



**We are Excellence.
We are Community.
We are Hebron.**



August 28, 2023 - JUNE 11, 2024

MHHS STUDENT HANDBOOK

We are excellence. We are community. We are Hebron.

WELCOME VIKINGS!

We are excellence.

Whether you are in the classroom, on stage, or in competition, we are striving to do our best. We will utilize our strengths, learn from our mistakes, and share our voice as we work toward success.

We are community.

*All Mt. Hebron students, staff and families collaborate to form partnerships that foster an equitable learning environment. We as Vikings act with cultural competence and embrace diversity to champion **all** student's success and well-being.*

We are HEBRON!

Our Vision: Mount Hebron is a respectful, safe, and inclusive environment. We provide a high-quality education that creates lifelong learners who will impact society as responsible, global citizens.

This handbook contains school policies, procedures, and academic information that will help us maintain a safe, inclusive, and productive learning environment. Our procedures are aligned with HCPSS policies and are founded on respect for yourself, others, learning and property. Please take the time to carefully read this information and discuss it with your parents. Your administrative team and staff are here to serve you in any way that we can. Please feel free to talk to us, offer suggestions, or bring up questions or concerns that you may have about your education and your time here at Mt. Hebron.

We truly care about you and want you to have a successful school year!

The Staff and Administrative Team

Mt. Hebron High School

Phone: 410-313-2880

MHHS - <http://mhhs.hcpss.org/>

Twitter - https://twitter.com/hcpss_mhhs

MHHS Vision and Mission

Vision: Mount Hebron is a respectful, safe, and inclusive environment. We provide a high-quality education that creates lifelong learners who will impact society as responsible, global citizens.

Mission: Mount Hebron High School staff purposefully engages, encourages, and develops all students through rigorous academic, artistic, and athletic instruction, experiences, and opportunities in order to cultivate personal growth and nurture lifelong learning. Mount Hebron staff live by the following principles:

- *Value* - fostering growth in each student's inherent intellectual, social, cultural, and ideological value that encourages learning and school improvement.
- *Achieve* - striving for equitable, educational opportunities to enrich the whole student, to demonstrate personal accountability, and to act with cultural competence.
- *Connect* - engaging families and the community in meaningful and mutually beneficial partnerships to champion every student's academic success and well-being.
- *Empower* - encouraging self-accountability and independence by recognizing each student's individual strengths and voice as assets for learning.

Click to see the [HCPSS Strategic Call to Action](#).

MHHS Core Values

As a Viking, I will..

- respect myself and others - BE KIND.
- challenge myself and try new things.
- be the best I can be everyday.
- ask questions and share my voice.
- be engaged in class.
- be mentally and physically prepared to learn.
- exhibit academic honesty and do my own work.
- be engaged and involved in the school community.
- build positive relationships with classmates by respecting differences.
- practice self-care strategies and seek well-being support when needed.

HCPSS STUDENT CODE OF CONDUCT

Each student and parent MUST READ the [HCPSS Student Code of Conduct](#) AND **MUST SIGN** the [Student Code of Conduct Signature Page](#).

This handbook is not intended to be an exhaustive list but rather the highlights of student expectations. Be sure to reference the rest of your Student Handbook, the Howard County Student Code of Conduct, and Howard County policies for more information on these topics.

STUDENT TIPS FOR RETURN TO SCHOOL

Introduce yourself to mindfulness.

Mindfulness is the experience of being open and aware in the present moment, without passing judgment or letting the mind wander. Being more mindful is something that you can practice, and it can help you identify and cope with tough emotions that you might experience during the first days of school.

Establish a new routine.

If you have been going to sleep later than usual during the summer and waking up late, start on a new schedule prior to school. Build a morning routine that feels comfortable, safe and nurturing. Consider incorporating something calming, like listening to music, reading a book or meditating.

Communicate with your teachers.

It's important to chat with your teachers or a trusted adult about your transition back to school. Get to know your teachers and let them know if you are feeling overwhelmed. Everyone has a story.

Recognize and validate your feelings.

You or a friend may not have the vocabulary or way to express how you feel. Look for behaviors that indicate a friend may be feeling anxious, like crying, irritability, stomachaches or clinginess. If you are feeling uneasy, seek help from your friends, family, staff members, school counselors and administrators.

Visit the MHHS Student Community Canvas page.

