



HOMER
CENTRAL SCHOOL DISTRICT

Homer High School Student/Parent Handbook 2021-2022



Homer Central High School
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Homer, New York
13077-0500
(607) 749-7246
www.homercentral.org

September 2021

Dear Parent/Guardian:

Thank you for taking the time to familiarize yourself with the contents of our Homer High School Student/Parent Handbook. Since our rules, procedures, and activities vary slightly from year to year, we revise this document annually. We encourage you to review this carefully.

Should you have any questions or suggestions, please contact us. Our wish is that students and families have a productive, educational and enjoyable school year.

Sincerely,



Douglas Van Etten, Principal



Jim McGory, Vice Principal

Mission Statement

The Homer Central School District is committed to excellence for all students. Our mission is to graduate responsible and productive citizens who embrace lifelong learning. We work together as a team of dedicated, effective and well-supported professionals to provide a safe and nurturing learning environment.

Vision Statement

Blue P.R.I.D.E.

Partnerships, Respect, Integrity, Diversity and Excellence is the foundation for the Homer Central School District.

Partnerships

Promote collaboration among students, staff, families and the community to support student learning.

Respect

Grows through mutual kindness, compassion for others, and the development of strong moral character in a student-centered environment.

Integrity

Guides our actions so that they are honest and open and fair.

Diversity

Enriches our opportunities to create multiple pathways for learning and to foster independent intellectual growth.

Excellence

Through rigorous learning experiences, empowers students to become critical thinkers, creative problem solvers, and responsible citizens.

Alma Mater

There's a grand old school in Homer, that is known a far and wide. As we sing its praises over,
our hearts are filled with pride. And we'll cheer for Homer High School, so loyal and so true.
And be a staunch defender of her colors white and blue. We must leave thee, Homer High
School, for paths and friendships new. But time can never alter devotion tried and true.

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Print Date September 2021

Board of Education

Mrs. Sonia Apker, President
Mr. Keith Fagerheim
Ms. Shanise Riley

Mr. Luke Morenus, Vice President
Mrs. Julie McChesney
Mr. KC Slade

Mr. Aaron Bouwens
Mrs. Emily Olsenwick
Mr. Charles Tummino

District Resources

District Office: 749-7241

Mr. Thomas Turck, Superintendent
Mrs. Kelli Yacavone, Sec. to the Superintendent/District Clerk
Mr. Michael Falls, Assistant Superintendent of Management
Mr. Jeffrey Evener, Assistant Superintendent of Instruction
Mr. Scott Cavellier, Director of Facilities
Mr. Josh Finn, Chief Information Technology Officer

Athletic Office: 749-1213

Mr. Todd Lisi, Athletic Director

Central Registration: 749-7241 ext. 5041

Miss. Marci D'Angelo, Registrar

Food Service Office: 749-1216

Mrs. Wendy Swift, School Lunch Director
Mrs. Joan Redfield, School Lunch Manager

Special Education: 749-1226

Mr. Christopher Moore, Director of Special Education
Mrs. Janet Julian, Secretary for Special Ed. and CPSE

Transportation: 749-3873 or 749-1221

Ms. Jennifer Fox, Transportation Supervisor

High School Directory

Main Office: 749-7246

Mrs. Deb Kriever, Main Office Secretary

Administration: 749-1208

Mr. Douglas Van Etten, Principal
Mrs. Tammy Reed, Secretary to the Principal
Mr. Jim McGory, Vice Principal

Health Services: 749-1211

Mrs. Kristen Hall, RN
Ms. Julie White, LPN

School Resource Officers: 749-7246 ext. 5151

Officer Mike Bort (Day)

Attendance Office: 749-1211

Ms. Jenifer Tinker, Attendance Clerk

Guidance and Counseling Office: 749-1209

Ms. Kate Kerr, Secretary for School Counselors
Mrs. Audrey Fairchild, School Counselor
Mrs. Alaina Wallace, School Counselor
Mrs. Serena Wadsworth, School Counselor
Ms. Christine Colasurdo, School Counselor
Mrs. Jennifer Capps, School Social Worker
Mr. Steve Richardson, School Psychologist

2021-2022 School Counselors - Alpha Breakdown				
Counselor	Grade 9	Grade 10	Grade 11	Grade 12
Mrs. Wadsworth	A-G	A-G	A-G	A-D
Mrs. Fairchild	H-M	H-M	H-M	E-N
Mrs. Wallace	N-Z	N-Z	N-Z	O-Z

HIGH SCHOOL FACULTY & STAFF

Art

Paul Andre
Brian Wallace

Business

Kayla Hurley

English

Lori Andersen
Kristen Bosch
Eric Hatch
Michael Massenzio
Jake Snyder
Richard Spalding
Savanna Webb

Health

Carrie Whitney

Library

Marv Zimmerman

Mathematics

Renee DeCarlo
Amy Potter
Laura Randall
Pamela Ross
George Schneider
Megan Tracy
Patty Wainwright

Physical Education

Gina Kinsella
Sean Malone
CJ Nye

Science

Ted Andrejko
Christina Costa
Harold Fuller
Jason Graves
Brooke Head
Paula Jones
Beth Krauss
Robert Nasiatka
Nicholas Patriarco

Social Studies

Jim Baldwin
Dan Bradshaw
Thomas Cottrell
Janine Giordano
Sheila Knight
Stephany Reif
Chris Young

Music

Cara McLaughlin
David DiGennaro

Special Education

Venessa Atkinson
Cassia Burr
Valerie Cleland
Kristen Hoey
Cassandra Dallaire
Keri Evangelista-Perez
Erin Mahunik
Kim Schenck
Kris Wakula

Aides/Assistants

Amanda Beattie
Kathleen Davenport
Barb Goodale
Stacie Kellaway
Casey LaNave
Bobbie Landsdowne
Karina Lang
Kelly Phelps
Roger Rawson
Kim Roos
Andy SanJule
Beth Snyder
Michael Timmerman
Michele Whalen
Pat Whitlock

Technology

Heidi Chamberlain
Mike DiMattei

World Languages/ENL

Tammy Howington
Jacqueline Peck
Tammy Zimmerman
Megan Altmann

BELL SCHEDULES

Full Instructional Day

Students arrive 7:50

Period 1 8:05-8:46

Period 2 8:50-9:30

Period 3 9:34-10:14

Period 4 10:18-10:58

HR 11:02-11:32

Period 5 11:36-12:16

Period 6 12:20-1:00

Period 7 1:04-1:44

Period 8 1:48-2:28

HS Dismissal 2:30

SCHOOL CALENDAR IMPORTANT DATES

September 7 - First Day of School

October 8 - 15 Minute Early Release Day

October 11 - Columbus Day - No School

October 22 - Supt. Conf. Day

November 11 - Veterans Day - No School

November 24-26 - Thanksgiving Recess

December 24-31 - Holiday Recess

January 17 - M.L. King Jr Day - No School

January 25-28 - Regents Exams

January 28 - ½ Day for Students

February 21-25 - Winter Recess

March 21 - Supt. Conf. Day

April 11-15 - Spring Recess

May 30 - Memorial Day - No School

June 15-24 - Regents Exams

June 20 - Juneteenth - No School

June 24 - Rating Day/Last Day for Staff

June 25 - Homer CSD Commencement

RESPONSIBILITIES OF THE ESSENTIAL PARTNERS IN EDUCATION

A. Parents

All parents are expected to:

1. Recognize that the education of their child is a joint responsibility of parents and the educational community.
2. Send their child to educational programs ready to participate and learn as required by NYS Law and in accordance with the District's Comprehensive Student Attendance Policy (#7200). Ensure their child attends class regularly, on time, and that absences are for legal reasons as outlined in the student handbook.
3. Insist their child be dressed and groomed in a manner consistent with the student dress code.
4. Help their child understand that in a democratic society, appropriate rules are required to maintain a safe, orderly environment.
5. Build good relationships with other parents and their child's friends.
6. Demonstrate civility and use appropriate language at all times.
7. Know Homer Central School rules and help their child understand them.
8. Convey to their children a supportive attitude toward education and Homer Central School.
9. Enhance relationships with teachers and administrators by participating in school functions such as open house and parent-teacher conferences.
10. Help their child deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.
13. Teach their children respect and dignity for themselves and other students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or sex which will strengthen the child's confidence and promote learning in accordance with the Dignity for All Students.
14. Report potentially unsafe situations to a staff member, even if done anonymously.
15. Conduct themselves as representatives of Homer Central School when participating in or attending Homer Central School-sponsored extracurricular events and to hold themselves to the highest standards of conduct.

B. Teachers

All Homer Central School District staff shall conduct themselves in a professional manner, performing all duties in their job descriptions, as applicable, and are expected to:

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or sex with an understanding of appropriate appearance, language and behavior in a school setting which will strengthen students' self-image and promote confidence to learn. Professional demeanor will be demonstrated by the use of appropriate language at all times.
2. Be well prepared to teach each day and demonstrate a concern for the educational development and achievement of each student.
3. Know Homer Central School policies and rules, and enforce them in a fair and consistent manner.
4. Communicate the following to students and parents:
 - A. course objectives and requirements
 - B. marking/grading procedures
 - C. assignment deadlines
 - D. expectations for students
 - E. classroom discipline plan
 - F. the importance of attending parent/student conferences and open house
5. Communicate regularly with students, parents and other teachers concerning student growth, achievement, behavior, and well-being.
6. Confront issues of discrimination and harassment in any situation that threatens the emotional or physical health or safety of any students, school employee or any person who is lawfully on school property or at a school function.
7. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
8. Dress appropriately for school and Homer Central School functions.
9. Be approachable with any problem by any student, parent, or community member regardless of how large or small.
10. Assist students in coping with peer pressure and emerging personal, social, and emotional problems.

11. Attend teacher/student/counselor conferences and parent-teacher/student counselor conferences as a way to solve problems.
12. Regularly review with students their educational progress and encourage students to benefit from the curriculum and extracurricular programs.
13. Report potentially unsafe situations to the appropriate administrator.
14. Report incidents of discrimination and harassment that are witnessed or otherwise brought to a teacher's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.
15. Maintain appropriate confidentiality concerning students in their charge and share personal information only on a "need to know" basis.
16. Conduct themselves as representatives of Homer Central School when participating in or attending Homer Central School-sponsored extracurricular events and to hold themselves to the highest standards of conduct.

C. School Counselors

1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
2. Initiate and appropriately document teacher/student/counselor conferences and parent/ teacher/student/counselor conferences, as necessary, as a way to resolve problems.
3. Regularly review with the students their educational progress, career plans and graduation requirements.
4. Provide information to assist students with career planning.
5. Encourage students to benefit from the curriculum and extracurricular programs.
6. Coordinated Intervention Support Services, as needed, with students, parents, Building Principal and teachers.
7. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
8. Report incidents of discrimination and harassment that are witnessed or otherwise brought to the counselor's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

D. Student Support Service Personnel

1. Support educational and academic goals.
2. Know school rules, abide by them and enforce them in a fair and consistent manner.
3. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
4. Set a good example for students and colleagues by demonstrating dependability, integrity and other standards of ethical conduct.
5. Maintain confidentiality about all personal information and educational records concerning students and their families.
6. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary or requested, as a way to resolve problems and communicate as necessary in any other manner with parents and other staff regarding student progress and needs.
7. Regularly review with students their educational progress and career plan.
8. Provide information to assist students with career planning.
9. Encourage students to benefit from the curriculum and extra-curricular programs.
10. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
11. Report incidents of discrimination and harassment that are witnessed or otherwise brought to the staff member's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

E. Other District Staff

1. Follow the Code of Conduct; know, abide by and enforce school rules in a fair and consistent manner.
2. Set a good example for students and other staff by demonstrating dependability, integrity and other standards of ethical conduct.
3. Assist in promoting a safe, orderly and stimulating school environment.
4. Maintain confidentiality about all personal information and educational records concerning students and their families.
5. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender

identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.

6. Report incidents of discrimination and harassment that are witnessed or otherwise brought to a staff member's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

F. Administrators

All Administrators are expected to:

1. Ensure that students, staff and parents have the opportunity to communicate regularly with administrators and approach them to review grievances.
2. Evaluate on a regular basis instructional programs for which they have responsibility.
3. Support the development of and student participation in appropriate extracurricular activities.
4. Be responsible for enforcing the code of conduct and ensure that all cases are resolved promptly and fairly.
5. Investigate unsafe situations promptly and take appropriate actions based upon the findings of the investigation.
6. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
7. Follow up on any incidents of discrimination and harassment that are witnessed or otherwise brought to the Principal's attention in a timely manner in collaboration with the Dignity Act Coordinator (DAC).

G. Superintendent

The Superintendent is expected to:

1. Promote a safe, orderly, and stimulating school environment, supporting active teaching and learning.
2. Review with district administrators the policies of the Board of Education and state and federal laws relating to school operations and management.
3. Inform the Homer Central School Board about educational trends relating to student discipline.
4. Work to create instructional programs that minimize misconduct, are sensitive to student and teacher needs.
5. Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
6. Report annually to the Board of Education violent incident information submitted to the State.

H. Board of Education

The Board of Education is expected to:

1. Collaborate with students, teachers, administrators, parents, Homer Central School safety staff, and other Homer Central School staff to develop a code of conduct that clearly defines expectations for the conduct of students, Homer Central School staff and visitors on Homer Central School property and at Homer Central School functions.
2. Adopt and review at least once each year the Homer Central School code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
3. Appoint a Dignity Act Coordinator in each school building. The Dignity Act Coordinator will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, and sex. The Dignity Act Coordinator will be accessible to students and other staff members for consultation and advice as needed on the Dignity Act.
4. Lead by example by conducting Board meetings in a professional, respectful and courteous manner.

ACADEMICS

A. Academic Integrity - Academic integrity or honesty refers to the proper decisions students should make when faced with the opportunities to cheat, copy or represent the work of others as their own. Academic dishonesty is a serious offense.

Examples:

A. Participating in Group Work

- Displays academic integrity:
 - A teacher assigns a group project and work reflects a group effort.
 - A teacher assigns an individual project; several students work together and generate general ideas but each completes and submits an individual project.
- Displays academic dishonesty:
 - A teacher assigns an individual project; several students work together to complete the project, each making minor modifications so it looks like the work was individually done.

B. Getting Help With Work

- (1) Displays academic integrity:
 - (a) A student borrows another student's notes to prepare for a test.
 - (b) A student explains problems from a math class to another student.
- (2) Displays academic dishonesty:
 - (a) A student is having trouble with algebra. An older sister does all the even numbered problems and the student does only the odd numbered problems.
 - (b) A student has to do a report on Japan and finds a report an older brother did two years ago; the student uses most of the content of the old report for his/her report.
 - (c) A student gets home from practice late and tired; a parent does an assignment due the next day.
 - (d) A student "loans" his homework to a friend to use.
 - (e) A student tells a friend in a later class what items are on the test.

Plagiarism

- (a) According to *Black's Law Dictionary*, "plagiarism is the act of appropriating (taking) the literary composition of another, or parts of passages of his writings, or the ideas or language of the same, and passing them off as the product of one's own mind." In other words, do not copy any word or idea, in part or in whole, from anyone.
- (b) *Examples:*
 - Copying stories directly from movies or television programs.
 - Turning in music lyrics as original poetry.
 - Copying segments of another's computer program or software file.
 - Submitting purchased written work as one's own.
 - Copying work to submit as one's own without the author's permission.
 - Downloading Internet material verbatim without citing the source.

Consequences of Academic Dishonesty

- (a) Students will receive a zero for the assignment, parents will be notified by the teacher and a disciplinary referral will be submitted.
- (b) Disciplinary consequences will be determined based on a case-by-case review of the incident by an administrator and may range from a warning to an out-of-school suspension.

B. Adding/Dropping Courses

1. All course selections must be finalized with the student's school counselor to ensure all state and local requirements for graduation are being met and to give students the best counsel to help them reach post-secondary career and/or higher education goals.
2. Once schedules are mailed in the summer, students will have a final opportunity to change schedules prior to the start of the school year.
 - A. *Adding a Course*
 - Except for transfer students from other schools, the cutoff date for adding a course is the end of the second week of the course.
 - B. *Changing Course Levels*
 - Only certain full-year courses are eligible for changes. To do so requires the approval of the current teacher and must be in accordance with the department policy.
 - The cutoff date for level change is the tenth week, with exceptions being approved by the receiving teacher.
 - C. *Dropping a Course*
 - Half-year courses may NOT be dropped after nine weeks: November 5, 2021 & April 1, 2022.
 - Full-year courses may NOT be dropped after nineteen weeks: January 14, 2022.
 - A student must:
 - (a) remain in the class at least until October 8, 2021 & April 5, 2022.
 - (b) show an effort to work with the teacher to deal with the challenges the course presents.
 - (c) complete the Course Drop Form stating the reasons for the request.
 - o The student, teacher, counselor and parent, in that order, must complete the form.
 - o In some cases, a parent conference may be required.
 - The student is responsible for returning all books, equipment and material to the teacher.

