

**HOMER-CENTER HIGH SCHOOL
STUDENT HANDBOOK**

70 Wildcat Lane
Homer City, PA 15748
724-479-8026

“Where Everybody is Somebody”

Revised 8/2018

WELCOME

The purpose of this handbook is to provide information and guidance concerning the general operating procedures of Homer-Center High School. It reflects the expectations we have of our students to preserve the traditions and attitudes that have made our school great and to provide a direction toward a vision seeking to continually strive for greatness. This book is primarily the work of students like you, who understand that our school culture is the collective responsibility of our students and staff.

Our school will be and become what our students make it. Students have many needs. It is impossible for any school to meet all these needs. However, we are committed to working through every obstacle to assure we offer a diverse and high quality educational program. We pledge that if you are willing to be taught, work hard, and possess a positive attitude you will receive the best education a high school can provide and you will be prepared for success.

This handbook is intended to provide students and parents an understanding of the policies that govern our school and help you navigate successfully through high school. This handbook is a reflection of school district policy. When a typographical error occurs or a conflict exists between this handbook and district policy, district policy will prevail. Because district policy revision is a continuous process it is possible that elements of this handbook may become obsolete as new district policy is adopted. Thus this handbook is not a binding contract. We reserve the right to change the handbook at any time to reflect changes in district policy. If policy changes during the school year, every effort will be made to communicate changes to our students and parents by the most effective means possible.

If you have any questions regarding the student handbook or the policies of the Homer-Center School District feel free to call us and we will answer your questions.

Let's Go Wildcats.....have a great year.

Definitions of acronyms used within the student handbook

HCSD= Homer-Center School District

HCHS=Homer-Center High School

PIAA= Pennsylvania Interscholastic Athletic Association

BOE=Board of Education

A copy of the handbook will be posted on the high school page on the district website at www.homercenter.org.

Please copy this page from the student handbook and have your child return it to his/her homeroom teacher within one week after the start of school. Homer-Center High School will operate under assumption of silent permission for photographs and parent and student acknowledgement of the handbook guidelines if these forms are not returned within one week of the start of school.

**HOMER-CENTER HIGH SCHOOL
STUDENT HANDBOOK**

PARENT & STUDENT REVIEW ACKNOWLEDGEMENT FORM

Parents or students who have questions or seek clarification on any topic within the handbook should contact Mr. Rainey or Mr. Rodkey in the high school office.

PUBLISHING OF STUDENT PHOTOS

(Consent of parents to use their child's picture to promote positive school events is implied in the absence of a refusal form being on file in the high school office)

I understand that photographs of students are taken and published by HCHS. I understand that students may be photographed during class, clubs, extracurricular activities and that said pictures may be published in a newspaper, brochure, HCHS website, or other school approved media sources. I also understand that photos taken and published by media outlets at public events such as sporting activities and the like may include HCHS students.

Our signature denies permission of Homer-Center to publicly release pictures of our child to promote the school and their events. We acknowledge that HCHS cannot control or be responsible for the publishing of pictures by media outlets at public events.

Parent Signature _____ Date _____

Student Signature _____ Date _____

MISSION STATEMENT

The Homer-Center School District is a caring district where **“Everybody is Somebody!”** Through our partnership with the family and community, we are committed to a diverse educational program that prepares students for the challenges of our rapidly changing world.

ACADEMIC STANDARDS

The BOE recognizes that education is a vital function of the state and community. The school community, through the strategic planning process, shall be encouraged to participate in the development of the educational goals and academic standards established for this school district.

Academic Standards/PA Common Core as outlined in Chapter 4 regulations shall be defined as what a student should know and be able to do at a specified grade level; they shall describe the knowledge and skills students will be expected to demonstrate in order to graduate.

The BOE shall establish academic standards for district students to attain, in accordance with those adopted by the State Board of Education and outlined in the Chapter 4 Regulations, in the following content areas: Reading, Writing and Listening, Mathematics, Science and Technology, Environment and Ecology, Social Studies, Arts and Humanities, Career Education and Work, Health, Safety, Physical Education, and Family and Consumer Sciences.

NON DISCRIMINATION IN SCHOOL & CLASSROOM PRACTICES

The Homer-Center BOE declares it to be the policy of this district to provide to all persons equal access to all categories of employment and curriculum in this district, regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations, as required by Title VI, Title VII, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact the building principal at 724-479-8026.

CURRICULUM

Participation in IUP Dual Enrollment Program

HCHS has an agreement that enables students who meet certain eligibility criteria to enroll in courses at IUP. These students are responsible for all tuition and fees associated with participation in the program. Currently the agreement between HCHS and IUP requires students to pay a reduced tuition rate of 25%. The following criteria must be met to enroll in the HCHS/IUP dual enrollment program: completion of the sophomore year at HCHS, cumulative grade average of 90% or higher, have less than 15 days of absence during the most recently completed school year, and must receive a recommendation by a HCHS guidance counselor. In order for a student to continue in the HCHS/IUP dual enrollment program established criteria must be met annually.

Students enrolled in the HCHS/IUP dual enrollment program can take on-line or on-campus programs under the following guidelines: summer between sophomore and junior year can take on-line or on campus course, during the junior year on-line course or on-campus course after school hours, summer between junior and senior year on-line or on-campus, during the senior year on-line or on-campus if the on-campus course time does not conflict with a HCHS scheduled course time that is required for graduation.

Students participating in the HCHS/IUP dual enrollment program are still required to earn all the credits required by HCHS to graduate. College coursework cannot replace required courses at HCHS. College coursework will be listed on the high school transcript but will not be factored to determine class rank or grade point average. Current or future courses taught by HCHS faculty that include college and high school credit will still be accepted for high school credit and will be factored for class rank and grade point average.

College in the Classroom (CIC) Mount Aloysius College)

Homer-Center has agreements with Mount Aloysius College enabling students to enroll in the Mount Aloysius (CIC) program. Students in the following courses: AP Calculus, AP Human Geography, AP Literature and Composition, AP Biology, AP United States History and AP Language and Composition have an opportunity to purchase college credit for these courses through Mount Aloysius. Students must make this decision in early fall and earn at least a C or higher to receive the credit. All costs for CIC are the responsibility of the student and his/her family. Students interested in this option are encouraged to contact the guidance office for more details.