All information regarding extra curricular activities can be found [HERE](#). Become part of the community! *MHHS SGA Instagram- @mhhssga*

[Mt. Hebron Staff Contact Information](#)

[MHHS 2023-2024 Extra Curricular Calendar](#)

[MHHS 2023-2024 Schoolwide Canvas Calendar](#)

STUDENT DAILY SCHEDULE

Daily Schedule

Period 1: 8:00 am - 8:55 am
Period 2: 9:00 am - 9:50 am
Period 3: 9:55 am - 10:50 am
Period 4: 10:55 am - 12:55 pm
 A Lunch: 10:55 am - 11:25 am
 B Lunch: 11:25 am - 11:55 am
 C Lunch: 11:55 am - 12:25 pm
 D Lunch: 12:25 pm - 12:55 pm
Period 5: 1:00 pm - 1:50 pm
Period 6: 1:55 pm - 2:45 pm

Viking Time Schedule (Wednesday)

Period 1: 8:00 am - 8:45 am
Period 2: 8:50 am - 9:35 am
Viking Time: 9:35 am - 10:05 am
Period 3: 10:10 am - 11:00 am
Period 4: 11:05 am - 1:05 pm
 A Lunch: 11:05 am - 11:35 am
 B Lunch: 11:35 am - 12:05 pm
 C Lunch: 12:05 pm - 12:35 pm
 D Lunch: 12:35 pm - 1:05 pm
Period 5: 1:10 pm - 1:20 pm
Period 6: 1:25 pm - 2:10 pm

[Alternate Bell Schedules](#) can be found on Mt. Hebron Website under Calendar, or in Canvas under Mt. Hebron Student Resources.

MHHS PROCEDURES

MHHS Student Hall Pass

Anytime you need to leave the classroom, you must sign out in the classroom binder. If you are returning to the class, then take the hall pass. Sign back in and return the pass when you return. We are accountable for every student in the building and must know where you are at all times. Students eating lunch in the library media center must sign in on the circulation desk computers daily; you will be asked who gave you permission to leave the cafeteria/class.

Student Meals

For the 2023-2024 school year, students whose families do not qualify for free or reduced lunch will be required to pay the daily meal price of \$3.30.

Many HCPSS families are eligible to participate in the Free and Reduced Price Meals (FARMs) program, which provides children with a wide range of benefits. Families are urged to check their eligibility and complete a FARMs application as soon as possible. Families must submit a new application every school year. [Details on the Free and Reduced Meals program](#), including a link to apply, are available online.

Viking Time - Wednesdays

Students will have 5 minutes to move to a desired location. There will be pre-assigned passes for the gym, library media, and fine arts classes. Library media passes are available the morning of Viking Time on a first come, first served basis. If you have not communicated with a teacher, then you will remain in your second period class.

We will also hold 9th grade advisories during Viking Time. These will be advisory lessons for all 9th graders led by students in the National Honor Society. The lessons are designed to build community, gain information about Mt. Hebron, and promote positive social-emotional well-being.

MHHS Activities and Clubs

Please visit the [MHHS Student Community](#) Canvas page, scroll down to School Organizations and Athletics and click the arrow for Clubs. This will provide you with all information regarding joining and/or starting a club here at Mt. Hebron.

HCPSS STUDENT CODE OF CONDUCT

REMINDER: Each student and parent MUST READ the [HCPSS Student Code of Conduct](#) AND **MUST SIGN** the [Student Code of Conduct Signature Page](#)

Disciplinary consequences are given in the hope of changing unacceptable behavior. Although mediation and/or counseling may be a response to a behavioral issue, they should be seen as a way to help repair harm and an opportunity for students to learn from their mistakes. Disciplinary referrals are assigned and handled by the school administrators according to students' last names.

Offenses will be handled as defined in the HCPSS Student Code of Conduct. These offenses will be handled if they occur at a school sponsored event, during an in-person interaction, in a virtual format that impacts the school setting, or on any HCPSS property. These offenses include but are not limited to: assaulting a staff member, assaulting a student, drugs/alcohol use, possession, and/or distribution, gambling, tobacco use, possession, and/or distribution, trespassing, vandalism and destruction of school property, weapon possession and/or use. The School Resource Officer will be notified of all law violations. Citations or arrests may result.

