

# Homer Junior High School

## Handbook for Students and Parents 2011-2012



**Homer Junior High School**  
P. O. Box 500, 58 Clinton Street  
Homer, New York 13077-0500  
School Phone: 749-1230  
[www.homercentral.org](http://www.homercentral.org)

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# Homer Junior High School

## Handbook for Students and Parents

### Mission Statement

The Homer Central School District promotes excellence in education through a variety of opportunities in a collaborative environment built on respect, equity, trust and responsibility.

### Welcome

Dear Parents and Students,

Welcome to a new school year at Homer Junior High School! I look forward to working with you as we strive to make this a productive and memorable year for all.

The purpose of this handbook is to acquaint you with some of the procedures that we use at the school to ensure student success. P.O.S.T. teachers will review the handbook with the students, but it is also important for you as parents to do the same.

I strongly believe in the need for teamwork, between school and home, if we are going to be successful in providing children with the best program possible. As parents, you need to insure that your child comes to school ready to learn. Your attitude towards learning and school will have a significant impact on your child's success in school. As teachers, we need to nurture what you have begun, and complement that with quality, consistent instruction.

As students, it is important to keep in mind that what you learn today serves as the foundation for your educational attainment in later years. The fulfillment of your dreams begins today, and with the help of our dedicated staff, the sky is the limit.

There are many positive experiences available to your child here at Homer Junior High School. With your understanding, cooperation, and hard work, we can create the kind of community that will insure that those experiences are attained. The staff and I look forward to this opportunity.

Please feel free to contact me with any questions you may have concerning the material included in the handbook.

Sincerely,

Thomas M. Turck, Principal

### Homer Central School 2011-2012 Calendar

September	5	Labor Day (no school)
	6	First Day for Staff
	7	Opening Day for Students
October	7	15-Minute Early Release Drill
	10	Columbus Day (no school)
	11	Staff Development Day (no school)
November	11	Veteran's Day (no school)
	18	Parent-Teacher Conferences (no school)
	23-25	Thanksgiving Recess
December	26-Jan.2	Holiday Recess (no school)
January	3	Classes Resume
	16	Martin Luther King, Jr. Day (no school)
	31	Staff Curriculum Day (half day)
February	20	President's Day (no school)
	20-24	Winter Break (no school)
March	21	Staff Curriculum Day (half day)
April	6	Staff Curriculum Day/Good Friday (half day)
	16-20	Spring Recess (no school)
May	28	Memorial Day (no school)
June	21	Last Day for Students

# Directory

## Homer Junior High

Main Office (Mrs. Emily Olsenwik) ..749-1101  
Fax .....749-1238  
Principal (Mr. Thomas Turck).....749-1230  
Guidance Office (Mrs. Peggy Strauf).749-1135  
Guidance Counselor (Ms. Stacy Bell) 749-1136  
Psychologist (Dr. Diana Malone) .....749-1137  
Nurse (Mrs. Tracey Randolph).....749-1131

## Central Administration and Support Services

Athletic Office.....749-1213  
*Mr. Michael Carboine*  
*Director of Athletics*

Building & Grounds .....749-1234  
*Mr. Laird Updyke*  
*Superintendent of Buildings and Grounds*

Cafeteria Office .....749-1216  
*Ms. Wendy Young*  
*School Lunch Manager*

Office of Evaluation and Instruction...749-1206  
*Mrs. Linda Llewellyn*  
*Director of Instruction and Evaluation*

District Office.....749-7241  
*Ms. Nancy Ruscio, Superintendent*  
*TBA, Director of Business and Finance*

Special Education Office.....749-1226  
*Dr. Richard Passigli,*  
*Administrator for Special Education*

Transportation Office .....749-1221  
*Mr. Chuck Paquette*  
*Transportation Supervisor*

Office of Technology .....749-5033  
*Mr. Josh Finn*  
*Network Administrator*

## Homer Central School

### Board of Education

Mrs. Kimberly Sharpe .....842-6074  
*President*  
6725 Hights Golf Rd.  
Cortland, New York 13045

Mrs. Sonia Apker.....749-6026  
*Vice President*  
4717 Sweeney Road  
Cortland, New York 13045

Mrs. Linda Battin.....753-9705  
4016 Colegeview Drive  
Cortland, New York 13045

Mr. Luke Morenus.....749-5259  
950 Limerick Lane  
Homer, New York 13077

Mr. Scott Ochs.....756-8143  
4489 Cosmos Hill Road  
Cortland, New York 13045

Mr. William Pedrick.....753-6357  
2663 Route 13  
Cortland, New York 13045

Mr. David Quinlan.....749-2265  
25 Grove St.  
Homer, New York 13077

Mrs. Nicole Sprouse. ....842-6669  
3920 Bells Mills Road  
Truxton, New York 13158

Mr. Martin Sweeney.....749-7120  
21 Brentwood Drive  
Homer, New York 13077

# Homer Junior High School

## Faculty And Staff

### Administration

Mr. Thomas M. Turck, Principal

### Office Staff

Ms. Bell	Guidance Counselor
Dr. Malone	Psychologist
Mrs. Randolph	Nurse

### Secretaries

Mrs. Olsenwik	Main Office
Mrs. Strauf	Guidance Office

### Team 7A

Mr. Brodeur	English
Mr. Aagaard	Social Studies
Mrs. VanderMolen	Math
Mr. Martin	Science

### Team 7B

Ms. Leibowitz	English
Mrs. Shurtleff	Social Studies
Mrs. Barnard	Math
Mr. Barry	Science

### Team 8A

Mr. DiFulvio	English
Mrs. Greenfield	Social Studies
Mrs. Porter	Math
Mr. Lener	Science

### Team 8B

Mr. Biernacki	English
Mrs. Butts	Social Studies
Mrs. DeCarlo	Math
Mr. Douglass	Science