Enrollment at the Indiana County Technology Center (ICTC)

During the 9th grade year, students who have an interest in attending ICTC will participate in a tour of the center. Students wishing to attend ICTC at the start of their 10th grade year must meet criteria established by the ICTC Joint Operating Committee and HCHS. The criteria considers factors that demonstrate that success at ICTC is likely and

generally includes academic targets, attendance history, and availability of ICTC programs that match the interest of the individual learner. The principals and guidance counselors of ICTC and HCHS will meet annually to review and make determinations regarding student applications for ICTC.

Students with an IEP must take the vocational assessment. Any IEP student who does not meet the academic criteria for acceptance into ICTC can be considered for an academic waiver. An academic waiver will be granted if the IEP team decides the results of the vocational assessment indicate the student will likely thrive and experience success in the ICTC program.

Once accepted into ICTC students must complete an acceptable percentage of their ICTC program competencies, acceptable attendance standards and acceptable academic standards annually to remain enrolled. The acceptable levels will be determined by the principals of ICTC and HCHS.

HOMER-CENTER ACADEMY OF CHOICE (HCAC)

The Homer-Center Academy of Choice is the cyber program that is provided by the Homer-Center School District. Homer-Center offers a traditional cyber program (student completes coursework from home), a cyber learning experience within our traditional school setting (student completes coursework at our facility) and when appropriate, a hybrid-blended program (students complete course work in both the traditional and cyber school settings). For more information regarding the HCAC contact Mr. Matt Rodkey K-12 Assistant Principal and Lead Administrator for the Homer-Center Academy of Choice.

ENGLISH as a SECOND LANGUAGE (ESL)

In accordance with the Board's philosophy to provide a quality educational program for all students, the district shall provide an appropriate planned instructional program for identified students whose dominant language is not English. Completion of a Home Language Survey will be required as part of the enrollment process at HCHS. The purpose of the survey is to identify students who may qualify for the ESL program. The purpose of the ESL program is to increase language proficiency of eligible students so they can attain the academic standards adopted by the Board and achieve academic success. The program shall include bilingual/bicultural or English as a Second Language instruction.

HOMEBOUND INSTRUCTION

Homebound instruction shall be provided to students confined to home or hospital for physical disability, illness, injury, urgent reasons, or when such confinement is recommended for physical or psychiatric reasons. The period of homebound instruction for an individual shall not exceed three months. Homebound should be considered if the needs previously stated would confine a student for a period of two or more consecutive weeks

Requests for homebound instruction can be obtained in the high school office. The application will require a physician or psychiatrist to certify the nature of the illness or disability and state the probable duration of the confinement. Applications signed by assistants or nurses will not be approved. Permission to share information between the school and doctor must be given before an application for homebound can be approved. Homebound applications will be returned to the high school office.

EDUCATIONAL FIELD TRIPS

Educational field trips are trips by students away from school premises that are an integral part of the approved planned instruction, are a first-hand educational experience not available in the classroom, and are supervised by a teacher, district employee.

Students must have a signed permission slip on file to attend field trips. The administration reserves the right to deny attendance on a field trip to students who are not performing to acceptable academic or behavioral standards. Students who have missed 15 or more days of school, or have excessive tardiness regardless of the reason will not be permitted to miss school to participate in any field trip unless an extenuating circumstance caused the absences and a waiver is granted by the principal.

EXTRA CURRICULAR ACTIVITIES

HCHS offers a wide array of extracurricular opportunities for our students. Students are strongly encouraged to participate in the extracurricular programs that match their individual interests and attributes. Student clubs and organizations will make or post announcements regarding the criteria and procedures to join.

The administration reserves the right to deny participation in any extracurricular activities for students who are not performing to expected academic, attendance or behavioral standards. Our athletic teams and all school sponsored extracurricular participants must also meet eligibility requirements established by the PIAA and HCHS. Please review attendance and participation in extracurricular activities for additional details.

PIAA & HCHS GUIDELINES FOR ATHLETIC & EXTRACURRICUAR PARTICIPATION

The building principal has the responsibility to exclude any contestant or spectator who, because of bad habits, or improper conduct, would not represent his school in a becoming manner, and also to exclude any contestant who has suffered serious illness or injury until that contestant is pronounced physically fit by the school physician or licensed physician.

A student shall be ineligible for interscholastic athletic competition upon attaining the age of nineteen (19) years before July 1.

All students participating in interscholastic athletics must have returned all required documents including proof of physical before the first official PIAA practice date for the sport(s) they wish to participate. If required documents are not received by the first official PIAA practice date participation will be denied until such time all required documents are received by the athletic secretary. The school no longer offers physicals on our site. All athletes must obtain physicals outside the school.

A student of a junior high school entering the 7th, 8th and 9th grades shall be ineligible to compete in junior high interscholastic athletic contests upon attaining the age of sixteen (16) years before July 1.

A student, who has been absent from school during a semester for a total of twenty (20) or more school days, shall not be eligible to participate in any athletic contest until he has been in attendance for a total of forty-five (45) school days following his twentieth day of absence.

HCHS will check the academic status of all extracurricular participants each Friday. Any student that has two failing grades in any subjects, regardless of credit value, will be deemed ineligible beginning that Sunday until meeting eligibility requirements and cleared by the athletic director for participation. During ineligibility the student-athlete is not permitted to participate in any practice or game unless a waiver to practice is granted by the high school principal.

HCHS will check the academic status of all extracurricular participants at the end of each quarter. Any student that has two failing grades in any subjects, regardless of credit value, will be deemed ineligible for fifteen school days. Ineligibility will begin the same day report cards are issued.

HCHS will check the final academic status of all extracurricular participants at the end of each school year. Any student that has two failing grades in any subjects, regardless of credit value, will be deemed ineligible for a minimum of 15 school days at the start of the next school year. Ineligible students will also be excluded from participation in, but not limited to, summer activities, camps, leagues and conditioning programs. The building principal can waive this exclusion if definitive proof of the successful completion of a summer credit recovery program has occurred.

ADVANCEMENT OF ATHLETES FROM JUNIOR HIGH TO VARSITY

When a coach believes a junior high level athlete would benefit by being advanced to varsity level status the following procedure should be applied. The head coach should make known to the athletic director his belief that the student-athlete could benefit by participation in the varsity program. The athletic director will provide the required documentation to the head coach. Once the documentation is returned to the athletic director the building principal, athletic director, and head coach will meet to discuss the perceived benefits to the student-athlete. The building principal and athletic director reserve the right to refuse any request if they feel it is not in the best interest of the student-athlete.