C. Grading Procedures

1. ***Interim progress reports*** will be generated and mailed home approximately every five weeks.
 - These reports are meant to give students and parents information on the student's academic performance with time to make adjustments prior to the end of the marking period.
2. ***Marking period report cards*** will be generated and mailed home approximately every ten weeks.
 - A student's report card will reflect the grade earned in all courses during the marking period and should include comments from teachers to provide additional information on student's performance.
 - o The student's grade is an average of the graded work assigned and is based on the grading information that the teacher provided at the beginning of the course.
 - A grade of 65 is the minimum acceptable grade for passing a course.
3. ***Incompletes***
 - Incompletes are given only for extenuating circumstances beyond the control of the student, such as extended illness (more than five days) and parent removal of the student from school for more than five days.
 - o Truancy, class cutting, unexcused absence(s) or a lack of effort are not considered circumstances beyond a student's control and therefore are not a basis for receiving an incomplete.
 - An important factor in determining whether an incomplete will be granted for extenuating circumstances will be the time frame in the marking period that the circumstance occurred.
 - o A student experiencing extended absenteeism is expected to make-up work as soon as possible.
 - a. The goal should be that all work is completed within two weeks of the circumstance.
 - b. Students should discuss their situation with their individual teachers to arrange a schedule for completing missed assignments.

Example: If a student misses the third week of a marking period because of illness, it is reasonable to expect the work to be made up by the fifth week; hence, there would be no basis for granting an incomplete.

4. **Merit Honor Roll/High Honor Roll**

These lists will be posted after each marking period.

Merit Honor Roll - An overall average of 84.5 or above in all subjects, including physical education.

High Honor Roll - An average of 89.5 or above in all subjects, including physical education.

5. **Final Course Grades**

- A unit of credit will be given on the basis of the student's final average in a course.

Final Average Calculation - In courses where a midterm is given, the midterm exam will be no more than 1/3 of the second ten week marks.

Half-Year Courses - The final average will be based on the average of the two marking periods multiplied by two and the final examination.

Full-Year Courses - For courses not ending in a Regents exam, the final average will be equally based on the four marking periods and the final examination. For courses ending with a Regents exam, the course average will be based on the average of the four marking periods.

- o If a student earns a higher score on a Regents exam than the corresponding course, the Regents score will be used in the calculation of the student's weighted overall average.

The transcript will be an accurate reflection of courses and state exams taken. All scores will be recorded, including state exams and courses retaken.

6. **Grade Point Average (G.P.A) and Class Rank**

- Students receive a weighted average to determine class rank and G.P.A. for college applications.

Courses are weighted as follows:

- o 1.10 - Advanced Placement courses, Dual Credit College courses, College Level Examination Program (CLEP) courses and Project Lead the Way (PLTW) courses
- o 1.05 - Honors classes
- o 1.00 - All other courses
- An unweighted average will determine a student's eligibility for co-curricular activities, honor roll, parking privileges, National Honor Society, merit and senior honor study halls, and lunch privileges.
 - o Unweighted G.P.A. is calculated by an average of the final grades on a student's transcript.
- Final class rank is determined after the second marking period of senior year, using a total of seven semesters in the calculation.
 - o Final rank determines the top 10% of the class, the valedictorian and salutatorian. ***(These will be announced in the spring of the senior year.)***

D. Homework

Homework assignments are an integral part of our instructional program at Homer. Assignments are designed to reinforce classroom instruction, provide drill in practicing new skills and to introduce new concepts or material.

- Homework assignments should be expected on a regular basis and will normally be counted in computing your average in a course each ten weeks.
 - (1) A typical student will average about two hours of homework per night.
 - (2) Homework assignments should be completed and handed in by the date indicated by the teacher.

E. Marking Periods and Examination Schedule

Marking Period	Important Dates
MP 1	Dates: September 7 – November 12
	Mid-marking period ends: October 8
	Report card issued: November 19
MP 2	Dates: November 15 – January 28
	Mid-marking period ends: December 17
	Midterms and Regents exams: January 25-28
	Report card issued: February 4
MP 3	Dates: January 31 – April 8
	Mid-marking period ends: March 4
	Report card issued: April 22
MP 4	Dates: April 11 – June 24
	Mid-marking period ends: May 20
	Last day of regular classes: June 15
	Local Final Exam Testing: June 15 – 24
	Regents exams: June 2nd: U.S. History & Government (New Framework) June 15 – 23: All other Regents Exams
	Rating day: June 24
	Final report card issued: July 1

F. NCAA

- If a student is interested in playing Division I or II athletics at the collegiate level, the student must register with the NCAA Eligibility Center.
- If the student plans to register for the NCAA, it is imperative that they meet with their school counselor as soon as possible to share this information.
- Register online and print the NCAA form to bring to the Guidance and Counseling Office to request your transcript to be sent to the NCAA Eligibility Center.
- Please utilize the online resources found at eligibilitycenter.org. This site should be reviewed, for NCAA-approved courses as well as other rules including the sliding scale and credits needed.

G. Ninth Period - There is no ninth period while we have COVID-19 Restrictions.

H. Physical Education

Physical Education (P.E) is a required course for graduation. Students must receive two physical education credits to meet graduation requirements. Each student receives a ½ credit each year they pass P.E.

- The P. E. curriculum will empower students to continue regular, lifelong physical activity as a foundation for a healthy, productive life.

Student Activities

9th–10th Team Sports and Skills - Basketball, Cardiorespiratory Fitness, Dance, Field Hockey, Fitness Center, Flag Football, International Games, Karate, Lifetime Games, Orienteering, Power Walking, Project Adventure, Soccer, Softball, Track and Field, Volleyball, Wrestling.

11th–12th Lifelong Fitness -Archery, Bowling, Canoeing/Kayaking, Cardiorespiratory Fitness, Dance, Flag Football, Field Hockey, Fitness Center, Fly Fishing, Geocaching, Golf, Lifetime Games, Mountain Biking, Power Walking, Project Adventure, Racquet Activities, Softball, Team Handball, Volleyball, Winter Activities. Plus P.E. Field Trips

- o 11th and 12th graders will have the opportunity to participate in P.E. activities instructed off the Homer Central High School campus.
- o If you don't want your child to participate in these activities off campus, fill out the P.E. field trip exclusion form located on the website and return the form to your child's P.E. teacher prior to the start of the semester.

P. E. Grading

Students will be graded in five categories each equaling 20% of the total grade:

Attendance - Students receive one excused absence every five weeks.

- If a student misses more than one class in the five week block, they are expected to make-up the subsequent class(es) in order to receive an excused absence. (See Make-Up Procedure, below)

Participation - Is dependent upon the level of effort and participation for the given class activity.

Skill and Improvement - The student is individually evaluated on the knowledge and demonstration of competency in activities taught, and improvement of the skills for that given marking period.

Personal Relations - The student is evaluated for responsible personal and social behavior and demonstrates respect toward the teacher, classmates and themselves.

Attire - The student is required to dress appropriately for each class. The proper dress is determined by the P.E. Department and will vary with the nature of the activity. (See Dress Code below)

Medical excuses

Any student who is unable to participate in P.E. class for medical reasons must have a note from a doctor.

See High School P.E. Medical Excusal Chart Below

Duration	Placement	Assignments
1 day to 2 weeks	Remain in P.E. class	As directed by the P.E. teacher in class
2 weeks to 10 weeks	Remain in P.E. class <u>or</u> placed in study hall. (To be determined by the nurse and doctor using a medical recommendation form.)	As directed by the P.E. teacher if remaining in class <u>or</u> grade will be determined by classes the student was able to attend.
Longer than 10 weeks	Placed in study hall	Students must see their PE teacher to pick an activity that is being missed – three online makeup needs to be done for each five weeks missed for that corresponding activity. *The three assignments are due to the teacher by the last day of the block

*Blocks run in five week sections that correspond with the five week marking period on the school calendar.

I. Requirements for Graduation

Classes of 2022, 2023, 2024		
SUBJECT	REGENTS DIPLOMA Score 65 or above on all required Regents exams	ADVANCED REGENTS DIPLOMA Score 65 or above on all required Regents exams
English	4 Credits	4 Credits
Social Studies	4 Credits	4 Credits
Mathematics	3 Credits	3 Credits
Science	3 Credits	3 Credits
World Languages	1 Credit	3 Credits
Physical Education	2 Credits	2 Credits
Art or Music	1 Credit	1 Credit
Health	½ Credit	½ Credit
Electives	3 ½ Credits	1 ½ Credits
First Aid/CPR Training	Required for Graduation	Required for Graduation
TOTAL	22 Credits	22 Credits

Diploma & Exiting Credential Requirements

Mastery in Math - Students who meet the requirements for an Advanced Regents Diploma and who pass with a score of 85 or better on three Regents examinations in math will earn an annotation on the diploma that denotes Mastery in Math.

Mastery in Science - Students who meet the requirements for an Advanced Regents Diploma and who pass with a score of 85 or better on three Regents examinations in science will earn an annotation on the diploma that denotes Mastery in Science.

Diploma	Grade	Number of Regents Exams Required
Diploma with Advanced Designation with Honors	Must have an average score of 90 or higher on all required Regents exams	8 Regents exams and LOTE assessment aligned to Checkpoint B 1 English 2 Social Studies (Global History & US History) 2 Science (Physical & Life Science) 3 Math (Algebra, Geometry, Algebra 2/Trigonometry)
Diploma with Advanced Designation	65 or higher on all required Regents exams	8 Regents exams and *LOTE Checkpoint B 1 English 2 Social Studies (Global History & U.S. History) 2 Science (Physical & Life Science) 3 Math (Algebra, Geometry, Algebra 2/Trigonometry) 1 LOTE Checkpoint B
Regents Diploma	65 or higher on all required Regents exams OR Successful completion of 4 required exams and 1 pathway option	5 Regents exams 1 English 2 Social Studies (Global History & US History) 1 Science 1 Math OR Students have the option to earn a Regents diploma by passing four Regents examinations and completing a pathway course of study/exam. As there are several options, a student must meet with both parent and counselor to determine a pathway.
Honors Designation		Students must earn an average of 90 or higher on all required Regents exams.
Local Diploma	Successful completion of state exam required.	A local diploma may be granted to students with formalized Individual Education Plans.
<u>Exiting Credentials</u>		
CDOS Commencement Endorsement		This endorsement can be used by students to either supplement their earned a high school diploma or serve as an additional credential for students with a documented disability who are unable to earn a high school diploma.
Skills and Achievement Commencement Credential		An alternate credential for students with severe disabilities who have been instructed and assessed based on alternate achievement standards.

J. Student Academic Progress

The Guidance and Counseling Department - Guidance and Counseling information is posted on the bulletin board outside the office for all grade levels. Also, check the Guidance and Counseling website for new information. The school counselor is the student's academic advisor and advocate to ensure that student progresses appropriately through the system to graduation.

- 1 School counselors will meet with students in the spring to plan coursework for the following year.
- 2 School counselors assist students with personal, social, academic, and career concerns. Some examples discussed with counselors are: college selection, interpretation of test results, grades, study habits, and other matters of personal importance.
- 3 Students should seek their counselor's assistance when they have questions or need to make decisions about their school program, plans beyond high school, or personal concerns. Please work through the Guidance and Counseling office when sending applications for college scholarships or transcripts.

It is the responsibility of the student, their parents and their school counselor, with input from the teaching staff, to continuously monitor a student's progress.

4. SchoolTool - SchoolTool is the District's student data management system. Parents and students have the ability to view attendance, discipline, schedule, grades and demographic information.

5. Google Classroom - Staff can share with students and parents a course specific code to provide access to student assignments and other course information.

To request an account for the SchoolTool Parent Portal, please complete the form found at www.homercentral.org and return it to the high school.

If a student struggles to be academically successful, the teacher should notify the parent and the counselor to discuss strategies for improvement.

- If no marked improvement is evident, an informal conference should be set up with parents and teachers to define the student's problem and monitor the student for successful academic progress.
- If the plan discussed at the conference does not succeed, the school counselor will proceed to a more formal conference, which may include an administrator and more support staff to develop an academic contract that the parent and student must sign.
- Contracts are designed primarily for students in academic difficulty. They can be initiated by either the school counselor or teacher. The contract will not supersede laws or regulations and must be approved by the principal and filed in the Administration Office.

Failures

Full-Year Course Credit Recovery:

Courses must be taken at an approved summer school to receive credit for failed subjects.

- Summer school credit will not be accepted for full-year courses that a student has not taken before. Students may retake failed full-year courses for one semester.
- To receive credit for the course in twenty weeks, the student must have a passing average for the semester and must pass a comprehensive final exam for the course.
- Students who fail to do so will remain in the course for the remainder of the year.

Half-Year Course Credit Recovery:

All failed half-year courses must be retaken either during the regular school year or at an approved summer school to receive credit.

- Summer school credit for half-year courses that a student is taking for the first time will be accepted.

Regents Exams: The student may elect to retake the Regents Exam at the next scheduled examination date.

Eligibility for Summer School

In order to attend summer school for a failed course a student must have completed the course and must have earned a minimum final average of 50 or higher.

Class Standing

A student's class standing is determined by the total number of high school credits he/she has earned.

- Sophomore standing = 5 1/2 units of credit or more
- Junior standing = 11 units of credit or more
- Senior standing = 16 1/2 units of credit or more

ATTENDANCE

A. Attendance

The Homer Central School District Board of Education recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. We recognize that most students have an excellent attendance record and plan to acknowledge those who do.

According to the law, schools operate under the concept of *in loco parentis*, meaning the school is legally responsible for students and their safety for the duration of the school day.

The Compulsory Education Law - Requires the regular school attendance of all children between 6 and 16 years of age. The law requires students to remain in attendance until the last day of the school year in which they become 16 years of age. A parent/guardian is responsible for a student conforming to all attendance regulations and procedures. Repeated violation of attendance rules will be considered insubordinate behavior and the student will be subject to disciplinary measures.

B. Attendance Procedures

All **absences and tardies** are considered unexcused until the student brings a note to school or a parent calls the Attendance Office at 749-7246, extension 4004 to report a child absent or tardy to school.

All notes for absences or tardiness must include the following information:

- Student name
- Date(s) of absence(s)/tardy
- Reason(s) for absence(s)/tardiness
- Doctor/agency's name and telephone number (if appropriate)
- Parent/guardian signature and home or work telephone number for verification

All notes must be submitted within twenty school days of the student's absence or tardy.

- After twenty days, notes will not be accepted and the absence or tardy will remain unexcused.

Not all written excuses will change an unexcused absence or tardy to an excused one.

Excused absence/tardy/early release from school include:

- personal illness
- death in family
- school-sponsored field trip
- quarantine
- impassable roads
- religious observance
- visits to colleges (with prior approval from a school counselor)
- job shadowing (with prior approval from the Career Center)
- required court appointments
- other excuses accepted by the Commissioner of Education

Unexcused absence/tardy/early release excuses from school include:

- overslept
- missed the bus
- job interviews
- hunting
- family vacation
- personal errands
- needed at home

Family Vacation is considered an unexcused absence. Students planning to go on a (family) vacation while school is in session should pick up a Vacation Form from the Guidance and Counseling Office.

- On the form, each teacher will indicate, as much as is possible at the time, the homework assignments for the period of absence.
- It is the responsibility of the student, upon his/her return to school, to make up all work missed.
 - o Students are allowed a maximum of six school days to complete missed work.
 - o A grade of zero will be recorded for any work not submitted within this time limit.
- It is the expectation of the Homer staff that no student will miss final exams for being on vacation. In the event you will be missing for a non-emergency purpose, reasonable notice (one month minimum) should be provided to the teachers and school counselor.

Leaving School During the School Day

Students must follow attendance procedures for leaving the building, which includes:

Bringing a note to the Attendance Office, signed by the parent or guardian, explaining the reason for the release.

The excuse must contain the:

- o student's name, date, grade and time to be excused
- o destination and reason for leaving
- o means of travel from school
- o phone number by which the above information can be confirmed
- o signature of parent/guardian
- If a student has an appointment but does not bring a note that day, a parent or guardian must call the Attendance Office as early as possible to obtain a release.
- The student must sign out at the Attendance Office at the time indicated on the excuse and leave through the attendance door.
- Once in school, only the school nurse or school official can declare a student illness.
 - o If a parent signs out a student for an illness, not seen by the school nurse, that parent must enter the building and sign out the student.

Attendance for Extra/Co-Curricular (including dances) and Athletics

- If a student is absent due to illness, leaves school due to illness, or is illegally absent from school, the student cannot participate in an extra/co-curricular activity on that day.
- Students who are legally excused from school for reasons other than illness will be allowed to participate.
- The administration reserves the right to investigate the validity of any excuse including written verification from doctors, clinics, Motor Vehicle Bureau, probation officers, or colleges.

Make-up Work When Absent from School

Students are expected to make-up all work within ten school days upon return to class.