### Special Subjects

Mr. Shiffman	Instrumental Music
Mr. Melvin	Vocal Music
Mr. Cook	Physical Education
Ms. Nobles	Physical Education
Mr. Davies	Health
Mrs. Over	Health
Ms. Nels	Art
Mrs. Piotti	Art
Mr. Gross	Technological Ed. Gr. 7
Mr. Pedersen	Technological Ed. Gr. 8
Mrs. Bachmann	Home and Career Skills
Mrs. Duell	Speech
Mr. Roughton	Reading
Mr. Tabel	Resource Room
Mr. Leins	Resource Room
Mrs. Gizzi	Resource Room
Mrs. Pedersen	Life Skills
Mrs. Cavellier	AIS 7th
Mr. Selover	AIS 8th
Mrs. Casullo	Foreign Language
Mrs. Passigli	Foreign Language
Mrs. Stark	Foreign Language
Mr. Williams	Foreign Language
Mr. Seymour	Learning Resource Center

### Aides

Mrs. Avery  
Mrs. Kutz  
Mrs. Ellerson  
Mrs. Farkas  
Ms. MacNeill  
Mrs. Rodriguez

# Daily Information

## P.O.S.T. (partnering of students and teachers) Time

It is important that students arrive at school on time and are present for P.O.S.T. Daily announcements are made, materials are distributed and important topics are discussed during P.O.S.T. time. Students may enter the building at 7:45 a.m. and must be in P.O.S.T. by 7:50 a.m.

## Pledge of Allegiance

All students are required to stand during the pledge of allegiance to the flag. Students not wishing to recite the pledge may remain silent while standing.

## Daily Class Schedule

P.O.S.T.	7:50 - 8:05
Period 1	8:08 - 8:47
Period 2	8:50 - 9:29
Period 3	9:32 - 10:11
Period 4	10:14 - 10:53
Period 5	10:56 - 11:26 8th Gr. Lunch 10:56 - 11:35 7th Gr. Class
Period 6	11:29 - 12:08 8th Gr. Class 11:38 - 12:08 7th Gr. Lunch
Period 7	12:11 - 12:50
Period 8	12:53 - 1:32
Period 9	1:35 - 2:14
Period 10	2:17 - 2:56 After school activities and extra help time

## Teams

We have the 7A and 7B team in seventh grade and the 8A and 8B team in eighth grade. Each group is equivalent, with equal numbers of males, females and abilities. The Junior High does not honor requests for specific teams or teachers.

## Subjects

### 40 week Courses:

English, Math, Social Studies, Science and Foreign Language

### 20 week Courses:

Art (Grade 7)  
Health (Grade 8)  
Home and Career Skills (Grade 8)  
Music, band, or choir (Grade 7)  
Physical Education (Grade 7, 8)  
Technological Education (Grade 7, 8)

### High School Credit Courses for 8th grade with Teacher Recommendation:

Regents Algebra –earn 1 high school credit  
Studio in Art I –earn 1 high school credit

### Electives for 8th grade:

Band, Chorale, and Studio in Art I

## Study Halls

These periods are provided so that you may do homework assignments, study, or do extra reading. You may also visit the library. Efforts will be made to see that students use study periods appropriately.

## 10th Period(2:17-2:56 p.m.)

First dismissal at 2:14 p.m. is for students who have met all of their responsibilities for the day and have no appointments with teachers. Students may be required to remain in school until 2:56 p.m. if asked by a teacher or administrator. Athletes are required to stay 10th period before practices and early games.

Students failing 2 or more classes on a report card or progress report will be required to stay for mandatory 10th period Monday –Thursday until the next 5-week grade report is issued. Mandatory 10th status will be re-evaluated for every 5-week grading period.

Every teacher is available during 10th period to provide extra help. The LATE bus is available if your child is a rider. Routes are posted outside both the main office and guidance office. **It is the responsibility of the student to keep his parents informed when he/she is staying 10th period.**

# Daily Information Cont.

## Bus Schedule For Junior High

7:00-7:45 A.M. — Students will be picked up at designated points and transported to school.

2:14 p.m. — First dismissal

2:50 p.m. — Truxton late bus leaves

2:56 p.m. — Buses will follow four routes that will take all students within the legally required distance of their homes. If you are required to stay until 2:56 p.m. and have a special problem see your teacher or Mr. Turck.

## Tardy Policy

Students are expected to arrive to class on time. There is 3 minutes allotted between periods and if a student is going to be late, he/she needs a pass from their previous teacher in order to be admitted into the next class. A student who develops a pattern of tardiness to school runs the risk of academic failure and will be subject to the following consequences:

- **Tardy 1-3 times**—warning from principal
- **Tardy 4-6 times**—one week of lunch detention
- **Tardy 7-10 times**—letter home requesting student/parent conference with principal

## Recommended Supplies

- Assignment book (sold in P.O.S.T. for \$3.00)
- Please refer to the specific supply list for your team

**INDIVIDUAL TEAM SUPPLY LISTS ARE POSTED ON THE JUNIOR HIGH WEBPAGE. THERE MAY BE SPECIFIC REQUIREMENTS GIVEN BY TEACHERS AT THE START OF SCHOOL OR BEGINNING OF A SEMESTER COURSE.**

## Additional Anticipated Expenses

- Hot or cold lunches and additional snacks at lunch
- Yearbook & School Pictures
- Extra-curricular and athletic events
- Fines for lost and damaged books or locks

## Locks and Lockers

Students are issued both hallway and gymnasium dressing room locks and lockers. The combination should never be given to anyone else. Only school issued locks may be used and all others will be cut off. The cost of a

replacement lock is \$5.00.

The locker should always be locked. The school is not responsible for articles lost from lockers. If for any reason, the lock/locker does not work properly, it should be reported immediately to the guidance office (hallway locker) or the P.E. teacher (dressing room locker). For your protection the locker should be kept neat and in good order. Lockers are not to be defaced in any manner.

**The student lockers, locks, combinations and/or keys are owned by the school. Students are provided lockers to store school-related materials and personal clothing. Students should have no expectation of privacy for anything contained in the lockers. Lockers are locked only to maintain privacy between students and to maintain ownership of property. The school maintains the right to access the lockers at any time. This will include periodic searches using K-9 teams.**

## The Homework Hotline

You may access the electronic Homework Hotline by going to [www.homercentral.org](http://www.homercentral.org)

- Click Homer Junior High
- Click Homework
- Select your team

## Homework Collection When Absent

Please utilize the homework hotline when you are absent. If you need to have worksheets and books collected, call the guidance office (749-1135) by 8 a.m. on **the second day of absence** with the name of a friend on your team, and arrangements can be made.

