

**Hebron
High School**
Lewisville Independent School District

**4207 Plano Parkway
Carrollton, Texas 75010**

**Student Handbook
2008 – 2009**

Hugh Jones, Principal

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

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SCHOOL COLORS

Royal Blue, Silver and Black

MASCOT



The Hawk

Bell Schedule

REGULAR SCHEDULE

Tutorials	8:15 – 8:35
First Period	8:45 - 10:15
Second Period	10:22 - 12:00
Third Period	12:07 - 2:15

A Lunch Schedule

Lunch	12:00 - 12:30
Class	12:35 - 2:15

B Lunch Schedule

Class	12:07 – 12:35
Lunch	12:35 – 1:05
Class	1:10 – 2:15

C Lunch Schedule

Class	12:07 – 1:10
Lunch	1:10 – 1:40
Class	1:45 – 2:15

D Lunch Schedule

Class	12:07 – 1:45
Lunch	1:45 – 2:15

Fourth Period (Channel One)	2:22 – 4:05
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This student handbook complies with:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C., 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance.

No qualified handicapped student shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any district program or activity, if any part of its programs and activities receive federal financial assistance. **29 U.S.C. 794; 34 CFR 104.4 (a)**

A "handicapped student" is one who has, or who has a record of having, or who is regarded as having a physical or mental impairment that substantially limits one or more major life activities, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. A handicapped student is "qualified" if he or she is between the ages of three and 21, inclusive. **34 CFR 104.3 (j), (k)**

3. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex education programs and activities receiving Federal financial assistance.
4. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
5. All regulation, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.

Lewisville I.S.D. does not discriminate on the basis of race, religion, color, national origin, sex or handicap in providing education services. Dr. Linda Haynes has been designated to coordinate compliance with the nondiscrimination requirement of Title IX and to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act of 1973.

The Asbestos Management Plan and Report is located in the principal's office and is available for review by building occupants and their legal guardians.

Lewisville Independent School District Privacy Notice to Parents

HIPPA (Health Insurance Portability and Accountability Act) and FERPA (Family Educational Rights and Privacy Act) are two laws controlling and limiting access to an individual's medical or educational information. Access to such information is restricted in the Lewisville ISD to school personnel who have completed confidentiality training and who have a "need to know."

LISD personnel who will or may have access to health information about your student are those who are responsible for your student during a school day. These personnel may include LISD nurses, counselors, teachers, school secretaries, attendance clerks, school administrators, substitute nurses and teachers, child nutrition manager, and the school bus driver. Student teachers and nurses are covered by the procedures and guidelines governing district personnel.

Parents who wish to place restrictions on access to health information or who do not wish to complete certain requested forms requesting that information should contact the school nurse to arrange a private conference. If there are no restrictions in place, the school nurse will determine who may need-to-know the information in order to care for or to safeguard your student.

Communications with an individual's health care providers and agencies will commonly require appropriate and specific parent (or student) signed "permission to release information." Nurses are, however, required by law to consult with prescribing physicians in some circumstances. If permission to consult is revoked by the parent, the school nurse may not be able to provide the prescribed care.

Communications with health departments, police, emergency medical services, federal or state authorities and child protective agencies are permitted without parental permission in an emergency to protect the health and safety of the student or other persons, and during investigations of acts of terrorism.

Communications and copies containing health information used in general research or in response to some types of inquiries or investigations must have any personally identifying information removed.

If you have particular questions or concerns about this information or about the information on your student, please contact your school nurse or building administrator.

Lewisville ISD BOARD OF TRUSTEES

Carol Kyer, President
Tommy Kim, Vice-President
Tom Ferguson, Secretary
Kathy Duke
Amber Fulton
Vernell Gregg
Fred Placke

DISTRICT ADMINISTRATION

Dr. Jerry Roy , Superintendent of Schools
Dennis Winborn, Associate Superintendent
Alan King , Chief Financial Officer
Dr. Harry Crenshaw, II, Assistant Superintendent for Secondary Education
Dr. Penny Reddell, Assistant Superintendent for Curriculum, Instruction and Assessment
Dr. Lynda Haynes, Assistant Superintendent for Human Resource Services
Brant Buck, Assistant Superintendent for Student Services
Greg Veal, Assistant Superintendent for Technology

HEBRON HIGH SCHOOL ADMINISTRATION

Hugh Jones, Principal
Mark Dalton, Vice Principal
Greg Bradley, Assistant Principal
Dedrick Buckles, Assistant Principal
Nan Moon, Assistant Principal
Jim Roe, Assistant Principal
Stan Van Hoozer, Assistant Principal
Amanda Wernecke, Assistant Principal

COUNSELORS

Pat Pigg, Lead Counselor
Ellen Bradley
Kimberly Clingan
Debra Denson
Charlene Nelson
Tracey Shinkle
Alexis Webb

ACADEMIC INFORMATION

Grading

Lewisville ISD uses a numerical grading system in which 70 is the lowest passing grade:

90-100 = A	70-79 = C
80-89 = B	Below 70 is failing

Minimum Graduation Requirements – 26 Total Credits

English	4 credits
Mathematics	3 credits
Science	3 credits
Social Studies	4 credits
Health	½ credit
Physical Education	1 ½ credits
Technology Applications	1 credit
Communication App.	½ credit
Electives	8 ½ credits (4 may be local credits)

Recommended Graduation Plan for College Bound Students – 26 Total Credits

English	4 credits
Mathematics	3 credits (Algebra I, Geometry, Algebra II)
Science	3 credits (Biology I and two of: IPC, Chemistry I, or Physics I)
Social Studies	4 credits (U.S. History, World Geography, World History, U.S. Government (½), Economics (½))
Health	½ credit
Physical Education	1 ½ credits
Technology Applications	1 credit
Fine Arts	1 credit
Languages Other than English	2 credits
Communication App.	½ credit
Electives	5 ½ credits (2 may be local)

Recommended Graduation Plan for College Bound Students – 26 Total Credits

English	4 credits
Mathematics	4 credits (Algebra I, Geometry, Algebra II, one additional math credit)
Science	4 credits (Biology I and two of: IPC, Chemistry I, or Physics I, one additional science credit)
Social Studies	4 credits (U.S. History, World Geography, World History, U.S. Government (½), Economics (½))
Health	½ credit
Physical Education	1 ½ credits
Technology Applications	1 credit
Fine Arts	1 credit
Languages Other than English	2 credits
Communication App.	½ credit
Electives	3 ½ credits (2 may be local)

Distinguished Achievement

The Distinguished Achievement Program (DAP) recognizes students who demonstrate levels of performance beyond the Recommended Graduation Program. Advanced measures focus on demonstrated student performance at the college level.

Students must complete the requirements of the recommended graduation program and must also have an additional year of foreign language (totaling 3 credits in the same language). In addition, students must complete any combination of four of the following advanced measures (such as two AP examinations, one college course, one research project; four AP examinations). Advanced measures include the following:

- Original research/project: judged by a panel of professionals in the field that is the focus of the project or conducted under the direction of mentor(s) and reported to an appropriate audience
- Test data: a score of three or above on The College Board Advanced Placement examination; a score on the PSAT that qualifies a student for recognition as a Commended Scholar or higher by the National Merit Scholarship Corporation; as part of the National Hispanic Scholar Program of The College Board; or as part of the National Achievement Scholarship Program for Outstanding Negro Students of the National Merit Scholarship Corporation. The PSAT score may count as only one advanced measure regardless of the number of honors received by the student
- College courses: a grade of 3.0 or higher on courses that count for college credit, including tech prep programs.

Students need to confer with their counselors to apply for the DAP. Students who graduate with the Recommended Program or Distinguished Achievement Program are eligible for the TEXAS Grant Program (H.B. 713) if financial need is determined.

Block Scheduling – Hebron High School utilizes accelerated block scheduling.

On the accelerated block schedule:

½ credit = 9 weeks = 1 quarter
1 credit = 18 weeks = 1 term

Under a traditional schedule, students earn ½ credit for an 18-week semester and 1 credit for a full year, per course. The same courses are taken all year. Each class meets for approximately 45 minutes. The accelerated block provides for 90-minute class periods. On the accelerated block, during one full year (two terms), a student could be enrolled in as many as 8 different courses (4 in the fall term and 4 in the spring term) with the potential of earning a maximum of 8 credits. Students are scheduled into four periods per day, and each class meets every day. Exceptions to this must be approved by campus administration. Credits in some specialized areas may vary, such as in vocational, humanities, and athletic programs. Students are urged to work closely with their counselor. Grade reports are distributed to students every three weeks to provide a frequent report on progress. UIL eligibility follows a schedule separate and apart from quarter and term grading and is not included in this guide.

Grade Level Classification

High School students are classified according to the number of credits and required courses earned toward graduation. The following basis will be used to classify students:

Freshmen – less than 6 credits

Sophomores – 6 credits including Alg. I, Eng I, Biology, and W. Geography

Juniors - 12 credits including Geo., Eng. II, IPC or Chem., and W. History (plus sophomore requirements)

Seniors - 18 credits

A senior must have 26 credits to graduate. Fourth-year students and mid-term graduates may participate in senior social activities. Only students who have met graduation requirements may participate in commencement.

Late Work Policy -

Minor Grades: 1 day late = 50 point deduction
2 days late = "0"

Major Grades: 1 day late = 20 point deduction

2 days late = 40 point deduction
3 days = "0"

Final Exams

Students are expected to be in attendance for all final examinations in each of the four semesters. Final examinations will not be given early. Any student missing the exams in May will have to take them the week after school is dismissed for the summer. Students will be responsible for contacting their teachers and scheduling a make-up date after their absence is approved through the office.

Spring Exemptions from Final Exams for Seniors

Seniors may be exempted from final examinations taken at the end of the school year if the following criteria are satisfied: (Exemptions occur at the end of the school year but NOT in December at the end of the first term.)

