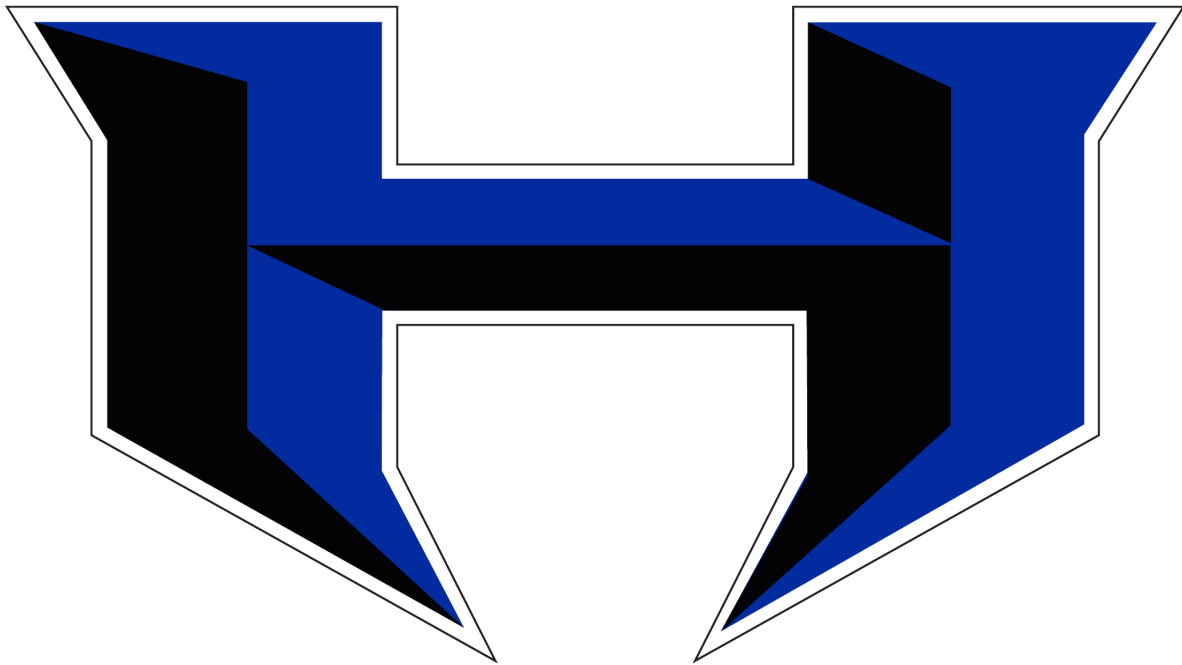


Hebron High School

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

Hebron 9th Grade Campus

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



2023 – 2024 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

Amy Boughton, Principal
Marybeth Coen, Assistant Principal
Glen Croll, Assistant Principal
Casey Edwards, Assistant Principal
Jackie Kushnir, Assistant Principal
Brian McCoo, Assistant Principal
Vanessa Zavar, Assistant Principal

COUNSELORS

Justin Fields, Lead Counselor
Jennae Bradley
Rachelle Chapman
Marlene Hood
Leslie Howell
Stacey Lovett
Latasha Rayford
Janel Renee

HEBRON 9th GRADE CENTER

ADMINISTRATION

Amanda Werneke, Principal
Deanna Gerde, Assistant Principal
Richard Sulfstede, Assistant Principal

COUNSELORS

Brent Hughes
Heather Burgess

SCHOOL COLORS

Royal Blue, Silver and Black



MASCOT

THE HAWK

Vision Statement:

We believe in providing our students with relevant and engaging learning that inspires them to thrive in our diverse society.

