



LEBANON TRAIL HIGH SCHOOL

EST. 2016

5151 Ohio Drive Frisco, Texas 75035

469-633-6600 (Office) 469-633-6650 (Fax)

Why does LTHS exist?

Mission: Our mission is to inspire thoughtful, successful, and socially responsible leaders through a learning community driven by values and achievement.

What kind of school do we want to become?

Vision: Trail Blazers will lead purposefully in the fearless pursuit of innovation, personal success, and pride in one's self, school, and community.

Lebanon Trail Alma Mater

Hail to Thee, Lebanon,
Truth and Honesty,

All for one, one for all.
Perfect harmony.

Trail Blazers, light the way.
Flame of victory.

Fight for thee, Lebanon.
Ever Green and Gold.
(Ever Green and Gold)

Values

LEADERSHIP
CHARACTER
ACHIEVEMENT
PURPOSE

Mascot

Trail Blazer

School Colors

Green and Gold

Lebanon Trail High School Administration Team

Jake Duce <i>Principal</i>	Stephanie Portwood <i>Principal Secretary</i>	Kari Korth <i>Testing & 504 Coordinator</i>
Kristen Sommers <i>Assistant Principal</i> <i>Last Names A-G</i>	Justin Wieller <i>Assistant Principal</i> <i>Last Names H-O</i>	Melissa Perea <i>Assistant Principal</i> <i>Last Names P-Z</i>
Jackie Smith <i>Lead Counselor</i> <i>Last Names A-G</i>	Latresea Kennedy <i>Counselor</i> <i>Last Names H-O</i>	Christine Wilson <i>Counselor</i> <i>Last Names P-Z</i>



2018 – 2019 Bell, Lunch, & Shuttle Schedules

LTHS Bell Schedule		Mega Lunch Closed Intervention Days		
1st Period	9:00-10:30	Tuesday:	English	
2nd Period	10:35-12:05	Wednesday:	Math	
Mega Lunch	12:05-1:05	Thursday:	Science	
3rd Period	1:10-2:40	Friday:	Social Studies	
4th Period	2:45-4:15	**Students must be assigned to attend a closed intervention session.		
Homeroom Bell Schedule		Pep Rally Bell Schedule		
1st Period	9:00-10:20	1 st Period	9:00-10:20	
2 nd Period	10:25-11:50	2 nd Period	10:25-11:45	
Homeroom	11:50-12:15	Lunch	11:45-12:45	
Lunch	12:15-1:15	3 rd Period	12:50-2:10	
3 rd Period	1:20-2:45	4 th Period	2:15-3:35	
4 th Period	2:50-4:15	Pep Rally	3:45-4:10	
<i>*Homeroom Dates: 8/30, 9/28, 10/30, 11/30, 12/20, 1/31, 2/28, 3/29, 4/26</i>				
CTE Center Bell & Shuttle Schedule				
	Class Start	Shuttle Pick-up @ LTHS	Class End	Shuttle Pick-up @ CTEC
1 st Period	8:40am	8:26am (front)	10:10am	10:15am
2 nd Period	10:45am	10:40 (front)	12:10pm	12:15pm
3 rd Period	1:00pm	12:45 (front)	2:30pm	2:35pm
4 th Period	3:00pm	2:50 (front)	4:30pm	4:30pm

Arrival and Dismissal Procedures

School begins at 9:00 a.m. and dismisses at 4:15 p.m., Monday through Friday. See bell schedule for class times. Students are under the authority of school personnel when they arrive on Fisd property, or when students are at a school-sponsored event. Students should arrive no earlier than 7:45a.m. Students are considered to be “in school” when they board a bus or step on campus and are not allowed to leave campus without permission from the office. Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. The cafeteria, library, and main hallway in front of the library are the main areas for assembly in the morning if a student is not attending tutorials. Students are not allowed to be anywhere other than the cafeteria, library, and designated hallways unless granted permission from a teacher or administrator. Should a student need to leave campus, they will need to report to the front office and follow normal sign out procedures.

Arrangements should be made for transportation home for all students at the end of the school day at 4:15 p.m. Students must be in an after-school activity or tutorial by 4:25pm.