IMMUNIZATIONS & COMMUNICABLE DISEASES

All students shall be immunized against certain diseases in accordance with state law and regulations, unless specifically exempt for religious, philosophical or medical reasons. Students who fail to submit documentation within the first five school days of the new school year that the immunization has been obtained or the physician statement of when the immunization will be obtained or a request for exemption due to a medical, religious or philosophical reason will be excluded from school and all extracurricular activities until one of the required documents is provided to the district nurse. Parents objecting to the immunization requirements on the basis of religious or philosophical beliefs must submit such objections to the high school principal in writing. Parents objecting to immunizations on medical grounds must submit a certified physician's statement to the high school principal stating the student physical condition contradicts immunization.

All students will be required to submit an emergency card at the beginning of every school year that provides pertinent information for our school nurse to provide appropriate medical care in case of emergency and provides contact information to reach parents and guardians.

ATTENDANCE

HCHS believes that daily attendance is an integral part of an effective educational environment. Since learning occurs in a sequential order, regular attendance is necessary for students to build upon previous information, to provide

understanding, and to develop skills in all areas of the curriculum. Daily attendance contributes to the total development of the student and helps the student develop a sense of responsibility, self-discipline and good work habits. Regular attendance is essential if students are to derive maximum benefit from their education and reach their fullest potential.

STUDENT RESPONSIBILITIES ATTENDANCE

In regards to attendance student responsibilities will include, but are not limited to, attending school regularly, submitting to the attendance office a signed excuse within three calendar days of absence, making up all work missed as a result of absence, understanding the HCHS attendance policy and the consequence for non-compliance.

PARENT RESPONSIBILITIES ATTENDANCE

In regards to attendance parent responsibilities will include, but are not limited to, assuring their child attends on a regular basis, refusing to permit their child to stay home for minor ailments especially if the child has a history of poor attendance, providing signed excuses for their child to submit to the attendance office within three calendar days of an absence, refusing to write false excuses for their child, understanding the HCHS attendance policy and consequences for non-compliance, and notifying the school of known medical problems that may require periodic absence of their child. **Parents wishing to confirm their child submitted to the school an excuse for an absent can contact our high school attendance office at 724-479-8026 x 3100. Remember any excuse received after (3) three days will be considered unexcused/illegal.**

ABSENCE DETERMINATION

Attendance shall be required of all students enrolled in the district schools during days and hours that school is in session. All absences will be treated as unexcused/illegal, unless a written excuse is received within three calendar days of the absence. Students will submit all written excuses to the attendance office.

An excused absence are those absences documented with a written excuse submitted within 3 calendar days and includes the student name and grade level, date of absence, states a reasonable cause for the absence, and includes a parent signature. Reasonable causes may include, but are not limited to, illness, impassable roads, death in the family, weather so inclement as to endanger the health of the student, student religious observances approved as religious days by the BOE, or educational travel with prior principal approval.

COLLEGE/TECHNICAL SCHOOL VISITS

Students in grades 11 & 12 will be granted two college/technical school visits per year. College/**Technical School** visit days are recorded as excused absence, if proof of the visit is documented on college/**technical school** letterhead and signed by a representative of the visited college/**technical school**. The documentation must be submitted to the school within the required three-day window for submitting excuses.

UNEXCUSED/ILLEGAL ABSENCES

Unexcused/illegal absences occur when an excuse is not received within three calendar days or does not include an acceptable reason for an absence. Examples that constitute an unexcused/illegal absence include, but are not limited to oversleeping, educational trip without prior approval, working, missing the bus, needed at home without clarification, shopping, hunting, fishing, or other domestic activities that are not of an emergency nature and could be scheduled at times when school is not in session.

The building principal will make the final determination in cases where the nature of the absence is questionable.

In accordance with ACT 138 of 2016, parents will be informed in writing (sent US Regular Mail) when students accumulate illegal absences at the following points:

First Illegal Absence: a courtesy letter will be sent outlining the attendance enforcement policies for students.

Third Illegal Absence: **certified letter from the school, with written notice to the parent/guardian, that the child is truant: must include a description of consequence, must be in the language preferred by the parent, and MAY include an offer of an attendance improvement conference.** A notice will also be sent to Children and Youth Services outlining the attendance enforcement procedures for additional illegal absences including a statement that additional illegal absences can result in citations against parents and/or students and can be filed at the local magistrate for violating the truancy laws of the Commonwealth of Pennsylvania.

Fourth Illegal Absence: A School Attendance Improvement Conference (SAIC) will be held at which time a School Attendance Improvement Plan (SAIP) will be developed between the school and student. Every reasonable effort will be made to include the parent in the development of the SAIP. The completed SAIP will be provided to parents by Regular US Mail.

Fifth Illegal Absence: will result in a citation being issued against the parent or student at the local magistrate office.

Sixth Illegal Absence and every illegal absence after: if the student is under 15 the school MAY file a citation against the parent. The school is REQUIRED to make a Child Line Report. A CYS Agency worker will contact the school for the School Attendance Improvement Plan and attendance information. If the student is 15 or 16 the school is REQUIRE to file a citation against the parent and/or child. The school MAY make a Child Line Report. Agency worker will contact school for absence dates and SAIP, if Child Line is made by school or if referral is made by the magistrate.

Students who miss 10 consecutive school days shall be dropped from the school rolls unless the school is provided with evidence that the excuse is legal or the school is pursuing attendance prosecution.

Students accumulating 10 non-consecutive days of absence, regardless of excused or unexcused/illegal determination; will be placed on medical evidence requirement. Medical evidence means the only excuse that will be accepted by the school is one that is certified as necessary for the safety or well-being of the student by a physician or psychiatrist or accepted by the building principal for extenuating circumstances such as, but not limited to, a death in the family or court hearing. Once a 10-day medical evidence requirement notice is sent to parents, students who accumulate 10 additional unexcused/illegal absences can be denied academic credit for the courses in which the student is currently enrolled. Parents who believe they have received a 10-day medical evidence notice in error should contact Mr. Rodkey K-12 Assistant Principal immediately. Forms for parents to provide physicians for students on medical evidence requirement are available at the high school website under Parent Resources-Forms

ATTENDANCE ENFORCEMENT

During the enforcement of attendance regulations school officials may involve the services of outside agencies, to include but not limited to, Children and Youth Services, Justice Works, Juvenile Probation, District Magisterial Court, and IU 28.