"Discretion of Administrator" means that consequences for unacceptable behavior may include but are not limited to: conference with student, and/or parent, and/or staff, loss of privileges, removal from the classroom, detention, student behavior contract, Friday/Wednesday Evening school, and suspension. The administrators will consider many factors when determining an appropriate consequence for each student and specific action.

MHHS HONOR CODE

Rationale

The goal of all good instruction is to provide opportunity for all students to learn. We expect students and staff to maintain high standards and strive for continuous improvement. Academic integrity is an essential component of this process. In addition, we expect students to take responsibility for their actions and make appropriate choices that promote academic honesty and a positive learning environment.

Introduction

This Honor Code document defines academic dishonesty, plagiarism and computer misuse. The examples provided do not represent a comprehensive list.

The progression of discipline is in alignment with the HCPSS Student Code of Conduct and will be implemented concurrently across all departments as well as cumulatively throughout a student's career at MHHS.

A student's disciplinary record is considered during the application process for all honor societies. A

violation of the Honor Code may impact a student's continued participation in any honor society and may impact a teacher's choice to complete recommendation letters for college, scholarships, and other programs.

Academic Dishonesty:

Definition:

- Cheating - giving, receiving, or accepting assistance on any form of academic assignment or assessment.
- Assessment - any form of academic assignment or assessment. Assessments include (but are not limited to) projects, quizzes, or tests

Some Examples of Academic Dishonesty:

- Verbally sharing information during or after assessments
- Using non-verbal gestures or cues during an assessment to share information
- Copying or letting someone else copy an assignment in whole or in part from another student
- Unauthorized use of study aides, notes, books, data, electronic devices (ex. calculator) or information during an assessment
- Passing assessment information from one class to members of another class
- Use of any electronic devices (cell phones, calculator, ipod) to compromise any assignment or assessment
- Presenting collaborative work as independent work and independent work as collaborative
- Fabricating data, information or sources in an attempt to pass off made-up material as the result of genuine efforts

Plagiarism

Definition:

Plagiarism is presenting the ideas, words or phrases of others as one's own without acknowledging the source along with proper in-text citation and use of quotation marks or indentation as appropriate (MLA or APA guidelines) as well as bibliography/works cited.

Some Examples of Plagiarism:

- Copying and pasting directly from the Internet
- Taking an idea from Spark Notes and using it as an original idea
- Failing to include citations for information taken from research

All students are responsible for their own academic integrity as stated in the Honor Code. [Purdue OWL](#) has a wide variety of resources for properly citing sources.

Consequence and Reflection

First Offense

- Zero on the assignment
- Teacher contacts parent/guardian
- Teacher informs administrator

- Administrator adds violation to student record

Second Offense

- Zero on the assignment
- Teacher contacts parent/guardian
- Teacher informs administrator and assigns detention
- Administrator adds second violation to student record

Third and Subsequent Offense

- Zero on the assignment
- Teacher contacts parent/guardian
- Teacher informs administrator
- Administrator adds third violation to student record
- Further action/consequence at the discretion of the administrator

Technology Misuse

Definition:

Students must comply with class and school rules and all relevant HCPSS Board Policies, including but not limited to [HCPSS Responsible Use of Technology, Digital Tools and Social Media \(Policy 8080\)](#) and [Technology Security \(Policy 3040\)](#), while using technology devices.

Staff may request at any time that students turn off and put away devices and ear buds. Failure to do so may result in disciplinary action and/or revocation of privileges. Students must obtain consent from staff and/or students before taking, uploading or sharing photos, recording audio, or capturing video during school sanctioned activities. **The placing and answering of personal phone calls, personal texts, or personal emails and the use of non-instructional applications or websites during instructional time are prohibited.**

School staff cannot attempt to repair, correct, troubleshoot, or be responsible for malfunctioning privately owned technology. HCPSS is not responsible for any possible device charges to your account that might be incurred during approved school-related use. Individuals assume full responsibility for personal technology devices; therefore, HCPSS is not responsible for any personal technology devices.

Some Examples of Computer Misuse:

- Accessing data for which users do not have privilege
- Accessing information prohibited by the provisions of this policy and these implementation procedures
- Taking a photo or video of another student and posting on social media with consent
- Knowingly deploying computer viruses or software with malicious intent
- Violating copyright laws or the privacy rights of others
- Plagiarizing

- Accessing technology via another user's account credentials or facilitating unauthorized access
- Using technology on the HCPSS network that is not in compliance with current HCPSS computer standards unless approved in writing by the Superintendent/Designee.
- Bullying/harassment through social networking sites

Attendance

All students are expected to attend school regularly in accordance with the public school laws of Maryland. Reasons for lawful (excused absences) from school include: death in the family, illness of the student, court summons, observance of an approved religious holiday, and suspension.