Attendance Contracts for Excessive Absences

Students who do not meet expectations for the 90% attendance policy may be placed on an attendance contract for the remainder of the current semester/ school year. Attendance contracts may place strict limitations on the types of absences that will be considered excused. While absences specifically referenced in the Fisd Exemption to Compulsory Attendance Policy will be continued to be excused, parent notes and other documents to excuse absences not specifically referenced in the Fisd Exemption to Compulsory Attendance Policy may no longer be excused. The LTHS Attendance Contract will detail the specifics of any limitations placed on documentation for excusing absences as well as the specifics for recovering any lost time that exceeds the 90% requirement.

Note: All absences, both excused and unexcused, count against the 90% attendance policy for gaining credit for academic courses. See Fisd policy for more details.

Students are allowed to be excused for four days or parts of days per semester with a parent note. Any additional parent notes will result in unexcused absences. All parent notes must be submitted to the attendance office within three school days of the absence.

Cafeteria

Child nutrition information can be found at www.friscocafe.org

Carpool and Student Drop-off

The traffic flow map can be found on the LTHS Website under the Resources tab. To ensure the safety of all students, please follow the LTHS parking policies and traffic flow patterns.

Cell Phones /Electronic Devices

Expectations:

Before/After School	Classroom	Passing Period	Lunch
<ul style="list-style-type: none"> Allowed to use devices in cafeteria and main hall ONLY ALL items must be off and out of sight before entering the classroom 	<ul style="list-style-type: none"> Teacher has the choice to use FOR INSTRUCTIONAL PURPOSES Must be teacher managed and lesson driven 	<ul style="list-style-type: none"> Cell Phone Use Allowed Headphone use is allowed, but must be able to hear teachers, administrators, etc. 	<ul style="list-style-type: none"> Allowed to use devices in the cafeteria Must keep at an appropriate volume level for individual use ALL items must be off and out of sight before entering the classroom.

It is at each teacher's discretion whether or not to allow electronic devices in class. Students may be allowed to listen to music only when they are working independently at their desks. They may not listen to music/have ear-buds in during instruction, group activities, or testing. Live broadcasting is not allowed at any time without staff/teacher permission.

If a student uses a device, leaves the device turned on, or displays the device during the prohibited time, it will result in confiscation of the device. If a student refuses, for whatever reason, to surrender the electronic device, it will be considered insubordination and may result in disciplinary consequences.

Upon confiscation, the device will only be returned to a parent or guardian. There are no exceptions to this policy. Students who violate the LTHS cell phone/electronic device policy will face disciplinary consequences (detailed below), regardless of the circumstance under which the policy was violated.

The consequences for electronic device offenses are:

- 1st Offense Phone confiscated and returned to parent.
- 2nd & 3rd Offense Phone confiscated, \$15 fine assessed and phone returned to parent upon payment of fine.
- 4th Offense Phone confiscated for the remainder of the school year. \$15 fine assessed and phone returned to parent upon payment of fine at the end of the school year.

Cell phones or other electronic devices used for communication are banned from classrooms during testing administrations. Phones or other electronic devices may not be kept in pockets, jackets, purses, backpacks, etc. within the designated testing classroom.

If the need arises, a student may call from the office phone located at the front of the school. Parents should be cautious when calling or sending text messages to their children during school hours because this may cause the phone to be confiscated.

If the device is not picked up by the end of the school year, it will be disposed of following district guidelines.

Note: Students bring phones and other items to school at their own risk. It is the responsibility of the student to secure his/her belongings. The District will not be held responsible if a phone or other item is lost, stolen, or misplaced, including those that have been confiscated.

Cheating and Plagiarism

Please reference the FISD Student Handbook for information on cheating and plagiarism. Additional disciplinary consequences will be at the administrator's discretion.

Class Dues

Students and parents have the option to pay class dues of \$25 per year for three years due each year by October 1st. This will cover the cost of a student's senior t-shirt and prom ticket. Students and parents do not have to pay the yearly fee but will be responsible for the full cost of the prom ticket (\$75) during the senior year.

Clubs and Organizations

Clubs and organizations are added all the time. Check the LTHS website for a current list.