RAPTOR SYSTEM ACCOUNTABILITY

HCHS uses Raptor System Technology to aid in visitor accountability. The Raptor System scans the driver license of our visitors to create visitor tags and track those in our buildings for emergency accountability. We will also use the Raptor System to keep documentation of those signing our students out of the building prior to established dismissal times and to log late arriving students into our building.

EARLY DISMISSALS

Early dismissals disrupt the educational progress of students and should only be requested for doctor, dental or legal appointments and emergency situations that cannot be scheduled during non-instructional hours. Parents requesting an early dismissal for their child should have their child submit a written request to the high school office at the start of the school day. The request should include the student name and grade level, state the date, time and reason for the request, include the name of the person picking up your child, and include the parent's signature.

If an early dismissal is approved, the student will be issued an early release slip. The student will report to the office at the time of the early dismissal and sign out with the office. Students must return the early dismissal slip with the requested information to the attendance office upon return to school or within three calendar days or the day and time missed will be considered an unexcused/illegal absence. Parents or adults picking up students from school for an early dismissal will be required to come into the building and will be run through our Raptor System before the school releases the child to the adult.

Early Dismissal Time to Determine Attendance

Before 9:45 am	Full Day Absent	If student returns before 1:15pm (1/2 Day Absent)
Between 9:45 am-1:15pm	½ Day Absent	If student returns before 1:15pm (Full Day Present)
After 1:15 pm	Full Day Present	

ILLNESS DURING SCHOOL HOURS

A student claim of illness does not necessarily justify being excused from class or school. Students claiming illness must inform the teacher and request to be excused from class to see the nurse. If the nurse is not in the health room students will report to the main office. The nurse will determine the degree of illness and if deemed necessary the nurse or office staff member, not the student, will contact the parent or a guardian listed on the emergency card for transportation home. If neither the parent nor the guardian can be reached the student will not be permitted to leave the school. Under no circumstance shall a student leave the school on his own initiative. Such an act will be classified and recorded, as an unexcused/illegal absence regardless of the time it occurs on the student record and such acts can be considered a walkout and appropriate consequences issued to the student for a walkout.

If a parent receives a call directly from their child claiming illness and the student requests the parent to get them from school, the parent should contact the school nurse to verify the student has been evaluated by the nurse and the student meets the standing doctor orders to be released early. In these cases when parents are contacted directly by their child generally the student has not reported to the nurse and has not been evaluated.

LATE ARRIVALS/TARDINESS

Late Arrivals/Tardiness disrupts the educational progress of students and should only occur for doctor, dental or legal appointments and emergency situations that cannot be scheduled during non-instructional hours. Students arriving after the start of homeroom period, **7:52am** on regular school days and **9:52am** on 2-hour delay days, must sign in at the high school office and submit an excuse at the time of sign in. The school will accept four (4) parental tardy excuses per year. After four (4) parental tardy excuses the school will only accept medical excuses signed by a physician to excuse a tardy.

The consequences for tardy are as follows: 4 cumulative tardy after-school = after school detention, 8 cumulative tardy = Saturday-detention, and a loss of driving or riding privileges by the student or with other students for a five-day period. Continuation of excessive tardiness after the 8th cumulative will result in disciplinary action that can include, but is not limited to, additional loss of student driving/riding with other student privileges, referral to magistrate for violation of attendance laws (**every 120 minutes of tardy will be considered a day of absence for tardy enforcement**), suspension, additional detention, or combination of any disciplinary actions available to the administration.

Late Arrival/Tardiness Time to Determine Attendance

Before 9:45 am	Full Day Present
Between 9:45 am-1:15 pm	½ Day Absent
After 1:15 pm	Full Day Absent

If a bus arrives late, all students present on the bus that day will be counted present for the full day. If a bus does not make its run during inclement weather or for some other unforeseen emergency, all students who ride the bus will be legally absent for the day but still need an excuse. Under such circumstances, it is the parents' responsibility to get their child to school in order for the student to attend the session and be counted present for that day.

ATTENDANCE & STUDENT PARTICIPATION IN EXTRA CURRICULAR ACTIVITIES

Students who are absent from school are not permitted to participate or attend extracurricular events the same day as the absence. Exceptions for extenuating circumstances, including but not limited to, a death in the family or observance of a religious holiday approved by the BOE can be granted by the building principal **and permission must be requested by the parent in advance of the extracurricular event.**

Students participating in extracurricular activities who arrive after **9:00am (no change from previous years)** will not be permitted to participate without a medical excuse, including a specific statement from the doctor stating the participant is cleared for performance that day. This would also apply to participation in weekend events if the student is absent or late on Friday. Exceptions for this rule will be very limited and could include, but are not limited to, death in the family or absence for observance of a religious holiday approved by the BOE. **All exception requests must be made by the parent to the principal prior to the extracurricular event.**

Students participating in extracurricular activities receiving an early dismissal will not be permitted to participate without a medical excuse, including a specific statement from the doctor stating the participant is cleared for performance that day. This would also apply to participation in weekend events if the student has an early dismissal on Friday. Exceptions for this rule will be very limited and could include, but are not limited to, death in the family or absence for observance of a religious holiday approved by the BOE. **All exception requests must be made by the parent to the principal prior to the extracurricular event.**

ATTENDANCE & MAKE UP WORK

Pupils absent from school for excused reasons will be given an opportunity to make up missed assignments. **The amount of time provided for make-up work will be at least one day for every day of absence.** Students have the responsibility to arrange time periods for the completion of make-up work on the first day of return with their teachers. Teachers are under no obligation to permit students who are absent for unexcused reasons to make-up tests and other assessments missed that are used to determine grades for class.

REQUESTING ASSIGNMENTS FOR ABSENT STUDENTS

Parents requesting assignments for absent children should contact the guidance office. Requests will be processed the next school day as teachers' main responsibility is to instruct the daily lesson and they may need extra time to fulfill requests. Parents picking up assignments should do so between **2:15 and 2:45** unless alternative times have been arranged with the guidance office.

CLASSROOM ATTENDANCE

Students are expected to be punctual for each class. If a teacher in a previous class detains a student, that teacher will provide a pass to the student for entrance into the next class. Teachers can assign a teacher detention or after school detention for habitually late students. Teachers assigning detention will be required to enter the detention into the

Sapphire System. Students who are not in an assigned area must possess a pass authorizing them to be out of the assigned area.

