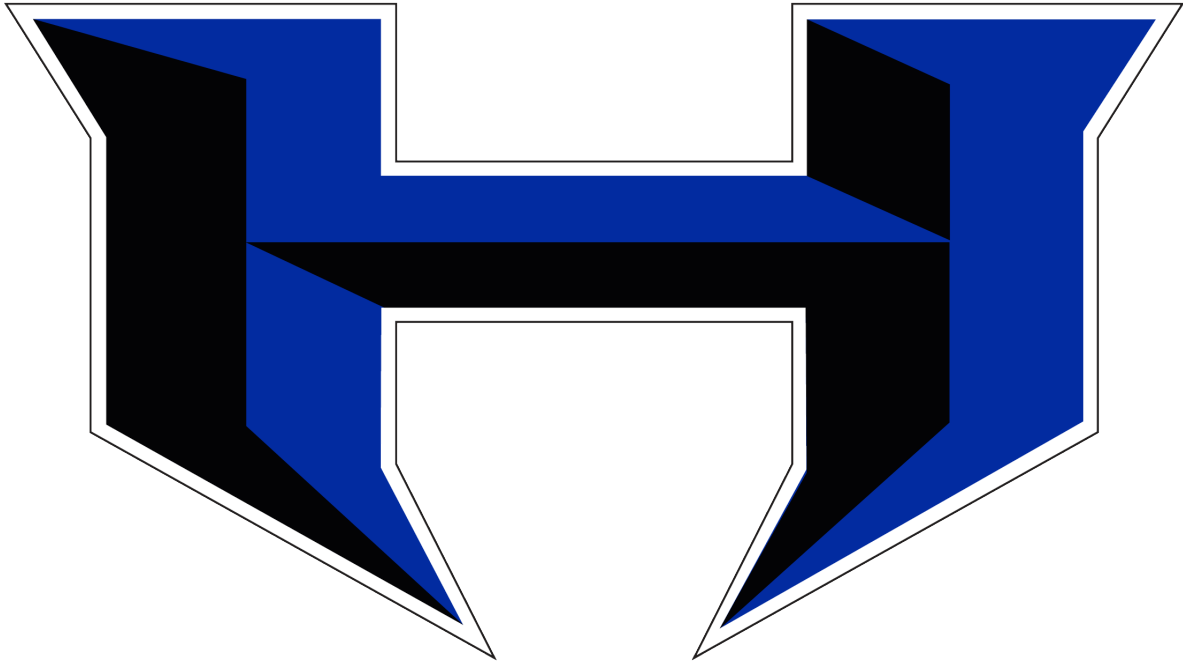


Hebron High School

4207 Plano Parkway
Carrollton, Texas 75010
469-713-5183

Hebron 9th Grade Campus

4211 Plano Parkway
Carrollton, Texas 75010
469-713-5996



2017 – 2018 Student Handbook *Supplement*

Hebron High School

<http://hhs.lisd.net/>

Hebron 9th Grade Campus

<http://hhs9.lisd.net/>

** This Supplement is additional information to help explain our District Student Handbook.
It is not intended to be used instead of the District Student Handbook **

HEBRON HIGH SCHOOL

ADMINISTRATION

Scot Finch, Principal

Jacob Garlinger, Assistant Principal

Shawnda LaRocque, Assistant Principal

Sandra Lee, Assistant Principal

Brian McCoo, Assistant Principal

Amy Obenhaus, Assistant Principal

Vanessa Robichaux, Assistant Principal

COUNSELORS

Tracey Shinkle, Lead Counselor

Kimberly Clingan

Marlene Hood

Tracey Jackson

Latasha Rayford

Janel Varvil

HEBRON 9th GRADE CENTER

ADMINISTRATION

Amanda Werneke, Principal

Deanna Gerde, Assistant Principal

Richard Sulfstede, Assistant Principal

COUNSELORS

Brent Hughes

Gretchen Pace

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SCHOOL COLORS
 Royal Blue, Silver and Black



MASCOT
THE HAWK

REGULAR BELL SCHEDULE

| | | |
|-------------|------------------------|-------------------------|
| 1ST PERIOD | 8:20 a.m. - 9:48 a.m. | |
| 2ND PERIOD | 9:55 a.m. - 11:27 a.m. | |
| BLOCK LUNCH | <i>A Block</i> | 11:27 a.m. - 11:57 a.m. |
| | <i>B Block</i> | 11:57 a.m. - 12:27 p.m. |
| 3RD PERIOD | 12:32 p.m. - 2:00 p.m. | |
| 4TH PERIOD | 2:07 p.m. - 3:35 p.m. | |