Dances

- When purchasing a dance ticket, students agree to appropriate dance behavior; this also includes behaviors for any guests of LTHS students.
- Dress must meet the expectations of modesty as defined in the FISD dress code.
- Students may not leave and return to the dance.
- Inappropriate conduct will result in immediate removal from the dance.
- The dance may be immediately stopped and canceled if inappropriate behavior persists.
- LTHS Administration reserves the right to cancel any event or function.

Deliveries

Office staff will accept limited delivery of schoolwork, class materials, and clothing or uniforms needed for school related activities. We will not allow flowers, candy, or gifts to be delivered through the main office. If your student forgets their lunch or if a parent/ guardian listed as a contact on the student's file brings lunch to the student, the parent/guardian will need to sign-in at the front office then may deliver the food to the student in the front foyer. The front office will not hold food for a student. Outside deliveries such as Uber Eats, Favor, Grubhub, etc. are prohibited. Failure to comply will result in food being confiscated and disciplinary consequences given.

Detentions and Thursday Night Reflections (TNR)

Thursday Detentions: 7:45 am - 8:45 am & 4:15 pm - 5:15 pm
Thursday Night Reflections (TNR): 4:15 pm - 6:15 pm
Saturday School: 8:00am – 11:00am

All Detentions, Reflections, and Saturday School sessions will take place in B100. Unless approved by an administrator, failure to attend detentions, TNR, or mandatory tutorials may result in further disciplinary action. **Truancy charges may also be filed.**

Dress Code

All Lebanon Trail High School students are expected to follow the FISD Dress Code standards as detailed in the FISD High School Handbook. Any student in violation of dress code will change into school issued clothing and receive the following consequences.

- 1st violation: Change clothes (school provided) and warning
- 2nd violation: Change clothes (school provided) AND One hour detention
- 3rd violation: Change clothes (school provided) AND Two hour detention
- 4th violation (and each additional): Change clothes (school provided), Saturday School, CIT meeting

Students who violate the FISD Dress Code guidelines two or more times are considered to be engaging in persistent misbehavior and are subject to more stringent dress code standards at the administrator's discretion.

Field Trips

Students failing one or more classes may be prohibited from attending field trips if they would miss the class they are failing. The decision will be made by the teacher of the class in which the student is failing in consultation with the student's assistant principal.

Grading Policy

Major: Minimum of 2 Grading Events	Minor: Minimum of 2 Grading Events	Daily: Minimum of 4 Grades
50%	30%	20%

Late Grades

- Late daily work will not be accepted.
- Minor and major grades will be accepted:
 - By the next class period = 15 point deduction
 - 2 class periods late (up to 4 days total) = 30 point deduction
 - After 2 class periods late, minor/ major grades will **NOT** be accepted.

See FISD policy for re-testing and make-up work policies.

Lebanon Trail High School's Honor Code

Lebanon Trail expects students to engage in all academic pursuits in a manner that is beyond reproach. Students found in violation of the Honor Code are subject to disciplinary action. Please study carefully the following section of the Code before submitting anything in this course:

"Violation of the "Honor Code" includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion and the abuse of resource materials.

A. "Cheating" means engaging in any of the following activities:

- 1) Copying from another student's test paper, laboratory report, other report, or computer files, data listings, or programs or allowing another student to copy your materials.
- 2) Using unauthorized materials during a test.
- 3) Collaborating, without authorization, with another person during an examination, in preparing academic work, or asking and receiving information about a test someone else has already taken.
- 4) Knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying or possessing, in whole or in part, the contents of an unadministered test.
- 5) Substituting for another student or permitting another person to substitute for oneself in taking an examination or preparing academic work.
- 6) Bribing another person to obtain an unadministered test or obtain information about an unadministered test.
- 7) Purchasing, or otherwise acquiring and submitting as one's own work any research paper or other writing assignment prepared by an individual or firm. This section does not apply to the typing of the rough or final versions of an assignment by a professional typist.

B. "Plagiarism" means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

C. "Collusion" means the unauthorized collaboration with another person in preparing for any assignment (including projects, quizzes, and tests) offered for credit.