ATTENDANCE AT SCHOOL SPONSORED DANCES OR TRIPS

A student must attend HCHS, during the regular school day, on a full time basis; to be eligible to attend school sponsored dances or trips. A full time basis is considered to be attendance for thirty (30) school days immediately prior to the particular event. In addition, guests of students wishing to attend shall not be 21 years of age or older. All guests are required to submit a guest form to the HCHS office prior to being granted permission to attend. Students who accumulate more than 18 days of absence during the school year can be denied permission to attend dances, field trips or other extracurricular opportunities.

CONFIDENTIAL COMMUNICATIONS OF STUDENTS

Information received in confidence from a student may be revealed to the student's parents, building principal, or other appropriate authority by the staff member who received the information when a crime was committed or the health, welfare, or safety of the student or another person could be compromised. In qualifying circumstances school personnel shall notify the high school principal and be granted the right to reveal confidential information to a student's parents or other appropriate authorities, including law enforcement personnel.

STUDENT MEDICATION

The HCHS is not responsible for the diagnosis and treatment of student illness. To the extent medically possible, medication should be administered to the student at home. The administration of prescribed medication to a student during school hours will be granted in accordance with the direction of the parent and family physician only when failure to take such medication during school hours would seriously jeopardize the health of the student. Medications shall include, but are not limited to, prescription, over-the-counter, non-traditional or homeopathic supplements and remedies.

Medication shall be delivered to the nurse's office as soon it is brought into HCHS. Whenever possible, medication should be delivered to the nurse by a parent or adult designee.

Prescription medication must be in the original pharmacy container and include the date, the student's name, the physician's name, the instructions for administration, including dosage and frequency, and the pharmacist's name and label. Over-the-counter medication must be in the original packaging and labeled with the student's name. Medications will not be accepted in plastic bags, envelopes, etc. All prescription medications must be submitted with the prescribing physician's orders. These orders are over and beyond what is contained on the prescription bottle. Parents needing clarification of the procedures should contact the school nurse.

No medication will be administered by school personnel or self-administered without written request by the parent and gives permission to HCHS to administer the medication and relieves the BOE and HCHS employees of liability for administration of medication.

Students are strictly prohibited from possessing medication on school grounds unless under very limited circumstances, permitted by school law, and with written permission of the school nurse. Students in possession of medication without the written approval of the school nurse will be subject to disciplinary action.

POSSESSION/ USE OF ASTHMA INHALERS

Students shall be permitted to possess asthma inhalers and to self-administer the prescribed medication used to treat asthma when such is parent-authorized and approved by the school nurse. For approval procedures parents should contact the HCHS nurse.

STUDENT ACCIDENT INSURANCE

The HCSD does not provide accident insurance for students during the normal school day. The HCSD shall provide parents the opportunity to purchase insurance coverage, at no cost to the HCSD, for injury to the students resulting from accidents in an activity during school hours, any activity sponsored by the school, and in any activity around-the-clock.

All accidents which result in an injury to a student while on school property, going to and from school or during school-sponsored activities away from school property should be reported immediately to the high school office.

The forms for reporting accidents are available in the nurse's office. Non-school related accidents should also be reported to the nurse to assist her in the planning and filing of Pennsylvania Department of Education reports.

REPORTING STUDENT PROGRESS

The HCHS has established a system of reporting student progress that includes interim progress reports that will be posted to individual accounts on the Sapphire Community Portal on or near the half-way point of each nine week grading

period. Student report cards will be issued in hard copy form and also posted to the Sapphire Community Portal within one week of the conclusion of each marking period. Homer-Center provides two formal opportunities annually for parent-teacher conferences. Parents and students can also check academic progress and attendance throughout any marking period through the Sapphire Community Portal. Parents can request individual parent-teacher conferences anytime throughout the year by contacting their child's teachers directly during the school term. A direct link to the Sapphire Community Portal can be found on the HCHS webpage at www.homercenter.org. Parents needing username, password or pin number information for the Sapphire Community Portal should call the HCHS guidance office. **Parents who have questions regarding the progress of their child should contact the teacher directly as a first inquiry.**

CHEATING/PLAGIARISM

Cheating and/or plagiarizing is the act of obtaining answers or work dishonestly and then falsely taking credit for such accomplishments, which are not of one's own efforts. Such acts serve only to discredit one's integrity and one's sense of pride in true accomplishment. Thus, the entire student body should deplore such acts, and endeavor to resist any temptation in this direction.

Cheating and/or plagiarism, as a first offense, shall be handled by each individual teacher. Teachers will handle proven cases of cheating/plagiarism by utilizing any, but not restricted to, the following options depending upon the severity of the incident: warning or failure of the particular assignment in which the cheating occurred.

Teachers shall be required to communicate to parent/guardian all cases of first offense cheating/plagiarizing and option(s) utilized within three school days of the exercising of such options. Also, the teacher will send an electronic discipline report in the Sapphire System to the building principal concerning the incident and copies of all information and materials utilized to establish such proof before within 24-hours of the teacher established proof of cheating/plagiarism.

All cases of alleged repetitive cheating/plagiarizing will be referred to the building principal through the Sapphire System. Copies of all information and materials utilized by the teacher to establish said proof of repetitive cheating/ plagiarizing must also be provided to the principal. The student may receive a failing grade for the marking period in the course in which the second offense of cheating/ plagiarizing took place. Repetitive cheating/plagiarizing does not have to involve the same course to be considered repetitive cheating. The building principal with consultation from the teacher will determine consequences for repetitive cheating/ plagiarizing. The parent will be notified by the building principal of the sanction imposed as a result of repetitive cheating/ plagiarizing.

CLASS RANK

HCHS recognizes Summa and Magna Scholars. Summa Scholars will be students who obtain an overall grade average of 98% or higher. Magna Scholars will be students who earn an overall grade average of 96% to 97.99%. Students obtaining these designations will be recognized with a group photograph to be displayed in the HCHS for a period of no less than 2 years. Also, at the annual commencement ceremony the graduating senior with the highest cumulative GPA for grades 9-12 will be acknowledged as valedictorian and the student with the second highest cumulative GPA for grades 9-12 will be acknowledged as salutatorian. HCHS will not post or provide rank status to any student, parent, university or recruiter other than the acknowledgement of valedictorian and salutatorian at the annual commencement ceremony.