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2023-24 Bell Schedules

Regular Bell Schedule

Period 1	8:20 am - 9:50 am
Period 2 <i>Attendance at 10:05 am</i>	9:56 am - 11:43 am
Period 3	11:49 am - 1:59 pm A Lunch 11:43 am - 12:13 pm B Lunch 12:18 pm - 12:48 pm C Lunch 12:53 pm - 1:23 pm D Lunch 1:28 pm - 1:59 pm
Period 4	2:05 pm - 3:35 pm

Program Bell Schedule

Period 1	8:20 am - 9:45 am
Period 2 <i>Attendance at 10:05 am</i>	9:51 am - 11:16 am
Clubs/ Pep Rally/ Assembly	11:16 am - 11:51 am
Period 3	11:57 am - 2:03 pm A Lunch 11:51 am - 12:21 pm B Lunch 12:25 pm - 12:55 pm C Lunch 12:59 pm - 1:29 pm D Lunch 1:33 pm - 2:03 pm
Period 4	2:09 pm - 3:35 pm

Early Release Bell Schedule* - *Subject to change

Period 1/ Period 3 <i>Attendance at 10:05 am</i>	8:20 am - 10:17 am
Period 2/ Period 4	10:23 am - 12:20 pm

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 extracurricular programs.

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

Changes to Honors classes will be considered if the student's academic history indicates a need for the change and parents, student, and teacher have met regarding the move to on-level.

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 school work 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.
11. ***Use of generative artificial intelligence to plagiarize material and misrepresent the work as fully your own.***

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ATTENDANCE POLICIES

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous days, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

LOSS OF CREDIT:

To receive credit in a class, a student must attend at least ninety (90) percent of the school days a class is offered. A student attending at least seventy-five (75) percent but fewer than ninety (90) percent will lose credit for the class and will be required to make up "seat time" to regain credit. Students will automatically lose credit after their fifth (5th) absence in a 9-week period. Additionally, three tardies in the same class period is equivalent to one day of unexcused absence(s), which could result in loss of credit. ALL ABSENCES, EXCUSED OR NOT EXCUSED WILL GO TOWARD LOSS OF CREDIT.

TRUANCY:

Under Texas law, a student who experiences more than 3 unexcused absences (full or partial day) in a four-week period or 10 unexcused absences (full or partial day) in a 6-month period, may be referred to the court for truancy. This includes unexcused late arrivals and early pick-up. Charges may also be filed against the parent in these circumstances.

TARDIES:

All students are expected to be in their assigned classroom when the bell rings. If you are late to any period, stop by the appropriate attendance office (see next page) to receive a tardy notification/pass.

If a student arrives within the first 20 minutes of a period, they are considered tardy; if they arrive after 20 minutes it is an unexcused absence. Students will not receive credit for work from any class/day designated as an unexcused absence.

Discipline consequences will be assigned to students who accumulate three or more tardies in any class.

EARLY RELEASE:

If your student needs to be released during the school day, please call the appropriate attendance clerk 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 an illness.

GENERAL INFORMATION:

- Notes regarding absences can be delivered to the student's assistant principal's office 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 ten (10) 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 class/day-designated as an unexcused absence.

DURING LUNCH:

Students are **NOT** allowed to leave campus during lunch. All LISD schools are considered closed campuses.

LEAVING CAMPUS:

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal or other campus administrator. Students must have permission from their administrator to go to their car during the school day.

Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

HHS ATTENDANCE OFFICE STAFF:

SUITE A: Mrs. Kushnir and Mrs. Coen

Ellen Zock (H-N); 469-948-2847 zocke@lisd.net

SUITE B: Dr. Zavar and Mr. Croll

Melanie Easter (A-G); 469-948-2903 easterm@lisd.net

MAIN OFFICE: Ms. Edwards/1450: Mr. McCoo

Virginia Franco (O-Z); 469-948-2801 francov@lisd.net

HHS AP SECRETARY OFFICE STAFF:

SUITE A: Mrs. Kushnir and Mrs. Coen

Vergie Freeman (H-N); 469-948-2807 freemanv@lisd.net

SUITE B: Dr. Zavar and Mr. Croll

Diana Matte (A-G); 469-948-2836 matted@lisd.net

MAIN OFFICE: Ms. Edwards

Gillian Day (SK-Z); 469-948-2805 dayg@lisd.net

1450: Mr. McCoo

Jacqueline Smith (O-SJ) 469-948-2876 smithjm@lisd.net

DELIVERIES

The school office will not accept the delivery of items from a third party (including flowers, gifts, food delivery...UberEats, DoorDash, GrubHub, 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 at <https://www.lisd.net/domain/10058>

Discipline is designed to correct student behavior and encourage students to comply with school rules. Students assigned to in-school-suspension, out-of-school suspension, and DAEP are not allowed to attend or participate in school-sponsored or school-related extracurricular or co-curricular activities during the period/calendar day of their discipline placements.