## Internet

The internet should be used solely for academic purposes. Internet privileges will be taken away from students that use the internet inappropriately at school. Occasionally student pictures may be posted on The Homer Central School's web page. Our policy does not allow for names to accompany pictures. Parents who do not want their child's picture to appear on the web should indicate so in written notice to Mr. Turck.

# Grading Policy

## Report Cards, Progress Reports and Final Averages

Report cards are issued every ten weeks. Courses that meet daily are weighted twice and courses that meet every other day are weighted one time (i.e. physical education, health, band and chorus). The easiest way to check if the average is correct is to list all courses that meet every day two times, courses that meet every other day one time, and divide by the number of grades. For example:

Language Arts	87 X 2
Social Studies	85 X 2
Math	90 X 2
Science	87 X 2
P.E.	90 X 1
Health	93 X 1
Foreign Lang.	95 X 2
<b>Total</b>	<b>1071 divided by 12= 89.25 avg.</b>

Progress reports are issued at the middle of each marking period. They serve as a record of the progress to date in each subject.

### Course Averages:

The final report card averages are determined by a weighted formula combining grades earned and the final exam. Final exams are 10% of the final course average. The actual formula the teachers use is as follows:  
(Sum of the four ten week grades times .225) plus (final exam) times (.1) = F.A. (final average)

Procedure:

1. Add up the four ten week grades  
(80, 80, 90, 90) = 340
2. Multiply the sum from step 1 by .225  
(340 x .225 = 76.5)
3. Compute 10% of the final exam if given (move the decimal point one place to the left)  
Example, 86 = 8.6
4. Add the result of step 2 and step 3.  
Example, 76.5 + 8.6 = 85.1,  
final average is **85**.

**Honor Roll**—The honor roll list includes students who have an 89.5 or above average and do not have any

incompletes on their report cards.

**Merit List**— includes students who have an 84.5 to 89.4 average and do not have any incompletes on their report card.

Both of these lists are published in the Cortland Standard.

**Passing Grades**—Grades that are 65% or better are considered to be passing. **We look at the final averages in each course, not the overall average at the bottom of the report card.** If a student is failing more than one course for the year, he/she may be in danger of failing the grade. Parents may set up teacher conferences by contacting the guidance office at any point during the school year.

## Placement

A pupil may be sure of passing to the next grade by maintaining a passing average of 65% in each of his subjects and reasonably completing the requirements of each course including final examinations.

If a student fails 2 credits then he/she will be required to attend summer school and pass the required courses before being promoted to the next grade. If a student fails more than 3 credits, he/she will be retained. Students w/ handicapping conditions will be evaluated by the Committee for Special Education. Full year courses equal 1 credit and a 20-week course equals 0.5 credit.

## Summer School

The district will determine the availability of summer school during budget time. If a student is required to attend summer school, he/she must PASS the major subjects that were failed in order to be promoted. You can only take a maximum of TWO subjects in summer school. BOCES offers summer school at a designated local high school. Classes are offered if enough students are enrolled to cover the expenses. Transportation to summer school is the parents' responsibility.

# Homework and Guidance Office

## Homework

Homework is an integral part of our instructional program. Assignments are designed to reinforce classroom instruction, provide practice for new skills and to introduce upcoming concepts. Homework should be expected on a regular basis and is used in computing your average for each course. It is the teacher's discretion as to whether they accept late assignments and/or take off late points for assignments not handed in on time.

Parents can assist their children with homework by:

- Provide a study area free of distractions and with good lighting
- Let your child do his/her own work, but provide assistance when asked
- Help your child study for upcoming exams by quizzing them on the material
- Set aside a designated time each night to do homework
- Praise your student for working diligently
- Give them short breaks if they have a lot of homework
- Help your child organize their materials
- Check to see if your child is using their assignment book
- Have your child keep all of their homework in a designated spot such as a Homework Folder
- **Check the Homework Hotline to ensure that the student has complete all of his/her assignments.**
- **Regularly check academic progress on [www.mygradebook.com](http://www.mygradebook.com)**

## Suggestions For Studying & Homework

- Study in a quiet place.
- Have all the materials you need ready before you start doing homework or studying.
- Do the most difficult or least liked work first.
- Review previous lessons and class notes regularly.
- Make outlines and take notes while reading.
- Look up new words.
- Review for your test each night several nights in advance of a test.
- Before tests, get enough sleep and eat well.

## Guidance Office

### From Your Guidance Counselor

Welcome to the Junior High! I hope your time here will be enjoyable. Junior high offers many new opportunities, and serves as a bridge between elementary and high school. Please feel free to visit me in the guidance office if you are having a problem, need someone to talk to, or just simply have a question.

Stacy Bell

### How can the Guidance Office help?

Beyond working on student schedules, the guidance office offers help in dealing with academic, personal and social issues. Many times, we discuss such things as problem solving, conflict resolution, or organizational strategies that will enable students to become more successful academically.

### Your Cumulative School Record

A cumulative school record is kept for each student in the guidance office. Your school record is a vital piece of information, which is used by employers, colleges, and the military services. The development of an excellent record should be the goal of every student with emphasis on your grades, attendance, citizenship, participation in extra-curricular activities, and school/community service.

### Awards and Honors

Students are recognized in many ways for their special gifts, talents and achievements. Individual clubs and athletic teams may recognize individuals for accomplishments and participation. The honor roll is published in the *Cortland Standard* after each marking period. An awards assembly is held for each grade the last week of school.

# General Information

## Absent From School

GENERAL RULE: Attend classes daily because making up work is difficult.

- A. Call the main office at 749-1101 to report your child absent. You may even leave a message at this number in the evening or before school hours.
- B. STUDENTS are responsible for getting assignments, tests and projects made up. Check the Homework Hotline at [www.homercentral.org](http://www.homercentral.org)
- C. Call the guidance office by 8 a.m. on the second day of absence with the name of a friend on your child's team who can collect handouts. The work can be picked up in the main office after 2:30 p.m.
- D. Bring a written excuse from a parent/guardian your first day back. Give it to your P.O.S.T. teacher.