- The teacher may consider extenuating circumstances and grant additional days, if warranted. Students are graded accordingly for any incomplete class work and/or activities.

Procedures

- The student should email their teachers and/or check Google Classroom when absent to obtain his/her assignments.
- If a student is absent for three or more consecutive days due to illness, assignments may be requested from the Guidance and Counseling Office (749-1209) between 7:30 and 8:00 a.m.
 - o Homework will then be available in the Main Office after 2:30 p.m.

C. Communication From the School About Student Attendance

An automated call will notify families of a student absence and a student's unexcused tardy.

- Absent calls go out by 9:30 a.m. for grades 6-12.
- Tardy calls go out by 3:30 p.m. for grades 9-12.

After three or more consecutive unexcused absences, phone contact with the family will be made by the nurse.

Attendance letters are sent to families whose student's attendance drops below 93% and below 85% for both excused and unexcused absences.

If a student falls below the 93% attendance threshold, a letter is sent to the family detailing next steps to improve attendance and a meeting with the student may be held.

- o The letter will include a period of time for improvement.

If a student falls below the 85% attendance threshold, a letter is sent to the family and parent meeting is requested.

- o Consideration for DSS preventive services or Cortland County Coordinated Children's Services Initiative (CCSI) referral is discussed.

A student who remains at or below the 85% attendance threshold for more than five weeks may result in a Person in Need of Supervision (PINS) diversion referral.

D. Discipline Procedures

Truancy

- Students who are truant from school for the whole day will receive a Saturday detention.
- Students truant on a test day will not be allowed make-up.
- A pattern of truancies will lead to a principal's meeting.

Leaving the School Building Without Permission/Failure To Sign In or Out of School

- Students who do not follow the correct procedures for leaving or entering the building will receive a Saturday detention.

Unexcused Tardies to School

- Consequences for tardies to school will be tracked per semester.

Unexcused Tardies	Response
5	Warning- Meeting to review attendance policy and discuss causes of tardiness to school.
10	9th period office detention
15	2 hour office detention
20	Saturday detention and a letter requesting a student/parent conference with the principal to develop supports to address chronic tardiness to school ("Individual On Time Plan" may include morning detention, loss of driving privileges, loss of late entry privilege, etc.)
25+	Additional disciplinary consequences and/or loss of privilege(s) according to the Student Plan.

Class Cutting

Students are expected to attend all classes, study halls, A.I.S. and mandatory 9th period. Being prompt and consistent in attending class ensures that the continuity of learning is not disrupted. After a student arrives at school, any absences from scheduled classes and study halls without parental or school permission are classified as cuts and constitute an illegal class absence. Education Law mandates that students must attend scheduled classes and study halls for the entire time the school is in session.

- A student who cuts one class, study hall, A.I.S. or mandatory 9th will be assigned two 9th period detentions. *(Repeated class, study hall, A.I.S or mandatory 9th period cuts will be dealt with individually and involve further disciplinary action.)*
- A student who is truant or cuts a class may receive a zero for class participation, for any tests or quizzes given during the class and for any homework due on that day.
- A student who cuts classes for the whole day will be assigned a minimum of a Saturday detention.

Class Tardiness - A little late for class is too late. A student late, or is late for a class because the previous teacher delayed him/her, a pass should be requested from that teacher to be admitted to the next class. If a student arrives to class after the bell has rung, the teacher may assign detention for the lateness.

- Repeated lateness will result in progressive disciplinary actions.

E. Early Release/Late Entry - SENIORS ONLY

Requirements

- Seniors must be enrolled in a minimum of five credits in addition to P.E.
- Seniors must be in good academic standing, passing all subjects
 - Grades will be checked every ten weeks - Any student not passing a course(s) will no longer qualify for Early Release/Late Entry and will be placed in a study hall.
- Seniors must have 90% or better on time and in school attendance rate. Attendance will be checked every five weeks.
- A completed Senior Early Release/Late Entry Form must be turned in to the Administration Office.
 - It must be signed by the student, school counselor, a parent/guardian and the principal. A parent must verify the student has arranged consistent transportation.
 - Such permission is a privilege and the student's academic performance, attendance and behavior during the school year determines whether or not the privilege continues.

Early Release

- The employer name and contact information must be listed on the form.
- Students must sign out through the Attendance Office and leave the building and school grounds at the designated time.

Late Entry

- A senior must have a study hall at the beginning of the day.
- Students must sign in through the Attendance Office and be on time to their scheduled class.
 - If students have repeated tardiness this privilege may be revoked.

Start of the School Day

It is very important that students arrive at school on time; on-time attendance is a critical starting point for high levels of student achievement.

- Students arriving at school before 7:50 a.m. are to wait in the main lobby.
- Students will report to their 1st period class upon entry to the building at 7:50 a.m.
- Students must be in their 1st period class by 8:05 a.m.

EXTRA/CO-CURRICULAR ACTIVITIES AND ATHLETICS

Homer students are privileged to participate in extra/co-curricular activities and sports. These activities are important components of our total educational program.

A. Extra/Co-curricular Activities

Extra/Co-curricular activities are all school activities (membership in which is a student choice) that are not related to the activities of a credit bearing class. Successful participation in activities outside of the regular school day requires an extra measure of time, energy and commitment. Students must be able to meet the additional time and energy demands of club and sport participation.

- Parents and students are urged to seriously discuss the impact of the extra time and energy required to participate in extra/co-curricular activities and the eligibility rules a student must follow to remain qualified for these activities.
- Students who participate in extracurricular activities should recognize that they have an obligation to themselves, their co-participants, and the school community, to strive for excellence.

It is hoped that participation in these programs will enable students to value their learning experiences, instill self-discipline and self-control and to develop mature behavior and judgment.

- Students must display appropriate maturity in terms of being in control of themselves at all times.
- As role models and as representatives of our school community, school club and/or sports participants have an extra degree of responsibility.

B. Academic Eligibility Policy

The mission of the Homer Central School District is high academic standards for all students. Extra interscholastic athletics are an integral part of the education program at Homer. Our students must realize that the academic and co-curricular programs both strive to achieve this mission.

The Academic Eligibility Policy is established to ensure that the District's mission is being met. Academic eligibility rules apply during the respective activity/sport season. Eligibility will be based on the work of the student for the five-week period prior to participation and is reviewed at each five week report for any student with a failing grade.

Eligibility shall be determined from grades in all subjects in which the student is enrolled. Dropping a course to allow athletic/co-curricular activity eligibility is not acceptable.

Eligibility lists will be prepared as soon as reports are issued. Eligibility for the first five weeks of the school year will be based on the marks received the preceding June. In the event a student attends summer school to make up a deficiency, the summer school mark may be substituted for the June grade.

A student failing one course:

- must attend a minimum of two extra help classes each week in that subject in order to stay eligible.
- must demonstrate effort and progress.

A student failing two courses:

- will be placed on probationary status for two weeks. The probation period starts at the date of notification.
- must attend a minimum of two extra help classes each week in each subject in order to stay eligible.
- must demonstrate effort and progress.
- will be ineligible for contests though game/activity attendance will be at the discretion of the coach or advisor.
- will have his/her grades reviewed at the end of the two-week period.
- If the student has not brought at least one of the failing grades up to a passing level at that time, he/she will remain ineligible for further participation in contests for the remainder of the five week grading period. He/she will then be placed at the appropriate level using the new grade report.

A student failing more than two courses:

- will be ineligible to sign up, try out for, or continue participation in activities.

- will have his/her status reviewed using the next five-week report. He/she will be placed at the appropriate eligibility level using the new grade report.

It is the student's responsibility to re-establish his/her eligibility. Athletic/activity contest participation can be re-established by having no more than one failing grade.

C. Athletics

General Information

Athletic Memberships - Homer Central School District is a member of the Onondaga High School League and the New York Public High School Athletic Association, Section III.

- Schedules, contest sites, Section III regulations are all available on the HCSD website: www.homercentral.org/sports
- 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.
 - o Homer Central School is committed to providing facilities, equipment and coaching/supervision that will make this participation as injury-free as possible.

Intramural Athletics - Intramurals are posted and announced in each building and Physical Education class.

- P.E. teachers organize and supervise Intramurals.
- This is open to all students and is recreational.

Interscholastic Athletics

Expectations (See Extra/Co-curricular Activity Code, below)

A specific, detailed code directed to athletics is given out to students each season.

- Athletes are expected to exemplify good citizenship in both school and the community at large.
- Athletes who do not will be subject to removal 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 he/she are suspended. This includes in-school suspension.
- All participants will adhere to the academic eligibility policy (see above). ***(Eligibility to participate will be determined from grades in all subjects in which the athlete is enrolled.)***
- Sign-ups for sports are announced over the PA system and are posted near the athletic office well in advance of the first try-out practice date.
- A student is considered a team member when he/she is included on a squad list, has a physical exam and has 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.

Physicals

The New York State law requires that a student have a physical each year in order to participate in sports.

- One physical exam per school year is sufficient for all sports that school year. A physical exam is good for twelve months from the date acquired.
- The school arranges physical exam dates before each season. These are announced over the PA system, posted on the bulletin board of the Athletic Director's office, and listed in the newspaper.
- If a student does not attend the school physical, he/she must get one from his/her doctor. Forms to be filled out are available in the Health Office or in the Main Office. This must be given to the school nurse prior to the first practice.

Athletic Teams

Fall	
Boys	Girls
Cross Country JV & Varsity Football Golf JV & Varsity Soccer	Cross Country JV & Varsity Field Hockey JV & Varsity Football Cheerleading JV & Varsity Soccer Varsity Tennis JV & Varsity Volleyball
Winter	
Boys	Girls
JV & Varsity Basketball Varsity Bowling Varsity Ice Hockey-Combined Cortland/Homer Varsity Indoor Track JV & Varsity Wrestling	Varsity Basketball Cheerleading JV & Varsity Basketball Varsity Bowling Varsity Indoor Track
Spring	
Boys	Girls
JV & Varsity Baseball JV & Varsity Lacrosse Varsity Tennis Varsity Track	JV & Varsity Lacrosse JV & Varsity Softball Varsity Track

Practices

Weekly schedules are given to coaches for distribution to athletes and are posted on a bulletin board outside the athletic office. Practice times and sites may vary. Depending on the season they may be inside or outside.

- Practices are rotated to different locations to allow each team to practice where they play.
- Time slots vary so that teams are not always practicing late.
- Other factors include schedules, cancellations, school functions, and requests from other groups for facility use.
- Please note that due to ice time availability, practices for ice hockey may be scheduled before the official start of the school day.

Transportation to Practices

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

D. Class Organizations

Activities - Each class has a fundraising activity and particular activities in which it either participates and/or sponsors. Dances are sometimes held after sporting events sponsored by a class, club or organization. The funds that are raised during freshman and sophomore years as well as junior and senior years goes to help defray the costs involved for the junior/senior prom, as well as the senior banquet and other possible senior activities. Each class participates in the Homecoming banner parade during halftime of the Homecoming Football game.

Class Officer Elections - Class elections for sophomores, juniors and seniors are held in the spring for the following school year. The freshmen class election is held in the fall. Please see your class advisor for specific information, if interested.

Advisors

Freshmen and Sophomores: Mrs. Bosch & Mr. Young

Juniors: Mrs. Knight & Mrs. Tracy

Seniors: Mrs. Fairchild

E. Clubs and Activities - Below is a list of clubs available for students:

Club	Advisor(s)	Description
Academic Challenge Quiz Team	Mr. Patriarco	The Quiz Team allows some of Homer's academically motivated students to test their knowledge against their peers while working as a team. Teams of students from surrounding school districts compete against one another answering questions in all content areas including math, science, literature, arts, current and world events. Winners of each local competition earn the right to compete at regional and possibly state and national competitions. The Academic Challenge Quiz Team is composed of 5 to 6 students from the junior or senior class. Although not directly involved in the competition, sometimes freshmen and sophomores are invited to attend and experience the atmosphere to prepare them for future competitions. Selection is based on several criteria including motivation, class rank, teacher recommendation, and previous participation.
Blue Notes	Mrs. McLaughlin	Blue Notes is an extracurricular jazz vocal ensemble composed of a select group of choir members who are chosen through auditions in the fall. The group performs at concerts, competitions, and various school functions throughout the year. Students must be a current member of a curricular choir (concert or chamber) as well as maintain good academic standing to be eligible for this group.
Environmental Science	Mr. Nasiatka Mr. Graves Mrs. Krauss	Members compete with teams from various Cortland County school districts in an annual event, which is sponsored by the Cortland County Soil and Water Conservation District in collaboration with Cornell Cooperative Extension. Students compete in different science skill areas such as determining soil composition and pH level, wildlife and tree identification, and water analysis, among other tasks.
Envirothon	Mr. Andrejko Mr. Graves	Members compete with teams from various Cortland County school districts in an annual event, which is sponsored by the Cortland County Soil and Water Conservation District in collaboration with Cornell Cooperative Extension. Students compete in different science-skill areas such as determining soil composition and pH level, wildlife and tree identification, and water analysis among other tasks.
Future Business Leaders of America (FBLA)	Mrs. Hurley	Future Business Leaders of America is the largest business student organization in the world. It is a nonprofit 501(c)(3) education association, preparing students for careers in business and business-related fields. Membership to FBLA requires student enrollment in a business education class as well as a nominal fee to the national organization. Benefits of membership are vast! Students will develop a competent, assertive business leadership style; participate in individual projects that contribute to the improvement of home, business and community; develop character, prepare for useful citizenship, and foster patriotism; encourage and practice efficient money management; encourage scholarship and promote school loyalty; and facilitate the transition from school to work. There is also the opportunity to compete locally and nationally, earn trophies, cash and more. Student membership also provides for exclusive membership to industry publications.

National FFA	Mrs. Head	<p>FFA (formerly Future Farmers of America) is the national organization of, by, and for students enrolled in agri-science or agricultural education. FFA is intra-curricular and originated as a part of the high school agriculture education curriculum. Members should be enrolled in a science and/or agriculture class, but may also participate if he/she has an interest in anything in the broad area of the agricultural and/or environmental sciences.</p> <p>FFA activities encourage students to learn leadership and life skills through active participation. Experiences include conducting and taking part in public meetings, problem-solving, entrepreneurship opportunities, agri-science research projects, competitions, travel and community service. Members experience leadership opportunities to improve their personal abilities and career experiences in the agri-science industry and their local communities.</p>
International Club	Mrs. Zimmerman	<p>The purpose of the International Club is to provide activities of an international nature for the world language students of Homer High School. This club represents world language students and supports some of the expenses incurred within world language classes, as well as student travel, international themed dinners, language competitions, language entertainment, special projects, possible support of a foreign child, and special activities with Homer's exchange students. The information on being club officers is discussed within the world language classes. The officers meet regularly at an agreed upon time.</p>
Jazz Band	Mr. DiGennaro	<p>This is a voluntary instrumental group available to all interested students. It examines and performs all types of jazz, swing, and rock music. Jazz Band participates in exchange programs, school assemblies and concerts, as well as recruiting concerts. Through this group, an opportunity is provided for the interested students to perform, in a serious way, this facet of the American Musical Scene. Jazz Band usually meets on Monday evenings. Membership in Concert Band is required.</p>
Link Crew	Mrs. Bosch Mr. Young	<p>Link Crew is a high school transition program that welcomes freshmen and makes them feel comfortable throughout the first year of their high school experience. Built on the belief that students can help students succeed, Link Crew trains members of the junior and senior classes to be Link Leaders. As positive role models, Link Leaders are motivators, leaders and teachers who guide the freshmen to discover what it takes to be successful during the transition to high school and help facilitate first year success. Students wishing to be Link Leaders need to apply in May for the following year and will be selected based on leadership and citizenship</p>
Marching Band	Mr. DiGennaro	<p>This is easily the most visible group in the music department. Students start rehearsing weekly in May to perform the Memorial Day parade, the Cortland County Dairy parade and the Homer Firemen's Field Days parade. Playing in the group is a nice way to give back to our supportive Homer community, and is a group that students say they had the most fun. Openings in winds, percussion, and colorguard. Winds and percussion who are in high school are always welcome, but any color guard student grades 4-12 is also welcome.</p>
Men in Black	Mrs. McLaughlin	<p>Men in Black is a co-curricular men's vocal ensemble that rehearses every Thursday 9th period and performs at concerts, competitions, and various school functions throughout the year. Students must be a current member of a curricular choir (concert or chamber) as well as maintain good academic standing to be eligible for this group.</p>
Musical Theatre	Mrs. McLaughlin	<p>Participation in the musical is open to any Homer High School student as long as they sign up, attend required rehearsals, meetings, and abide by the behavior and academic guidelines outlined in the Musical Theatre Contract. Students in band may be in the pit orchestra, and any interested student can be a member of the tech crew, costume crew, or cast. Auditions are in late October, rehearsals start after Thanksgiving, and the performances are usually the first weekend of March.</p>
National Honor Society	Mrs. Knight Mrs. Wallace	<p>See page 34</p>