PEP RALLY BELL SCHEDULE

| | | |
|-------------|------------------------|-------------------------|
| 1ST PERIOD | 8:20 a.m. - 9:38 a.m. | |
| 2ND PERIOD | 9:45 a.m. - 11:07 a.m. | |
| BLOCK LUNCH | <i>A Block</i> | 11:07 a.m. - 11:37 a.m. |
| | <i>B Block</i> | 11:37 a.m. - 12:07 a.m. |
| 3RD PERIOD | 12:12 p.m. - 1:30 p.m. | |
| 4TH PERIOD | 1:37 p.m. - 2:55 p.m. | |
| PEP RALLY | 3:05 p.m. - 3:35 p.m. | |

EARLY RELEASE BELL SCHEDULE

| | |
|----------------|-------------------------|
| 1ST/3RD PERIOD | 8:20 a.m. - 10:15 a.m. |
| 2ND/4TH PERIOD | 10:25 a.m. - 12:20 p.m. |

Nothing Less Than Success...

ACADEMIC INFORMATION

Please see LISD Student Handbook for additional Academic Information.

The process used to schedule courses is an additional attempt to schedule students for the courses requested. Ample time is given to make changes when course verifications are returned in May of the previous school year. Teachers are hired, class assignments are made, and books are ordered on the basis of these student requests. AFTER school begins, schedules may be changed for only two reasons – an error, or participation in an extra curricular program. Students must submit a schedule change form by the communicated deadline.

Schedule changes will be considered during the first three days of the class **if *there is an error*** in the schedule. (Errors may include: two classes the same period, class scheduled that were passed in summer school, credit already received in a class, and failure.) Schedules may also be changed for participation in extra-curricular programs.

Elective changes are not permitted. If the student selected the elective, it will not be changed.

The procedure for requesting a change from Pre-AP/AP to a regular class is as follows:

- At the Hebron 9th Grade Center, schedule change requests for pre-AP classes and AP classes can be made at the three weeks.
- At the Hebron High School campus, schedule change requests can be made at the nine weeks.
- Changes at the three weeks will be considered if the student's academic history indicates a need for the change.

*Students enrolled in grades 9, 10 and 11 must be enrolled in four class periods per day; **seniors may apply for AM OR PM off.***

ACADEMIC HONOR CODE AT HHS

Academic Honesty

Academic honesty is a fundamental principle at Hebron High School. It means that you assume responsibility for your own work at all times. It is difficult to juggle schoolwork with extracurricular activities and jobs, and the pressure to be successful will produce stress from time to time. However, academic honesty is about handling these pressures without compromising your integrity. The work you submit should be the result of your own thought, time, and effort.

Violations of Academic Honesty

LISD Board Policy (EIA Local) states, "Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination."

Examples of violations of academic honesty include, but are not limited to:

1. Submitting another person's work as your own work.
2. Giving, posting, or accepting a copy of (or information regarding) any assessments, quizzes, lab work, tests, or scoring devices.
3. Copying from another student's test or quiz or allowing another student to copy during a test or quiz.
4. Using materials or electronic devices, which are not permitted during a test.
5. Plagiarism
6. Permitting anyone (including but not limited to another student, parent, or tutor) to do your homework, project, report, paper, or take home test.
7. Copying computer software, data, or graphics created by others without permission and acknowledgement.
8. Lying or purposefully misrepresenting the truth; the telling of an untruth or falsehood as well as any form of deceit, attempted deception, or fraud in an oral or written statement. For example, fabricating facts or results on a lab or written assignment.
9. Stealing copies of tests or quizzes; stealing the teacher's edition of the textbook; stealing another student's homework, notes, or handouts
10. Modifying or misusing any calculator device to vary from classroom guidelines to obtain an unfair advantage.

Collaboration on studying or homework is not considered academic dishonesty unless it is prohibited or limited by the teacher. If you are uncertain about an issue of academic honesty, you should talk to your teacher prior to engaging in the action.