## Parent/Guardian Pick-up of Students

To help ensure the safety of your child, any person who will be picking up students will be asked for valid photo identification before a student is released. Please plan to come to the building with photo identification to avoid delays.

## Leaving School During The Day

- A. Bring a written excuse from a parent/guardian and present it to the main office before school starts. It will be okayed, and you will be given a permission slip to leave your class at dismissal time.
- B. Show the permission slip to your teacher when it is time to leave.
- C. Get your coat, etc., and sign out in the main office.
- D. If you come back during the day, sign in at the main office and have the secretary give you a pass to class.

## Tardy To School

- A. If you arrive to school after 7:50 a.m. report directly to the main office.
- B. Sign in with your excuse, get a pass and go to class.

## In School On Time But Late For P.O.S.T. or Class

- A. If a teacher has detained you, ask for a pass.
- B. If you do not have a good reason for being late, go to the junior high office for a pass. Depending on your excuse and history of excuses you may be subject to disciplinary action!

## How Do Parents Know What's Happening at the Junior High?

Official District website: [www.homercentral.org](http://www.homercentral.org)

**Homework On The Web:** To access the site:

- Go to [www.homercentral.org](http://www.homercentral.org)
- Click Homer Junior High
- Click Homework
- Select your team

**My Gradebook on-line grades:** The username and password will be mailed with schedules in August. Go to [www.mygradebook.com](http://www.mygradebook.com) to access grades.

**Junior High Update:** Each 5 weeks, a newsletter is sent home with Progress Reports and Report Cards.

**Trojan Messenger:** Highlights of student and staff activities are highlighted on the district's webpage. Check out the great photographs and news articles!

**SCA:** The Homer Junior High SCA is a group of parents, teachers, and administrators whose purpose is to maintain a positive school/parent connection to assist children in meeting with success in school and beyond. Meetings are the forum for discussion of issues that relate specifically to the junior high. All meetings are open to parents. The announcement for these monthly meetings will appear on the junior high website and in the Junior High Update. More information may be obtained by contacting the junior high principal at 749-1230.

**District/Calendar:** The school district calendar is mailed to everyone in August. Almost all dates for the coming year's activities are listed in the calendar.

**Monthly Calendar:** A monthly calendar of upcoming events will be posted on the junior high website.

**School Marquee** Upcoming events will be posted.

# General Information Cont.

## Visitor Policy/Parent Sign In

Any person entering the building during school hours must report to the junior high office to sign in and receive a visitor's pass. It is expected that school personnel will question anyone seen in the building without a visitor's pass. To ensure the safety of students and staff all doors to the building are locked.

## Emergency School Closings

When schools are closed because of weather conditions or other emergencies, each morning announcements will be made over the following radio and television stations, **as well as on the district web site:**

**Radio:** WKRT (920 AM), WHEN (620 AM), WSYR (570 AM), WHCU (870 AM), WSEN (92.1FM), WSKG (91.1 FM), WXHC (101.5 FM), WTKO (1470 AM), WNTQ (93.1 FM)

**Television:** WIXT (Channel 9), WSTM (Channel 3), WTVH (Channel 5), News Channel 10

On certain occasions, emergency conditions such as impending storms, etc., may necessitate dismissal of students before regular school closing time. In such event, efforts will be made to have the emergency closing announced on the radio and television stations listed above, as well as posted on the district web site.

## Fire Drills

We are required by law to conduct a minimum of 12 fire drills during the school year. The fire drills involve the evacuation of all students, instructional and non-instructional personnel from the building. Your P.O.S.T. teachers and classroom teachers are familiar with the route to take in evacuating the building. Students are expected to move quickly, quietly and in an orderly manner. Drills of this kind are carried out so that we know what to do if an emergency occurs. When the building is declared safe, staff and students will return to the building.

## Dances

Dances are held throughout the year and are open **only to students currently attending Homer Junior High.** Students must be present at school the day of the dance in order to attend. Regular admission is \$5.00, which includes pizza and soda.

Some dances will be designated as Report Card Dances and are open only to Homer Junior High students in good academic standing. Students failing two or more subjects are not permitted to attend Report Card Dances. The school rules and dress code apply to dances.

## Merit and Demerit System

In an effort to more fully recognize and reward positive behavior at Homer Junior High, we will track student behavior for ten week blocks of time to coincide with the progress report/report card marking periods. The principal will meet with students during the first week of school to outline this program, which will begin the first full week of school.

Students will be given a merit for an observed positive act and a demerit for a negative behavior. Students have the ability to earn merits to offset the demerits by helping out staff members or students and begin with a clean slate after each ten week period. Students that have less than three demerits for a 10-week marking period will be entitled to attend a scheduled activity (i.e. afternoon dance, faculty/staff games in gym, spring barbeque, game event outside or auditorium movie).

Seven (7) demerits in a ten week block will result in a lunch and/or tenth period detention. Ten (10) demerits will result in a Saturday detention.

# General Information Cont.

## Lunch Procedures

1. No students will be excused from classes or study halls to eat early unless Mr. Turck gives specific directions to do so. All students will eat during their regularly scheduled lunch period.
2. Homer Junior High School has a closed campus lunch policy. All students must remain in the school during the lunch periods unless he or she is picked up and returned by one of his/her parents.
3. All students in grades 7-8 are to be in one of the approved areas (cafeteria lines, cafeteria, or lunch recess area) under the supervision of a teacher.
4. Pupils will not be allowed to be in the hallways or use lockers during the lunch periods. Classes are in session throughout the building.
5. Students may use only the bathrooms near Technology Education during the lunch period and must get permission from a lunch room staff person before leaving.
6. Seating in the lunch room is based on the discretion of the lunch room monitors and principal. It is based upon capacity, need, safety and student behavior.

## Lunch Prices

The school participates in federally-funded school breakfast and lunch programs, and shall provide free or reduced price food services to qualified district students.