SUPPLEMENTAL DISCIPLINE RECORDS

The HCHS maintains required student records concerning adjudicated students and transfer students disciplined for any offense involving weapons, alcohol, drugs and violence on school property. Building principals shall receive from the court, through the juvenile probation department, information concerning the adjudication of an enrolled student. The principal must share this information with the students' teachers and the principal of any school to which the student may transfer.

GRADUATION REQUIREMENTS

HCHS requires successful completion of 25 credits assigned to grades 9-12 to earn a high school diploma. An eligible student who satisfactorily completes a special education program developed by an IEP team shall be granted and issued a regular high school diploma by the school district. This applies if an eligible student's special education program does not otherwise meet the school district's graduation requirements.

HCHS guidance counselors will track the progress of students toward the obtainment of the necessary credits to graduate and will make every reasonable attempt to notify students who are in danger of failing to meet graduation requirements.

A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure. However, a student can be denied participation in the graduation ceremony when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.

All debts owed the HCHS must be cleared before a student can be issued a diploma or transcript, or participate in the graduation ceremony.

REQUIRED CREDITS

Credits required for graduation will begin to accumulate at the start of the ninth grade year. HCHS students will be required to earn four (4) credits each in English, Social Studies, and Mathematics. Three (3) credits will be required in Science. Five and a half (5.5) credits will be from the locally required grade level rotations. Two (2) credits will be required in Arts and Humanities. Two and a half (2.5) credits will be required in Physical Education and Health/Wellness. Additional credits can be earned through open elective credits.

Students who do not earn a score of proficient or advanced on the Keystone Exams by the conclusion of their junior year will be required to complete courses that have been developed as a local assessment option to the Keystone Exams.

PROMOTION

For a freshman to be promoted to sophomore status 6 credits must be earned. For a sophomore to be promoted to junior status 12 credits must be earned. For a junior to be promoted to senior status 18 credits must be earned. A senior must earn 25 credits to graduate.

All students in grade 7-8 will take the prescribed grade 7-8 curriculum. Students that fail two or more core courses in grades 7-8 will be retained in that grade and all courses within the prescribed curriculum of that grade will be retaken. Students who fail one course may be promoted to the next grade but may have to retake the failed course at the decision of the principal and school counselors.

STUDENT CODE OF CONDUCT

The purpose of the Student Code of Conduct is to provide an appropriate disciplinary response structure that can serve as a reference point for the school community on matters of discipline. Thus the discipline policy outlined in the student handbook stands as public notice of the rules of behavior and conduct expected of students of HCHS. In no way does this code attempt to define every possible problem or scenario. When in doubt about the acceptability of a certain behavior or action the rules of courtesy, safety, and self-control should be applied.

Learning and teaching are the prime purposes in any school system. Learning and teaching cannot take place in a system without order and mutual respect. It is in this kind of order and modeling of respect that we try to teach students the value of being a self-disciplined member of an organized group or society. Effective discipline in any school setting is a direct product of cooperation and communication between administration, teachers, parents and students. School morale, pride in one's membership in HCHS and representation of HCHS at all times, and a written and unwritten curriculum which effectively meets the needs of students are the key factors which most impact the discipline and culture of HCHS.

Discipline does not directly equate with punishment. Punishment is generally defined as causing pain, loss or discomfort as a result of some fault or offense. Central to any effective school discipline system is that element which presents the categories of student misbehaviors or infractions as well as the prescribed responses or consequences associated with each. This element serves several functions. Students, parents, and school personnel learn the types of student behavior that is unacceptable and understand the actions and consequences of these acts.

The following guidelines are to be followed as closely as possible in the area of discipline and enforcement. In order to become a productive member of HCHS and the world beyond students must demonstrate certain behaviors and character traits. These traits are expected at HCHS in all academic and learning environments beyond our walls. To encourage the development of these traits each student is charged with the responsibility to comply with these standards of behaviors and all classroom rules and performance expectations established by each classroom teacher or extracurricular adviser.

CODE OF CONDUCT COVERAGE

HCHS requires each student to adhere to the rules and guidelines promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules and guidelines. The rules and guidelines govern student conduct in time spent in travel to and from school, at any school sponsored activity, performance, contest, or meeting on or off campus. Coverage also extends to meetings and activities attended by students on school grounds when sponsored by non-school groups.

Coverage can also include outside school activities including violations of the Pennsylvania Crimes Code when a nexus can be made to show such conduct or conditions may directly, and/or immediately result in adverse effects on the educational process, when there is a reasonable need to preserve overall school discipline, when there is a reasonable need to preserve respect for teachers and other school employees, and/or when there is reason to believe that the affect could endanger the health, safety, welfare, or morals of students within the school system.

Coverage shall require that students conform to reasonable standards of socially acceptable behavior; respect the rights, person, and property of others; preserve the degree of order necessary for the program in which they are engaged; and obey constituted authority and respond to those who hold that authority.

Often, the school administrators are confronted with student behavioral/conduct issues that may occur in the community that are not under the jurisdiction or in association with a Homer-Center School District sponsored or sanctioned activity. Consistent with Homer-Center School District Policy 236: Student Assistance Program, when the school administration becomes aware of such behavioral/conduct issues that are beyond the scope, jurisdiction or not associated with a school sanctioned off campus activity, the SAP team will mobilize school resources to remove barriers that impede learning and student success by assisting the parent and student with information to access in-school or community services to help the student overcome any and all identified barriers to success.

AUTHORITY OF TEACHERS & ADMINISTRATORS

Every teacher and administrator at HCHS will have the right to exercise the same authority as to the conduct and behavior over the students attending HCHS or HCHS activities on or off campus, and during the time students are in attendance, including the time required going to and from their homes as the parents may exercise over them. Just as parents, administrators or teachers do not need to inform students of their Miranda Rights before questioning students.

STUDENT RIGHTS & RESPONSIBILITIES

Proper student behavior is achieved when each student develops the desire and the ability to live as a responsible citizen. According to the directives from the Pennsylvania Department of Education entitled "Regulations and Guidelines on Student Rights and Responsibilities", the responsibilities of students are as follows: regular school attendance, conscientious effort in classroom work, share with the administration and faculty in the development of a climate within the school that is conducive to wholesome learning and living, express ideas and opinions in a respectful manner, be aware of all rules and regulations for student behavior and conduct themselves in accordance with them, volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property, dress and groom to meet fair standards of safety and health and not to cause substantial disruptions to the educational processes, exercise proper care when using public facilities and equipment, be on time at all classes and school functions, make up work when absent from school, pursue and attempt to complete satisfactorily the courses of study prescribed by the commonwealth and local school authority, report accurately and not use indecent or obscene language in school social settings, student newspapers or publications, and to comply with commonwealth and local laws.