HHS Main Campus Attendance Office Attendance Policies “At A Glance”

LATE ARRIVAL: Students arriving after 8:20, with an official note (doctor’s note, court note, etc.), are required to sign in at the Attendance Office upon arrival. Students arriving without an official note, must go to the Tardy Cart to get a pass to admit them to class. Parent notes are not accepted during the tardy time, (first 20 minutes of each class period) to excuse an absence due to illness. Students can request to meet with their Assistant Principal to review exceptions. Please note that missing ANY class time without an EXCUSED note will result in a detention.

Students arriving after 8:40 are required to sign in at the Attendance Office upon arrival.

TARDIES: If a student arrives within the first 20 minutes of a period, without a note, they are considered tardy; if they arrive after 20 minutes, without a note, it is an unexcused absence. There are no warnings for tardies. Discipline is as follows:

- Tardies #1- 5 will result in a one (1) hour detention.
- Tardies #6-9 will result in one (1) day of in-school suspension (PAS).
- Tardies #10-14 will result in two (2) days of in-school suspension (PAS). *If a student accumulates 10 or more days of in-school suspension due to tardies, the student could be referred to DAEP (Alternative School) at their Assistant Principal’s discretion. **EARLY RELEASE:** If your student needs to be released during the school day, please call the Attendance Office one (1) hour prior to the time they need to leave. This is to ensure that we have time to locate them and issue a pass. If your student will be driving, we must receive a telephone call from a parent or guardian for verbal confirmation that the student is allowed to drive off campus. Students must have a pass to leave campus during the school day. Students leaving campus without a pass will be reported to their Assistant Principal for disciplinary action. **SICK WHILE AT SCHOOL** Students who become ill during the day must report to the Nurse’s office. It is an unexcused absence to leave for illness without going through the nurse, even if a parent’s note is received. Students may not call or text parents to go home if they are not feeling well; the nurse is the only person who may excuse for illness.

GENERAL INFORMATION

- Notes regarding absences can be delivered to the Attendance Office or faxed to (972) 350-9258 and are only accepted for three (3) school days from the return date of an absence.

- While we appreciate a telephone call when a student will be absent, we must receive a written note or email from a parent for the absence to be excused.
- Only five (5) “ill per parent” notes per school year will be excused.
- Make-up work/tests will be permitted for excused absences. Students have one day (1) to make up work for each day of absence. Students will not receive credit for work on any day-designated as an unexcused absence.
- For planned absences of two (2) or more days, please complete a Pre-Planned Absence form and submit to the front office for approval. To access the form, click [HERE](#) or contact MaryJo Hill at hillm@lisd.net.
- For information on Official College Visits – Click [HERE](#) or email MaryJo Hill at hillm@lisd.net.



ATTENDANCE COUNTS

*Remember that student attendance is crucial to learning and the success of your student.
If you have any questions, please do not hesitate to contact our office.*

Your HHS Attendance Office Staff

Kelly Bonehill (A-Ham); (469) 948 -2847; bonehillk@lisd.net

Stephanie Castillo (Han – Ngu); (469) 948-2817; castillos@lisd.net

Jackie Smith (Ngu – Z); (469) 948-2807; smithjm@lisd.net

MaryJo Hill (Lead); (469)948 – 2811; hillm@lisd.net

DELIVERIES

The school office will not accept the delivery of items from a third party (including flowers, gifts, etc.) Only a student's **parent** may deliver food (or other items) to the front office for their student during the school day. **In an effort to keep everyone safe, parents may not bring food for any students other than their own child.**

DISCIPLINE INFORMATION

Please refer to the LISD Code of Conduct and Student Handbook for Discipline Information.

DRESS CODE

While the list below does not include every possible infraction, the following can be used as a guide for student dress code expectations: Clothing which, in the opinion of the professional staff would be deemed inappropriate or offensive for school in general, shall not be allowed, including but not limited to the following: trench coats, mini-skirts, halter or tube tops, split sides, midriffs, bare shoulder tops, see through clothing, fish net tops or running/spandex shorts.

General Dress Guidelines

- Appropriate undergarments must be worn, and they must be covered and not visible.
- Tattoos must be covered during the school day.
- Clothing, jewelry, bracelet's or accessories that advertise by name or symbol any products that are not permitted in schools, including but not limited to drugs, profanity, alcohol, obscenities, tobacco, or slogans suggestive in sexual or violent ways may not be on campus
- No sleepwear, pajama pants, slippers or house shoes.
- Blankets and/or towels are not appropriate attire and should not be worn or carried inside the building.
- Yoga pants, leggings and jeggings may be worn if the shirt drapes to **mid-thigh in both front and back.**

Head/ Hair Guidelines

- Students should be clean and neatly groomed.
- Hair should be primarily a natural color. Non-natural accents such as dye streaks or color strips may be permitted, but may not cover more than 25% of the hair.
- Male or female students in the school building shall, not wear caps, hats, sweatbands, bandanas, hair rollers, hair curlers, and any other hair grooming items.
- The only permitted facial jewelry is a small nose stud.
- Students may wear headphones or earbuds, but students should only listen to one headphone/earbud at a time (to promote student safety and staff communication with students).