- Attendance for exemption purposes is calculated during the Spring school term (18 weeks) from January through May. Grade averages for exemptions are based on the final 9 weeks average of the fourth quarter of the school year. A student will be determined exempt or not exempt two days prior to semester exams. (Note: In the case of a 9-weeks course, attendance will be considered for that course only.)
- To be exempt, students must have a grade average of 90 with no more than 2 absences, a grade average of 85 with no more than 1 absence, or a grade average of 80 with no absences.
- For purposes of calculating exemptions, documented college visits WILL count as absences. It is recommended that college visits be taken in the Fall term if the student does not want the absence to count against exemptions.
- Students who have been truant, suspended, expelled or in DAEP are ineligible for exam exemptions in ALL classes.
- For purposes of calculating exemptions, 3 tardies equal one absence.
- Any senior will be able to take exams if he chooses.
- If a student is exempt from his final exams, he will still be required to be at school on exam days.

Spring Exemptions from Final Exams for AP Students

Students of any grade level enrolled in an Advanced Placement class may be exempted from that class's final exam if they take the National AP Exam for that subject and have at least an average of 85.

Progress Report to Parents

Report cards will be mailed at the end of each quarter (nine weeks). Teachers will issue a progress report at the end of the third and sixth week of each quarter.

Correspondence Courses and Internet Based Courses (E-Courses)

To register for a correspondence course, a student must see a counselor to obtain permission. The counselor will go over the requirements with the student and provide the student with the necessary application forms. Students may not earn more than two credits by correspondence or Internet based courses.

LISD internet courses are not included in this list.

Credit by Examination

LISD has chosen to permit eligible students in grades 7-12 (and grade 6 when included at the middle school level) to earn credit by examination in courses approved by the Board of Education. The minimum eligibility requirement is that the student has had at least 55 scholastic hours of prior formal instruction for a quarter course or 110 scholastic hours of prior formal instruction for a full-year course. The district shall determine prior formal instruction based on a review of educational records. Examinations used to earn credit under this policy shall assess the student's mastery of the TEKS and shall be properly evaluated before credit is granted. The district may develop examinations or may obtain them from another source. To receive credit, students shall score a grade of 70 or above on the exam, pending district approval. Students shall be granted only one opportunity per course to earn credit by examination. Credit obtained by this method shall be recorded on the

permanent record for grades 6-8 and on the academic achievement record for grades 9-12. Credit by examination shall not be used to gain eligibility for participation in extracurricular activities; nor shall it be used to earn credit when students have excessive unexcused absences; nor shall it be used to enhance GPA. Notice of the availability of credit by examination shall be made through the student handbook and any other means the principal deems appropriate. A fee, not to exceed the rate established by the commissioner of education, shall be assessed for each district-administered examination under this policy.

Dual Credit

Lewisville ISD has entered into a partnership with Collin County Community College to provide classes for dual credit. This opportunity enables students to earn college credit and high school credit simultaneously in certain courses. Interested students should see their counselor for eligibility requirements and enrollment information.

Transcripts

The registrar prepares transcripts. Upon graduation, one final transcript will be sent at the student's request to the college of her choice.

Student Records and Right to Privacy Law

Students have the right to view their school records.

Counseling

The Hebron Counseling Department is available to guide students' educational, career, personal, and social development. We support the efforts of parents, teachers, staff and others in the community. The school web site provides email addresses and phone numbers of counselors along with many valuable links to college and career planning <<http://hhs.lisd.net>>.

Schedule Changes

A genuine effort is made to schedule students for the courses requested, and ample time is given to make changes before the school year begins. Teachers are hired, assignments are made, and books are ordered on the basis of these requests. Schedule changes may be due to:

- Improper sequencing of classes (*i.e.* Spanish 2 before Spanish 1)
- Failed prerequisite (*i.e.* did not pass Algebra 1, signed up for Geometry)
- Balancing academic class load (two core subjects per term, if schedule permits)
- Missing class periods
- Credit previously received in summer school or transfer school

Schedule changes may NOT occur if:

- The desired class is FULL
- The purpose of the change is for TEACHER SELECTION
- The purpose of the change is for LUNCH PERIOD PREFERENCE
- The class to be dropped is needed for GRADUATION
- Changing from AP to Regular except at the end of the 3rd week or until end of 9-weeks and only if there is a regular section available (not full)
- The request is received after the first 4 days of class

Students must fill out a schedule change form, following directions completely, to make a change. These may be picked up in the counselors' office. Each student, grades 9-11 must maintain 4 credit hours. In grade 12, students must maintain at least 3 credit hours per school day.

Cheating

Students who obtain information for homework assignments, tests, or other class activities in a dishonest way (copying, cheat notes, etc.) will be given a zero for that assignment. If another student assisted them, that student will also receive a zero. The teacher will notify parents. Cell phone use during an exam is considered cheating.

Fees

No fees will be charged for any class. However, some courses may have charges for specific items used by the student.

Tutorial Services

District schools shall provide tutorial services. Students may be required to attend tutorials in a subject in which their grade for a given reporting period is lower than 70 (on a scale of 100).

Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education Services

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of local education agencies to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights, if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the student's counselor.

Opciones Y Requisitos para Ofrecer Asistencia a Estudiantes que Tienen Dificultades de Aprendizaje o que Necesitan o Pueden Necesitar Servicios de Educación Especial

Si un niño experimenta dificultades de aprendizaje el padre o la madre puede ponerse en contacto con la persona que se menciona abajo para aprender sobre el sistema global de investigación o remisión para educación general del distrito para los servicios de apoyo. Este sistema vincula a los estudiantes con una variedad de opciones de apoyo, inclusive los remite a una evaluación para educación especial. Los estudiantes que tienen dificultades en la clase normal deberían ser considerados para servicios de tutorías, compensatorios u otro servicio de apoyo académico o de comportamiento, que están disponibles para todos los estudiantes y que incluyen un proceso basado en la Respuesta a la Intervención (RtI, por sus siglas en inglés). La implementación de la RtI tiene el potencial para producir un impacto positivo en la habilidad de las agencias locales de educación, para cubrir las necesidades de todos los estudiantes con dificultades.

El padre o la madre tiene derecho a pedir una evaluación para los servicios de educación especial en cualquier momento. El distrito debe decidir si la evaluación es necesaria dentro de un período razonable de tiempo. Si la evaluación es necesaria, el padre o la madre será notificado/a y se le pedirá que presente un consentimiento informado por escrito para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 60 días calendario a partir de la fecha en que el distrito recibió el consentimiento por escrito. El distrito debe entregar una copia del informe al padre o la madre.

Si el distrito determina que la evaluación no es necesaria, el distrito le entregará al padre o la madre una notificación por escrito donde explique por qué el niño no será evaluado. Esta notificación incluirá una declaración en la que se le informa sobre sus derechos, si éste/a no está de acuerdo con el distrito.

Además, la notificación deberá informarle al padre o la madre cómo obtener una copia de la *Notificación de las Salvaguardas del Procedimiento - Derechos de los Padres de los Estudiantes con Discapacidades* (Notice of Procedural Safeguards-Rights of Parents of Students with Disabilities).

La persona designada con quien puede comunicarse en relación a las opciones que tiene un niño que experimenta dificultades en el aprendizaje o para una recomendación para la evaluación para educación especial es el/la conejero/a de su niño/a.

ATTENDANCE POLICIES

According to state law, a student may not be given credit for a class unless the student is in attendance for at least 90% of the days during a term. The local board may establish guidelines to determine what constitutes extenuating circumstances for absences beyond the permitted number. To have his credit reinstated, a student must submit a petition to the attendance committee for all classes in which he missed 5 or more times.

Excused Absences

A student may be excused for an absence resulting from personal sickness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, or any other unusual cause acceptable to the superintendent or principal of the school in which the student is enrolled. **Within two school days**, the reason for an excused absence **must** be stated **in writing** and signed by the parent or other person standing in parental relation to the student. A phone call to the student's attendance clerk should occur each day that the student is absent. Prior notice of extended absences should be given. Make-up work or tests will be permitted for all excused absences and absences for school-sponsored activities. For excused absences, not school related, students have one (1) day for make-up for each day of absence. (Example: One day absent = one day for make-up, three days absent = three days for make-up). Any exception to this will be made by the principal.

Absences for School-Related Activities

Students shall be limited to 10 school activity-related absences in any school year. Students who are absent for school-related reasons know about the expected days absent ahead of time and must make arrangements with their teachers for their assignments and tests prior to the absence. Class assignments must be made up the following day. Tests will be made up at the discretion of the teachers. It is the student's responsibility to find out the assignments and make up the work within the period of time designated by the teacher or principal. It is the teacher's responsibility to set a time for make-up tests. It is the student's responsibility to take the test at that time. If the student fails to do so, the teacher is not obligated to set another time for make-up. All make-up work must be done before school or after school. It is not permitted during class instruction time. Students who participate in school-sponsored trips shall be required to utilize transportation provided by the school to and from the event.

Unexcused Absences

Absences not excused through the procedure listed above shall be designated as unexcused, even if the student's parent is aware of the absence. Make-up work is not permitted for unexcused absences.

Truancy

No make-up work for credit shall be allowed for truancy. Truancy absences shall result in a grade of a zero for each assignment or test actually missed.

Legal action will be pursued 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 3 or more days or parts of days within a four-week period. The student's parent is subject to prosecution in court under Section 25.093 of the Texas Education Code for the offense of "Contributing to Truancy," a Class C misdemeanor with a possible fine of up to \$500 for each offense. Every day the child remains out of school may constitute a separate offense. The student is subject to prosecution in court under Section 25.094 of the Texas Education Code for the offense of "Failure to Attend School," a Class C misdemeanor with a possible fine of up to \$500 for each offense. Every day the child remains out of school may constitute a separate offense.

Procedures for Admission to Class

To be admitted to class after an absence the following steps must be followed:

1. A parent must have contacted the attendance office the day of the absence before 1:00 p.m. by telephone, fax or email.
2. The day following an absence, the student must report to his attendance clerk prior to 8:45 with a note from the parent or guardian to receive an admit slip. The note must contain the student's full name, the reason for the absence, the date(s) of the absence, home and employment telephone numbers, and a parent/guardian signature.
3. If a student is sent to get an admit after the tardy bell, the student will be considered tardy.
4. The student must take his or her admit slip to each teacher so the teacher can record the absence as unexcused or excused. A student who receives an unexcused absence shall receive zeroes for all work due on that day.
5. Written documentation from the parent or guardian is required for the absence to be excused.