Absences

When a student is absent, the parent/guardian must report the absence to the school by emailing **MHHSabsence@hcpss.org**. The email should include the following:

- Student first and last name - absence in the subject line
- Send from the e-mail address on your family file
- Date and reason for absence
- Parent name and phone number

Upon receipt of the note, the attendance record in Synergy will be updated to reflect the excused absence.

A student has five days from the date of the absence to send a note. If the note is received after the five-day grace period, the absence will remain unexcused. If a note is not received, the absence will be documented as Truant (unexcused). Please see the Secondary Student Handbook for more information.

The Howard County Public School System's Attendance Policy allows for the denial of credit for 5%+ absences. The policy states, "Any student with absences constituting five percent in a semester (4.5 days) or yearlong (9 days) course will be considered for denial of credit."

Late Arrivals

Students who arrive late to school will enter through the main entrance. The student will proceed to the attendance window and see Ms. Ichrist, the attendance secretary, to check-in. Students will be provided with a slip to share with their teacher. Students who are unexcused tardy to school will receive consequences after the third time. Consequences include parent contact, detention, and evening school. Students who miss more than twenty minutes of class are considered absent.

If it is an excused tardy, parents should email a note to mhhsabsence@hcpss.org. We will not accept handwritten notes. Please include:

- Student first and last name and late arrival in the subject line
- Send from the e-mail address on your family file
- Indicate the reason for the late arrival.
- Parent name and phone number

Early Dismissals

PLEASE BE AWARE we will no longer accept emails for early dismissals.

Please bring a note to the attendance window in the morning. You will receive a pass to show your teacher and will be allowed to leave class and meet your parent/guardian in the parking lot (or drive yourself). **The note should include your first and last name (not a nickname), reason for early dismissal, time of early dismissal, parent signature and phone number, and if you will be returning.** Please check in at the attendance window if you return. Parents are welcome to sign you out at the attendance window if it is a last minute appointment.

Discretionary Absences

A student's parent/guardian must complete a [Discretionary Absence Form](#) at least two weeks prior to the absence. This form may be obtained from the Attendance Office or click on the link above. The form must be completed and signed by a parent and returned to the Attendance Office. Discretionary absences include travel, college visits and family emergencies.

Students may be granted up to 3 days of excused absences per year when the absence is pre-arranged. Students are required to make-up missed work within the same number of days absent. Pre-arranged absences for religious purposes require a specific form available on the Mt. Hebron Website under attendance.

Summer plans should be made understanding (1) the possibility of an extended school year due to inclement weather and (2) the practice of not giving final exams early. Students missing final exams will take them over the summer.

REPORTING ACTS OF BULLYING, HARASSMENT, OR INTIMIDATION

The school system's commitment to safe school environments is outlined in [Policy 1040: Safe and Supportive Schools](#). In addition, as a result of legislation passed in 2008, the Board of Education has developed [Policy 1060: Bullying, Cyberbullying, Harassment or Intimidation](#), which establishes expectations for maintaining a safe and respectful school climate where bullying, harassment or intimidation are not tolerated.

Policy 1060 requires compliance with the Maryland Safe Schools Reporting Act of 2005 which provides for any student, staff member, parent/guardian or close adult relative of a student to report any incident of bullying, harassment or intimidation that occurs on school property, on a school bus, or at a school-sponsored activity or event off school property. Reporting forms are available in all HCPSS front office and student services. A student or parent can also report bullying by filling out the [HCPSS Reporting Form](#).

Maryland Youth Crisis Hotline: 1-800-422-0009

Grace's Law: Maryland's Anti-Bullying Law



Bullying is behavior that is both repeated and intended to hurt someone either physically, emotionally or both. It can take many forms like teasing, name calling, making threats, physical assaults, sexual assaults and cyberbullying.

Cyberbullying is bullying using electronic media such as computers, cell phones, and game systems. Our digital interconnectedness makes bullying different and more damaging than ever before, because hurtful gossip or photos can be shared widely in a matter of seconds.