<i>Odyssey</i> Yearbook	Mrs. Hurley Mrs. Evangelista- Perez	The <i>Odyssey</i> staff is composed of any interested students. Students apply in the spring for the type of work they wish to do on the yearbook staff. The entire staff is composed of several smaller staff, each with a specific job. The copy staff writes the material that goes into the yearbook. The production staff does the actual layout and planning of what the book will look like. The ad staff is responsible for financing the book. There are also typing, sports, photography, and business staff, which have respective jobs. Freshmen entering in the fall should see the advisor if they wish to participate in the yearbook staff.
<i>Olympian</i>	Mr. Hatch Mr. Massenzio	The <i>Olympian</i> is the student-run newspaper first published on October 3, 1930, as the <i>Homer Academy News</i> . The newspaper staff is headed by a student editor-in-chief who coordinates the overall production of the newspaper and distributes story and photography assignments. Any student interested in contributing on a continuing or occasional basis is welcome to join our staff. Beginning with the 78th anniversary edition of the <i>Olympian</i> on September 30, 2008, the newspaper became an all-digital publication. In the first full year of creating a digital newspaper, the <i>Olympian</i> staff saved more than 100,000 pages from being needlessly printed and soon after, discarded. The conservation of resources is a valuable example of how organizations, large and small, can reinvent their modes of operation to be more sustainable and responsible. Students with an interest in writing, photography, and/or graphic design are encouraged to join the <i>Olympian</i> staff. Meetings are held on a monthly basis in room 121.
Pit Band	Mr. DiGennaro	This group provides live music for the spring musical. This includes backing up the singers on stage and underscoring music and scene changes. Students start rehearsing regularly in January and join with the cast and technical portions of the show two weeks before the show opens. The music is the same music played by professional Broadway musicians, so it's challenging but at the same time fun and rewarding. Interested students in good academic standing must be in a concert band to be eligible.
Ruby Rhythms	Mrs. McLaughlin	Ruby Rhythms is an extracurricular women's choir comprised of a select group of choir members who are chosen through auditions in the fall. The group performs at concerts, competitions, and various school functions throughout the year. Students must be a current member of a curricular choir and maintain good academic standing to be eligible for this group.
S.A.D.D	Mr. Massenzio	SADD stands for "Students Against Destructive Decisions." This group plans several activities each year, the most noteworthy of which are the pre-prom safety activities in May.
Shakespearean Society	Mr. Hubbard	Membership in the Shakespearean Society is an honorary position that recognizes the work done by an individual on theater productions during the school year. Any student may participate in the plays in any form (sets, props, acting, etc.), and membership is voted on by the present members.
Student Government	Mr. Hatch Mrs. Webb	The purpose of the Student Government is to enable students to voice their opinions, discuss and suggest solutions to school problems, other school related matters and share new ideas. Student Government acts as a liaison between the students, administration, faculty, and staff. This organization plans student activities and participates in orientation, open house, spirit week, sponsors dances, and also does humanitarian functions. Student Government is open to all interested students. Officers are elected at the end of each school year by students in ninth, tenth, and eleventh grades.
Winterguard	Mrs. Spalding	This extracurricular group participates in competitive winter color guard circuits. The ensemble performs many types of music and annually employs top choreographers and instructors to work with its sections. In return for extra rehearsal time required, extra rewards (such as banquets, award ceremonies, and trips) are planned. Membership is open to all.

National Honor Society (NHS) - The purpose of National Honor Society is: to create enthusiasm for scholarship, to stimulate a desire to render service in school and the local community, to promote leadership in students, to develop character in the students of secondary schools.

Selection Procedure:

- For many students, selection as a member of the NHS is the pinnacle of their achievements in school. This honor, recognized throughout the nation, is both the public recognition of accomplishment and the private commitment to continued excellence on the part of the student.
- National guidelines require that membership be based on specific criteria. Prospective members need to see the Society advisor for a detailed guideline for each of the following criteria: *scholarship, leadership, character, and service*.
- Students who are eligible scholastically are notified by the faculty advisor and are encouraged to complete a Student Activity Information Form for consideration for selection to the NHS chapter by the Faculty Council.
 - o Students must complete the form and return it to the advisor by the deadline date. The information form is not an application for membership and review of information gathered does not guarantee selection. The form exists to support the student's candidacy by providing relevant information for use by the Faculty Council.
- The Faculty Council consists of five voting faculty members who are appointed by the principal. The Faculty Council Reviews each Student Activity Information Form along with any other verifiable information about each candidate and his or her activities that define the candidate's leadership, service and character.
- Candidates receiving a majority vote of the Faculty Council will be invited for induction into the chapter. (*The principal votes only in the case of a tie. The advisors do not vote.*)
- Students who are selected are notified of their selection and given information regarding the upcoming induction ceremony and the obligations of membership in NHS. The formal induction ceremony will be held in the spring.

Student Member Responsibilities: Members have a responsibility to continue to demonstrate outstanding character, scholarship, service, and leadership. Participate in a service project(s).

- The chapter must conduct a service project for the school or community, and see to the development of an individual service project for each member.
- Participate in any fundraising projects the chapter sponsors.
- Attend regular meetings of the chapter to conduct chapter business and communicate with members.

Disciplinary Measures: Should a member fall below the standards by which the member was selected, the Faculty Council decides on appropriate disciplinary measures. Disciplinary measures will be consistent with both local school policy and NHS national guidelines. Flagrant violation of school rules or civil laws will result in a dismissal hearing. A student who is dismissed or who resigns is never again eligible for membership in NHS.

Probation:

- If a member falls below the standards by which he/she was selected, he/she will be warned in writing and placed on probation. During the probationary period, the member will be given the opportunity to correct the deficiency. Only one probation is allowed during the entire membership. After a second standards' infraction, the dismissal process will be set in motion. Infractions include, but are not limited to, the lack of completion or documentation of service projects and violation of school rules.

Dismissal:

- The procedure for dismissal is determined by the Faculty Council in compliance with the rules and regulations of the NHS.
 - o If a member falls below standards, he/she will be warned in writing and placed on probation (see Article VIII).
 - (a) In the case of a flagrant violation of school rules or civil laws, a warning is not necessary for dismissal, but a dismissal hearing will still be held.
 - o In all cases of impending dismissal, the member will have a right to a pre-hearing and hearing before the Faculty Council.
 - (a) The chapter advisor(s) chairs the Faculty Council but acts as ex-officio for non-selection or dismissal issues.
 - o If a member is dismissed;
 - o A written notice is sent to the member, the parents/guardians, and the principal.

- The member must then surrender the NHS emblem and membership card to the chapter advisor.
 - (a) If a member is unwilling to do this, the matter is then treated as a school disciplinary matter.
- A dismissed member may appeal the Faculty Council's decision to the principal, whose decision is based on adequacy and fairness of the Faculty Council procedures.

F. Extra/Co-curricular Activity Code

Attendance

Each student must arrive at school in time for the school day to begin.

- This especially applies to the school day immediately preceding evening contests/performances.
- Extenuating circumstances can be brought to the attention of the advisor, coach or administrator.
- Students who abuse this rule will be dealt with on an individual basis with the school administration.

Conduct and Participation

- Every student is expected to exemplify good citizenship both in school and in the community. A student who does not will be removed from participation for a period of time, depending upon the severity of the offense.
- Any student found guilty of stealing (money, sports equipment, clothing, etc.) or vandalism will be expelled from the activity and prosecuted, if warranted.
- Individual activity advisors will establish rules pertaining to their particular activity. All rules have been approved by the building principal/athletic director.
 - Each student will be informed of these rules in writing and will be required to abide by them.
 - A student will be suspended from participation for violation of these rules.

Any student wishing to discontinue participation in an activity must consult with the coach or advisor prior to making a final decision.

Lost or Damaged Equipment

Each student will be required to pay for lost equipment and for equipment damaged through misuse.

- Lack of payment or failure to return uniforms will jeopardize the student's activity status.

Spectators Guidelines

Spectators at functions and contests are held to the same conduct standards as they are in school.

Students are not allowed in areas of the building that are not supervised.

Transportation

Each student will travel to and from performances or contests via school approved transportation. When extenuating circumstances arise, a student may be:

- released directly to his or her parent.
- have written permission from the building principal or the athletic director to travel by other means.

G. Schedule Conflicts

- On occasion, co-curricular events coincide with each other. Whenever possible, students are encouraged to participate in sports, music, and theater activities, but are expected to meet each group's requirements.
 - o Due to the scheduling of each sport and each activity, this is sometimes more difficult to accomplish, and communication is key.
- Students are expected to meet a standard of participation agreed to by the advisor, coach or athletic director.

H. School Dances

General Dance Rules

- Any school-affiliated group may sponsor dances.
- All rules that pertain during the school day also apply during dances.
 - o Students who are out-of-school suspended will not be allowed on school property and therefore may not attend dances during the period of suspension.
- *Leaving the Dance*
 - o Any student who leaves a dance prior to its end without administrative approval will not be allowed to re-enter.
 - o If a student chooses to leave the dance early, parent notification may be made to obtain approval.

Homecoming and Semi Formal

To attend, all students MUST be 9-12 grade high school students (or a Homer Alumni for Homecoming).

- A Homer student may bring one guest from another high school.
- That student must obtain permission prior to the event from the administration by filling out the proper Homer High School permission form and must include a copy of a picture ID.
- This guest must be in good standing with their high school.

Junior/Senior Prom

To attend, at least one member of a couple must be a Homer High School Junior or Senior.

- Guests must be at least a freshman and under 21 years old.
- All guests must obtain administrative permission prior to the event by filling out the proper Homer High School permission form and must include a copy of a picture ID.
- If you plan on bringing a guest, it is strongly advised that you receive administrative approval prior to making any prom related purchases.

If a student chooses to leave the dance or after party early, parent notification must be made to obtain approval. If a student is signed up to go to the after party and does not attend, parent notification will be made.

I. Substance Use

This includes any violations of rules concerning the use of or possession of tobacco in any form, drug paraphernalia in any form (drug paraphernalia includes by way of example, but is not limited to, matches and lighters, electronic cigarettes or any similar device such as e cigs, e-hookahs, hookah pens, and vape pens which deliver vapor or any other inhalant which is inhaled by an individual user as well as any refill, cartridge and any other component of such a device), alcohol, or other intoxicants, and illegal drugs or performance enhancing drugs.

- Students who have used, are in the possession of, or have distributed the above listed items will be subject to a suspension from all extra/co-curricular activities for a period of time.
 - o Suspension of these extracurricular activities will result if the violation occurs during the school year at any time, on or off school grounds.
 - o In the case of any activity that may begin before the start of school, the students will be subject to this code of behavior beginning the first date of activity.

Consequences for Substance Violations

The consequences will be cumulative for a student during their high school careers.

1st Offense: 30 calendar day extra/co-curricular activities suspension

- If a student completes six hours of community service, the student may fully return after 15 days.
- The community service must be agreed upon by the student, parent and administration.
- In addition, the first time offender may be required to attend, but not participate in team practices/rehearsals and games/performances.

2nd Offense: 60 calendar day extra/co-curricular activities suspension

3rd Offense: 1 year extra/co-curricular activities suspension

In addition to the extra/co-curricular activities suspension students will receive a disciplinary consequence, which could include a Saturday detention, out-of-school suspension and/or a Superintendent's Conference.

- During the school suspension, the student will not be allowed to be in attendance at any school function, practice or rehearsal.
- These suspensions will begin on the date of notification from administration.

Appeal Procedure

- Should a student and/or their parents desire, decisions made by high school administration may be appealed to the Superintendent of schools. *Appeals may continue to the Board of Education and then to the Commissioner of Education.*

SCHOOL PROCEDURES

A. Accident Reporting

All accidents occurring on school grounds are to be reported to the school nurse immediately. A report is completed and filed with the district's insurance company if a claim is made. Sports-related injuries occurring on or off school grounds must also be reported to the school nurse.

- In the event of a serious injury or illness in school, appropriate first aid will be provided by the school nurse, and the parent or legal guardian will be contacted by phone.
 - o It is then the responsibility of the parent or legal guardian to obtain subsequent treatment for the child.
 - o In the event that a parent or legal guardian cannot be contacted, or the injury is of an extremely serious nature, the school nurse may, at her discretion, have the student transported to the nearest emergency room by ambulance.

B. Advertising in School

Neither the facilities, the staff, nor the students of the District shall be employed in any manner for advertising or otherwise promoting the interests of any commercial, political, or other non-school agency, individual or organization, except that:

- Schools may cooperate in furthering the work of any non-profit community-wide social service agency, provided that such cooperation does not restrict nor impair the educational program of the schools;
- The schools may use films or other educational materials bearing only simple mention of the producing firm;
- The Superintendent may, at his or her discretion, announce or authorize to be announced, any lecture or other community activity of particular educational merit;
- The schools may, upon approval of the Superintendent, cooperate with any agency in promoting activities in the general public interest that are non-partisan and non-controversial, and that promote the education and other best interests of the students.

No materials of a commercial nature shall be distributed through the children in attendance in Homer Central Schools except as authorized by law or the Commissioner's regulations.

C. After Hours Use of Building

- The building is closed for cleaning after the end of the school day.

D. Awards and Honors

Students are recognized at HCHS for their academic and non-academic achievements and talents.

- There are many awards that are given to students, whether of a monetary nature, certificates, plaques, and/or being recognized at an assembly. There are also additional awards and honors given to seniors at graduation.
- If anyone would like a list of awards and honors with the eligibility criteria and purpose for the award, please contact the Administration Office.

E. Bicycling, Scootering and Skateboarding

Any student riding a bicycle or scooter to school must follow all traffic safety rules. The student must park and lock the bicycle in the designated area on school property.

- The school cannot assume responsibility for bicycles left at school during the day.
- Use of skateboards and in-line skates are not allowed on school property.

F. Chromebook Loaner Policy

The use of a Chromebook at Homer Central High School is vital to student achievement. Students are required to have a charged Chromebook daily. If for some reason the student inadvertently forgets their Chromebook at home, they are allowed to sign out a Chromebook for the day from the Main Office. The availability of a loaner is on a limited basis. Due to the limit and the ultimate responsibility for a student to be prepared for class daily we have instituted a Chromebook Loaning Policy Threshold. Please see the thresholds and response by the administration in the below chart.

Chromebook Loaning Day Thresholds	Response
5 days	Warning - Meeting to review Chromebook Loaning policy and the importance of being prepared daily.
10 days	9th Period office detention
15 days	2 Hour office detention
20 days	Saturday detention and a letter requesting a student/parent conference with the Principal to develop supports to address the student's responsibility for having their Chromebook in class daily as opposed to borrowing one from the Main Office.
25+	Additional disciplinary consequences and/or loss of privilege(s) according to the Student Plan.

Additional Notes:

- Students with a Chromebook that needs to be repaired will not be subject to this Chromebook Loaning Policy Threshold. Damaged/broken Chromebooks should be taken to the Main Office to be given a loaner until theirs is restored or replaced.
- Please note the Chromebook Loaning Policy Threshold is for the entire school year and will not reset at the end of the second quarter (mid-year).

G. Dress Code

Staff - Will exemplify and reinforce acceptable dress, helping students understand the importance of a respectful and professional appearance in school. All faculty and staff, regardless of gender, maintain the responsibility to enforce all aspects of the dress code.

Students - Each building principal shall be responsible for informing all students and their parents of the student dress code at the beginning of the academic year and any revisions to the dress code made during the academic year.

- *All students are expected to give proper attention to personal cleanliness and to dress appropriately for Homer Central School programs.* Students and their parents have the primary responsibility for acceptable student dress and appearance.
- *Students dress, grooming and appearance, including hairstyle/color, jewelry, makeup and nails, shall:*
 - o be safe, appropriate and not disrupt or interfere with the instructional process. *(Building principals shall make determinations of whether individual students' dress is in compliance with the above.)*
 - o ensure that undergarments are completely covered.
 - o include footwear at all times. *(Footwear that is a safety hazard will not be allowed.)*
 - o not include the unauthorized wearing of hats, visors, and other head coverings in district buildings except for a medical or religious purpose, or where it is part of a uniform during the normal school day.
 - o not include items that are suggestive, vulgar, obscene, defamatory, or that denigrate others on account of race, color, religion, ancestry, national origin, gender, sexual orientation, or disability.
 - o not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
 - o not include the unauthorized use of pagers, cell phones, personal stereos, handheld video games, and walkie-talkies during regular school hours.
 - o not include disruptive or dangerous accessories.

Student apparel must comply with all Student Handbook rules and regulations.

- Revealing attire such as one-shoulder tops, halter tops, spaghetti straps, strapless tops, crop-tops, low-cut tops, low-riding jeans and pants, short skirts and shorts, slit skirts, sheer shirts and shorts and clothing that reveals undergarments are not allowed.