Planned Absences

At the principal's discretion, planned absences for family or business trips may be excused. Written documentation of a planned absence must be presented to the student's attendance clerk prior to or no later than two school days following the trip. Absences due to trips will not be excused unless this procedure is followed. Planned absences **will** count against the student under the state's 90% attendance requirement.

Tardies

A student is considered tardy if he is not in the classroom and in his seat when the tardy bell rings. Consequences for tardies can be found in the Behavior Management section of this handbook. If a student misses more than twenty (20) minutes of a class period, the student will be counted absent. Disciplinary action will be taken on unexcused absences.

Checking Into School and Out of School

LISD policy requires that Hebron High School operate a closed campus. If a student arrives at school 20 minutes or later after classes have started, the student must report to the attendance office and receive a pass to class. This "admit" will be marked unexcused unless appropriate documentation can be presented to warrant an excused admit. The admit must be presented to the teacher whose class the student is entering. If it is necessary for a student to leave campus for reasons other than illness, he must check out through the attendance office. Before permission is granted to leave campus, the attendance office will contact the parents. If no contact can be made, permission to leave campus will not be granted and students will be required to report back to classes. Failure to follow the check-in/check-out procedure will be considered a disciplinary violation, and appropriate action will be taken. Students shall not be released from school at times other than regular dismissal hours except with the permission of the principal of the school. It shall be the responsibility of the teacher to determine that such permission has been granted before the dismissal of the student.

Checking Out of School for Illness

Students who are ill must report to the nurse's office. Students who are ill should not contact a parent on their own in order to go home. (Do not use the pay phone, a cell phone or a classroom phone.) If it is necessary to leave school due to illness, the nurse will contact the parents and give the student a signed statement to take to the attendance office. Failure to follow the check-in/check-out procedure will be considered a serious disciplinary violation, and appropriate disciplinary action will be taken.

Driver License Attendance Verification: TEA Form

To obtain a driver license, a student between the ages of 15 and 18 must annually provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 % attendance requirement for the semester preceding the date of application. The student can obtain this form, commonly called the "TEA Form," from the Vice Principal's Office. Twenty-four hours notice should be given.

18 Year Old Students and Leaving Campus

All policies, rules, regulations and procedures are applicable to 18 year old students just as they are to mandatory school age students if they live with their parents. An exception may be made for emancipated students relative to excused or unexcused absences or for checking in to school or out of school during the

school day. An eighteen year old student may sign a statement with an assistant principal notifying that he does not live with parents and is totally responsible for himself in any school related matter. The parents of these students will also be required to sign this statement for verification.

College Visits

Seniors may receive an excused absence for college visits if the “planned absence” procedures are followed.

Religious Holy Days

LISD shall excuse a student’s absence for the purpose of observing religious holy days when it is a tenet of his faith that he must be absent from school during such time and if, before the absence, a written request for the excused absence is submitted. The district shall excuse the student for days on which the student must travel to and from the site where the holy days will be observed. Excused days for travel shall be limited to not more than one day for travel to and one day for travel from the site where the student will observe the holy days. A student whose absence is excused for religious holy days shall not be penalized for the absence and shall be counted as having attended for purposes of calculating the average daily attendance in the district. Students excused under this provision shall be allowed reasonable time to make up schoolwork missed on those days. If the student fails to satisfactorily complete the work missed, the district may respond appropriately. If the student satisfactorily completes the work, the days of absence shall be counted as days of compulsory attendance.

Change of Address

A students who changes residence, mailing address, or telephone number after enrollment should report the change promptly to the registrar’s office so that records may be corrected in case of an emergency at school or at home.

Withdrawal from School

A student who wishes to withdraw from school for whatever reason must initiate the withdrawal process with the registrar. The registrar will provide instructions on how to complete the withdrawal. Unless the student is 18 years old, he must have written authorization from his parent or guardian prior to withdrawal from school.

STUDENT CODE OF CONDUCT & BEHAVIORAL MANAGEMENT PLAN

The district has the authority and control over its students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location. The district's rules of student conduct apply to all school-sponsored and school-related activities on or off campus. Students who violate these rules will be subject to disciplinary action and shall be referred, when appropriate, to legal authorities for criminal prosecution for violations of law.

Students at school or school-related activities are prohibited from the following:

1. Cheating or copying the work of another student.
 2. Throwing objects, outside supervised school activities, that can cause bodily injury or damage property.
 3. Leaving school grounds or school-sponsored events without permission to do so.
 4. Directing profanity, vulgar language, or obscene gestures toward other students.
 5. Insubordination, such as disobeying directives from school personnel or school policies, rules, and regulations.
 6. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
 7. Playing with matches or fire, or committing arson.
 8. Committing robbery or theft.
 9. Damaging or vandalizing property owned by the district, other students, or district employees.
 10. Disobeying school rules about conduct on school buses.
 11. Fighting.
 12. Committing extortion, coercion, or blackmail, which is obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
 13. Name-calling, making ethnic or racial slurs, or derogatory statements that may substantially disrupt the school program or incite violence.
 14. Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.
 15. Assaulting a teacher or other individual.
 16. Selling, giving, or delivering to another person, possessing, using or being under the influence of: marijuana or a controlled substance; a dangerous drug; abusable glue, aerosol paint, or other volatile chemical; or an alcohol beverage. Federal law mandates a violation of this prohibition to be wrong and harmful.
 17. Possessing a firearm, any knife, a club or other weapon.
 18. Possessing, smoking or using tobacco products.
 19. Hazing.
 20. Using electronic devices during school hours such as cell phones, pagers, laser pointers, audio or video devices, electronic games, and any other electronic device which may distract from the learning process.
- School hours are defined as 7:00 am through 4:05 pm.**

Tardy Policy

Students are expected to be in class and prepared to work when the tardy bell rings. Students will receive a warning for the first 3 tardies in an 18-week semester. This is not 3 tardies per class, but 3 tardies for all 4 classes combined. On the 4th tardy in an 18-week semester, and every tardy after the 4th, there will be a discipline consequence. For example, if a student is tardy to 1st period once, tardy to 2nd period once and tardy to 3rd period once, then that student has used the 3 tardies that are consequence with a warning and will receive a disciplinary consequence on the next tardy to any class. A 1-hour Wednesday Detention will be assigned for the 4th and 5th tardies. This will be served from 4:30 to 5:30 on the next Wednesday after the infraction. On the 6th and subsequent tardies in an 18-week semester, 4 hours of Wednesday Night School will be assigned. If more than 5 tardies are incurred, the student will be referred to Truancy Court.

PAS (In-School Suspension) will not be given as an option to Detentions or Night Schools. A student must serve his detention or Night School when assigned. Failure to serve Detention or Night School will result in additional discipline. Students who fail to serve Detentions when assigned will be given 1 day of PAS as a

consequence for not serving the detention. In addition, they will be re-assigned to the next Detention or Night School. Failure to comply with disciplinary consequences may result in a 10-day alternative school placement.

Student Responsibilities

Students are responsible for conducting themselves properly, in a manner appropriate to their age and level of maturity. Student responsibilities for achieving a positive learning environment at school or school-related activities include the following:

1. Attending all classes, daily and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being properly dressed.
4. Showing respect toward others.
5. Behaving in a responsible manner.
6. Paying required fees and fines, unless they are waived.
7. Refraining from violations of the code of student conduct.
8. Obeying all school rules, including safety rules.
9. Seeking changes in school policies and regulations in an orderly and responsible manner through appropriate channels.
10. Cooperating with staff in investigation of disciplinary cases and volunteering information relating to a serious offense.

Discipline

The Lewisville Board of Education policy dictates that the administration of each school takes the necessary steps to see that student conduct is conducive to a sound educational program. If a student's conduct is not deemed acceptable at school or school related activities, he is subject to being disciplined. The following sections describe specific undesirable behaviors and the standard consequences for such offenses.

Disciplinary Action Alternatives

Hebron High School utilizes the following disciplinary actions:

1. NS - Night School. Students will attend a Night School from 4:30 p.m. until 7:30 p.m. Students must arrive on time and have adequate work for the four-hour session. No food or drink will be allowed. Students MAY NOT arrive late or leave early. (Students may be assigned for one hour from 4:30-5:30 as a Detention.) **Students must present their Hebron ID Card or other government issued photo ID Card for admission to Night School or Detention.**
2. PAS – Principal’s Alternative to Suspension, also called In-School Suspension (ISS), is a classroom setting in which students complete assignments from their regular teachers under the supervision of the PAS teacher. Students are counted present and will receive full credit for their work. Students who do not maintain acceptable behavior in the PAS room will be suspended from school.
3. SRO Intervention – Indicates that a law may have been broken or a criminal act may have occurred. The School Resource Police Officer or another local law enforcement agent will be informed of the student’s actions.
4. Suspension – Suspension from school places students outside the school setting for a designated period of time (3 day maximum). Suspended students may not be on any LISD campus or at any school event during the course of their suspension. Students on suspension will receive an excused absence.
5. DAEP – Students placed in the alternative education program will attend classes at the Lewisville Learning Center in Lewisville. The students’ regular teachers supply assignments and students receive full credit for all work completed. The minimum DAEP assignment is 10 days.
6. Expulsion to JJAEP – Students expelled from school are sent to the Juvenile Justice Alternative Education Program in Denton. An assignment to JJAEP will be from a minimum of 30 days to a maximum of one year.

Student Dress Code

The following statements are presented for parents and students as a point of reference in regard to student dress.

- All students must be clean and neatly groomed.
- Student's hair, by the nature of the style, shall not tend to create a distraction, and hair color must be a natural shade. Hair may not cover the student’s eyes or have designs cut into it.