D. "Abuse of resource materials" means the mutilation, destruction, concealment, theft or alteration of materials provided to assist students in the mastery of course materials.

If you feel you can follow this code, then please sign. If you don't feel you can follow this code, then please do not sign. Ultimately, the accountability is on you.

Signature: _____

LTHS Library

Hours: 8:15 a.m. – 4:30 p.m.

Lunch period: open depending on scheduling, signs will be posted.

- NO eating or drinking is allowed in the library. Please eat breakfast or lunch before coming to the library.
- Loan period: books are checked out for a 3-week period. Items may be renewed as needed.
- Fines are not charged but you are expected to return your items on a timely basis. Disciplinary actions may occur when items are not returned.
- Databases: students at LTHS are highly encouraged to use the subscription databases for research. Please come by the library for further information and home passwords.

Mega Lunch

Goals:

- Provide opportunities for remediation, intervention, and enrichment
- Provide tutorials built into the school day
- Provide an additional study time for students
- Allow students and staff members more time during the lunch hour for department meetings, club meetings, tutorials, etc.

Components:

- One hour long lunch for everyone at the same time from 12:05-1:05
- Students are not limited to the cafeteria-may eat in the hallways, collaborative spaces, and even some classrooms
- Some students may be assigned an intervention during Mega Lunch. These are closed sessions and are only for assigned students. It is mandatory to attend interventions. School consequences will be given to those students who skip intervention sessions.

Sample Student Schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
A Block 12:05-12:35	Spanish Tutorials	Lunch	Lunch	Lunch	Open Gym
B Block 12:35-1:05	Lunch	English Tutorials	ACDEC Meeting	Work on homework	Lunch

Sample Teacher Schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
A Block 12:05-12:35	Tutorials	Lunch	Interventions	Lunch	Tutorials
B Block 12:35-1:05	Lunch	Duty	Lunch	Flex Day	Lunch

LTHS Homeroom:

Homeroom will be embedded during the last 25 minutes of 2nd period, on the last A Day of the month. An alternative bell schedule will be followed to allow for this time.

Goals

- Provide Whole Child Presentations
- Provide School Presentations
- Hold Class Meetings
- Goal setting

Parking on Campus

All students and staff who plan to park on the Lebanon Trail High School campus will be required to register their vehicle and obtain a parking sticker which must be displayed while the vehicle is parked on campus. Please reference the FISD High School Parking Permit on the LTHS website under the Resources tab.

Upon parking his/her car, students must leave the vehicle immediately and report to a designated area. Students must parking in designated student parking areas. Please reference the on the LTHS website under the Resources tab. Students who fail to adhere to parking policies will receive school consequences and may have parking privileges revoked or vehicle towed.

Students who must leave campus during the school day are required to sign out in the office after obtaining permission to leave school. Students who violate parking rules or drive in a reckless or unsafe manner will face disciplinary action including the loss of parking privileges. Theft of a parking permit is a violation of the student code of conduct and will result in the appropriate consequences. Consequences for parking and driving violations on-campus will be at the discretion of the administration.

Progress and Grade Reports

Interim progress reports and Report Cards will be made available on the Frisco ISD Home Access Center (HAC) to make students and their parents/guardian aware of student grades.

Schedule Changes

Students pre-enroll in the spring for selected classes, and hiring decisions and the campus class schedule are made based on that information. Students are given the opportunity before the schedule is set to request changes. In the event that a requested schedule change is not addressed by these guidelines, the affected student's guidance counselor and assistant principal will make the final decision regarding whether or not the requested change will be approved.

After the mid-April cutoff date (of the previous school year), elective choices cannot be changed.

Program changes can be made the first two weeks of school. A program is a class that requires outside time/money. Examples of programs are band, athletics, orchestra, choir, debate, and drill team.

Teacher Changes: Teacher change requests are **only considered for extenuating circumstances**. If such a situation arises, the following protocol will be followed *before* making a teacher change request.

- 1.) Request a meeting with the teacher, student, and parent/guardian
- 2.) Teacher, student, and parent/guardian will meet and develop a plan that will be implemented for at least 6 weeks or grading period.
- 3.) If the student has met the expectations of the plan and is still not successful, a teacher change can be requested to the student's Assistant Principal for approval.
**Teacher Change Requests may not always be approved due to logistics, class sizes, etc.