No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.

PARENTAL RESPONSIBILITIES

Parents must be the first to foster self-discipline within the child at home. The school can provide the setting for this training to be carried further, while enabling all students to have the right to pursue their own educational needs without unnecessary disruption by others. A cooperative relationship between home and school is essential to each student's successful development and achievement. To achieve this wholesome relationship parents are urged to: exemplify an enthusiastic and supportive attitude toward school and education, build a good working relationship between themselves and school personnel, teach their child self-respect, self-control, respect for the law, respect for others and other's property and to be accountable for his/her actions, insist on prompt and regular attendance, encourage their child to take pride in his/her appearance, insist that their child promptly bring home all communications from school, cooperate with the school in jointly resolving any school-related problem, set realistic standards of behavior for their child and be firm, fair and consistent in applying them, help their child learn to deal effectively with negative peer pressure, provide a place conducive for study and completion of homework assignments, help the child to develop an interest in learning and exploring a variety of fields of knowledge, be aware of the school's attendance, discipline and other such policies and the consequences of non-compliance, be sure the child is free of communicable disease and is in as good of health as possible in order to ensure effective classroom performance, become acquainted with the school, its staff, curriculum and activities, attend parent-teacher/administrator conferences and other school functions.

Parents and guardians should be aware that they are responsible for any financial obligations incurred by their child in school. These include, but are not limited to, lost books, fines and damage to property.

CORPORAL PUNISHMENT

Corporal punishment is physical punishment of a student for infractions of the discipline policy. The BOE prohibits the use of corporal punishment to discipline students.

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

HOMER-CENTER HIGH SCHOOL DISCIPLINE INFRACTIONS & SANCTIONS LEVELS

LEVEL 1 DISCIPLINE INFRACTIONS & SANCTIONS

Student infractions at this level are defined as misbehavior or failure to comply with reasonable directives given to the student by the classroom teacher. These infractions impede orderly classroom procedures or interfere with the orderly operation of the school.

Individual staff members will handle Level 1 infractions. The staff member must maintain a proper and accurate record of the offense and disciplinary action in the Sapphire reporting system. A repetitive violation of a Level 1 offense requires a parent contact by the staff member. Continuation of the misconduct will be referred to the administration and must include the record of parent contacts.

Examples of a Level 1 infractions may include, but are not limited to:

Failure to complete assignments	Public Display of Affection	Inappropriate Dress for School
Non-confrontational failure to carry out directions.	Unprepared for class	
Classroom Tardiness	Sleeping in class	
Running in the Hall	Passing in Lunch Line	

Sanctions to a Level 1 infraction may include, but are not limited to;

Verbal Reprimand	Classroom Restrictions	Parent Contact	After School Detention
Classroom Contract	Teacher Assigned Detention	Parent Conference	

All teacher actions regarding a Level 1 offense will be submitted to the high school office through the Sapphire Discipline Report System. Failure of a student to attend a TAD can result in an after school detention (ASD) being assigned by the teacher. Failure to attend an ASD can result in the assignment of a Saturday Detention (SD) by the administration and failure to attend SD will result in a suspension not to exceed three (3) days.

LEVEL 2 DISCIPLINE INFRACTIONS & SANCTIONS

Student infractions at this level generally disrupt the educational process and impede the learning of the student or others. Based on the severity of the infraction, a violator of a Level 2 offense will receive an After School Detention (ASD) or lower level consequence by the teacher. If the teacher believes the behavior warrants more severe sanctions than those the teacher is permitted to assign then the teacher will referral the matter to the administration for investigation and action.

All infractions and actions will be submitted to the administration via the Sapphire Discipline Report System.

Examples of Level 2 Infractions may include, but are not limited to:

Continuation of Level 1 Violations	Defiance	Lying
Failure to Attend Detention	Forgery	Disrespect
Unauthorized Electronic Device Use	Vulgarity	Cheating
Classroom Disruption	Cutting Class	Tardiness to School
Possession/Distribution of Obscene Material	Name Calling	Excessive Absences
Throwing Food in Café	Bus Misconduct	Plagiarism

Sanctions to a Level 2 Infraction may include, but are not limited to:

Verbal Reprimand	After School Detention	Saturday Detention
Restrictions	Parent Conference	Suspension
Behavior Contract	Law Enforcement Referral	

Teachers have the authority to assign After School Detention (ASD). Failure to attend an ASD will result in the assignment of a Saturday Detention (SD) by the administration and failure to attend SD will result in a suspension not to exceed three (3) days.

LEVEL 3 DISCIPLINE INFRACTIONS & SANCTIONS

Student infractions at this level are generally directed at other persons or property and endanger the health and safety of those attending HCHS. These acts could be considered criminal but can generally be handled within the disciplinary structure of HCHS. Corrective measures take into consideration the welfare of HCHS and the best interest of the students.

Teachers will make all referrals of Level 3 offenses to the administration via the Sapphire Discipline Reporting System. The administration will investigate all Level 3 referrals and issue the appropriate sanctions to students.

Examples of Level 3 Infractions may include, but are not limited to:

Continuation of Level 2 Violations	Theft	Risking a Catastrophe
Failure to Follow Administrative Directive	Threats	Possession/Use Tobacco
Vandalism/Misuse of School Property	Bullying	Walkout
Possession/Use Prescription Medications	Fighting	Ethnic Slurs/Intimidation
Possession/Use of an Incendiary Device	Stealing	

Sanctions to a Level 3 Infraction may include, but are not limited to:

Saturday Detentions	Restrictions	Suspension
Behavior Contract	Agency Referral	Expulsions

LEVEL 4 DISCIPLINE INFRACTIONS & SANCTIONS

Student infractions at this level result in unsafe /unhealthy behaviors, violence to other persons or destruction of property. These negative actions also pose a direct threat to the violator or others attending HCHS. Teachers will make all referrals of Level 4 offenses to the administration via the Sapphire Discipline Reporting System. The administration will investigate all Level 4 referrals and issue the appropriate sanctions to students.