Paid lunch	\$1.50	Reduced lunch	\$0.25
Paid breakfast	\$1.00	Reduced breakfast	\$0.25

## Student Dress Code

All students are expected to dress appropriately and maintain personal cleanliness. Homer Central School staff should exemplify and reinforce appropriate attire. Your dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall be safe and appropriate and not disrupt or interfere with the educational process. Examples of clothing, which is inappropriate include, but is not limited to:

- Tube tops, halter tops, spaghetti straps (shoulder straps less than 1" wide), garments with low

necklines that reveal cleavage, any see-through garments, clothing failing to cover mid-riff.

- No shorts or skirts that do not extend at least to a point located mid-thigh and minimally beyond one's fingertips when arms are held to their side.
- Ensure that undergarments are completely covered.
- No pajama-like clothing.
- Footwear must be worn at all times. Footwear that is a safety hazard will not be allowed.
- No hats, visors or other head coverings will be allowed in the building.
- No items that are suggestive, vulgar, obscene, libelous, or that denigrate others on account of race, color, religion, ancestry, national origin, gender, sexual orientation or disability.
- No items that promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
- Personal communications and electronic devices such as iPods or cellular phones are not to be used during regular school hours.
- Backpacks, purses, or other bags must be kept in lockers at all times.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including out-of-school suspension.

## Cell Phone Policy

Students who bring cell phones to school must turn them off and store them in their locker during school hours. Any cell phone seen during the day will be taken and given to Mr. Turck. For the first offense, he will give the phone back to the student at the end of the day. Any additional offenses will require that the phone be picked up by a parent from Mr. Turck's office.

# Health and Safety

## Accountability

New York State Law makes your principal and teachers responsible for you in place of your parent (“in loco parentis”) during the time when school is in session. Your teacher, the nurse and/or the principal must know where you are. If your parent gives you permission to leave school property during the day, it must be cleared through the main office and you must sign out in the main office.

## School Health

The following immunizations are mandated for school attendance. **Failure to comply will result in exclusion from school.**

- Rubella - 1 dose live vaccine
- Measles - 2 doses live vaccine (if born on or after 01/01/85)  
DPT - 3 doses or more
- Mumps - 1 dose live vaccine
- Polio - 3 doses oral vaccine or 4 doses Salk vaccine
- Hepatitis B - 3 doses (**required for 7th grade**)

There is an immunization clinic available at the County Office Building that accepts most insurance plans and is free if income eligible. You must make an appointment by calling 753-5203.

## Physical Examinations

Physical Examinations are mandated by state law. They will be given to all 7th graders during the school year by the school physician, if not done by your own doctor. A form will be sent home to be filled out and returned to the school for our health records if your own doctor does the examination.

## Medications

If it is necessary for your child to take medicine during school hours then it must be in an original container and accompanied by a signed note from the parent and doctor. The note should include permission for the nurse to administer the medication, the diagnosis, the amount of each dose and the time(s) it is to be given. Medication

permission forms may be obtained from the health office.

## Injuries at School

Students sometimes suffer injuries in the school or on the school grounds. Report all injuries immediately to the teacher and to the nurse no matter how slight and minor. Minor cuts and abrasions will be treated as first aid in the school nurse’s office. More serious injuries which cannot be fully cared for by the school will be referred to the family physician or school physician.

In an emergency the school will be responsible if a parent is not available for obtaining medical care for the student at the time of injury. However, if students have to return to a doctor’s office or hospital for additional treatment, x-rays, etc., it is the responsibility of the parents to see that the students are transported to the doctor’s office or place of treatment.

NOTE : GLASSES AND ARTIFICIAL DENTURES ARE NOT COVERED BY INSURANCE.

INJURIES SUSTAINED BY A STUDENT DUE TO “HORSEPLAY” OR A FIGHT WITH ANOTHER STUDENT ARE NOT COVERED BY SCHOOL INSURANCE.

## Emergencies

Students are asked to fill out home and emergency contact information on the first day of school every year. It is very important to call the main office to update your contact information if it changes. In the event of an accident, every effort would be made to contact the parents. Emergency treatment may be started in the event your parents could not be reached.

## Emergency Management Plan

A detailed Emergency Management Plan is on file in the school office and deals with specific emergencies. This plan is updated annually and provides for training of all staff.

# Extracurricular Activities

## Extracurricular Activities

- Color-Guard
- Drama Club
- Jazz Band
- Radio Guild
- Science Club
- Ski Club
- Student Council
- Swing Choir

**Participation in clubs and activities is a privilege. Students failing two or more subjects will not be allowed to participate in clubs or attend activity-based field trips.**

## Athletic Teams

### Girls

#### **Fall**

Cross-Country  
Field Hockey  
Soccer

#### **Winter**

Basketball  
Volleyball

#### **Spring**

Lacrosse  
Track  
Softball

### Boys

#### **Fall**

Cross-Country  
Football  
Soccer

#### **Winter**

Basketball  
Wrestling  
Ice Hockey (with Cortland)

#### **Spring**

Lacrosse  
Track  
Baseball

**Interscholastic Sports Career** – This includes all interscholastic sports in grades 7 – 12. A student's violation record shall start clean when they enter the 7th and 9th grade years.

**Risk of Injury** - Participation in athletic activities creates risk of injury. Injuries can range from minor to very serious, including paralysis or even death. Contact sports normally carry the highest risk of serious injury. Homer Central School is committed to providing facilities, equipment and coaching/supervision that will make this participation as injury-free as possible.

**Transportation to Practices:** Many of our athletic activities do not have practice facilities at the junior high school. Athletes have to travel to another school or community site to practice. The school does not transport athletes to all practices. It is the athlete and/or parents' responsibility to get the student to his/her practice. This may involve the athlete walking, running, driving, or riding with another student, coach or a parent. Parents must be aware of how this transportation is taking place.

### Conduct:

- Every student is expected to exemplify good citizenship both in school and in the community. A student who doesn't will be removed from participation in athletics for a period of time, depending upon the severity of the offense. Any student who is suspended from school may not participate in athletics for those days that they are suspended. This includes in-school suspension.