Seniors who have senior-off in the A.M. or P.M. will be required to serve in-school suspension and DAEP for the entire discipline period/school day from 8:20 to 3:35.

DRESS CODE

The following guidelines are established as a point of reference for parents, students and school administrators in regards to student dress. All students must be clean and neatly groomed. Campus administrators have the final authority to determine if student dress is inappropriate, unsafe, or may be a disruption to the learning environment.

1. Hair, jewelry, and clothing may not create a distraction to the learning environment, prohibit participation in learning, or create a safety concern.
2. Caps, hats, sweatbands, bandanas, hair rollers, and other items for grooming or head covering may not be worn in the school building. Exceptions may be made by campus administration for designated spirit days.
3. Clothing that portrays or represents items or behavior prohibited in school may not be worn by students. This includes, but is not limited to drugs, alcohol, profanity or obscenity, tobacco, suggestive wording, violence or gangs.
4. Shorts, skirts and dresses must be an appropriate length, at or about mid-thigh. Leggings/yoga pants/spandex shorts may be worn if the buttocks area is covered with a shirt or worn underneath a dress, skirt, or shorts. All clothing should be appropriately fitted.
5. Clothing deemed inappropriate, offensive, or unsafe by campus administration for school in general may not be worn by students. This includes but is not limited to trench coats, see-through clothing, and shirts that bare the midriff, back, or torso or shirts that expose undergarments or completely bare the shoulder.
6. Undergarments must not be visible.
7. Students are required to wear shoes appropriate for the school setting. Flip flops may not be worn by elementary students for safety reasons.

8. Clothing that is clearly sleepwear or pajamas, house shoes, slippers, blankets, etc. may not be worn by students. Exceptions may be made by campus administration for designated spirit days.
9. If tattoos are visible, content may not portray or represent items or behavior prohibited in schools or create a distraction to the learning environment.

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

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Please reference list of Clubs and Organizations at <http://hhs.lisd.net/>

FACILITIES

- LIBRARY – The Hebron High School library is open each weekday Monday-Friday from 8:00 a.m. to 4:00 p.m. A purple pass is required from your teacher for admission to the library at any time during the school day. Students must sign in when entering the library during the school day.
- DETENTIONS:
 - Detentions may be served Tuesday, Wednesday, Thursday before or after school.
 - Failure to arrive on time to detention or successfully serve the full detention will be considered a missed detention.
 - If you do not attend your detention, you will be assigned Wednesday Night School for 3 hours.

PASSES

Students are required to have an ID badge to request a pass from their teacher to go to the nurses office, restroom and/or library. Students must leave their technology in the classroom while going to the restroom and/or library. Students will remain in the classroom for the first and last fifteen minutes of the period. Students who leave the classroom without permission will be disciplined for being insubordinate or otherwise failing to comply with lawful directives given by school personnel. Students are not allowed to attend morning tutorials prior to 7:45. A pass or email is also required for students to leave the library. If you are attending tutorials, a

club, or group meeting before 7:45 then you must have a pass, note, or email from your teacher to gain access to the building.

HHS-MAIN STUDENT ID POLICY

All students must wear a school-issued ID all day, every day.

- ID must be worn on a lanyard and around the neck while on campus throughout the school day.
- Students may elect to supply their own lanyard of their choosing as long as it is school appropriate.
- An ID must not be defaced or covered so that adults are unable to see the data in the ID (name, year, campus, barcode and picture).

Guidelines for temporary ID's and purchasing a new ID

- If a student does not have their ID to wear, they are required to secure a temporary ID at a cost of \$1 or a new permanent ID for \$5 through the library.
- Temp ID's can be secured through the library. After 5 temporary IDs are distributed to a student, they will be directed to purchase an ID in the library for \$5.
- Students may purchase a new lanyard in the Hebron library for \$2.
- Please note that your account will be charged and your diploma held until payment is received.