- Students may not wear facial jewelry or facial decoration (other than normal makeup).
- Male students may wear either one small stud or one small loop earring in one or both ear lobes. This excludes gauged earrings.
- Male students may not wear finger nail polish.
- Clothing, which in the opinion of the professional staff would be deemed inappropriate or offensive for school in general, shall not be allowed and are among, but not limited to, split sides, see-through clothing, halters, midriffs, tops with straps of less than two inches, fishnet tops, sleepwear, pajama pants, or pants not worn at natural waistline.
- Male students may wear long pants of appropriate length or shorts of appropriate length (at or about mid-thigh length or longer).
- Female students may wear skirts of appropriate length, long pants, or shorts of appropriate length at or about mid-thigh or longer. Mid thigh is about 6 inches above the “break” in the knee. Short skirts may not be worn, even if leggings or spandex is worn underneath.
- Female students shall not wear blouses or tops which expose cleavage.
- Clothing may not have holes.
- Eyebrows may not have notches cut into them.
- All students shall wear appropriate undergarments.
- Students may not wear clothing that advertises 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.
- A school uniform is an appropriate and approved form of dress for special occasions.
- Neither male nor female students shall wear hats, sweatbands, or bandanas in the school building.
- Blankets and/or towels are not appropriate attire and should not be worn or carried inside the building.
- For health reasons, students are required to wear shoes. “House shoes” are not permitted.
- Visible body piercings, including tongue rings, are not permitted other than earrings within the guidelines above. Tongue rings and facial piercings will be confiscated and returned only to the parent.

The administration reserves the right to deem inappropriate any dress that is felt to be disruptive to the school environment.

Level I Offenses: (Teacher action for first two incidents)

- | | |
|--------------------------------|-------------------------|
| 1. Argumentative/Uncooperative | 7. Misuse of Technology |
| 2. Class Rule Violations | 8. Inappropriate Item |
| 3. Disrespectful/Rude | 9. Other minor offenses |
| 4. Disruption | |
| 5. Horseplay/Scuffling | |
| 6. Inappropriate Behavior | |

Level I offenders will be warned by their teacher after the first incident; their parents will be phoned by the teacher after the second, and, if the behaviors persist, a referral to their assistant principal will be written on the third offense.

Level II Offenses: (Referral to Assistant Principal)

The third violation of Level I offenses is considered a Level II offense. The assistant principal will take disciplinary action by the following guidelines, as he deems appropriate to the particular incident:

- 1st Referral – Wednesday Night School or PAS
- 2nd Referral – 1 or 2 days PAS
- 3rd Referral – 3 days PAS
- 4th Referral – 5 days PAS
- 5th Referral – DAEP placement for a minimum of 10 days

Level III Offenses: (Immediate Referral to an Assistant Principal)

Level III offenders require immediate referral. Disciplinary action will be taken according to the following guidelines.

Bus Rule Violations

1st offense: warning (unless punishment is warranted); 2nd offense: 3 day removal from bus; 3rd offense: 1 week removal from bus; 4th offense: student denied bus privileges for the remainder of term (Serious problems may result in DAEP placement without resorting to steps 1-4).

Closed Campus/Lunchtime Violation

Students must remain in designated areas during their lunch period. This includes students who leave the building and/or campus without permission. 1st offense: 1 day PAS; 2nd offense: 2 days PAS; 3rd offense: 2 day suspension. Subsequent offenses will warrant DAEP.

Dress Code Violations

1st offense: documented warning; 2nd offense: WNS; 3rd offense: WNS; 4th offense: 3 days PAS; 5th offense: 5 days PAS; 6th offense: DAEP placement.

Drug Paraphernalia, Possession of

1st offense: minimum of 10 day DAEP and SRO Intervention; 2nd offense: Minimum 30 day DAEP and SRO Intervention.

Electronic Devices (Audio, video or gaming devices, camera or video devices - not cell phones)

1st offense: warning and confiscate until the end of the day; 2nd offense: WNS and confiscate until the end of the day; 3rd offense: 3 days PAS and confiscate until the end of the term; 4th offense: 5 days PAS and confiscate until the end of the term; 5th offense: placement in DAEP and confiscate until the end of the school year
NOTE: If, at the discretion of the principal, the audio or video recording in any way disrupts the educational environment of the school or the posting of such recordings degrades the positive image of the school or invades the privacy of others, the student will be placed in DAEP.

Failure to Serve Wednesday Night School for Discipline (4 Hour Assignment)

2 days PAS for each occurrence and may be sent to DAEP if multiple violations occur

Failure to Serve Wednesday Night Detention or Wednesday Night School for Tardies

1 day PAS will be served for each occurrence. The original detention or Wednesday Night School will be reassigned and must also be served.

Fighting

1st offense: 3 days suspension and SRO Intervention; 2nd offense: 3 days suspension minimum, 10 days DAEP and SRO Intervention minimum.

Forgery/Falsification

1st offense: 2 days PAS; 2nd offense: 3 days PAS; 3rd offense: 10 days DAEP placement minimum

Hazing

1st offense: suspended from school pending 30 day DAEP placement; 2nd offense: suspended from school pending 60 day DAEP placement minimum; 3rd offense: suspended from school pending 90 day DAEP placement minimum

(Hazing includes any willful act done by a student, either individually or with others, to another student for the purpose of subjecting the other student to indignity, humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame, or disgrace. No student shall engage in any form of hazing, nor shall any student encourage or assist any other person in hazing. Students who engage in hazing, either individually or in concert with other students, shall be subject to disciplinary action.)

Inappropriate Physical Contact (hitting, slapping, play fighting, pinching, poking, etc.)

1st offense: documented warning (unless punishment is warranted); 2nd offense: WNS; 3rd offense: 1 day PAS; 4th offense: 2 days suspension; 5th offense: 10 days DAEP placement.

Insubordination

(Insubordination shall be defined as minor instances of defiance for the purpose of this behavioral management plan.) 1st offense: 1 day PAS; 2nd offense: 2 days PAS; 3rd offense: 2 day suspension. Subsequent offenses will warrant DAEP.

Involvement in a Public School Fraternity, Sorority, or Secret Society

1st offense: 10 days DAEP minimum; 2nd offense: 30 days DAEP minimum.

Knives, Possession of a Knife or other cutting instrument

1st offense: 1 day PAS; 2nd offense: 10 days DAEP minimum.

Loitering/Unauthorized Area

Students found in areas that are unauthorized, i.e. vending machines, lockers, computer labs, cafeteria, and other areas not intended for that student at that time: 1st offense: 1 day PAS; 2nd offense: 2 days PAS; 3rd offense: 2 day suspension. Subsequent offenses will warrant DAEP.

Major or Severe Disruptions

Minimum 2 days PAS or suspension depending on the severity.

Open Defiance

1st offense: 2 day suspension; 2nd offense: 10 days DAEP placement minimum.

Parking Hanging Tag Violation (failure to display hang tag which has been purchased)

1st offense: warning; 2nd offense: warning; 3rd and subsequent offenses: WNS.

Parking Lot Violation (reckless driving, no hang tag purchased, parking in faculty or visitor lot, etc.)

1st offense: WNS; 2nd offense: WNS; 3rd and subsequent offenses: PAS.

Pornography

Possession at school will result in 3 days of PAS. Distribution will warrant DAEP placement or expulsion.

Profanity Directed to an Individual

1st offense: 2 day suspension (minimum) with SRO intervention; 2nd offense: 10 days DAEP placement minimum with SRO intervention [**Note: If profanity is directed to a staff member, the student will be sent to DAEP on the 1st offense for a period of time deemed appropriate by the administration.**].

Profanity Not Directed to an Individual

1st offense: 1 day PAS; 2nd offense: 2 days PAS; 3rd offense: 3 days minimum PAS or DAEP placement.

Public Display of Affection (PDA) (kissing, embracing in any way, leaning against one another)

1st offense: documented warning; 2nd offense: WNS; 3rd offense: 3 days PAS; 4th offense: 5 days PAS; 5th offense: DAEP placement [**Note: Holding hands is considered acceptable.**].

Racial Slur

1st offense: 2 days suspension; 2nd offense: 10 days DAEP placement minimum.

Removal from Wednesday Night School

1st offense: 3 days PAS; 2nd offense: 3 days PAS and no further placement in WNS during the school year for discipline or tardies. The student may then only attend WNS to make up time to regain credit that was lost due to excessive absences.

Serious or Persistent Misbehavior

1st offense: 10 days DAEP placement minimum; 2nd offense 30 days DAEP minimum.

Sexual Harassment

1st offense: 3 days suspension; 2nd offense: 10 days DAEP placement minimum. Expulsion to JJAEP may be used rather than DAEP if the incident warrants.

Technology Misuse/Abuse

Minor offense: Same as Level I offenses; Major offense: 3 days PAS, restitution and possible removal from school network

Telecommunications Devices (Paging devices, cellular telephones, text messaging, or other devices)

The device will be confiscated and a fee of \$15 per offense will be charged prior to return. Persistent noncompliance with this policy shall result in the telecommunication device being held until end of the term (after payment of the \$15 fee) and the student may be placed in DAEP [**Note: The school day is defined as 7:00 am through 4:05 pm.**]. Refusal to relinquish a communication device to a staff member is open defiance.

Theft, Vandalism or Intentional Damage to Property (Less than \$50 value)

1st offense: PAS 3 days; 2nd offense: suspend 2 days, PAS 2 days; 3rd offense: 10 days minimum DAEP placement, SRO will be involved on each incident.

Theft, Vandalism or Intentional Damage to Property (Over \$50 value)

10 day minimum DAEP and SRO Intervention

Threats to Students

1st offense: 2 days suspension; 2nd offense: 10 days DAEP placement (minimum). SRO will be involved on each incident.

Tobacco Use or Possession (Includes look alike substances)

1st offense: 2 days PAS and SRO intervention; 2nd offense: 2 days suspension and SRO intervention; 3rd offense: 10 days DAEP placement (minimum).

Truancy

One day of WNS for each instance of truancy and legal action will be pursued if appropriate. If persistent truancy problems occur, the student may be placed in PAS or ultimately DAEP.

Level IV Offenses:

Refer to District Student Code of Conduct for treatment of Level IV Offenses.

Other Discipline Related Information:

Interrogations and Searches

Administrators and teachers have the right to question students regarding their conduct, vehicles, objects on their persons, or the conduct of others. Law enforcement officials also have the right to question students in accordance with board policy. Students shall not place, keep, or maintain any article or material in school-owned lockers that is forbidden by district policy or that would lead school officials to reasonably believe that it would cause a substantial disruption on school property or at a school-sponsored function. Students, their lockers and their vehicles are subject to inspection, and upon reasonable cause to search by administrative authorities. Students found to be in violation of this policy shall be subject to disciplinary action.