- Shoulder straps on shirts should be a minimum of one inch wide.
- Exposure of lower abdominal area, buttocks, bare chest, midriff (front or back) or cleavage is not permitted. In addition, students may not wear clothing through which these areas of the body are visible.
- Pants should be securely fitted around the waist.
- Hats must be removed upon entering a classroom at the discretion of the classroom teacher.
- Chains and accessories with spikes are a potential threat to student safety and are not allowed.
- Slippers and pajamas are not professional, and therefore, are not acceptable attire for school.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item.

- Any student who refuses to do so shall be subject to discipline, up to and including suspension.
- Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including suspension.

H. Use of Electronic Devices

Electronic devices are prohibited in the classroom unless explicit permission is granted by the classroom teacher for educational purposes only.

- All electronic devices, including cell phones and portable music players, must be turned off and put away upon entering any classroom unless directed by a teacher. Teacher will utilize a storage device so electronic devices brought into the classroom may not be kept by the students.

The use of electronic devices is permitted before school, in the hallways during passing time, in the cafeteria during lunch periods and after school as long as the device does not create a disruption. Music may be played using headphones. It may not be played at a volume disruptive to others.

- Students wearing headphones in the hallway must leave one earbud out for safety purposes.
- Students may not videotape or take pictures of students during school unless it is for an approved educational purpose.

(Students may not post videos or pictures taken in school on social media.)

The electronic device policy will be strictly enforced and will have a progressive disciplinary response for one school year. If a student violates the policy the following will occur:

- *First Offense:* Parent/guardian contacted by the teacher, confiscation of the device for the rest of the school day, referral resulting in one office detention.
- *Second Offense:* Parent/guardian contact, confiscation of the device for the rest of the school day, referral resulting in two office detentions.
- *Third Offense:* Parent/guardian contact, confiscation of the device with parent pick-up, referral resulting in one Saturday detention. Refusal to give device to staff member is insubordination and will result in disciplinary action, which may include out-of-school suspension.

I. Emergency School Closings

In the event it is necessary to close school for the day, delay the starting time or implement an early dismissal (as well as share information relating to cancellation of after-school activities/late bus runs) due to inclement weather, impassable roads, or other emergency reasons, announcement thereof shall be made over local radio and television stations, School Messenger and the District website.

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

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

When school is closed, all related activities, including athletic events and student activities, will be cancelled for that day and evening. The attendance of personnel shall be governed by their respective contracts.

J. Field Trips

Field trips are educationally sound opportunities for learning outside the classroom setting.

- Students must complete and return proper field trip permission forms.
- Homer Central School District will take every precaution for the safety of students on away trips.
 - o All school rules apply while students are on a field trip. This includes rules pertaining to general behavior, drug/tobacco/alcohol possession and/or use and proper language. Students are representatives of the school and should behave properly.
 - o Students are not permitted to drive their own vehicles or to accept transportation other than the school bus unless granted permission from an administrator.

If a student ignores this policy, the school district will in no way take responsibility for the student's actions, nor will the school district be liable for any damages, consequential or incidental.

- *When a student is absent from class due to a field trip:*
 - o work due, such as a project or assignment, is expected to be handed in on the day of the field trip to the teacher's mailbox or directly to the teacher.
 - o it is the student's responsibility to obtain all work assigned the day of the field trip and come to the next class with the assigned work completed.

K. Fundraising

All fundraising projects must be approved by the Board of Education.

- Projects that involve selling merchandise to residents of our community should be limited to one per year per organization.
- Tickets or articles of any kind, other than those associated with school sponsored activities, are not to be sold on school property by students or outside organizations.

L. Hall Passes

A student wishing to leave a class or study hall must obtain a pupil privilege pass. The pass should state the student's name, date, destination, the room he/she left, the name of the faculty member issuing the pass, and the time he/she left the room.

The student is expected to return to the room from which the pass was issued within a period of time deemed reasonable by the teacher. The student is expected to have the teacher whom they visited sign a pass and indicate the time they left the room.

A student may receive a pre-signed pass from the library or a teacher who wishes to have the student come to his/her classroom for help. Pre-signed passes are normally given to a student at a time when he/she has a study hall.

M. Lockers

Students are issued a school locker, a gym locker and two locks for the years they are at the high school to provide a safe place for personal property.

Students may only use locks provided by the school. Unauthorized locks will be cut off lockers.

The student lockers, locks, combinations and/or keys are owned by the school.

- o Students should have no expectation of privacy for anything contained in the lockers.
- o The school maintains the right to access and/or search the lockers at any time.

The locks issued will be for the duration of high school and taken home during the summers.

- o A student who loses his/her lock will need to pay \$5.00 for a second one to be re-issued.

A student's locker should be locked at all times.

- o Lockers are locked only to maintain privacy between students and to maintain ownership of property.
- o The Board of Education and school authorities assume no responsibility for the loss of any articles in a student's locker.

- For their protection, students should keep their locker combinations private and use their assigned lockers only.
- The Main Office secretary will help any student who forgets his/her combination.

Students are responsible for their locker, its contents and any damages incurred.

- If, for any reason, the locker does not work properly, the difficulty should be reported immediately to the Main Office.

N. Lost and Found

- Lost and found items may be turned into the Attendance Office.
- Lost or stolen items shall be reported by the victim to the School Resource Officer. *(Lost/stolen report form is located at the Administration Office.)*

O. Military Recruiter's Access to Students and Information on Students

In accordance with law, the District will comply with a request by a Military Recruiter for names, addresses, and telephone listings of eligible students.

- Under ESEA and the National Defense Authorization Act, parents must be notified that the District by law routinely discloses students' names, addresses, and telephone listings to Military Recruiters upon request, subject to a parent's or eligible student's request not to disclose that information with written parental verification of that request.
 - "Eligible student" under the Elementary and Secondary Education Act (ESEA) and the National Defense Authorization Act is defined as a secondary student who is 17 years of age or older or in the eleventh grade (or its equivalent) or higher.
- Under the Family Educational Rights and Privacy Act (FERPA), the District must provide notice to parents or eligible students of the types of student information that it releases publicly.
 - This type of information, commonly referred to as "directory information," includes, but is not limited to, items such as students' names, addresses, and telephone listings.
 - "Eligible student" under FERPA is defined as a student 18 years of age or older or who is attending an institution of post-secondary education.
 - The notice must include an explanation of a parent's or eligible student's right to request that "directory information" not be disclosed without prior written consent of the parent or eligible student.

A single notice provided through a mailing, student handbook, or other method that is reasonably calculated to inform parents/eligible students of the above information is sufficient to satisfy the notification requirements of both FERPA, ESEA and the National Defense Authorization Act.

- The notification shall advise the parent/eligible student of how to opt out of the public, nonconsensual disclosure of directory information and the disclosure of name, address and telephone listing to Military Recruiters; and shall state the method and timeline within which to do so.

In compliance with the ESEA and the National Defense Authorization Act, the District shall give Military Recruiters the same access to secondary school students as they provide to postsecondary institutions or to prospective employers.

- If a parent/eligible student opts out of providing directory information (or any subset of such information) to third parties, the opt-out relating to the student's name, address, or telephone listing applies to requests from Military Recruiters as well. For example, if the opt-out states that telephone numbers will not be disclosed to the public, the District may not disclose telephone numbers to Military Recruiters.

The Superintendent or designee shall ensure that appropriate notification is provided regarding the opt-out rights prohibiting release of directory information and/or release of name, address and telephone listing to Military Recruiters.

P. Parking Policy

Students must be a junior or senior with a valid driver's license and have completed Driver Education or the Homer Teen Safety Driving Course with an 80% or better score prior to submission of parking form.

Each vehicle that a student drives to school must be registered and re-registered each year. Forms are mailed home for seniors and are available in the Administration Office for juniors. All students who drive to school must have an official parking sticker prominently displayed on the passenger side back window. The sticker is ***non transferable*** to another person.

Students may lose their driving privileges if they drop below 90% rate for either on time to school or school attendance, a negative discipline record, park in areas other than their assigned spot, drive in a dangerous or reckless manner, transport students off school grounds during the day, give their keys to another student, leave school grounds during the day without authorized permission, transport contraband onto school grounds.

Parking violations will be treated like other misconduct. Parents will be notified of parking misconduct and repeated offenses will lead to a loss of parking privileges and/or other disciplinary consequences.

The Homer Central School District retains authority to conduct routine patrols of the student parking lot and to inspect the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has “reasonable suspicion” to believe that illegal, hazardous or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student’s consent, and without a search warrant.

Parking Lots

Seniors that have an unweighted academic average of 85% and above will be assigned spaces in the upper north lot first. ***Seniors*** that have an unweighted average below 84.5% will park in the upper north lot and may be assigned a spot or be asked to use first come-first-serve spaces. ***(If all student spots are filled, students should park in the lower north lot.)***

Juniors will park in the lower north lot by a first come-first-serve basis. ***(If all spots are taken, students must park on Park St.)***

Students are not to be in the parking lot during the school day without prior permission from an administrator. Any student found in the parking lot during the school day will be subject to disciplinary action. Students must park in the student parking lot only. Anyone parking illegally faces the possibility of being towed.

Driving to BOCES

Only students who have the privilege to park on campus and have completed the approval process for BOCES Cortlandville Campus may drive themselves to BOCES Cortlandville Campus. Students may lose the privilege if they; drive other students to BOCES, leave campus without permission prior to the release time for BOCES and lose their privilege to park on campus. School transportation is provided for students in all BOCES programs.

Q. Photographing/Filming/Recording

Students are strictly forbidden from taking still photographs, videos or recordings of any other student, staff member or visitor on school grounds unless the filming is part of a school assignment and is supervised by a faculty member. These actions will result in disciplinary consequences.

R. Pledge of Allegiance

Students have a constitutional right not to participate in the Pledge of Allegiance. Students are expected to display respect during the recitation of the Pledge of Allegiance. As long as the student is not infringing upon the rights of others and is not being disruptive, the student should not be treated differently from those students that choose to participate. Students should be allowed to remain quietly seated and should not be criticized, sent to the hallway, ordered to stand, threatened or punished due to not standing. The student’s parents should not be contacted regarding their participation or nonparticipation in the pledge. The Constitutional right belongs to the student.

S. Resolution Student/Teacher Disagreements

The vast majority of interactions between students and teachers are positive. Occasionally disagreements do arise. It is our expectation that most disagreements between student and teacher will be worked out at the student/teacher level. On occasion, students or their parents may feel the need to involve a school counselor or administrator in discussions. On rare occasions, a parent may feel the need to contact the Superintendent of Schools for resolution of matters that have not been worked out at the building level.

T. Safety Drills

Fire Drills/Evacuations - In the event of a fire drill or evacuation, students must follow the instructions of their teacher or any staff member. Students must remain with their teacher during the drill or evacuation and wait quietly in an orderly fashion. All students and staff will immediately proceed to the designated exit. Staff will inform students when to return to the building. Under no circumstances are students to leave the property without the principal's expressed permission.

Lockdown/Hold in Place - Students will follow the direction of a staff member in the room, will refrain from using their cell phone, and will remain in the room until being released.

U. Senior Privileges

Homer Central High School seniors have many privileges that other students do not. These are privileges and not rights. The administration reserves the right to revoke these privileges if students do not fulfill the guidelines outlined below.

Applications and permission forms are available in the Administration Office.

V. Students' Right to Privacy

The Homer Central School District respects every student's right to privacy, as well as his/her right to access and use the District's facilities in a manner consistent with his/her gender identity.

While the District will make arrangements for students to use the bathrooms and changing facilities of the gender with which they identify, the District also provides private spaces in the form of gender neutral facilities in single stall bathrooms for changing for any student desiring privacy or for any other permissible reason.

W. Study Hall

Students not assigned to an academic class may be assigned to a study hall. Study halls are an opportunity for students to work on school work as well as obtain extra help. Students are expected to report directly to the study hall.

X. Textbooks, Workbooks and Instructional Aids

The school district provides textbooks for all students in the district at no cost. Textbooks are furnished to students with the expectation that this investment be properly safeguarded.

Every student is obligated to give his/her books the best of care. They are to be used and not abused. Reasonable wear is expected from normal daily use. Students will be charged for unreasonable damage or if the student has lost a book while it is checked out to them.

Y. Visitors

Anyone who is not a regular high school staff member is considered a "visitor." All persons wishing to visit the school must report to entrances at the pillars or the lobby and be 'buzzed in' using the intercom system. Visitors will be required to

identify themselves, state their business, show their license and sign in. They will receive a sticker I.D. that needs to be returned as they leave the building. All visitors are expected to abide by the rules for public conduct on school property. The administration has the authority to determine whether a visitor has an appropriate reason for being in the building. If a visitor is judged by an administrator not to have an appropriate reason, the visitor will be asked to leave.

Z. Working Papers

Under the labor laws of New York State, all teenagers under the age of 18 are subject to certain regulations regarding employment and must obtain employment certificates (also called “working papers”) before they can be legally employed. Although the school acts as the dispensing agency for the employment certificates, responsibility for the legality of the employment of a minor rests entirely with the employer.

To receive working papers a student must pick up a form in the Health Office.

Students are required to:

- have a current health examination within the past year.
- have proof of the student’s date of birth.
- have a parent/guardian signature.

After verification by the Health Office, a card is issued and is valid for two years from the date of issuance.

STUDENT BEHAVIOR MANAGEMENT

A. Student Conduct

The district is committed to safeguarding the rights given to all students under state and federal law. In addition to those rights, all district students have the following rights and responsibilities:

Students Rights and Responsibilities: With Every Right Comes a Responsibility		
It is the student’s right:		It is the student’s responsibility:
To attend school in the District in which one’s parent or legal guardian resides.	→	To attend school daily, regularly and on time, perform assignments, and strive to do the highest quality work possible and be granted the opportunity to receive a good education.
To expect that school will be a safe, orderly and purposeful place for all students to gain an education and to be treated fairly.	→	To be aware of all rules and expectations regulating student’s behavior and conduct oneself in accordance with these guidelines.
To be respected as an individual.	→	To respect one another, and to treat others in the manner that one would want to be treated.
To express one’s opinions verbally or in writing.	→	To express opinions and ideas in a respectful manner so as not to offend, slander, or restrict the rights and privileges of others.
To dress in such a way as to express one’s personality.	→	To dress appropriately in accordance with the dress code, so as not to endanger physical health, safety, limit participation in school activities or be unduly distracting.
To be afforded equal and appropriate educational opportunities.	→	To be aware of available educational programs in order to use and develop one’s capabilities to one’s maximum.

To take part in all school activities on an equal basis regardless of race, color, creed, religion, religious practice, sex, sexual orientation, gender, national origin, ethnic group, political affiliation, age, marital status, or disability.	→	To work to the best of one's ability in all academic and extracurricular activities, as well as being fair and supportive of others.
To have access to relevant and objective information concerning drug and alcohol abuse, as well as access to individuals or agencies capable of providing direct assistance to students with serious personal problems.	→	To be aware of the information and services available and to seek assistance in dealing with personal problems, when appropriate.
To be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, by employees or students on school property or at a school-sponsored event, function or activity.	→	To respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act. To conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination. To report and encourage others to report any incidents of intimidation, harassment or discrimination

Students are expected to conduct themselves in an orderly manner during all school functions both before, during and after regular school hours. Violations of the student disciplinary code will result in disciplinary action.

B. Alcohol and Drug Policy

The following policies and procedures apply to all school-sponsored activities including those outside the normal school day.

Terms

Drugs: A drug is any chemical, including alcohol, which affects a person in such a way as to bring about psychological, physical, emotional, or behavioral change.

Drug Abuse: Drug abuse is the use of a chemical substance, licit or illicit, which results in an individual's physical, mental, emotional, or social impairment.

Drug Paraphernalia: The use, possession, sale or distribution of over-the-counter drugs, drug look-alikes, and any type of drug paraphernalia (drug paraphernalia includes by way of example, but is not limited to, matches and lighters, electronic cigarettes or any similar device such as e-cigs, e-hookahs, hookah pens, and vape pens which deliver vapor or any other inhalant which is inhaled by an individual user as well as any refill, cartridge and any other component of such a device) is prohibited. This prohibition extends to having such items on one's person or in one's locker or vehicle or other personal space.

Possession: Possession includes on person, in locker, in automobile, etc.

Procedures

If a student is suspected to be in possession of a drug or drug paraphernalia:

- The staff member who discovers the drug or drug paraphernalia will confiscate all drugs in plain sight.
- The student involved will be brought to the administration.
 - o The administration will request that all other substances/items be surrendered by the student.
 - o The student and his/her locker will be searched.
- School Resource Officer/law enforcement authorities will be notified by the administration.
- Parents will be notified and completely informed of the circumstances.
- Appropriate disciplinary action will be taken and a parent conference will be held (see below).

If a student is suspected to be under the influence of a drug:

- The situation will be treated as a medical emergency.