Consequences for not following ID policy at Hebron

- All adults are responsible for monitoring and addressing students for not wearing IDs.
- Students are to be directed to put their ID on or go get a temporary ID.
- Students' failure to comply will be referred to administration.
- Constant failure to comply after administration correction will result in further disciplinary consequences.
- Continuous non-compliance will result in escalated consequences.

STUDENT PARKING AND DRIVING ON CAMPUS

All vehicles parked on school property, at a school function, or within statutory boundaries designated as being under control of the school are subject to school policies and regulations. These include the right to search for prohibited and/or dangerous substances, weapons, or anything that presents a clear and present danger to the safety and welfare of the students and staff. Your car must be parked in a lined parking space - you may not park in unmarked areas, grassy areas, reserved areas, or teacher parking. For additional information concerning parking and regulations, refer to our social media, or come see Mrs. Kushnir in Suite A.

NO PARKING AREAS FOR STUDENTS INCLUDE:

1. ANY area posted "No Parking"
2. The circular drive-in front of HHS.
3. Faculty parking lot or numbered faculty spaces - including, but not limited to Hebron 9 parking, including the spaces behind the school at the bottom of the hill.
4. Driveways, sidewalks, medians, or grassy areas.
5. Designated Fire Lanes and Bus Lanes.
6. Private property directly across from or on any side of the campus.
7. Along the driveway or in any parking spots leading to the Spring Field House.
8. At the end of any row of legally parked cars. **You must have two painted lines on both sides of your car.
9. Handicapped parking (without proper permit).
10. Senior reserved parking spaces. Administration will decide the appropriate consequences.
11. Anywhere there are painted "hash lines" that indicate it is a no parking zone.

STUDENT PARKING ON CAMPUS IS A REVOCABLE PRIVILEGE. VIOLATIONS WHICH MAY LEAD TO LOSS OF PARKING PRIVILEGES INCLUDE BUT ARE NOT LIMITED TO:

1. Speeds over 10 m.p.h., reckless driving, excessive acceleration, and spinning of tires.
2. Insubordination or disrespectful behavior towards school administration, security guards, or faculty.
3. Transferring, selling, or changing the appearance of a parking sticker
4. Leaving campus without permission
5. If you have a senior parking space, you may not share it with another person.
6. If someone else parks in your reserved spot, you may not park in someone else's reserved spot.
7. If you get a new car or start driving a different car, see Mrs. Kushnir or Mrs. Freeman in Suite A.
Any other driving/parking activity deemed inappropriate or detrimental to students or others.
8. Inquiries related to Senior painted spots, please see the Senior Sponsor, Ms. Asmar.

STUDENT TECHNOLOGY GUIDELINES

Students are expected to use their personal technology appropriately at all times. Please reference below guidelines and potential consequences for inappropriate use of technology.

- Use of technology (including personal cell phones) in class is solely at the teacher's discretion.
- No earbuds during class without teacher permission.
- One earbud only during passing periods & lunch.
- If you do not have permission, your iPad, earbuds, and/or phone should be out of sight in your pocket or bag.

A teacher may collect the device and hold it until the end of the period and refer the student to assistant principal for continued violations of the policy. Refusal to give devices to staff as directed will be considered insubordination and is subject to further disciplinary action.

Lewisville ISD iPads

Students with a school-issued iPad are expected to follow the below guidelines.

- Bring to school, charged, every day.
- Keep in district-provided case at all times.
- Use only the district-provided charger.
- Report damage or loss to the office within 5 school days.

iPads are school property and are to be used for academic purposes during the school day. Failure to follow iPad rules and expectations may result in loss of the device and/or disciplinary action.

TECHNOLOGY VIOLATIONS (AUP)

Minor Offenses could be (but are 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/images). Use of generative artificial intelligence to plagiarize material and misrepresent the work as fully your own.***

Major Offenses could be (but are 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)

Hebron administration reserves the right to determine the severity of technology violations and consequences.