The administration reserves the right to determine inappropriate dress that is disruptive to the school environment.

First offense – formal warning and students go to PAS until compliant....second offense, students go to PAS.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Please reference list of Clubs and Organizations at hhs.lisd.net.

FACILITIES

- LIBRARY - The Hebron High School library is open each weekday Monday-Friday from 7:00 a.m. to 4:00 p.m. A pass is required for admission to the library at anytime during the school day. Students must sign in when entering the library during the school day.
- VISITORS - Former students who would like to return to campus and visit their teachers need to do so after the school day
- FOOD IN SCHOOL - There is no food permitted in classrooms, EXCEPT if the teacher allows lunch to be eaten in their classroom at lunchtime.
- CAFÉ' - The café in the Library is open from 7-4 everyday, to everyone in the school...during class time, students may not come to the café UNLESS a teacher accompanies them.
- STUDENT ID - Students will be required to wear student identification during the school day and at school events. These student ID"s will be provided at the beginning of the school year.

Offense 1 – Warning

Offense 2 – Warning

Offense 3 – Warning

Offense 4 – Lunch Detention & \$1

Offense 5 – Lunch Detention & \$1

Offense 6+ - PAS

A lost ID can be replaced for \$3. A lost lanyard can be replaced for \$2.

Senior Semester Exam Exemptions

Only seniors are eligible for semester exam exemptions. Requirements for exemptions are as follows:

- **18-Week courses:** Grade averages for exemption is based on the 2nd 9-weeks average of each course taken during the Fall or Spring Semester. Attendance for exam exemption is based on entire 18-week period for Fall and Spring. Exempt seniors will not have to be present for exams.
- **9-Week courses:** Grade average for exemption is based on the 9-week average. Attendance for exam exemption is based on that 9-week period. Exempt seniors will be required to attend class on the day of the exam for the 1st and 3rd grading periods. Students will not be required to attend class during the 2nd and 4th grading periods.