Disruptions and Demonstrations

Conduct by students, either in or out of class, which for any reason--whether because of time, place or manner of behavior--materially disrupts class work or involves substantial disorder or invasion of the rights of others is prohibited. Student demonstrations and similar activities shall be prohibited when there is evidence that may reasonably lead school authorities to forecast substantial disruption of, or material interference with, normal

school operations or approved school activities. The evidence must support a "reasonable forecast of substantial disruption" of school operations; "undifferentiated fear" or mere apprehension of disturbance is not sufficient to justify restrictions on students' otherwise legitimate right to freedom of expression. Students who participate in any prohibited activities described above are subject to disciplinary action based on the severity of the violation and its overall effect on the welfare of other students.

Secret Societies

The Board prohibits any fraternity, sorority, or secret society defined by state law as "any organization composed wholly or in part of pupils of public schools below the rank of college or junior college...which seeks to perpetuate itself by taking in additional members from the pupils enrolled in such school on the basis of the decision of its membership, rather than upon the free choice of any pupil in the school, who is qualified under the rules of the school, to fill the special aims of the organization." Any student who becomes or remains a member, or promises or otherwise pledges to become a member, of any such fraternity, sorority, or secret society shall be recommended for placement in an alternative education program.

Solicitations and Campaigning

The students at Hebron HS are a captive audience. Therefore, no soliciting, that is selling of merchandise, selling of entertainment admissions, selling of raffle tickets and/or any similar activities, is permitted unless specifically approved by the principal or his designee. No political campaigning, either verbal or printed, shall be permitted except as it occurs in connection with a part of the officially sanctioned curriculum.

Hall Passes

A student is never to leave a classroom without the teacher's permission. Doing so is a serious offense that will result in appropriate disciplinary action. To be in the hall at any time during a class period, a student must have a hall pass issued by a teacher or administrator. Being in the hall without a legitimate pass is subject to disciplinary action.

Deliveries of Items Sent to Students from Outside the School

The school office will not accept delivery of flowers, gifts, restaurant food, etc., for students at any time. Singing telegrams are not allowed for students.

Identification Cards

All Hebron High School students will be issued a picture ID Card. This card must be used when students wish to check out books from the library, come to school-sponsored dances, use the computer network, attend classes at Dale Jackson Career Center, and for other purposes which will be announced during the year. Replacement ID's may be obtained from the library for \$5.00. Students should be prepared to present ID's upon request by HHS faculty, staff and administration.

School Resource Officer

The Carrollton Police Department will assign a School Resource Officer (SRO) to ensure the safety of our students and staff. The resource officer is available should you need assistance.

Balloons

Students will not be allowed to bring balloons to school for any reason. They pose a safety threat and also cause disruptions in the hallways and classrooms.

Restrooms

The restrooms are to be used for the purpose in which they were designed and constructed. Loitering (sitting on the floor, etc.) is not permitted. Smoking, gambling, etc. is not permitted. Students found disregarding this regulation will be subject to appropriate disciplinary action. Faculty restrooms are off limits to students.

Closed Campus and Lunch

Hebron High School operates under a closed campus policy.

1. All students must remain at school during the lunch period.
2. All students wishing to do so may bring sack lunches from home. All foods must be consumed in the cafeteria.

3. Students must go to the cafeteria during their lunch periods and remain there until the bell rings. Students are not allowed to be in other areas of the building or at their lockers with the exception of the library and the content mastery room.
4. Throwing of food or any disruption will be dealt with as a severe disciplinary problem.
5. There are four 30-minute periods for student lunches (refer to "HHS Class Schedule" for these times). A student's lunch is determined by the location of the third-period class. Bells will ring at the end of each lunch period so students will know when to leave the classroom or the cafeteria

Telephones

Students should not ask to use the school telephones except in cases of real emergencies. Students will not be called to the telephone during class unless it is for the purpose of receiving an emergency message from a parent or legal guardian. Only emergency messages will be taken. Messages regarding rides and miscellaneous information will not be taken. Students will not be permitted to leave class to make phone calls or use classroom telephones. Pay phones are located in the activity hall and are available during lunch, before school, and after school. Please make calls brief so that other students may also have the convenience of the public telephones.

Visitors

Parents of HHS students are extended an invitation to visit us at any time. An appointment should be made to see a teacher so as not to take the teacher out of the classroom. Students may not bring friends or relatives to classes with them. Visitors are required to come directly to the office and state their business. Staff members and students should report anyone who cannot be identified as having permission to be on campus to the principal. These persons will be considered trespassing and may be prosecuted.

Student's Responsibility to Teachers

It is fundamental and basic in the educational process for students to obey teachers. This basic relationship between students and teachers exists not only in the classroom, but also in any school-related contact on or off the campus. It is the responsibility of teachers to provide supervision and direction, and the responsibility of students to respond in a cooperative manner. Students will be expected to identify themselves promptly in any situation when asked by teachers. Refusal or reluctance to provide identification or use of improper identification will be deemed as a serious conduct violation and dealt with accordingly.

Student Grievance Procedure

If a student feels that he has been treated unfairly by teachers or administrators by the misinterpretation or application of school rules and/or board policy, a grievance procedure is provided whereby a decision or act may be appealed. The procedure is to speak first with the teacher, then, if necessary, speak with his assistant principal, and if the issue is still not resolved, speak with the principal. Students will be asked to submit grievances in writing to the assistant principal prior to speaking to the principal.

Appeal of Disciplinary Actions

Campus disciplinary actions such as detention, PAS, or Wednesday Night School may be appealed to the principal. The decision of the principal is final and may not be appealed further. DAEP placement and out-of-school suspension may be appealed to the principal but if not resolved there, may be appealed to the Assistant Superintendent of Student Services.

BUILDING, FACILITIES, SCHOOL PROPERTY, AND SAFETY

Care of School Property

Students shall not vandalize, damage, or deface any property, including furniture and other equipment, belonging to or used by the district or district schools. Parents or guardians of students guilty of damaging school property shall be liable for damages in accordance with law.

Textbooks

Most textbooks are issued by the state at no cost to the student. They are the property of the state; therefore, textbooks must be paid for at a price set by the Texas Education Agency. When a textbook has been lost, try to locate it as soon as possible. Once issued, students assume total responsibility for textbooks. If one is stolen, damaged, or misplaced, the student must pay for it before another is issued. After three days without a textbook, a student should pay for it and receive another one. The textbook administrator has a list of prices for all books and the bookkeeper will collect the amount due or fine. If the book is located, the office will refund the money if the student brings the book along with the receipt to the bookkeeper.

Texas Education Code 31.104 (d): *Each student, or the student's parent or guardian is responsible for each textbook not returned by the student. A student who fails to return all textbooks forfeits the right to free textbooks until each textbook previously issued but not returned is paid for by the student, parent, or guardian.* District and state textbooks and other instructional materials are issued/checked out to students for their use while enrolled in the District. Student responsibilities for textbooks/instructional materials/equipment are listed below:

- Textbooks, instructional materials and equipment must be maintained in the same condition as issued.
- Replacement cost is charged for lost or defaced textbooks, defacing or removing the tracking number or barcode, lost or damaged materials and lost or damaged equipment issued to the student.
- Fines are assessed for damage to textbooks, instructional materials, and equipment.
- Textbooks, instructional materials and equipment issued to students must be made available for classroom checks. If these items are not available, they will be treated as lost.
- Replacement textbooks and replacement materials or equipment will not be issued until charges are cleared.

School Computer Network and Internet Acceptable Use Policy

All students and parents will receive a copy of the district's computer use policies and the "Acceptable Use Policy" for the district's computer network. Stringent regulations apply to student use of school computers and disciplinary action will result should students violate these policies. Complete information can be obtained at this web address: <http://www.lisd.net/webpolicy/aupstu01-02.pdf>.

Library

The Hebron High School Library has a varied collection of books and other materials on many subjects and offers opportunities for research and enjoyment. Courtesy and cooperation in all library relations will ensure all students equal opportunities to use the library materials in a quiet reading atmosphere. If each student understands some of the necessary routine, then all may use the resources of the library to the fullest extent. The library is open each weekday from Monday-Thursday from 7:30 a.m. to 5:00 p.m. and Friday from 7:30 a.m. to 4:30 p.m. Student I.D. cards are required to check out books and materials from the library and to use the library computers. Students may not have food, candy, drinks, or gum in the library. Backpacks are not permitted in the library except before and after school, at which time they must be placed by the display case. A pass is required for admission to the library at anytime during the school day, including lunch.

Lost and Found

All articles found in the school building or on the campus should be taken to the Main Office. Anyone missing an item should inquire at the office as soon as possible, giving a complete description of the article lost. Items in the Lost and Found will be disposed of two weeks after each quarter ends. Check for lost textbooks in the main office. Students should have the book number and the teacher's name to claim a lost book.

Stairwell and Hallway Passage

It is important that students walk on the right side of the hallways and stairwells as they go to and from classes. Doing so will provide for an easy flow of student traffic and safety for all. Running in the halls and stairwells is not permitted. Students are not permitted to congregate in the center of hallways blocking the flow of traffic.

Lockers

Students are responsible for the locker assigned to them. Students should not, share, trade or change lockers without permission. All students are strongly encouraged to lock their lockers. **If a locker is not secured, students are held responsible for any textbooks, clothing, and other school-owned items that are stolen.** The administration of the school reserves the right to open a locker at any time they have reason to believe a locker contains non-school related items such as drugs, weapons, alcohol, etc.

Fire Drills

Fire Drills are mandated as a regular practice to insure orderly and safe exits from the school in case of an actual fire. Teachers will have specific procedures and directions to be followed for fire drills. Familiarize yourself with these. They are important.

Severe Weather

Periodic tornado drills will be held. The signal will be made over the public address system. Instructions, locations, and procedures will be given by your teachers.

Student Parking and Driving on Campus

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others. See also the Student Code of Conduct.