- All standard medical and emergency procedures will be followed.
- The student shall not be left alone.
- The administration shall be informed immediately.
 - All substances discovered or subsequently uncovered shall be turned over to the administration.
- The school nurse shall be summoned.
 - If there is ever a question of a student's safety, medical personnel will be notified immediately.
 - If a student must be taken to a medical facility, the student will be accompanied by the school nurse or other delegate authorized by the administration.
- Under reasonable suspicion, students are subject to the administration of a breath sensor or any other form of tests to determine the presence of alcohol or illegal drugs in the student's system. School officials or designees will administer the test.
 - Any student refusing the breath sensor or any other form of tests may be subjected to further disciplinary action as a result of his/her insubordination.
- Parents will be notified immediately by school personnel.
- School Resource Officer/law enforcement authorities will be notified by the administration should the safety of the student or student body be at risk.
- Appropriate disciplinary action will be taken and a parent conference will be held (see below).

If there is sufficient evidence that the student is selling or dispensing the drug:

- Administration will conduct an investigation.
- School Resource Officer/law enforcement authorities will be notified by the administration.
- Parents will be notified immediately.
- Appropriate disciplinary action will be taken and a parent conference will be held (see below).

Disciplinary Measures

Students found in possession of a drug, under the influence of a drug and/or in possession of drug paraphernalia:

First Offense

- The student will be suspended from school for five days.
- The student will have a 30 day extra/co-curricular suspension.

Repeated Offenses

- The student will be suspended from school for five days and was referred for a Superintendent's Hearing.
- The student will have the corresponding extra/co-curricular suspension.
- In all cases the following requirements must be met as a prerequisite for readmission:
- A parent/student conference will be held.
- Evidence that a satisfactory program of action to include counseling has been developed to prevent recurrence of the problem.
- Other conditions for reinstatement may be established, if deemed necessary, to secure the health, safety, or welfare of the student or others.

When there is sufficient evidence that a student is selling or dispensing drugs the student will be suspended from school for five days and referred to a Superintendent's Hearing.

Suspicion

If a staff member suspects a student of using drug substances, but there is no clear evidence to support the suspicion:

- The staff member should offer help based on a personal concern for the well-being, behavior and school performance of the student.
- Each staff member must show by attitude and actions concern and care. The situation should not be ignored.
- The staff member's concern should be made known to an administrator, school resource officer, school nurse and/or counselor.

Students Seeking Drug Related Help

- Shall be informed of the availability of school and community professional services and of the confidentiality to which they are entitled.
- Shall be encouraged to seek such help.
- Occasionally a student will contact a staff member in regards to the drug usage of another student. Any response must be made in consideration of the indirect source of the information.
 - Such a student should be encouraged to relay information about available help.

C. Canine Search

Random and unannounced canine drug detection sweeps can occur periodically. A positive alert by a trained dog gives the administration reasonable suspicion and the locker and its contents can be searched. Any illegal items found during the search can be used as evidence in a disciplinary hearing.

D. Character Education

From the Safe Schools against Violence in Education (Project SAVE) public forums, led by New York State, this definition of CHARACTER EDUCATION was disseminated: *“Character education is the deliberate effort to help people understand, care about, and act upon core ethical values.”*

It is based on the following:

- Destructive behaviors have a common core: the absence of good character.
- People do not automatically develop good character. Intentional and focused efforts must be made to foster character development of young people.
- Good character consists of moral knowing, moral feeling and moral action.
- Core ethical values are not merely subjective preferences. They are rooted in human nature and express our common humanity.

Character defined comprehensively includes thinking, feeling and behavior. “The two great goals of education: growing academically and becoming the best people we can be!”

- All teachers should incorporate the discussion of ethical and moral issues within their curriculum.

There are both building level and district level Character Education Committees.

- Students and teachers are encouraged to join our building Character Education Forum to plan positive activities for the high school as well as ways to recognize positive student character.

E. Corporal Punishment

Corporal punishment is defined as any act of physical force by a staff member upon a pupil for the purpose of punishing that pupil.

- Under most circumstances it is an unacceptable procedure for controlling students.
- If any physical force does occur, it should be reasonable in nature and for the following purposes:
 - To protect oneself from physical injury.
 - To protect another student or employee or any other person from physical injury.
 - To protect the property of the school or others.
 - To restrain or remove a student whose behavior is interfering with the orderly performance of school district function, if that student has refused to comply with a request to refrain from disruptive acts.

F. Dignity for All Students Act

The Dignity for All Students Act (DASA) effective July 1, 2012, prohibits bullying, discrimination and harassment by school employees and students on school property or at a school function based on, BUT NOT LIMITED TO, ***actual or perceived: race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.***

- Any related complaints should be brought to the attention of the building principal who also serves as the Dignity Act Coordinator (DAC) to assist in the implementation of the DASA in each school building.

Harassment

The creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical wellbeing; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression).

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

Harassment may include:

Bias Harassment

- The act of threatening bodily harm or by repeatedly tormenting another person based on the victim's race, color, weight, national origin, ethnic origin, ethnic group, religion, religious practices, disability, sex, sexual orientation, or gender (including gender identity and expression).
- Bias harassment may take the form of comments, jokes, name calling, innuendos, offensive conversations, perpetuating rumors or gossip, offensive gestures, noises, blocking a victim's path, assault, or any other behavior that is designed to show disrespect to an individual based on the categories listed above.

Bullying

Bullying, real or perceived, is understood to be the creation of a hostile environment that has or would have the effect of unreasonably and substantially interfering with a student's:

- educational performance, opportunities or benefits;
- mental, physical or emotional well-being.

Verbal bullying: which includes but is not limited to:

- Name calling, insulting remarks
- Verbal teasing, frightening phone calls
- Violent threats, extortion, taunting
- Gossip, spreading rumors, racist slurs, anonymous notes, etc.

Physical bullying: which includes but is not limited to:

- Poking, slapping, hitting
- Tripping or causing a fall
- Choking, kicking, punching, biting, pinching, scratching, spitting
- Twisting arms or legs

- Damaging clothes and personal property, taking personal belongings without permission, or threatening gestures.

Social bullying: which includes but is not limited to:

- Excluding someone from a group, isolating, shunning
- Spreading rumors or gossiping
- Arranging public humiliation
- Undermining relationships, teasing

Intimidation: which includes but is not limited to:

- Committing an act, or coercing a student into committing an act that humiliates, degrades, abuses or endangers, regardless of the person's willingness to participate. Threatening, stalking or seeking to coerce or compel a person to do something; engaging in verbal or physical conduct that threatens another with harm, including intimidation through the use of epithets or slurs.

Cyberbullying

A form of harassment/bullying that occurs via electronic communication on the Internet, on cellular phones or other electronic media.

Cyberbullying includes, but is not limited to, the following misuses of technology:

- harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs).

Cyberbullying can involve, but is not limited to:

- sending mean, vulgar, or threatening messages or images; posting sensitive, private information about another person; pretending to be someone else in order to make that person look bad.

Cyberbullying involving students may occur both on campus and off school grounds and may involve student use of the District Internet system or student use of personal digital devices including but not limited to:

- cell phones, digital cameras, personal computers, electronic tools.

Cyberbullying or harassment has or could have the effect of:

- causing physical, social/relational, emotional or mental harm to a student.
- placing a student in reasonable fear of physical, emotional or mental harm.
- placing a student in reasonable fear of damage to or loss of personal property.
- interfering with a student's educational performance and/or denying or limiting a student's ability to participate in or to receive benefits, services or opportunities in the school's programs

Hazing

A form of harassment among students defined as any humiliating or dangerous activity expected of a student to join a group or be accepted by a formal or informal group, regardless of their willingness to participate.

Hazing produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur.

Hazing behaviors include, but are not limited to, the following general categories:

- Humiliation: socially offensive, isolating or uncooperative behaviors
- Substance abuse: abuse of tobacco, alcohol or illegal/legal drugs
- Dangerous hazing: hurtful, aggressive, destructive, and disruptive behaviors

Sexual Harassment

The act of threatening bodily harm or repeatedly tormenting another person based on gender or sexual orientation.

Verbal (unwanted and unwelcome):

- 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 (unwanted and unwelcome):

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

Physical (unwanted and unwelcome):

- 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

Threats

Communicating credible, focused threats of violence or harm to an individual or group of individuals, directly or indirectly, whether by physical, verbal, written, telephone, electronic actions or other conduct, which cause the other person to believe his or her life, safety, or property is in danger, or which cause a listener to believe that another person's safety, or property is in danger.

It is not necessary that the threat be communicated to the intended victim directly.

What to Do If Harassment/Bullying is Occurring:

Report it! We have many ways to report bullying at the high school, here are some listed below.

The "BULLY LOCKER"

- It is a painted locker located in the art wing.
- Students can put a note or bully card (located in the Main Office) to report something that doesn't seem right. The locker is checked often by administration.

DASA form

- Located in the Administration Office or on the school website. *(Once filed, the incident will be investigated.)*

Web Based "Stop Sign"

- Located on the district website. A series of drop down boxes appear with the ability to report incidents.

Call the school and ask to speak to an administrator.

Have the student report what is happening to any adult.

If you are unsure about the effect of your behavior on another, ask yourself the following questions:

- Am I making the person uncomfortable?
- Would I do the same thing in front of a parent, a teacher, or others I respect?

Homer Initiatives

- BE AN UPSTANDER, NOT A BYSTANDER
- IF YOU SEE SOMETHING, SAY SOMETHING
- PERFORM RANDOM ACTS OF KINDNESS

G. Disciplinary Consequences (see the Code of Conduct for more information)

One of the most important lessons education should teach is discipline. While it is not a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

Students are expected to conduct themselves in an appropriate and civil manner, with regard for the rights, safety and welfare of other students, district personnel, and other members of the school community, and for the care of school facilities and equipment.

These include but are not limited to:

- Respecting the feelings and property of others.
- Respecting the religious beliefs of others as they respect their own.
- Showing courtesy to other people at all times.
- Abiding by the laws and regulations of the school and community.
- Being honest with themselves and others, and behaving with good moral conduct.

The rules of student conduct are intended to focus on safety and respect for the rights and property of others.

- Students are reminded that they must adhere to a code of good behavior not only for their benefit, but for the benefit of others as well.
- Students are expected to conform to the regulations of this school and obey all staff promptly and respectfully.
- Students will refrain from fighting, profanity and outward displays of affection.
- Students who do not accept responsibility for their own behavior and who violate school rules will be required to accept consequences for their conduct.

Disciplinary action will be firm, fair, and consistent so as to be the most effective in changing student behavior. Staff have the responsibility of taking appropriate actions when a student is involved in a situation that disrupts the learning environment of the class or school.

- Discipline is a process of establishing and teaching consistent boundaries and expectations for appropriate behavior.
- Discipline helps create a positive learning environment for all.
- Discipline fosters respect among students, teachers, administrators, and staff through clearly outlined consequences designed to change undesirable behavior. The ultimate goal of a discipline system is to foster self-regulating behavior.

When determining the consequences, the following will be considered:

- the nature of the offense and the circumstances that led to the offense.
- the age-appropriateness of the consequence.
- the student's prior disciplinary record.
- the effectiveness of other forms of discipline.
- information from parents, teachers and/or others, as appropriate.
- the extent to which the offense interfered with the responsibility and rights of others.
- the extent to which the offense is a threat to the health and safety of others.
- other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lesser penalty than subsequent violations. In the case of students who are habitually disruptive or who frequently violate school rules, administrators have the prerogative of applying more severe penalties at any stage, including removal from class and suspension from school.

Range of Consequences:

Warning

- Verbal warning to student.
- May be documented in School Tool and parent call may be warranted.

Parent Contact - Building partnerships is an effective way to change student behavior.

Restorative Practices

May include, but is not limited to:

- restoration conference between parties.

- written reflections.
- voluntary service learning.
- any action to “make it right and do no harm.”

Teacher Detention - A teacher or an administrator may assign a student to teacher detention.

- Teacher detention will be served in the teacher’s classroom at 2:34 p.m. until 3:00 p.m.

Lunch Detention

- A student may be removed from the cafeteria and put into lunch detention due to code of conduct violations. This will be during the student’s normal lunch period.
- Students should get their lunch and report to either the ATS room or the Administration Office.

9th Period Office Detention - Students assigned an office detention will report to the ATS room at 2:34 p.m.

- The detention runs from 2:34 p.m. until 3:00 p.m.
- Students may present a pre-signed pass from a teacher to the detention monitor at 2:34 p.m. to return to the teacher’s room to work on academics for the time of the detention.
- Only an administrator may excuse a student from office detention due to extenuating circumstances; this time must be made up.

Two Hour Detention - Students assigned a two hour detention should report to the ATS room at 2:34 p.m.

- The detention runs from 2:34 p.m. until 4:30 p.m.
- Students may present a pre-signed pass from a teacher to the detention monitor at 2:34 p.m. to work on academics for 9th period and then return to the ATS room at 3:06 p.m.
- Only an administrator may excuse a student from office detention due to extenuating circumstances; this time must be made up.

Saturday Detention

- Saturday detention is located in the H.S. Library from 8:30 a.m. until 11:30 a.m.
- Parents/Guardians are responsible for transportation and students must enter and exit through the lobby entrance.

Student Conduct:

- The rules in the district code of conduct and student handbook are in effect.
- Students must bring school materials and assignments on which to work.

Students must be on time for detention and remain until the end.

- A tardy over 10 minutes may result in an additional Saturday detention.
- Jobs and extracurricular events are illegal excuses from detention.
- Parents/Guardians with a concern should call an administrator prior to the detention.

Bus Suspension

- A student may lose bus privileges due to his/her behavior.
- A student who receives a second bus referral will be suspended from bus privileges for three (3) school days or longer depending on the infraction.

Suspension

- A short-term out-of-school-suspension (OSS) is a suspension of five days or less. A formal hearing under Education Law #3214 is not required for such suspensions. However, a student and his/her parent/guardian must be given an opportunity for an informal conference with an administrator to discuss the incident(s) leading to the suspension.
- Generally, suspension from school may be invoked for acts of insubordination or disorderly conduct or conduct that otherwise endangers the safety, morals, health or welfare of others.
- When a student is suspended from school, his/her parent/guardian will be notified.

During the period of suspension, the student is:

- not permitted in the school building or on school grounds without permission from an administrator.
- not allowed to attend school functions during and after normal school hours without permission from an administrator.

- A conference between the student, parents/guardians, and the administration may be required.

Alternative to Suspension (ATS) may be considered in lieu of suspension from school at the discretion of the administrator.

- Students are offered the opportunity to receive two hours of tutoring during the school day in the ATS room (9:00 a.m. to 11:00 a.m. or 12 p.m. to 2 p.m.).
- Teachers will provide missed assignments and learning materials but students should bring any needed materials including his/her Chromebooks when he/she reports to ATS.
- Parents/Guardians are responsible for transportation and students must enter and exit through the Attendance Office.
- Students will be escorted by a staff member while in the building.

School Work Missed During Suspension

- It is the responsibility of the student, upon his/her return to school, to take the initiative to make-up all school work missed.
- Students are allowed one day plus the number of days of the suspension to complete missed work.
- A grade of zero will be recorded for any work not submitted within this time limit.
- Students are encouraged to contact their teachers during the suspension, when possible, to get assignments.

Superintendent's Hearing

Serious offenses or repeated violations of school rules may result in a Superintendent's Hearing.

- A student will be suspended from school for five days.
- The student's parent/guardian will be notified by the District Office of the hearing date and time.
- The student has the right to counsel and to question witnesses during the hearing. If the student is found guilty, the Superintendent will determine further disciplinary action, which may include long-term suspension from school.

H. Failure to Serve Disciplinary Consequence

Will Result in Increased Consequences.

Illegal absence from Teacher Detention, Lunch Detention or 9th period Office Detention

First Offense - Two additional after 9th period office detentions and parental contact by mail or phone.

Second Offense - Saturday Detention or two 2:30-4:30 p.m. detentions and parental contact by mail and phone.

Third Offense - Suspended for one day, parental contact by mail and phone and parent/administrative conference.

Illegal absence from two hour detention

First Offense - Two additional 2 hour detentions or one Saturday detention and parental contact by mail or phone.

Second Offense - Suspended for one day, parental by mail and phone and parent/administrative conference.

Illegal absence from Saturday detention

First Offense - Suspended for one day, parental contact by mail and phone

Further Offenses - Suspension and parent/administrative conference.

Important

After school work or extra/co-curricular schedule is not considered a legal reason for missing a 9th period office detention, two hour detention or a Saturday detention.

- Student work or extra/co-curricular schedules must be adjusted should this situation arise.

I. Firearms/Weapons

Weapons of any kind are not to be brought on to school-owned property or housed in vehicles.

A weapon is defined as:

- a firearm as defined in 18 USC § 921 for purposes of the Gun Free Schools Act,
- any other gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, slingshot, metal knuckles knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun guns, pepper spray or other noxious spray, explosive or incendiary bomb,

- any other device, instrument, material or substance that can cause serious physical injury or death when used as a weapon.

Possession of such devices results in the student's automatic suspension to a Superintendent's Hearing.