- Athletes must attend school and arrive in time for P.O.S.T. attendance in order to participate in athletics on that day. Extenuating circumstances should be brought to the attention of the coach and Athletic Director.
- If a junior high student is dismissed from school due to an illness, then he/she may not participate in athletics on the same day.
- Athletes will travel to and from contests via school approved transportation. Athletes may be released after the contest (a) directly to their parents or (b) with written permission from their parents approved by the building principal or the athletic director.
- Athletes will be required to pay for lost equipment and for equipment damaged through misuse. Lack of payment or failure to return uniforms/equipment will jeopardize the student's playing status.
- Any athlete found guilty of stealing (money, sports equipment, clothing, etc.), or vandalism will be expelled from the activity and prosecuted if warranted.
- Individual coaches may establish rules pertaining to their particular sport. Athletes will be informed of these rules in writing and are required to abide by them. Athletes may be suspended from participation for violation of these rules. All rules are approved by the Athletic Director.
- A student is considered a team member when they are included on a squad list, have a physical exam and have participated in an organized team practice. No athlete will quit a team without first talking with his/her coach and explaining the reason for leaving the team. Any athlete who violates this requirement will be unable to participate or try-out for another team until he/she talks with the coach.
- All athletes involved in athletic programs shall not use or possess tobacco in any form, alcohol or other intoxicants, illegal drugs, or performance-enhancing drugs. Violations of this rule will be dealt with according to the extra curricular code of behavior for students located on the following page.

# Extra-curricular Codes

## Code of Conduct for all extra-curricular activities

Consequences for substance abuse violations:

- 1st offense 30 calendar day suspension
- 2nd offense 60 calendar day suspension
- 3rd offense 1 year suspension

In the case of any activity that begins before the start of the school year, the student will be subject to this code of behavior beginning with the first day of the activity.

These suspensions will exclude the student from participating in practices, games, rehearsals, performances or meetings. The suspension begins on the date of notification from an administrator.

Appeal Procedure: Should a student and/or parent desire, decisions made by a school administrator may be appealed to the superintendent of schools. Appeals may then continue to the Board of Education and then to the Commission of Education or the court system.

## Academic Code for Athletes

The athletic and guidance departments monitor all athletes on academic probation. A student shall be placed on academic probation or deemed ineligible if:

- The student is failing any course on the last report card or progress report issued prior to the start of the season, including June report cards for the fall season. This is in effect for tryouts as well as continuation on a team during the season.
- The student is referred for disciplinary reasons.

### STRIKE 1

- The student is failing **ONE** subject as of the last report card or progress report.

#### CONSEQUENCE:

- The student is required to stay 10<sup>th</sup> periods everyday for extra help until the next report is issued. The student must attend a minimum of two 10th periods per week specifically for the class he/she is failing. Effort and progress must be demonstrated.
- The student must present a weekly monitoring sheet to the guidance office on Fridays for evaluation until the next report is issued. This is the student's responsibility. **Failure to turn in the weekly sheet or lack of improvement will result in the student being placed on strike #2.**

### STRIKE 2

- The student is failing **TWO** subjects as of the last report card or progress report.

#### CONSEQUENCES:

- The student will be placed on probationary status for two weeks from the date of the report card/progress report being issued.
- If the student has been participating in a sport when the report card or progress report is issued, the student is benched for **TWO** weeks of games/contests. The student is able to attend practices, but will not be allowed to attend games/contests during this period unless permitted by the coach.
- A student is able to try out for a sport but will be ineligible to participate in games/contests for two weeks from the date that ineligibility is determined.
- The student is required to stay 10<sup>th</sup> periods everyday for extra help until the next report is issued. The student must attend a minimum of two 10th periods per week specifically for each class he/she is failing. Effort and progress must be demonstrated.
- The student is required to present a weekly monitoring sheet to the guidance office on Fridays for evaluation. This is the student's responsibility. If the weekly sheet indicates a student is passing their courses after the two weeks, the student will be moved to strike #1 until the next report card or progress report is issued. **If a student has not brought the failing grades up to a passing level or hasn't turned in the weekly sheets, this will result in the student being ineligible of further participation for the remainder of the 5-week grading period.**

### STRIKE 3:

- The student is failing **THREE or more** subjects as of the last report card or progress report.

#### CONSEQUENCE:

- The student will be ineligible to try out for or continue participation in athletic activities. Students will have their status reviewed using the next 5-week report. Students will be placed at the appropriate eligibility level using the new grade report.

# Bill of Rights and Responsibilities

Students are expected to know and obey the school rules that are listed generally here and more specifically below.

- A. RESPECT THE RIGHTS OF OTHERS.
- B. MEET ALL YOUR ACADEMIC RESPONSIBILITIES.
- C. SOMETHING IS WRONG IF IT HURTS SOMEBODY ELSE; IT HURTS YOU, OR; IT DAMAGES OR DESTROYS PROPERTY.

## Student Rights

Homer Central School (HCS) is committed to safeguarding the rights given to all students under state and federal law. In addition to those rights, all HCS students have the right to:

- 1. A safe, healthy, orderly and civil learning environment.
- 2. Take part in all HCS activities on an equal basis regardless of age, race, religion, color, national origin, gender, sexual orientation or disability.
- 3. Present their version of the relevant events to HCS staff authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
- 4. Access to HCS rules and, when necessary, to receive an explanation of those rules from HCS staff.

## Student Responsibilities

All HCS students have the responsibility to:

- 1. Contribute to maintaining a safe and orderly learning environment that is conducive to learning and to show respect to other persons and to property. This includes the use of appropriate language at all times.
- 2. Be familiar with and abide by all HCS policies, rules and regulations dealing with student conduct.
- 3. Attend classes on time every scheduled day unless legally excused.
- 4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
- 5. React to direction given by HCS staff in a respectful, positive manner.
- 6. Work to develop mechanisms to control their anger.

- 7. Ask questions when they do not understand.
- 8. Seek help in solving problems that might lead to discipline.
- 9. Dress appropriately for class and HCS functions.
- 10. Accept responsibility for their actions.
- 11. Conduct themselves as representatives of HCS when participating in or attending HCS sponsored extracurricular events and to hold themselves to the highest standards of conduct.
- 12. Report potentially hazardous situations to a staff even if done anonymously.