1. The south parking lot is for faculty members and officials of the school. Students may not park in that area.
2. The student parking lot is located on the northwest side of the building. Students must enter and exit from Plano Parkway before and after school.
3. To better protect student property, once a vehicle has been driven onto campus, it should be parked and locked. Students may not sit in cars parked at school or loiter around them at any time during the school day, including lunch. Further, car radios and tape players should not be played at a volume that can be heard outside the vehicle once the vehicle comes on campus.
4. No student may be in the parking lot during class time, including lunch, without a pass signed by a principal or an office staff member.
5. **When driving in the parking lot or driveways, you are not allowed to exceed 10 miles per hour; you should follow all traffic patterns and signs, and parking should be inside the parking stripes only. School vehicles and buses always have the right-of-way and students should always yield to them.**
6. Parking is not allowed in the faculty parking lot, visitors parking lot, driveways, "no parking" zones, fire lanes, bus lanes, or on any grass or dirt area.
7. All vehicles require parking permits. Permits are good for one year. Vehicles without permits may be towed away at the student's expense. Permits will cost \$5.00.

Failure to comply with parking regulations will result in disciplinary action.

Pest Control

The LISD is required by the Texas Structural Pest Control Board and the Texas Department of Health to notify you of the following:

1. The LISD periodically applies pesticides indoors at our school.
2. Information on the application of the pesticides is available upon request from the principal.
3. Notices are posted at least 48 hours in advance of any pesticide treatment.
4. Pesticides are applied so that a minimum of 12 hours elapses between the application and the time students return to school.

5. Further information may be obtained from Sam Russell, LISD administration building, at 972-539-1551.

In addition, the Asbestos Hazard Emergency Response Act program is administered by the Texas Department of Health. An A.H.E.R.A. management plan with re-inspection documentation is available for inspection during normal business hours. The master plan is available at the district administration building.

Check Acceptance Policy

In the event that a check written to any Lewisville ISD campus, club, or organization is returned unpaid by your bank, Lewisville ISD or its agent will redeposit your check electronically. Additionally, you understand and agree that we may electronically collect a returned check fee of \$30.00 plus applicable sales tax. The use of a check for payment is your ACKNOWLEDGEMENT and ACCEPTANCE of this policy and its terms.

Injuries to Students, Parents, Volunteers and Visitors

The Texas Tort Claims Act states that school districts in the State of Texas are immune from any liability because of bodily injury or property damage which occurs as the result of the operation of the school district **except** for the operation of motor vehicles - §101.051 Civil Practices & Remedies Code.

As a result, Lewisville ISD is not financially responsible for any injury to a student, parent, volunteer, or visitor that occurs on any property owned by Lewisville ISD, or while the injured party was under the supervision of the District, unless the injury was the direct result of the District's use of a motor vehicle. If you have questions concerning an injury or property damage that occurred on property owned by Lewisville ISD, please contact the District's Insurance Office at 972-539-1551.

Lewisville ISD does maintain student accident insurance for the following students:

1. UIL participants – 7th grade through 12th grade – Maximum \$25,000 per injury
2. 5th grade camp participants – Maximum \$10,000 per injury
3. Summer sports camps participants – Maximum \$10,000 per injury

Any student that is injured as the result of participating in the above activities is covered on a secondary basis by a policy purchased by Lewisville ISD. Parents must first file on their own insurance. The District's accident policy will only pay after the parent(s) has filed on their own policy and submits proof.

In addition to the accident policy purchased by Lewisville ISD to cover students that participants in the above activities, Lewisville ISD makes available each year a voluntary accident policy that parents can purchase for their children. Brochures and/or letters are sent home with students each year offering this coverage to parents.

If you have questions regarding the District's UIL/Camp insurance or the voluntary accident insurance available to students, please call the District's Insurance Office at 972-539-1551.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school and school-related activities is an excellent way to develop talents, receive individual recognition, and build strong friendships with other students; however, participation is a privilege. Eligibility for participation in many of these activities is governed by state law as well as rules of the University Interscholastic League (UIL)—a statewide association of participating districts.

- A student who receives at the end of a grading period a grade below 70 in any academic class, other than a class identified as advanced by either the State Board of Education or by the local Board, may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individual education plan (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to 10 absences not related to post-district competition, a maximum of five absences for post-district competition, prior to state, and a maximum of two absences for state

competition. All extracurricular activities and public performances, whether UIL activities and other activities approved by the Board are subject to these restrictions.

- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

Please note: Sponsors of student clubs and performing groups such as band, choir, drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

STUDENT ORGANIZATIONS, PUBLICATIONS AND TRIPS

National Honor Society - Membership Selection Procedure:

1. After students' ninth grade year, academic records will be reviewed to determine scholastic eligibility. Students must have 102 weighted or 92 unweighted grade points as a minimum requirement for eligibility.
2. Students who are eligible scholastically and who have attended Hebron High School at least one previous term will be eligible for further consideration for selection to the National Honor Society Chapter. They must acquire and complete the Student Activity Information Form. Students must be involved in at least one documented community activity to be eligible for consideration for membership.
3. All faculty members will be invited to make comments on candidates and to evaluate the leadership, character, and service of the candidates.
4. The Faculty Council (five faculty members appointed by the principal) will review the Student Activity Information Form and faculty input along with any other verifiable information about each candidate. Candidates receiving a majority vote of the faculty council will be invited to membership and inducted into the chapter.

National Honor Society - Dismissal Procedure:

1. The procedure for dismissal shall be determined by the faculty council.
2. A written description of the dismissal procedure shall be available to interested parties.
3. Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency, except that, in the case of flagrant violation of school rules, or civic laws, a member does not necessarily have to be warned.
4. If, at the end of a term, the member's grade point average falls below required GPA, the member will be notified of this fact and will have a period of one term in which to raise his grade point average to the required level.
5. In all cases of impending dismissal, a member shall have the right to a hearing before the faculty council.
6. A member who has been dismissed may appeal the decision of the faculty council under the same rules for disciplinary appeals in the school district.
7. A student who is dismissed or who resigns may never again become a National Honor Society Member.

Field Trip Eligibility

The sponsor will give the principal a list of students excused for an activity. Students will not be counted absent from school and will be expected to make up class work. This will not count against perfect attendance. Students may not attend field trips if the trip requires them to miss a class in which they are failing. Students must have their parents sign the district field trip permission form prior to leaving school.

Fund Raising

Fund-raising activities by student groups and/or for school-sponsored projects shall be allowed, with prior administration approval and under the supervision of the project sponsor, for students in all grades. All fund-raising projects shall be subject to the approval of the principal and superintendent. Student participation in approved fund-raising activities shall not interfere with the regular instructional program. Funds raised shall be received, deposited, and disbursed in accordance with CFD (L). The collection of monies that takes the time of

the students or teachers during school hours is strictly forbidden, unless the monies collected represent payment for school lunches, monies that will benefit the school or its students, or other authorized fees. The Board shall regularly be informed of approved fund-raising projects and shall periodically review the effect of such activity on the student body, the instructional program, and the community.

Student Publications

The Hawk Eye, produced by the Hebron High School Journalism Department, is the official student newspaper for our school. The Talon yearbook is published annually through the Journalism Department. All publications edited, printed, or distributed in the name of or within the district schools shall be under the control of the school administration and the Board of Education. All publications approved and issued by individual schools shall be part of the instructional program, under the supervision of a faculty sponsor, and all shall be carefully edited to reflect the high ideals and expectations of the citizens of the district for their schools. The exercise of appropriate economy in materials and production is expected without jeopardy to the content. The principal shall be responsible for all matters pertaining to the organization, issuance, and sale of such publications and any other publication procedure, subject to the superintendent's approval.

Advertising - Advertising in individual school publications may be accepted from bona fide business firms with the exception of the following: alcoholic beverages, tobacco products, patent medicine, health treatments, salacious literature, joke devices, firearms, lotteries, or any item prohibited by postal laws. Advertising that is placed on automobiles is not allowed at HHS.

Complete information on student publications may be viewed at:

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

ATHLETIC INFORMATION

Athletics - Eligibility of high school athletes who move with their parents from one Lewisville I.S.D. high school attendance zone to another Lewisville I.S.D. high school attendance zone will be regulated as follows:

U.I.L. rules with the following exception:

1. If the student remains in the original school, he must file a statement of intent within thirty (30) calendar days of the change of residence. The written declaration will commit eligibility to the original school, or to the new school at the end of a specified period of time (no later than the end of the current school year). The declaration, bearing the signature of the student and parent or guardian, will be submitted to the principal of the original school. If no written declaration is filed and the student later enrolls in the new school, the student will forfeit one (1) year of varsity athletic eligibility. One year is defined as one (1) calendar year from the date of enrollment in the new school.
2. A student, whose parent/guardian owns a house in one Lewisville I.S.D. high school zone and moves to a lease/rental residence in another Lewisville I.S.D. high school zone shall be ineligible in the new zone.

NOTE: Before a student can become eligible in the new high school zone, U.I.L. rules require the following certifying statements:

From the Principal and Coach of the Original School -

I/we certify that the student was not recruited and no undue influence was exerted upon him/her or the family to move. This student is not changing schools for athletic purposes.

From the New School Administrators -

We certify that no one from our community has offered any inducement, directly or indirectly, to the student or parents to move to our district. We certify that the student is not moving for athletic purposes.

From the Parent -

I certify that we, as parent(s) of the above named student actually reside in the school attendance zone where he attends. We are not moving for athletic purposes and there was no pressure or inducement to us or our child.

Any attempt to "establish" residence without actually changing domicile could be construed as "moving for athletic purposes only."

Host School - When visiting students or adults are here, treat them with the greatest courtesy and respect. They will remember their reception long after the purpose of their visit is forgotten.

UIL ACADEMIC ELIGIBILITY

A student in grades 7-12 may participate in extracurricular activities on or off campus at the beginning of the school year only if the student has earned the cumulative number of units in state-approved courses indicated below:

- Beginning of the tenth grade year -- at least 5 units toward graduation
- Beginning of the eleventh grade year -- at least 10 units toward graduation
- Beginning of the twelfth grade year -- at least 15 units toward graduation

In order to be eligible to participate in an extracurricular activity event for a six-week period following the initial six-week period of a school year, a student shall not have a recorded grade average lower than 70 on a scale of 0-100 in any course for the preceding six-week period.