J. Physical Altercations

Fighting is considered a most dangerous action. It is not only disruptive to the educational process but also endangers the health, safety, and welfare of students.

- The school strictly prohibits fighting and warns that students who fight will be suspended out of school.
- Students have an obligation to refrain from fighting and to seek an alternative resolution.
- It is expected that a student will seek help in avoiding a physical altercation by contacting an adult. Striking a staff member will result in a five day suspension and a referral to a Superintendent's Hearing for further disciplinary action.

K. Property Search

Case law allows the Board of Education to authorize Homer Central School nurses, principals, program directors, and teachers to conduct searches of students and their belongings if the authorized Homer Central School 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 Homer Central School 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, as long as the Homer Central School administrator has a legitimate reason for the very limited search.
- An authorized Homer Central School administrator may search a student or the student's belongings based upon information received from a reliable source.

Individuals, other than the Homer Central School staff, will be considered reliable source if:

- they have previously supplied information that was accurate and verified.
- they make an admission against their own interest.
- they provide the same information that is received independently from other sources
- they appear to be credible and the information they are communicating relates to an immediate threat to safety.

Homer Central School staff will presumptively be considered reliable sources unless they are known to have previously supplied information that they knew was not accurate.

- Before searching a student or the student's belongings, the authorized Homer Central School administrator should encourage the student to admit if he or she possesses physical evidence that he or she violated the law or the district code, or get the student to voluntarily consent to the search.
- Searches will be limited to the extent necessary to locate the evidence sought. Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when his/her possessions are being searched.

Any personal property brought to school, including automobiles, is subject to search.

The parking registration form, signed by both the student and a parent/guardian, also states that a student's vehicle is subject to search while on school grounds.

The rules regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places.

Students have no reasonable expectation of privacy with respect to these places and Homer Central School officials retain complete control over them.

- Student lockers, desks and other Homer Central School storage places may be subject to search at any time by Homer Central School officials, without prior notice to students and without their consent.

L. Smoking/Tobacco/Vaping Use or Possession

The use, possession, sale or distribution of tobacco products, including cigarettes, chewing tobacco, e-cigarettes and vaping fluids as well as matches and lighters, is prohibited. The use, possession, sale or distribution of tobacco products, including cigarettes, chewing tobacco, e-cigarettes and vaping fluids, are treated as a violation of the Alcohol and Drug Policy and discipline is consistent with the policy.

This prohibition extends to having such items on one's person or in one's locker or vehicle or other personal space.

M. Student Speech

While the First Amendment gives Americans freedom of speech and press, these rights are not absolute.

- According to the U.S. Supreme Court in *Hazelwood School District v. Kuhlmeier* (1988), a district may impose some restrictions on student speech.
- Schools do not need to tolerate student speech inconsistent with its educational mission, even though the government could not censor similar speech outside the school. Materials or actions, deemed objectionable for legitimate educational reasons, can therefore be removed by school officials.

This includes, but is not limited to, inappropriate language (such as cursing, swearing, using profanity), obscene gestures, gross and inconsiderate behavior or speech, vulgar speech, lewd conduct and speech denigrating a person's ethnic, gender, racial, or religious background.

- Such language not only disrupts the educational environment but is also disrespectful and inciting.
- Students using inappropriate language will be subject to disciplinary action, which may include out-of-school suspension.

The principal has the right to censor any school-sponsored material, including but not limited to the student newspaper, yearbook and announcements.

N. Vandalism/Littering

Any damage to lockers, walls, bathrooms, desks, books and other school property constitutes vandalism.

Each student is expected to assume responsibility for the care of all school property.

- Students who damage property accidentally may be held financially responsible.
- Damage of a malicious nature will be considered a very serious matter and must be repaired or replaced at the expense of the student at fault.
- Disciplinary action will be taken if a student commits an act of vandalism; financial restitution for the damage will be part of the disciplinary action.

Littering is offensive to others, creates a negative environment and unnecessary work for the custodial staff.

- A student found littering will be subject to disciplinary action. Please keep our school clean!

STUDENT SERVICES

A. Board of Cooperative Educational Services (BOCES) Programs

Cortland Alternative High School (CAHS)

Students who have traditionally experienced difficulties in their home school often need a new and different learning environment to be successful.

- At the Cortland Alternative School, students in grades 9-12 are placed into small family groups that meet weekly to focus on team building, problem-solving, and building self-esteem.
 - o Each student meets regularly with his or her family group leader to work on individual goals and monitor progress in the program.
- The goal of the program is to produce high school graduates who are college and career ready and will become productive, contributing members of their communities.
 - o Rigorous academics are stressed through project-based learning opportunities that incorporate problem-solving, critical thinking, collaboration and communication skills.

Students must meet with their school counselor, CAHS staff, and parents prior to entry into the program. Please see your school counselor for further information concerning this program.

Seven Valleys New Tech Academy

Seven Valleys serves area high school students in grades 9-12, and provides an innovative learning environment that aims to improve students' college and career readiness through project-based learning, collaborative workspace and technology.

OCM BOCES Cortlandville Campus (formerly McEvoy)

Career & Technical Education (CTE)

- The two-year CTE programs, for juniors and seniors, emphasize a broad spectrum of job-specific skills using the most current business/industry-based technologies applicable to personal and career goals. These skills prepare students for the workforce and postsecondary study.
- Students who successfully complete the two-year CTE program and pass the industry-standard assessment will earn the New York State Career and Technical Education endorsement on their high school diploma.
- Students may also earn high school core academic and college-level credit

New Vision

New Vision is an exciting approach to program delivery for eligible high school seniors.

- It provides an in-depth overview of a chosen professional field by placing the student in an actual work environment outside of school.
- New Vision successfully integrates English and Social Studies into a meaningful curriculum based on a career interest.

B. Food Service Program

Students may purchase breakfast and lunch. Food purchases should be consumed in the cafeteria.

Pricing

- The price for a student school breakfast is \$1.35.
- The price of a student school lunch is \$2.10.

Charging Meals

- Students may charge up to ten (\$10) dollars at the High School, and will not be permitted to exceed this limit until the outstanding charges are paid in full.
- The only item(s) permitted to be charged are a complete meal or milk. A la carte items such as snacks or ice cream may not be charged. The District's point-of-sale system will track all charges and payments;
- If a student comes to school without a lunch, and has exceeded the maximum reimbursable-meal limit, the District may provide a reimbursable meal (that is available to all students) so that he or she does not go hungry that day. As appropriate, District administration may contact Social Services to report a student's consistent failure to arrive at school with a meal.

- Unpaid meal charges will be addressed directly with the student's parent or guardian who is responsible for providing funds for meal purchases; discreet notifications of low, exhausted, or deficit balances will be sent at appropriate intervals during the school year.
- The notification may include a repayment schedule, but will not charge any interest or fees related to meals charged during the grace period.
- District administration will further consider the benefits of attempted collections and the costs that would be expended in collection attempts.

Should you need any further information concerning the school lunch program, lunch prices, or the "Free and Reduced Lunch Program," please contact the food service office at the high school.

Cafeteria Guidelines

Lunch period

- Students will eat during their regularly assigned lunch periods. They will report to the assigned space.
- Students are not to congregate in the lobby, block hallways, stairways or wander into other parts of the building.
- Restrooms in the main lobby will be open for students to use. One student at a time will be allowed out from each space.
- Students are not permitted to order food from an outside source and have it delivered to school.

In order to keep the cafeteria clean and attractive, the following rules must be observed:

- Students must wait his/her turn in line and keep the cafeteria lines orderly.
- Always use a tray and keep milk cartons, food, and waste paper on the tray.
- All food must be eaten at the table.
- Keep tables, chairs, and floors clean.
- Pick up and clean up any food that is dropped or spilled.
- Behave in a respectable manner.
- Talk in a normal voice.
- Never push or run.
- Respect cafeteria staff and lunch duty teachers' authority.

C. Health Office

The goal of Homer School Health Services Program is to keep students healthy and in an optimal condition for learning, growing and developing. The school health services program is directed by the Nurse Coordinator in consultation with the School Physician. A Registered Nurse/Licensed Practical Nurse is on staff and provides health services to the students in the High School.

- The nurses are there to assure the health and safety and to promote the well-being of all of the children in the school.
- The nurses provide first aid, administer medications, provide vision and hearing screenings and coordinate medical clearance for students participating in physical education classes and school sports.

Health Care Communication

Keeping students healthy and safe requires good communication between school nurses, students, their guardians, teachers, other school staff and health care providers in the community.

- It is vital that the correct contact names and phone numbers are available in the Health Office in case of illness or injury. Be sure to have emergency contact information updated at the beginning of each new school year and when any change occurs throughout the year.

Please provide the following:

- Telephone and cell phone numbers where parents/guardians can be reached.
- Names of two relatives or friends who can act for the parents/guardians in case they cannot be reached in an emergency.

- The name of the students' health care provider.

All encounters with school nurses are documented in the student's confidential electronic medical record.

School nurses communicate about visits with parents/guardians when medical follow-up is needed (even if child remains at school) or other matters that they feel guardians should be aware of.

An Emergency Form for Authorization of Treatment should be on file in the Health Office for each student.

- These forms may be obtained from the school nurse.

Financial Need

If a student has a need for an eye examination, eye glasses, doctor's examination, clothing or other services that would make attendance in school more conducive to maximum achievement, the school nurse has access to funds that can be used to assist that student.

Illness

A student who becomes ill during the day should report to the classroom teacher first and then directly to the Health Office.

- Students must have a pass from their teacher to visit the Health Office.
 - o Going to the lavatory when one feels ill may be appropriate for that moment, but the student should go immediately to the Health Office.
 - Spending a long period of time in a lavatory will not be considered as showing serious concern on the part of the student for his/her health, as the nurse also has a lavatory in the office.
 - Being sick in the bathroom is not an acceptable excuse for missing class.

If the illness warrants release from school, the student will need permission from the nurse.

- The nurse will contact the parent/guardian, give the student a pass and then he/she will sign out through the Attendance Office.
 - o Students should not contact the parent/guardian themselves.
- No student should leave the school building because of an accident or ill health without first being evaluated by the school nurse and receiving permission to leave.
 - o Students leaving school during the day without permission will be considered truant.
- Students who become ill while home for lunch should have their parent/guardian telephone the school that afternoon and the student should bring a written excuse to school upon his/her return.

Medication

No medication of any kind may be kept in school by students, including over-the-counter (OTC) medications such as Advil or aspirin.

- The State Education Law, the Nurse Practice Act, and good health practices prohibit the dispensing of internal medication, such as aspirin or Tylenol, to school children and to school personnel by a school nurse, teachers, principals, and other school personnel.

All medications must be dispensed by the school nurse in the Health Office.

- Students who are required to take medication during the school day need written authorization from the prescribing physician and a parent/guardian that indicates the frequency and dosage of a prescribed medication as well as the condition being treated, how long the medication is to be given and how often the physician will be reviewing the case. The form may be picked up in the Health Office.
 - o This is also necessary for OTC medication needed for headache, body aches, sore throat or cough.
- All medication should be delivered directly to the school nurse by the parent. The medication is to be in its original container with the dose, frequency and time noted on the doctor's authorization form.
- The medication will be kept in the school Health Office, in a locked drawer or cabinet.

EXCEPTION: only two types of medication may be carried by a student: an EpiPen and/or an inhaler. To do so, a separate authorization form, available in the Health Office, must be completed by the physician and parent/guardian.

Nurse Practitioner Support

We are excited to share that Homer School District is continuing our partnership with Guthrie Medical Group, GMG, to provide health services to students. We know that students' health and success in school are absolutely connected. We have

seen that by bringing services directly to students during the school day, we can proactively meet their health needs and support overall health, wellness and school attendance.

Examples of services provided include:

- Medical care and treatment, including diagnosis of acute and chronic illness and disease.
- Medically prescribed laboratory test such as strep test, and some medications, such as antibiotics.
- Annual health assessment.
- Referrals for service not provided through school health services
- Comprehensive physical examination including those for school, sports, working papers, etc.
(Consent not required)

GMG Health Services staff cannot provide medical services and/or treatment without written consent. Consent forms may be obtained by calling your child's nurse's office.

D. Library Services

It is the mission of the Homer High School Library Learning Commons to provide a safe and nurturing learning environment that fosters intellectual curiosity, collaborative inquiry, and personal creativity in all of our students. The library staff members are committed to helping students become global citizens that are skilled and responsible users and creators of all forms of information, who are dedicated to lifelong learning.

The Library Learning Commons is the destination for virtual personalized learning. The automated circulation system with an online catalog is accessible 24/7 from the library's web page as are several online research databases and a growing collection of downloadable ebooks and audiobooks. The school librarian ensures that the virtual library environment provides all members of the school community access to information, technology, and creative tools that connect learning to our world.

Students may not visit the library throughout the day. Online procedures for requesting books have been established.

E. Instructional Technology

Internet Service

Our goal in providing Internet service to students is to promote educational excellence by facilitating resource sharing, innovation, communication, and collaborative work.

Upon registration, Homer students are given a computer account, which gives them independent access to many software applications and the Internet.

- Students are expected to be aware of the ethics and the responsible use of the Internet, and demonstrate knowledge of the policies and regulations governing the use of district technology.
 - An Acceptable Use Policy can be found in this handbook and should be reviewed prior to logging onto the computer network.
- Computers and networks are provided for educational use for the Homer Central School District community. All data on district systems is the property of Homer Central Schools and may be monitored in any manner. **THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM.** Use of this system by any user constitutes consent to this policy.
 - By logging onto the network, all users are subject to these guidelines.

Chromebooks

Please refer to the attached Chromebook Handbook for specific information about Homer Central School District's policy and procedures for 1:1 Chromebooks for students at Homer Central High School.

E-mail Use

To communicate with their classmates, teachers, and other school community members and to maximize the tools of G Suite for Education, The Homer Central School District provides Homer Gmail accounts to students in grades 9-12.

- All accounts will be accessible from both inside and outside the school network but will be "closed" accounts.
 - Closed accounts can email students and staff within the District, but they cannot receive or send emails from

anyone outside Homer and BOCES.

The District expects behavior and language in the use of these Gmail accounts will be consistent with classroom standards.

- Email messages are archived and will be monitored for inappropriate use in accordance with the District's Code of Conduct and Student Handbook, found at: <http://www.homercentral.org/districtpage.cfm?pageid=45>.
- The guidelines listed below are intended to govern the use of District provided Gmail accounts and G Suite, whether the account is accessed in or outside of the school environment or on school owned, public, or personal computers.
 - o Violations of these expectations can result in a suspension of his/her email account and the possibility of additional disciplinary action.

Expectations for Student Email Use:

- Behavior expectations highlighted in the District's Code of Conduct and Student/Parent Handbook also apply to the use of email.
- Students should not expect any email communication to be private. Messages in student email accounts are archived and may be shared with District administration and law enforcement officials.
- Students are responsible for reporting any harassing, threatening, intimidating, or other inappropriate email messages received or any unauthorized use made of his/her District provided email account.
- Students are responsible for the confidentiality of their email accounts, passwords, personal information, and for any activities that occur in the use of their accounts. Use of an account assigned to another user, forging of email messages, or posting anonymous messages is prohibited.
- Students should not ask for or respond to emails requesting personal information not related to a school project. Parents/Guardians should not use their children's accounts as a way of communicating to their children's classmates, teachers, or other members of the school community.

Signing an agreement is not required to use Homer email, and by using a District provided email account, the student is indicating acceptance of the expectations identified above.

Use of Personal Technology

Personal technology use by students is permitted during the school day for educational purposes and/or in approved locations only and must not disrupt the education process in the school district, endanger the health or safety of anyone, invade the rights of others at school or involve illegal or prohibited conduct of any kind.

Appropriate use of personal technology during non-instructional time is also allowed if students follow the guidelines in the AUP and Code of Conduct.

- This use during non-instructional time must be conducted in a safe and unobtrusive manner. Devices must be in silent mode to avoid disrupting others.
 - o Non-instructional use includes texting, calling and otherwise communicating with others during free periods and in common areas of the school building such as hallways, cafeteria, study halls, and buses.
 - o Other non-instructional uses may include such things as Internet searches, reading, listening to music, and watching videos.

Disciplinary consequences will apply in the following cases including but not limited to:

- misusing computer/electronic communications devices, including any unauthorized or inappropriate use of computers, software, or Internet/intranet account;
- accessing inappropriate websites;
- evading the District's content filter;
- using an outside wireless network or proxy server;
- or any other violation of the District's Acceptable Use Policy.
- unauthorized use of personal electronic devices/equipment (i.e., cell phones, MP3 devices, cameras, and other personal electronic devices deemed inappropriate by the administration).
- unauthorized use of personal computer, laptop, tablet or e-reader and/or other computerized information resources

through the District computer system is prohibited.

F. Transportation

The safety and comfort of all students requires that the following regulations be obeyed. These regulations are contained in the New York State Transportation Law.