## Prohibited Student Conduct

The Board of Education expects students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, HCS staff and for the care of HCS facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility and consequences for their own behavior. The Board recognizes the need to make its expectations for student conduct while on HCS property or engaged in a school-sponsored function specific and clear. The rules of conduct listed below are intended to do that.

Students may be subject to disciplinary action, up to and including suspension from HCS programs when they:

- A. Engage in conduct that is disorderly. Examples of disorderly conduct include:
  - 1. Running in hallways.
  - 2. Making unreasonable noise.
  - 3. Using language or gestures that are profane, lewd, vulgar or abusive.
  - 4. Obstructing vehicular or pedestrian traffic.
  - 5. Engaging in any willful act which disrupts the normal operation of the HCS community.
  - 6. Trespassing. Students are not permitted in any HCS building, other than the one they regularly attend, without permission from the administrator in charge of the building.
- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:

# — Bill of Rights and Responsibilities, cont. —

1. Refusal to comply with the directions of school staff or otherwise demonstrating disrespect.
  2. Leaving HCS property without permission.
  3. Skipping detention.
- C. Engage in conduct that is disruptive. Examples of disruptive conduct include:
1. Failing to comply with the directions of any HCS staff.
  2. Being late for school or class.
  3. Being unprepared for class.
  4. Public displays of affection.
- D. Engage in conduct that is violent. Examples of violent conduct include:
1. Committing an act of violence (such as hitting, kicking, punching, biting, spitting, and scratching) upon a member of the school staff, another student or any other person on HCS property.
  2. Possessing a weapon as defined on page 19 of this document.
  3. Displaying what appears to be a weapon.
  4. Threatening to use a weapon through any means of communication.
  5. Intentionally damaging or destroying the personal property of any staff member or any person on HCS property, including graffiti or arson.
  6. Intentionally damaging or destroying school district property.
- E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:
1. Lying to HCS staff.
  2. Stealing the property of other students, HCS staff or any other person on school property.
  3. Acts of bullying or of harassment including sexual harassment as defined in the HCS Policy Manual (#7621)
  4. Selling, displaying or possessing obscene material.
  5. Using tobacco in any form.
  6. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. “Illegal substances” include but not limited to inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as “designer drugs” or implements designed for use of any of the foregoing.
7. Inappropriately using or sharing prescription and over-the-counter drugs. All medications (prescription or over-the-counter) must be kept and dispensed in the nurse’s office.
- F. Engage in misconduct while on a school bus. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Students waiting for buses when not on school property are expected to conduct themselves in accordance with the HCS code of conduct.
- G. Engage in any form of academic misconduct. Examples of academic misconduct include but are not limited to:
1. Plagiarism.
  2. Cheating.
  3. Altering a grade, or other student record, on paper or in electronic form.

## Reporting Violations of the Code of Conduct

Any student observing a student possessing a weapon, alcohol or illegal substance on HCS property or at a HCS function shall report this information immediately to a HCS staff member. The failure of any student to promptly report such information shall constitute a violation of this code. Any weapons, alcohol or illegal substances found shall be confiscated, followed by notification of the parent of the student involved and the appropriate disciplinary action taken, up to and including long term suspension and referral for prosecution.

The Building Principal, or program supervisor must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the Principal learns of the violation. The

# —Bill of Rights and Responsibilities, cont.—

notification may be made by telephone, followed by a letter mailed the same day as the telephone call is made. The notification must identify the student(s) and explain the conduct that violated the code of conduct and constituted a crime.

## Disciplinary Procedures and Penalties

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. Homer Central School (HCS) staff who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school staff authorized to impose disciplinary penalties will consider the following:

1. The nature of the offense and the circumstances which led to the offense.
2. The student's age.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's subsequent violations will usually merit a stiffer penalty than the first violation.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

### A. PENALTIES

Students who are found to have violated the HCS code of conduct may be subject to the following penalties, either alone or in combination with one another. The school staff identified after each penalty are authorized to impose that penalty, consistent with the student's right to due

process.

1. Verbal warning—Any member of the HCS staff
2. Written notification to parent—Any member of the HCS teaching, administrative or coaching staff
3. Referral to Principal's office—All building staff
4. Detention—Teachers, Administrators
5. Suspension from transportation—Administrators
6. Suspension from social or extracurricular activities—Administrators
7. Suspension of other privileges—Administrators
8. In-school suspension—Administrators
9. Removal from classroom—Teachers, Administrators
10. Short-term (five days or less) suspension from school—Administrators
11. Long-term (more than five days) suspension from school—Superintendent, Board of Education
12. Permanent suspension from school—Superintendent, Board of Education.

### B. PROCEDURES

The amount of due process a student is entitled to before a penalty is imposed will depend on the type of penalty being imposed. In all cases, regardless of the penalty imposed, the HCS staff authorized to impose the penalty must let the student know what misconduct the student is alleged to have committed, and must investigate the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the HCS staff imposing the disciplinary penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than a verbal warning, written warning, written notification to their parents or detention are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

- Suspension from transportation.

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the Building Principal's or Program Director's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the Building Principal or the Superintendent. In such

# —Bill of Rights and Responsibilities, cont.—

cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, HCS will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law § 3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the Building Principal or Program Supervisor to discuss the conduct and the penalty involved.

- Suspension from extracurricular and athletic activities and other privileges

A student subjected to a suspension from extracurricular activities or other privileges is not entitled to a full hearing pursuant to Education Law § 3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the HCS administrator imposing the suspension to discuss the conduct and the penalty involved.

- In-school Suspension

The Board recognizes that the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes Administrators to place students who would otherwise be suspended from school as the result of a code of conduct violation in "in-school suspension." "In-school suspension" is the temporary removal of students from the classroom and their placement in another area of the school building designated for such a suspension where students will receive substantially equivalent, alternative education.

A student assigned to an in-school suspension is not entitled to a full hearing pursuant to Education Law § 3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district administrator imposing the in-school suspension to discuss the conduct and the penalty involved.