Pre AP/AP Class Changes

Pre AP/AP courses may only be dropped following the end of the 1st six weeks grading period or at the end of the first semester with permission of the teacher, parent, and counselor. A student will be allowed to move into a Pre AP/AP course with the parent's, current teacher's, and Pre AP/AP teacher's approval; students will be responsible for all summer assignments and previous material covered in the Pre AP/AP class(es). Any exceptions to schedule change guidelines must be approved by a campus administrator.

Student Identification Badges

Students are required to wear identification badges at all times while on campus and all school events. I.D. badges must be displayed above the waist and visible from the front before entering the building. Students may choose to wear any school appropriate lanyard. Student I.D. badges are used for security reasons, for identifying students and non-students, for library privileges, for textbook distribution, for purchasing discounted athletic and activity tickets, for purchasing lunch from the kiosks, in the cafeteria, or in the coffee shop, for purchases in the school store, and identifying the grade level of the student.

Only I.D. badges issued by Lebanon Trail High School will be allowed. Wearing another student's I.D. badge or giving your badge to another student will result in disciplinary action for all students involved. Students who arrive at school without a badge should go immediately to the front office to obtain a temporary badge before 8:55am. After receiving 3 temporary ID's, a student is subject to school level discipline. A fee of \$5 cash will be assessed for replacement of an identification badge during the school year. Failure to wear student I.D. badges will also result in disciplinary action.

Consequences for not following ID Badge Policy

1 st -3 rd Offense	Warning with \$1 fine for temporary ID
4 th Offense	1 hour lunch detention
5 th Offense	2 hour detention (TNR)
6 th & 7 th Offense	Saturday School/Discretionary Consequences

Tardy Policy

Tardiness is viewed as a disruption to the classroom environment. Coming in late not only deprives the tardy student of their full learning time, but tardiness also disrupts the education of other students and the effectiveness of the teacher. Promptness and punctuality are skills necessary and beneficial for both school and the work place.

Students who are tardy to any class period will not be allowed to enter without an admit slip from the computerized tardy system in the front office. The tardy system will assign consequences as listed:

TARDIES	CONSEQUENCES (per semester)
1 st & 2 nd Tardy	Warning
3 rd Tardy	1 hour detention
4 th Tardy	2 hour detention
5 th Tardy & every tardy after 5	Saturday School / CIT / Discretionary Consequences @ Administrator's Discretion

Teacher Communication

Students are encouraged to e-mail teachers directly to ask questions, clarify expectations, communicate concerns, etc. E-mails should be professional, clear, and polite. Parents should encourage students to communicate and advocate on their own behalf.

Tutorials

Teachers will be available for tutoring before and after school as their assigned schedule permits. Teachers will communicate their tutoring schedule to students in addition to posting it in a prominent place in their classroom. Tutorials will be taught by one or more teachers from the course or department. See the LTHS website for teacher tutorial times. **Students may go to any teacher in a department to receive tutorial services.** Students who attend tutorials either voluntarily or due to assignment should be prepared to work on academic assignments.

Students who attend tutorials without having appropriate materials may be removed and may receive disciplinary action. **Students who fail to make satisfactory academic progress may be assigned Mandatory Tutorials. Failure to attend Mandatory Tutorials is a violation of the State's Compulsory Attendance Law. Per district policy, students who violate the Compulsory Attendance Law will be referred to Truancy Court.**

Verification of Enrollment (VOE)

To obtain a driver's license, the Texas Department of Public Safety must be provided with a VOE form for purpose of verifying that a student has 90 percent attendance in each course for the semester. If a student missed any class 5 times or more in a semester or 10 or more classes or parts of classes (including tardies) in a year, they are in violation of the 90 percent compulsory attendance law and will not receive a VOE form until they have made up time missed. Please see Mr. Aguila, the attendance clerk, to request a VOE form. A 24- hour notice is required.

Visitors

All visitors must first report to the main office through the front doors to sign-in and obtain a visitor's badge. All visitors to the campus are required to present their Driver's License.