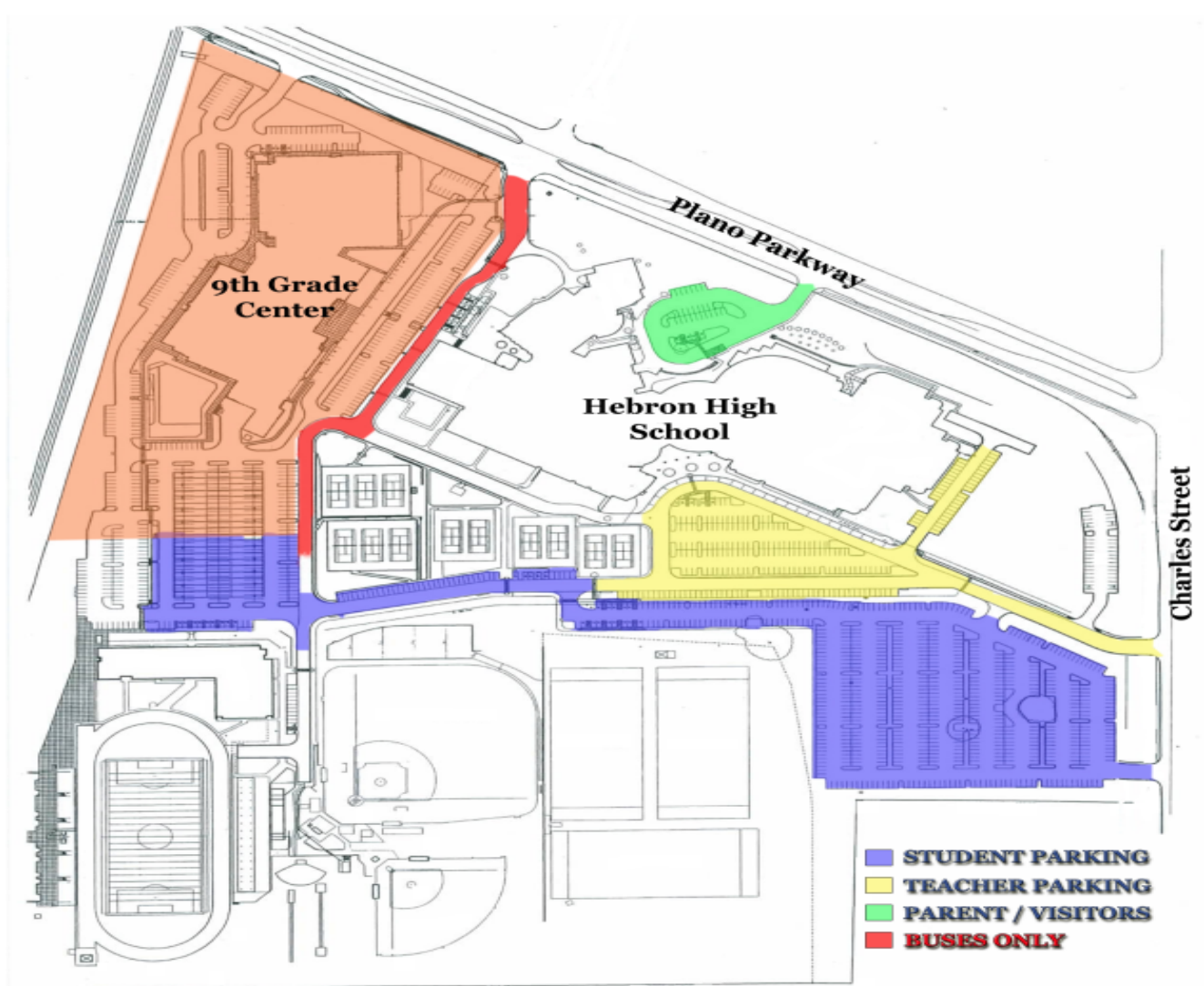
For the purpose of counting absences the following will apply:

- All absences are counted per class period whether excused or unexcused. These absences include medical issues, prearranged absences, family emergencies, etc. The following absences do not count against exemption status with proper documentation; court, college visits (2 days max. per school year), religious days, school-sponsored trips, Taps/Veterans Funeral, US Government papers regarding citizenship.
- Any absence due to truancy, DAEP placement, JJAEP placement, suspension, or expulsion disqualifies a student for exemption. Three tardies count as one absence.
- Seniors who qualify for exemption may choose to take the final exam.

The following chart correlates grades, attendance and exemptions:

| 9 weeks grade | 9 week Course Absences | Exemption |
|----------------------|--------------------------------|------------------|
| 90 or above | 2 | Yes |
| 85 or above | 1 | Yes |
| 80 or above | 0 | Yes |
| 9 weeks grade | 18 week Course Absences | Exemption |
| 90 or above | 3 | Yes |
| 85 or above | 2 | Yes |
| 80 or above | 1 | Yes |

Student Parking and Driving on Campus



Students who drive on campus must fill out a parking registration form, in Suite B and pay \$5.00 (cash only) for general parking. Students will need to visit Suite B to complete parking forms. Inquiries related to reserved/Senior parking or painted spots, please see the StuCo Sponsor, Mr. Stroud room # 1630.

Violations in the parking lot can result in discipline.

Technology Violations

Minor Offenses could be (but not limited to) any of the following:

Wiping device, unkind messages (not found to be bullying), playing a game during instructional time, posting school appropriate picture of someone without permission, using someone else's login information, deleting something of another student without permission, sharing login information, using wireless hotspot not provided by LISD while on campus, submitting plagiarized work, downloading and/or posting copyrighted material, general misuse (throwing, tossing, spinning, etc.), air-dropping non-academic related materials (could be classified as a major violation depending on materials)

The first offence consequence for MINOR AUP Violations, student/parent conference, detention, and suspension of electronic privileges for a minimum of 5 days.

Major Offenses could be (but not limited to) any of the following:

Using district electronic devices for purposes of bullying or harassment, downloading or posting inappropriate images, saving inappropriate materials to an LISD device, uploading a virus, bypassing filters, changing the iPad name to another student for purposes of impersonation, downloading apps using someone else's iTunes account (theft will apply here as well)

The first offense consequence for MAJOR AUP Violations is a minimum of 1 day PAS and 10 days suspension of electronic privileges.