Boarding the bus

- Students should be ready when the bus arrives and wait until the bus stops completely to board.
- At the end of the school day students should report immediately to the bus at dismissal.

Riding the bus - Students must follow all aspects of the Code of Conduct while riding the school bus.

Specifically, students must:

- remain in the assigned seat until the bus stops at their destination.
- refrain from quarreling, fighting, rough play, swearing, or shouting.
- refrain from eating, drinking, smoking, or using alcohol on the bus.
- not extend any body part through the bus window.
- not have physical contact with the driver.

Students may only bring objects on the bus that can be held on the student's lap, without bothering other students in the seat.

- Objects must not hang over the seat into the aisle or be taller than the seat.
- Any large or special school projects should be transported by parents/guardians.

No animals of any kind shall be transported by a school bus.

Exiting the bus

- WALK 10 feet beyond the bumper when crossing in front of the bus.
- STOP in line with the driver and wait for the signal to cross.
- CHECK both ways for traffic.
- CROSS directly across the street and keep checking both ways for traffic.
- Students must be 15 feet away from the bus before it can move.

Bus passes

- Students riding a bus other than their own must have a note signed by the parent/guardian and school official.
- Students getting off with another student must have a signed permission note from the parent/guardian and school official.

Bus Discipline Policy

All students must behave appropriately as passengers of a school bus.

- Clearly understood and well-enforced rules are necessary for the successful management of students who ride school buses.

Drivers have authority to reprimand students who are causing an unsafe situation inside or outside of the bus.

- Misbehavior problems on the buses will be handled in the following manner:
 - The bus driver should make an attempt to correct any discipline problems by asking the student to behave, and, if necessary, assign seats to certain students.
 - After two or three verbal warnings have been given to the student by the bus driver for discipline problems, the driver should submit an explanation of what the problem was to the transportation office who will document it with a SchoolTool referral.
 - The administrator will investigate the incident and assign appropriate disciplinary consequences and contact the parents/guardians.
 - After the next offense the student is again written up.
 - The administrator will investigate the incident and assign appropriate disciplinary consequences and contact the parents/guardians.
 - After the second referral a student may be suspended from riding the bus.
 - If the student is suspended, a conference may be held with the parents.

Athletic Bus Rules

All school district bus rules are in effect.

- Any undesirable behavior will result in loss of privilege to ride and further disciplinary action.

The bus will depart from the school at the time scheduled. IT WILL NOT WAIT.

- There must be a chaperone on each bus.

On the return trip, the bus will wait 15 minutes for tardy riders, during which time the bus driver will make a reasonable effort to locate the missing person(s).

- After 15 minutes, the bus will depart.

Only Homer Central High School students are permitted to ride the spectator bus.

- Students that ride a spectator bus will only be dropped off at school. They cannot be dropped off at home or any other location.

PARENT ORGANIZATIONS

Homer High School Parents' Organization

The Parents' Organization is open to all parents and guardians of high school students. The goal of the group is to provide parents with the opportunity to help make the school experience a positive one for our students. The traditional projects of this group include the All Night Party after the prom and the teacher appreciation luncheon at the end of the year.

Homer Music Boosters

The Homer Music Booster Club, Inc. is a district-wide parent organization that works to support the music activities in the Homer Central School District. Most fundraising is done through Cabaret Night, concession stand, membership dues and donations.

- These funds have been used to purchase musical instruments, 75 choir robes, NYSSMA awards, items for the musicals, scholarships for seniors and competition trips.

Meeting dates are listed on the school calendar, on the third Wednesday of every month at 7:00 p.m. in the High School cafeteria.

Homer Athletic Boosters

The Athletic Boosters are volunteers—parents, teachers, and community members—dedicated to working together in support of all athletic programs at Homer High School and Homer Junior High.

The Athletic Boosters' goals include:

- encouraging student participation in interscholastic sports.
- improving school spirit and attendance at athletic events.
- demonstrating good sportsmanship.
- raising funds to purchase equipment and other items that are not covered in the school budget.

The main fundraising effort includes the concession stand at the stadium.

- The Booster Club uses the money raised to fund many team requests.
- As the concession stand is vital to our club, we are always looking for parent volunteers to work in the stand.

The Homer Athletic Booster Club meets the third Tuesday of every month at 7:00 p.m. in the High School cafeteria.

- Parents of athletes are strongly encouraged to attend, to act as a liaison between their child's team and the club.

Chromebook and G Suite for Education Handbook

Last revised July, 2019

Procedures and Information for Students and Parents

Each student in grades 9-12 will receive a Chromebook to take home and each student in grades 2-8 will have a Chromebook to use during school hours, referred to as the 1:1 program. The mission of the 1:1 program in the district is to provide equitable access to digital educational resources for all learners. This transition allows students and teachers to engage in transformative uses of technology while enhancing student collaboration, communication and creativity. 21st Century learners have transitioned from consumers of information to creative producers and owners of knowledge.

This initiative prepares students for a globally interconnected and evolving world that experiences rapidly changing technological advancements. This will help fulfill the mission and vision of the district to engage, educate, and empower all learners.

Receiving Your Chromebook

Parent/Guardian Agreement

Prior to receiving a district Chromebook, parent(s)/guardian(s) are required to sign the district's Acceptable Use Policy and Chromebook Agreement form.

Distribution

A Logistics team will determine the date, time and rollout plan. This information will be made available to both students and parents prior to distribution.

Returning Your Chromebook

End of Year

Students in grades 7, 8 and 12 must return their Chromebooks and power cords in June. Failure to turn in a Chromebook or issued accessory will result in the student being charged the full replacement cost (see below for estimated costs). The District may also file a report of stolen property with the local law enforcement agency. Students in grades 9-11 will have the option to keep their Chromebooks over the summer or to return them in June.

Transferring/Withdrawing Students

Students that transfer out of or withdraw from the district must turn in their Chromebooks on or before their last day of attendance to the Principal's Office. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving the district may be turned over to a collection agency. The District may also file a report of stolen property with the local law enforcement agency.

Opt out

- Parents/Guardians can choose to opt out of having their students bring a designated Chromebook home. Notification of an opt-out must be submitted in writing to a building administrator.
- Students will still use a Chromebook while at school and are still responsible for completing all assignments whether they accept a Chromebook or not.
 - Students in grades 9-12 who opt out of taking a Chromebook home will be expected to sign out a Chromebook from the library each morning and return it to the Main Office each afternoon.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the district. In the event of damage, loss, or inoperability, a temporary device will be made available until the primary device is repaired or replaced. The district is not responsible for the maintenance or support of private or off-site networks (WiFi connections). District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in their locker or other building / district designated secured areas.

General Precautions

- No food or drink should be near Chromebooks.
- Cords, cables, and removable storage devices must be inserted and removed carefully.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, labels or permanent personalization.
- Heavy objects should never be placed on Chromebooks.

Carrying Chromebooks

- Always transport Chromebooks with care.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Asset Tags

- All Chromebooks will be labeled with a BOCES or Homer asset tag.
- Asset tags may not be modified or tampered with in any way.

Alterations

- Any alterations to Chromebooks are not allowed.
- Removing or tampering with any components of Chromebooks is not allowed.

Using Your Chromebook at School

Students in grades 9- 12 are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

If a student does not bring his/her Chromebook to school

- A student may stop in the Main Office and check out a Short Term Loaner for the day. Please note that these are available as a temporary device while your Chromebook is unavailable. They are not intended as a convenience for consistently forgetting to bring your assigned Chromebook.
- If temporary loaning is abused, students will be addressed by the Principal.
- A student borrowing a Chromebook will be responsible for any damage or loss of the temporarily issued device.

Chromebooks being repaired

- Long Term Loaner Chromebooks will be issued to students until their Chromebook is repaired.
- A student borrowing a Chromebook must sign it out in the Main office and will be responsible for any damage or loss of the loaned device.
- Chromebooks on long-term loan to students may be taken home.

Charging Chromebooks for grade 9-12

- Chromebooks must be brought to school each day fully charged, failure to do so may result in disciplinary action
- Students should charge their Chromebooks at home every evening.
- There will be a limited number of unsupervised charging stations in the library available to students on

a first-come-first-served basis.

Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Printing is available in the library.

Logging into a Chromebook

- Students will log into their Chromebooks using their school issued G Suite for Education account.
- Only Homer accounts are able to login to district-issued Chromebooks.
- Students should never share their account passwords with others.

Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Students should always remember to save frequently when working on digital media; however, G Suite auto-saves every 4-6 seconds while connected to the internet.
- The district will not be responsible for the loss of any student work.

Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the district's acceptable use policy and all other guidelines in this document wherever they use their Chromebooks.

Operating System and Security

- Students may not use or install any operating system on their Chromebook or physically alter the Chromebook in any way.

Updates

- The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

Virus Protection

- Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

Student Safety and Content Filtering

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected, managed, and monitored by the district per policy. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, teachers should contact the Technology Department. Students are to adhere to the District Acceptable Use Policy at all times when using district assigned devices.

Administrative Audit

Upon request from district administration or the Board of Education, the technology department will provide a complete and unedited audit log of all administrative access, changes or monitoring of student accounts on the G Suite for Education administrative console and/or the GoGuardian administrative console.

Monitoring tool

The district uses a monitoring tool to manage, filter, and monitor Chromebook and G Suite for Education usage. This service allows the district to filter content anywhere and anytime on any network. No existing system can provide perfect filtering but it can be very effective when coupled with classroom and parent oversight.

Student Safety Responsibilities

- Students are not allowed to post personal contact information about themselves or other people. This includes names, addresses, and phone numbers.
- Students should never meet personally with someone whom they have met online without their parent's approval and participation.
- Students will tell their teacher or other school employee any message or file they receive that is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a student provide his or her password to another person.

Software

G Suite for Education

G Suite for Education is also available at home, the library, district buses, or anywhere with Internet access. The district monitoring software will monitor student use of G Suite when students are at school, off school grounds and on buses.

Parents/guardians should also monitor their child's use of G Suite when accessing programs from home. Students are responsible for their own behavior at all times.

Chromebook Identification

Records

The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the students assigned to the device.

Users

Each student will be assigned a Chromebook for the duration of his/her school year.

Repairing/Replacing Your Chromebook

Consequences for losing or damaging a Chromebook will be handled on a case-by-case basis by building and/or district administrators. Any damaged Chromebook in need of repair must be brought to the Principal's office.

- A damage report must be completed at the time of visit at the Principal's office.
- The district's Technology Department will assess the damage to determine repair requirements.
- Lost or stolen chromebooks must be reported to the School Resource Officer

Estimated Costs (example)

Administrators may require that the price of repairs/replacement be paid by the family. Forwarding charges is at the discretion of the District based upon the cause of the incident. This is the case whether the damage is caused accidentally, intentionally or by neglect. The following are estimated costs of commonly damaged Chromebook replacement parts actual costs and devices may vary:

- Replacement - \$249.00
- Screen - \$99.00
- Keyboard - \$17.00
- Touchpad - \$15.00

- Power cord - \$14.00

NOTE: Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.

Payments for damages can be remitted to:

Homer Central School District
80 S West Street.
Homer, NY 13077

3rd party vendors

From time to time we will enable access to applications that we find beneficial to the education of our children. For these applications we may be creating accounts for students; this includes G Suite for Education.

Rules for Using G Suite for Education

Acceptable Use (Privacy and Safety)

G Suite is primarily for educational use. Students may use G Suite for personal use subject to the restrictions below and additional school rules and policies that may apply.

Students may use G Suite tools for personal project but may not use them for:

- Unlawful activities
- Commercial purposes (running a business or trying to make money)
- Personal financial gain (running a website to sell things)
- Inappropriate, sexual, or other offensive content
- Threatening another person
- Harassment or bullying
- Actions which are a violation of the Dignity for All Students Act (DASA)
- Misrepresentation of the District, staff, or students. G Suite sites and groups are not public forums; they are extensions of classroom spaces where student free speech rights may be limited.

Access Restriction - Due Process

Access to assigned Chromebooks is considered a privilege afforded at the discretion of the District. The District maintains the right to immediately withdraw the access and use of devices and the network when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the principal or principal's designee for further investigation and account restoration, suspension, or termination. As a party of the agreement with Google, the school also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action. In addition, further consequences may be applied per the student code of conduct.

Privacy and G Suite for Education Data

Students have no expectation of confidentiality or privacy with respect to any usage of a district-issued Chromebook, district G Suite for Education account or other related district network asset, regardless of whether its use is for district-related or personal purposes other than as specifically provided by law. The district may, without prior notice or consent, log, supervise, access, view, monitor, or record use of student Chromebook or G Suite for Education accounts at any time for any reason related to the operation of the district. By using a district-issued Chromebook or district G Suite for Education account, students agree to such access, monitoring, and recording of their use.

Monitoring Software

School staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Student Privacy Pledge Signatory

Google is a Student Privacy Pledge Signatory, which holds school service providers accountable to:

- Not sell student information
- Not behaviorally targeted advertising

- Use data for authorized education purposes only
- Not change privacy policies without notice and choice
- Enforce strict limits on data retention
- Support parental access to, and correction of errors in, their children's information
- Provide comprehensive security standards
- Be transparent about collection and use of data.

There are NO ADS in G Suite for Education.

G Suite for Education services does not collect or use student data for advertising purposes or create advertising profiles.

Student Data Retention and Access

The district will suspend student accounts at graduation or departure from the district.

Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use policy and all of its corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will be appropriate and act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual property.** I will request permission to use copyrighted or otherwise protected materials. I will properly cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Digital Citizenship (Advice for All)

Treat others well. When making a post on a forum or web page, be kind. Everyone will see what you write, so think before you type. Be careful with what you say about others and yourself.

Respect the rights of copyright owners. Copyright infringement occurs when an individual reproduces a work without permission that is protected by copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether they can use a work, he or she should request permission from the copyright owner.

Students have First Amendment rights to free speech. Your rights can be limited in school. If you post something via a school web page that disrupts the learning environment in your school, your right to free speech may be limited. A school or school district has the right to limit student speech that disrupts the learning process.

Cyber-Safety and Cyber-Ethics

In an effort to educate faculty, students and parents, the district will offer an ongoing cyber-safety and cyber-ethics curriculum. We will be offering parent technology workshops and ongoing support to help

facilitate this process.

[Commonsense.org](https://www.common Sense.org)

The district incorporates information found in the Commonsense.org cyber-ethics and cyber- safety K-12 curriculum. Parents are strongly encouraged to review this informative website for additional information.

-- CommonSense - <https://www.common sensemedia.org/>

[Child Internet Protection Act \(CIPA\)](http://www.fcc.gov/cgb/consumerfacts/cipa.html)

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. Mail containing harmful content from inappropriate sites will be blocked.

-- CIPA - <http://www.fcc.gov/cgb/consumerfacts/cipa.html>

[Children's Online Privacy Protection Act \(COPPA\)](http://www.ftc.gov/privacy/coppafaqs.shtm)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for educational purposes. -- COPPA - <http://www.ftc.gov/privacy/coppafaqs.shtm>

[Family Educational Rights and Privacy Act \(FERPA\)](http://www2.ed.gov/policy/gen/guid/fpco/ferpa)

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information.

- The school will not publish confidential academic records (grades, student ID #, etc...) for public viewing on the Internet.
- The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.
- Parents may request that photos, names and general directory information about their children not be published.
- Parents have the right at any time to investigate the contents of their child's email and Apps for Education files. -- FERPA - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

[Dignity for All Students Act \(DASA\)](http://www.p12.nysed.gov/dignityact/)

New York State's Dignity for All Students Act seeks to provide a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, on school buses, and/or at school functions. -- DASA - <http://www.p12.nysed.gov/dignityact/>

Acceptable Use Policy and Chromebook Agreement form

Please review the policy, complete the form below, and return this portion to school.

Student Name: _____

Grade: _____

Parent/Guardian: _____

Please check one:

- I have read and agree to the terms in the Chromebook Handbook and understand that my child will receive a district-issued Chromebook.

- I have read the terms in the Chromebook Handbook and request that my child not receive a district-issued Chromebook. I understand that my child will need to borrow a Chromebook from the library during school hours to use in the classroom and return it at the end of each day in the same condition.

Please state reason: _____

Please provide primary email address to update our records for future communications:

Student Signature

Date

Parent/Guardian Signature

Date

Please return this permission form to:

Administration Office
Homer High School
80 South West St.
Homer, NY 13077

August 2020

Dear Parents and Guardian(s),

At various times during the school year, pictures, videos and/or audio recordings may be taken of our students. The photos, videos and/or audio recordings may be taken by the classroom teacher, the newspaper, for the Trojan Messenger, or a student teacher for his or her portfolio. These photos might be used on bulletin boards, on our district website, 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 pictures, videos and/or audio recordings. 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 High School Main 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

SIGN AND RETURN TO YOUR STUDENTS 1st PERIOD TEACHER BY SEPTEMBER 10th

Student's Name _____ Grade _____

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

Parent/Guardian's Signature

Date



