are preparation for the reality of fire or imminent disaster. The school administration, faculty, and staff expect each student’s absolute cooperation in abiding by these rules. No person shall re-enter the building until the “all clear” signal is given.

Student Services
Driver’s License Eligibility
State law related to driver’s license eligibility states that the Department of Public Safety may license a person as a class “C” driver who is under the age of 18 years, provided the person has obtained a high school diploma or the equivalent, or a student is enrolled in a school and has attended school for at least 80% of the fall or spring semester before the date of application, or the student has been enrolled for at least 45 days and is currently enrolled in a program to prepare persons to pass the high school equivalency exam.

For the purposes of computing attendance for driver’s license eligibility and for meeting the intent of the legislation, students must meet the attendance requirement for each class in which they are enrolled.

Homebound Instruction
When a student is seriously ill, he or she may receive academic instruction by a homebound teacher through HISD’s Department of Community Services. This service is only for a student whose physician provides the Austin nurse with a written diagnosis and prognosis explaining that the student will be out of school for a minimum of four weeks. This process is started with the Academy Administrator at Austin. Other eligibility requirements include that the student be free of any infectious disease, and that there will be an adult in the home at the time of the teacher’s visit. For a student who is absent more than five days but fewer than four
weeks, the advisor can obtain make-up work from the classroom teachers. Please allow a three-day turn-around from the time of the request to the pick-up date of the assignments.

**State & District Testing**

Austin HS students take several standardized tests during the school year. The school calendar will list these examinations and the dates of administration. Special schedules will be developed for the TAKS, STAAR or End Of Course (EOC) and/or other examinations. This will allow for the best possible testing environment for these crucial assessments, while still including an abbreviated day of classroom instruction.

**Textbooks**

Each student is responsible for all books issued to him or her. Textbooks will be distributed directly to students by the Austin bookroom at the beginning of the school year, and before and after school. A schedule for distribution will be published for students and parents at the beginning of each school year. Textbooks must be completely covered at all times. Students are not to write in their textbooks unless directed to do so by their classroom teacher. Students will be charged a fine for textbooks that suffer excessive wear and tear. Textbooks will be “bar coded” to track distribution and return. Textbooks that do not have the appropriate bar code when returned will not be accepted. Lost textbooks and book fines must be paid for before any new books will be issued and before final semester report cards will be released.

**HISD Stadium Regulations**

• HISD stadiums are an extension of the school campus. Consequently, students at stadium events are under the authority of the principal and the athletic administrators and must abide by all school rules.
  • No alcoholic beverages, cigarettes, or tobacco products of any kind may be used or possessed on stadium premises, including in the parking lot.
  • No air horns or mechanical noisemakers are permitted.
  • Food and drink cannot be brought into the stadium.
  • Spectators are not allowed on the playing areas at any time.
  • No loitering is permitted in the aisles, exits, or outside the stadium. All persons shall either enter the stadium and be seated, or leave the premises.
  • Admittance to the stadium is by ticket or authorized pass only.
  • Videotaping of athletic events may be done only with the prior approval of the Principal.