Enacted in 2013 and strengthened in 2019 by Maryland advocates and legislators to address the ever-changing digital landscape, Grace's Law makes misuse of internet-based communications with the intent to intimidate or harass a minor, a criminal offense. The law prohibits electronic communications or conduct that may cause physical or emotional distress, including inducing a minor to commit suicide. It also prohibits electronic conduct that has malicious intent. A person who is found guilty of violating this law is subject to imprisonment and/or fines up to 10 years and \$10,000.

DANGERS OF BULLYING

There are health risks related to depression for the victim, bully, and those who witness bullying, which may include:

- Irritability or anger
- Nightmares
- Headaches
- Stomachaches
- Inability to concentrate
- Multiple joint and muscle pains
- Weight gain or loss
- Depression
- Self injury (i.e., cutting)
- Difficulties in falling and/or staying asleep
- Impulsiveness
- Suicide attempts
- Homicidal thoughts

HOW YOU CAN PROTECT YOURSELF AND OTHERS

In Maryland's public schools, if you feel you are being bullied, you have the right to report your concerns and the school has the responsibility to investigate those concerns.

- Ask your teacher, counselor, or administrator if you can speak privately about a personal problem. Tell the adult what is happening or making you feel uncomfortable and how long it has been going on.
- [Complete a Bullying, Harassment or Intimidation Reporting Form](#). Complete the form, return it to the administrator, and keep a copy. Feel free to call the Maryland State Department of Education if you have additional questions regarding the completion of the Bullying Form at 410-767-0031.
- Ask the administrator to investigate allegations, develop a plan of support, and schedule a meeting. Tell your parents and ask them to attend.
- If you are being bullied on a social media site, **screen-shot and save** the content to share with parents, police and the school administration. Fill out a report as often as you need to.
- Change your password, use privacy settings, and block people who send negative messages, texts, tweets or photos.
- Ask your friends not to share negative media with you or pass it on to others.

Stand Up...when you hear or see hatred and meanness.

Speak Out...tell them it's not OK. Show support or befriend the mistreated.

Get Help – Report It...tell a responsible adult and fill out a bullying report.

Reporting bullying is not snitching or tattling, it is helping to keep you and others safe. For more information, visit www.stopbullying.gov

If you or someone you know is thinking about suicide, take it seriously and get help.

Contact the American Foundation for Suicide Prevention at 1-888-333-AFSP.

MHHS ACADEMIC INFORMATION

All grading policies will be in alignment to [HCPSS Policy 8020](#). Please see your teacher's course syllabus for the specific grading procedures in the class.

Formula for Computing Final Grades

1. Only the final grade and/or code will be retained on the transcript.
2. Grade calculation:

3.5 - 4.0 = A

2.5 - 3.49 = B

1.5 - 2.49 = C

0.75 - 1.49 = D

Below 0.75 = E (no credit)

To earn course credit, a student must pass at least one quarter in each semester OR pass both 3rd and 4th quarters.

Students can calculate their grades and GPA using the [HCPSS Grade Calculator](#).

Promotions

- To be promoted to Grade 10, a student must have the following: Five earned credits including one English
 - One year of satisfactory high school attendance
- To be promoted to Grade 11, a student must have the following: Ten earned credits including two English
 - Two years of satisfactory high school attendance
- To be promoted to Grade 12, a student must have the following: Fourteen earned credits including two English credits
 - Three years of satisfactory high school attendance

Early Graduation

Students requesting early graduation should contact their school counselor for the application packet. Students who plan to graduate early must attend their classes through the end of the school year. The formal request may be made in the 2nd semester of your **sophomore** year.

Withdrawals

Any student who withdraws from any course more than 20 school days after the start of the course will receive a W (withdrawal) on the report card and permanent record. No credit shall be received by students who withdraw. If a student transfers between levels of the same course, a W code will not be assigned.

Withdrawals and Transfers for Course Request Waivers

If a student requests a waiver to enroll in a course and then requests to withdraw or transfer from the course after the start of classes, the student must meet with an administrator. Withdrawals and requests of this nature may not be honored until after the first interim report.

Midterms and Final Assessments

At the end of the second and fourth marking period, an examination will be given. Each examination will assess learning for that semester. The quality points for each examination grade will constitute 1/10 of the final grade for a full year course and 1/5 of the final grade for a semester course. No student is exempt from these examinations, and examinations may not be taken before the scheduled examination date.