A student, other than a student under Education Code 21,503(b)(5), whose recorded grade average in any course is lower than 70 at the end of a grading period shall be suspended from participation in any extracurricular activity during the succeeding three weeks. The suspension shall become effective seven days after the last day of the grading period during which the grade lower than 70 was earned.

The campus principal may remove this suspension if the class is identified as an advanced class under UIL guidelines. **Only AP classes will be designated as "advanced" for UIL eligibility purposes. Pre-AP classes are not considered "advanced" for eligibility purposes.**

LISD ACCIDENTAL INSURANCE COVERAGE FOR STUDENTS

The Lewisville Independent School District has insurance that covers all students who participate in UIL sponsored activities for accidental injuries that they receive while participating in the activity. If the injury requires medical treatment, then the LISD accidental insurance will assist the student's primary insurance carrier with medical expenses. Since the LISD accidental insurance is a secondary coverage, the injured student must follow all required procedures by their primary insurance carrier before the LISD accidental insurance begins assistance. In order for the LISD accidental insurance assistance to begin, the student's parent or guardian must first get an insurance claim form from the school office, activity sponsor, or an athletic trainer. The insurance claim form must then be filled out completely and received by the insurance company within 90 days of the accident. It is the responsibility of the injured student's parent or guardian to obtain the insurance claim form and mail the form to the LISD accidental insurance carrier.

MEDICAL AND IMMUNIZATION INFORMATION

Medical Treatment

Each student shall have an updated Health and Emergency Information Card on file in the Nurse's office, which includes a parents' or guardian's signature authorizing school officials to seek emergency medical attention when deemed necessary.

Medication Administration

Employees of the school district may administer medication to a student provided:

1. The district has received a written request to administer the medication from the parent or legal guardian of the student.
2. Authorization from the dispensing Physician must be provided to the school if the medication is to be kept at the school in the clinic.

3. The medication must be in the original container with the student's name on it and with proper dispensing instructions on the label.
4. The Nurse's office does not dispense over the counter medication such as Advil or Tylenol to any student. Students in the secondary schools are permitted to carry their own medications with them.

Prescription and Over-the-counter Medication

Students in the secondary schools are permitted to carry their prescription and over the counter medication with them as long as it is not a controlled substance. An example of a controlled substance would be Ritalin or Adderall. If you are concerned as to whether or not a medication that has been prescribed to your child is a controlled substance, consult your Pharmacist. Refrigeration will be available in the clinic for any medication when necessary. In order for a student to carry his or her own medication, the following conditions must be met:

- The medication must be in the **original** container and, in the case of prescription medication, must be prescribed to them by having their name on the dispensing label. Note: Each medication must have its own container. Advil or Tylenol must be in the bottle that you purchased it in. **Do not place several medications in one container.**
- The student **must** carry with them written permission from their parent or guardian to take the medication. Included, must be instructions on how and when to take the medication. For example: Mary Smith has my permission to take two Tylenol every four hours as needed during school.
- **You must instruct your child that it is against the school district policy to share their medications with their classmates at school.**
- Any medication must be surrendered to a school official when requested.

Medications left in the Health Room at the end of a school year will be destroyed if attempts to return them to the parent or guardian have been unsuccessful. Employees authorized to administer medications to students shall include registered nurses, superintendents, principals, classroom teachers, teacher's aides, secretaries, or any other authorized district employee.

CAUTION: ANY STUDENT FOUND TO BE CARRYING MEDICATION THAT DOES NOT COMPLY WITH THE SCHOOL DISTRICT AND THIS CAMPUS' POLICY, IS SUBJECT TO DISCIPLINARY ACTION AND COULD BE IN VIOLATION OF THE DISTRICT'S "ZERO TOLERANCE" DRUG AND ALCOHOL POLICY. [FOD (LOCAL)]

Immunization

The responsibility for providing immunization records of students entering school for the first time or transferring from another district rests solely with the parents or guardian. If, after the 30-day grace period has expired, the school has not been furnished complete records of immunization, the student shall be excluded from attendance until such records are complete and current. In addition to the proof of immunization required at the time of enrollment, parents shall also provide the school with district health follow-up forms.

DPT - minimum of three doses with the last having been received since fourth birthday and/or TD (Booster) - one every ten years.

POLIO (Oral) - minimum of three doses with last having been received since fourth birthday.

RUBEOLA (Red Measles) - must be on or after the first birthday and since 1987. One dose of vaccine or date of illness.

MUMPS - one dose of vaccine or date of illness.

HEPATITIS – Children born between September 2, 1988 and September 1, 1992, must show proof of three doses of Hepatitis B Vaccine within 30 days of their 12th birthday.

VARICELLA – Children born between September 2, 1988 and September 1, 1994 must have one dose of Varicella Vaccine received on or after their first birthday and within 30 days after their 12th birthday. If the first dose is received after age 13, two doses are required.

Parents or students should keep a copy of immunizations in case of loss of records. The State of Texas requires the full date of immunization.

Health Examination for UIL Participation

Students desiring to participate in the UIL athletic program shall submit a statement from a physician licensed to practice in the state indicating that the student has been examined and is physically able to participate in the athletic program. This examination is required every year of athletic participation.

Health Services

Students will be given temporary care in the event of illness or injury during the school hours. If your child has a medical problem, please make sure that the school is informed. It is important that correct telephone numbers (home, work, mobile, pager, and emergency) are on file in the office and health room.

The following guidelines should be used to help determine when your student should stay home from school due to illness. These guidelines will also help the nurse decide when to send the student home from school.

- Temperature of 100.4 or above (measured when no anti-fever medication given) (exclude until fever subsides; recommend that a student be fever-free for 24 hours before returning to school)
- Undetermined rash (recommend exclusion and readmit after rash is gone or with approval of physician)
- Ringworm of the scalp (exclude and readmit after treatment has begun)
- Diarrhea
- Vomiting two or more times in 24 hours (unless a physician feels the cause of vomiting is not an infectious disease or student is in no danger of becoming dehydrated)
- Red eyes with discharge and crusting around eyes (may exclude and readmit after effective medical treatment and approval of physician)
- Live head lice (exclude and readmit after one effective treatment has been given)
- Jaundice
- Communicable diseases listed by Department of State Health Services

Students in secondary schools, in LISD, are permitted to carry their prescription and over-the-counter medications with them as long as it is not a controlled substance. Examples of controlled substances would be Ritalin or Adderall. The medication must be in the **original** container with dosing instructions on the label and the student's name, if a prescription. The medication must be accompanied by a note from the parent with instructions on how and when to take the medication. The note **must** be registered with the nurse on the day of the initial dose at school.

Medications kept in the health room for more than 5 days will require written authorization and dispensing orders from the parent and prescribing physician. Parents must give written permission for the student to transport medication to and from school.

ALL IMMUNIZATIONS SHOULD BE COMPLETED PRIOR TO ENROLLMENT. A list of required immunizations can be obtained from your school nurse or from the LISD website at www.lisd.net. Click on Departments and then click on Student Health Services to find a link to the immunization website through the Department of State Health Services. Please refer specific questions to your campus nurse.

Students will be screened for vision, hearing, spinal, and acanthosis nigricans at scheduled intervals.

HIPPA Notice

HIPPA (Health Insurance Portability and Accountability Act) and **FERPA** (Family Educational Rights and Privacy Act) are two laws controlling and limiting access to an individual's medical or educational information. Access to such information is restricted in the Lewisville ISD to school personnel who have completed confidentiality training and who have a "need to know".

LISD personnel who will or may have access to health information about your student are those who are responsible for your student during a school day. These personnel may include LISD nurses, counselors, teachers, school secretaries, attendance clerks, school administrators, substitute nurses and teachers, child

nutrition managers, and the school bus driver. Student teachers and student nurses are covered by the procedures and guidelines governing district personnel.

Parents who wish to place restrictions on access to health information or who do not wish to complete certain forms requesting that information should contact the school nurse to arrange a private conference. If there are no restrictions in place, the school nurse will determine who may need to know the information in order to care for or to safeguard your student.

Communication with an individual's health care providers and agencies will commonly require appropriate and specific parent (or student) signed "permission to release information". Nurses are however, required by law to consult with prescribing physicians in some circumstances. If permission to consult is revoked by the parent, the school nurse may not be able to provide the prescribed care.

Communications with health departments, police, emergency medical services, federal, or state authorities and child protective agencies are permitted without parental permission in an emergency or to protect the health and safety of the student or other persons and during investigations of acts of terrorism.

Communications and copies containing health information used in general research or in response to some types of inquiries or investigations must have any personally identifying information removed.

If you have particular questions or concerns about this information or about the information on your student, please contact your school nurse or building administrator.

APPENDIX A: WEDNESDAY NIGHT SCHOOL AND WEDNESDAY DETENTION RULES

1. Report to the cafeteria before 4:30 pm and be seated by 4:35 pm. The doors will be locked at 4:35 pm and you will not be admitted after this time! Wednesday Night School ends at 8:30 pm. Wednesday detention lasts one hour.
2. You will not be allowed into Wednesday Night School unless you have something to work on or read for the full four hours. If you are not prepared, you will be asked to leave and you will not receive credit for the time spent in Wednesday Night School. **It is your responsibility to work the entire time scheduled.**
3. No talking with other students will be permitted. If you have a question or need assistance regarding your work, raise your hand. Do not leave your seat.
4. Do not sleep or lay your head on your desk. This is study time. There will be no free time.
5. No gum, candy, food or drinks will be allowed.
6. Students assigned to Wednesday Night School for disciplinary reasons who do not attend will be assigned TWO days in PAS by their Principal.
7. School rules will be followed at all times in addition to PAS room rules. Failure to comply with any rules will result in removal from Wednesday Night School followed by appropriate disciplinary action (PAS or Suspension).
8. School appropriate dress is required.
9. To attend Wednesday Night School, you must be in school on Wednesday.
10. No cell phones can be used for any reason in Wednesday Night School. If cell phones are seen or heard, the cell phone will be taken up by the teacher and returned to you by your Assistant Principal at the end of the following day. The \$15.00 fine rule is in effect.
11. No food may be dropped off or delivered by outside sources after 4:30 pm for Wednesday Night School students.
12. If students need to request a change of date for Wednesday Night School, they must notify their assistant principals before second period on the day the Wednesday Night School has been assigned.