- Suspension from School

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct

otherwise endangers the safety, morals, health or welfare of others.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent, Program Directors, and the Building Principals.

Any staff member may recommend to the Superintendent or the Principal that a student be suspended. All staff members must immediately report and refer a violent student to the Principal or the Superintendent for a violation of the code of conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The Superintendent or Principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

## Student Searches and Interrogations

The Board of Education is committed to ensuring an atmosphere on HCS property and at HCS functions that is safe and orderly. To achieve this kind of environment, any school administrator authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of Miranda-type warning before being questioned by HCS administrators, nor are Administrators required to contact a student's parent before questioning the student. However, administrators will tell all students why they are being questioned.

In addition, the Board of Education authorizes HCS nurses, Principals, program directors, and teachers to conduct searches of students and their belongings if the authorized HCS administrator has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct. An authorized HCS administrator may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the HCS administrator has a legitimate reason for the very limited search.

# —Bill of Rights and Responsibilities, cont.—

## Visitors to the School

The Building Principal is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to HCS property:

1. Anyone who is not a regular staff member or student of a school or program will be considered a “visitor.”
2. All visitors to the HCS facility must report to the main office upon arrival at the school. There they will be required to sign the visitor’s register and will be issued a visitor’s identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the main office and sign out before leaving the building.
3. Visitors attending HCS functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register with the main office.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
5. Teachers will not take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the Principal or Program Director. Unauthorized persons will be asked to leave. The police may be called if the situation so warrants.
7. All visitors shall abide by the rules for public conduct on HCS property contained in this Code of Conduct.

## Public Conduct on School Property

The HCS district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on HCS property and at HCS functions.

This code isn’t intended to limit freedom of speech or peaceful assembly. Homer Central School (HCS) recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

### A. PROHIBITED CONDUCT

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or remove district property.
3. Disrupt the orderly conduct of classes, HCS programs or other HCS activities.
4. Distribute or wear materials on HCS grounds or at HCS functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the educational programs.
5. Intimidate, harass, or discriminate against any person on the basis of race, color, nationality, religion, age, sex, sexual orientation or disability.
6. Enter any portion of the HCS premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either.
10. “Weapon” means a firearm as defined in 18 USC § 921 for purposes of the Gun Free Schools Act. It also means any other gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause serious physical injury or death when used as a weapon.
11. Loiter on or about HCS property.
12. Gamble on HCS property or at HCS functions.
13. Refuse to comply with any lawful order of identifiable HCS district administrators performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this code.
15. Violate any federal or state statute, local ordinance or Board of Education policy while on HCS property or while at a HCS function.

# —Bill of Rights and Responsibilities, cont.—

## Harassment

There are two forms of harassment that students should be aware of: Sexual Harassment and General Harassment. Harassment will not be tolerated.

**SEXUAL HARASSMENT** is unwelcome sexual behavior that makes a person feel uncomfortable or unsafe. Examples are:

### Verbal

- Comments about body parts or rating someone's body
- Sexual suggestions or threats
- Spreading sexual rumors or stories
- Sexual jokes
- Conversations that are too personal
- Insulting comments about sexual orientation

### Visual

- Staring or pointing at a person's body in a way that is too personal
- Displaying obscene sexual material or placing it in a locker or computer
- Writing a person's name along with sexual remarks, suggestions, or drawings
- Making obscene gestures

### Physical

- Grabbing or touching in a sexual way
- Tearing or pulling at a person's clothing
- Purposely bumping or brushing against someone
- Kissing or holding a person against his or her will
- Preventing someone from moving freely.

**GENERAL HARASSMENT** is the systematic persecution by annoyances, threats, or demands. It can be unrelenting pursuing or demanding; persistent nagging or teasing; or deliberate persecution by taunting or insulting others. Harassment results in a person feeling uncomfortable or unsafe and can

cause worry, mental distress, or irritation on the part of the victim. Examples are:

### Verbal

- Name calling
- Spreading rumors
- Jokes or comments that make fun of or ridicule others
- Threatening to harm someone

### Visual

- Writing a person's name with degrading remarks or drawings
- Making obscene or threatening gestures
- Writing threatening notes to the victim or others threatening physical or emotional harm

### Physical

- Purposely brushing or bumping against someone
- Preventing someone from moving freely
- Grabbing someone
- Hitting, tripping, or any unwarranted physical contact

September 2011

Dear Junior High Parents and Guardians,

At various times during the school year, pictures may be taken of our students. The photos and videos may be taken by the classroom teacher, the newspaper, or a student teacher for his or her portfolio. These photos might be used on bulletin boards, in newsletters or in the local newspapers. The videos are typically used for a student teacher's requirement for certification by New York State. We recognize that some parents might not want their child to be in these photos or videos. Please note that this does not include the school pictures that are taken annually and have a class composite with them.

Please return the below slip to the Junior High office if you do not want your child to appear in photos or videos as mentioned. We will then take steps to avoid such situations while still allowing your child to participate in their classroom activities.



REQUEST FOR CHILD TO NOT APPEAR IN SCHOOL PHOTOS/VIDEOS

Child's name \_\_\_\_\_

Child's Grade \_\_\_\_\_

\_\_\_\_\_ I DO NOT want my child to appear in any photos/videos taken at school.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

September 2011

Dear Parent/Guardian,

The Homer Junior High Student Handbook is a statement of the behavioral guidelines and school policies that are in place at Homer Central School for grades 7 and 8. Our school staff share with you the responsibility to assist your child in developing the proper attitude and skills to make good decisions and become a self-disciplined citizen. Freedom comes with responsibility and respect for the rights of others.

Please indicate below that you and your child have read and discussed this handbook. It is strongly recommended that you keep it at home as a reference throughout the school year. If you have any questions regarding this handbook, please contact the main office at 749-1230.

Sincerely,

Thomas M. Turck  
Principal

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**Please sign and return to your child's P.O.S.T. teacher.**

Child's name \_\_\_\_\_

I have read and discussed the Student Handbook with my child. We will keep it available at home as a reference for questions throughout the year.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date