APPENDIX B: PAS RULES

Principal's Alternative to Suspension (PAS) is a disciplinary consequence designed to keep students in school where they may receive school assignments and supervision. Failure to comply with PAS rules will result in further disciplinary interventions.

1. Report to 1330 by 8:45. A tardy is a warning.
2. Bring necessary materials with you to class. You will not be able to return to your locker to get books or materials. A school library book is considered to be appropriate material for the PAS room when you have finished all assigned work.
3. Do not get out of your seat without permission.
4. Do not talk without permission. Raise your hand when you need to talk.
5. Do not sleep or put your head down in a manner that appears to be sleeping.
6. Remain facing forward in the desk. Keep all four chair or desk legs on the floor.
7. Do not chew gum or eat candy.
8. Keep the area around your desk clean. If you need to throw paper or other items away, ask permission to do so.
9. Restroom groups are taken at a time designated by the PAS room teacher. During restroom breaks students are required to stay in line and to remain silent.
10. Follow instructions when given, and remain on task.
11. Lunch is eaten in the PAS room. Lunch will consist of a sack lunch from the cafeteria, which will comply with the requirements for a Type A school lunch. Students may bring their own sack lunches if they choose to do so. Food will not be delivered to the PAS room, with the exception of sack lunches.
12. Students will not be released from the PAS room for extra-curricular activities or for Co-op employment. Co-op students are released at 2:15.
13. Students who have multiple day PAS assignments may not participate in extra-curricular activities until after the end of the school day on the last assigned PAS day.
14. Students who check out of PAS due to illness, appointments, or other excused reasons will be required to make up the periods they miss.

APPENDIX C: EXTRACURRICULAR CODE OF CONDUCT

If I am selected to represent _____ School in its extracurricular program, I will be sincerely interested in contributing my best effort to the success of the program. I therefore agree to the following expectations and consequences as they pertain to out of school and after hours behavior while a member of an extracurricular group. It should be noted that the LISD student code of conduct and local school policies regarding appropriate behavior shall always be applied first and foremost when violations occur at school, at a contest/event, traveling to and from an event/contest, or when the students represent themselves as part of a school team, organization, or school group. Participation in extracurricular activities is considered a privilege and, certainly, higher standards are expected from all participants as it pertains to grades, behavior in and out of school, attendance, work ethic, and commitment.

The following restrictions refer to **any amount** of alcohol, drugs, or tobacco both **on** and **off campus**.

- I. Use and/or possession of Alcohol will not be tolerated.
 - 1st offense: Removed from the program for two contests and/or performances. School staff counseling required.
 - 2nd offense: Removed from the program for a semester. School staff counseling required.
 - 3rd offense: In the event of a third violation of these rules, the student will no longer be permitted to participate in competitive extracurricular activities for the remainder of the student's enrollment in the District.
- II. Use and/or possession of Drugs will not be tolerated.
 - 1st offense: Removed from the program for a semester. School staff counseling required.
 - 2nd offense: Removed from the program for a year. School staff counseling required.
 - 3rd offense: In the event of a third violation of these rules, the student will no longer be permitted to participate in competitive extracurricular activities for the remainder of the student's enrollment in the District.
- III. Use and/or possession of Tobacco will not be tolerated.
 - 1st offense: Suspension from one contest and/or performance.
 - 2nd offense: Removed from the

IV. Hazing

(as defined by Board Policy FNCC Legal)

program for a semester.

3rd offense: Removed from the program for one calendar year from date of infraction.

1st offense: Removal from the program for no less than (as defined by Board Policy FNCC Legal) 30 days and up to 90 days with reinstatement to the program at the Sponsor/Coach and Administrator discretion.

2nd offense: Removal from the program for no less than 90 days and up to one calendar year. Reinstatement to the program will take place only at the Sponsor/Coach and Administrator approval.

V. Charged with a felony involving bodily harm

Removed from the program until the case is decided.

Adjudication and/or Conviction of a felony

Removed from the program indefinitely.

*****1. Once a participant has been removed from the program, the Sponsor/Coach and /or Administrator has the right to review the case and make a decision as to whether to allow the participant back into the program after the 90 day suspension.

A semester is considered to be 90 days.

Infractions **will not** accrue from year to year. Infractions **will be** tabulated for one calendar year beginning August 1 and ending July 31. Penalty can carry over from term to term until time is served.

These violations have to be (a) witnessed by District personnel (b) ticketed by law enforcement (c) or admitted to by the participant.

You are expected to follow the code of ethical behavior both on and off campus.

VI. Additional expectations for extracurricular activities: failure to meet these expectations will result in counseling by the coach or sponsor, or some form of punishment or suspension.

Conduct: We expect you to conduct yourself as ladies/gentlemen at all times. Follow school rules and procedures.

Attendance: Do not cut class. Do not be tardy. If you miss an athletic period or participation be sure it cannot be helped. Your commitment may include holidays and non-school days. Call the coach or sponsor if you are absent from an athletic period.

Profanity: We do not allow it.

Injury: We have a professional trainer who has been educated in training procedures. If you have an injury, see the trainers first. They will either treat the injury or tell you to see your doctor.

Grades: We expect you to work and maintain good grades.

Promptness: Always be on time, to practice, meetings, and games.

Equipment and facilities: Be responsible and take care of both.
Respect for coaches and teachers: Treat them with respect and in return you will be treated with respect.
Stealing: Taking things that do not belong to you will result in severe consequences.
Accountability: You will be held accountable for all of your actions. Be sure you “think” before you “act”.

*Due process procedures will be in accordance with LISD Board Policies: FOC (Local),FOA (Legal), FOC(Legal), FOD(Legal), and FOD(Local).

I have received a copy of the Extracurricular Code of Conduct and understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

Name of Student (Please print)

Signature of Student

Signature of Parent/Guardian

Date _____ School _____ Grade Level _____

Revised 11/30/05 sr

APPENDIX D: AM/PM SENIOR OFF FORM

HEBRON HIGH SCHOOL

Senior Off Period Parent Consent

Hebron High School seniors must read and complete the following information to be granted an Off Period.

Student Name _____ ID# _____

Period Requested Off (circle): 1st or 4th 5th or 8th

Student's Counselor: _____ Nine Weeks Period: 1 2 3 4

Seniors/Parents of Seniors who are requesting an off period must sign that they understand and comply with the following:

- I understand that the counselor will not schedule the student with an off period if they are still requiring credits to graduate. A senior off period counts as **No Credit** to the student.
- The student must have reliable transportation. The student with 1st period off will not enter the campus until 10:10am. **The student with 4th period off is expected to leave the campus immediately after third period is over.** He/She may not wait in the Library, Cafeteria, or any other location on the school grounds during his/her Off Period.
- Teacher pass to library allowed on occasional basis.
- Students who do not comply will be subject to disciplinary action.

My signature reflects that I have read the information above, and that I comply with these requirements.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Note: Specific lunch period requests will not be honored.

APPENDIX E: ESCHOOL ONLINE COURSE CONTRACT



**LISD eSchool Online Course
STUDENT PARTICIPATION CONTRACT**

This application must be completed in full and given to the counselor. It is very important that valid phone numbers be provided for the student and parents. Teachers will call the students weekly to discuss the content and answer any questions the student might have. Students without valid phone numbers will not be enrolled.

Requested Course: _____

School Year _____

9 Weeks: 1st 2nd 3rd 4th Summer of _____

Student's Name _____ (printed)

Parent/Guardian Name _____ (printed)

Street Address _____ Student ID Number _____

City _____ Zip _____ Grade Level: _____

Contact Phone* (required) _____ Alternate Contact Phone* _____
(provide if you wish email notifications – may include grade information)

Parent Contact email* (required) _____

Student Contact email* (required) _____

Campus: FMHS HHS LLC
 LHS MHS TCHS
 KLHSN

** Valid contact information MUST be provided for the teacher to contact parents and students. Occasional verbal contact with the student is a required aspect of the course. Student cell phone cannot be used. Please use home phone or parent cell phone.*

Do you have a computer at home? Yes No Internet service at home? Yes No

Have you completed the Online Learning Quiz? Yes No *(This must be done prior to attending the orientation. To access, open Internet Explorer, go to the LISD Home page and click on Parents/Student, then on the eSchool link. Login with your network username and password. On the profile page, you must enter a valid email address.)*

STUDENT ACADEMIC INTEGRITY

The LISD eSchool courses are designed to allow students to participate in an online course for the purpose of acceleration. Participation in the program and access to the technology utilized by the courses requires certain responsibilities and obligations of the student.

- Students are to use technology and the online course format in a respectful manner and will be expected to:
- adhere to the all district policies, Student Handbook, Student Code of Conduct, and District Acceptable Use Guidelines, as they work with the technology and the online resources necessary to course work,
 - use technology only for authorized purposes,
 - follow rules written and unwritten, pertaining to Internet etiquette,
 - communicate respectfully to all people, and
 - responsibly complete all required assignments and activities.

Students are expected to use the Internet and associated technology appropriately. Actions that constitute inappropriate use include, but are not limited to:

- Use login or password of another individual with or without permission
- Use files or data or work of another individual without permission
- Attempt to break into system operations of the network or servers
- Engage in activity that exposes the systems and residing information to any level of harm or danger
- Make illegal copies of software
- Use Lewisville ISD network and/or email for partisan political purposes, harassment, or commercial venture.
- Use of any resource or online material without obtaining proper copyright permissions.

(Please turn over)

APPENDIX F: STUDENT HANDBOOK E-DOCUMENT FORM



Lewisville
Independent
School District

4207 Plano Parkway
Carrollton, Texas 75010

COMMITTED TO EXCELLENCE

(469)713-5183

HEBRON HIGH SCHOOL

Dear Parents,

In an effort to better utilize the technology of the Lewisville Independent School District and practice ecological responsibility, we have placed the Hebron High School student handbook on our web site. You may access the handbook at <http://hhs.lisd.net>

If you wish a paper copy of this student handbook, you may request one through the principal's office or by checking the box below and one will be provided for you. Please acknowledge your notification of the student handbook posting and the opportunity for a printed copy with your and your child's signature and return to the appropriate school personnel.

Parent Signature

Student Signature

Please check this box if you require a printed copy.