These acts are usually criminal and always require administrative action that could lead to the direct removal of the student from school. The intervention of law enforcement and other agencies including the BOE may be required.

Examples of Level 4 infractions, may include, but are not limited to:

Serious Level 3 Violations
Terroristic Threats
Arson
Assault/Battery
Harassment
Extortion
Vandalism
Possessing/Selling/Furnishing/Purchasing of alcohol, controlled substances, or look-a-likes
Possession/use of drug paraphernalia or look-a-likes and/or intentional huffing
Possession/use of weapons, or look-a-like weapons
Inciting or participation in a riot
Possession/Sale of stolen property
Commission of any other act punishable under the Pennsylvania Crime Code.

Sanctions to a Level 4 infraction may include, but are not limited to:

Suspension
Expulsion
Criminal Prosecution
Other action deemed appropriate by the BOE

In the case of a disciplinary infraction involving a student with a disability school administration will take all necessary steps to comply with the Individuals with Disabilities Education Act (IDEA) and follow district policy.

No student will be subject to discipline because of race, color, sex, religion, sexual orientation, gender identification, national origin, or handicap/disability.

The administration has the authority to assign discipline to students and will assure students due process right to notice, hearing, and appeal.

Restriction, Probation and Detention Definitions

Teacher Assigned Detention (TAD) is a detention assigned by a teacher to the student for violations of the Code of Conduct. A TAD is served with the assigning teacher and ends at 3:20 PM. Students are responsible for their own transportation after a TAD

After School Detention (ASD) is a detention assigned by a teacher or administrator for violations of the Code of Conduct. An ASD is served from 3:00-4:30 and supervised by a teacher assigned by administration. Students are responsible for their own transportation after ASD.

Saturday Detention (SD) is a detention assigned by an administrator for violations of the Code of Conduct. A SD is served from 8:30 am-11:30 pm supervised by a teacher assigned by administration. Students are responsible for

transportation to and from SD. Students are required to bring academic work. Drop off and pick up for SD is the exterior door nearest the boys' locker room.

Lunch Restriction is assigning a specific area for a student to eat which is removed from other students as a result of breakfast/lunch misconduct.

Assembly Restriction is prohibiting admission to any school assembly program that is not directly correlated to the academic standing of the student.

Full Restriction requires the student to pre-secure a signed pass from the building principal to be outside the scheduled assigned area.

Behavioral Probation include any student who accumulates any combination of six (6) discipline actions that result in after school detention, Saturday detention, or suspension. Students accumulating a combination of any of the aforementioned disciplinary actions will be placed on behavioral probation for **fifteen (15)** school days. Students who accumulate any combination of eight (8) discipline referrals will be placed on behavioral probation for **thirty (30)** days.

Students on behavioral probation are not permitted to drive to school nor permitted to attend, as a participant or spectator, any school function, athletic activities, extracurricular activities, concerts, or assemblies **unless a parent makes a request directly to the high school principal and the principal grants an exception. Exceptions will only be granted for severe extenuating circumstances.**

Removal of behavioral probation will occur when there are **NO** disciplinary offenses during probationary period.

WEAPONS

A weapon is, but is not limited to, any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, bow and arrow instrument, firearm, shotgun, rifle, BB or pellet gun, look-a-like gun, chemical agent, explosive device, replica of a weapon, and/or any tool instrument or implement capable of inflicting serious bodily harm.

TERRORISTIC THREAT

A terroristic threat is a threat to commit violence communicated with the intent to terrorize another: to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk causing such terror and inconvenience. A terroristic act is an offense against property or involving danger to another person.

Staff members and students shall be responsible for informing the school principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.

CONTROLLED SUBSTANCES/PARAPHERNALIA

A controlled substance includes, but is not limited to, controlled substances prohibited by federal and state law, look-a-like drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, volatile solvents or inhalants, such as but not limited to, glue and aerosol products, prescription or patent drugs, except those for which permission for use in school has been granted by the school nurse and within the regulations established by the BOE.

UNDER THE INFLUENCE

Under the influence includes any consumption, ingestion or injection of a controlled substance by a student.

Students are prohibited from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school sponsored activities.

ANABOLIC STERIODS

An anabolic steroid includes any material, compound, mixture, or preparation that includes, but is not limited to, any of the following or any isomer, salt, or derivatives of any the following that acts in the same manner on the human body: Clorionic gonadotrophin, clostebol, dehydrochloromethyl testosterone, ethylestrenol, fluoxymesterone, mesterolone, methandienone, methandienone, methyltestosterone, nandrolone decanoate, nandrolone phenpropionate, norethandrolone, oxandrolone, oxymetholone, oxymesterone, stanozolol, testosterone propionate, or testosterone-like related compounds.

HCHS student-athletes are prohibited to use anabolic steroids, except for valid medical purposes. Bodybuilding, muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability, is not a valid medical purpose.

The first time a HCHS student-athlete is found to have used an anabolic steroid without a valid medical reason the student-athlete will be suspended from all school athletics for the remainder of the school year. A second offense will result in suspension from all school athletics for the remainder of the school year and following school year, a third offense is permanent suspension from all school athletics.

In addition to mandatory athletic sanctions student-athletes who violate the anabolic steroid policy are subject to disciplinary action under the guidelines of the HCHS discipline policies.

If a student-athlete is suspended from athletics for violation of the anabolic steroid policy he will not be eligible to resume athletic participation unless there has been a medical determination that no residual evidence of anabolic steroids exists.

OFF CAMPUS ACTIVITIES

Students can be held accountable for violations of the Code of Conduct that occur off campus when a nexus between the proximity or timing of the conduct is in relationship to the student's attendance at school or school sponsored activities, when student expression or conduct substantially disrupts or the administration anticipates it will substantially disrupt the operation of the school, when the conduct has a direct nexus to attendance at school or school-sponsored activity, or when the conduct involves theft or vandalism of property.

REASONABLE SUSPICION/TESTING

Based on the student's behavior, medical symptoms, vital signs, or other observable factors or if the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include, but is not limited to, the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

SUSPENSIONS & EXPULSIONS

Suspensions

The building principal may suspend a student who violates the Code of Conduct for a period of one (1) to ten (10) consecutive school days. All students who are suspended have the right to know the reason for the suspension and be given the opportunity to be heard on his own behalf before the school official who issued the suspension. The principal has the authority to reinstate the student, reduce the suspension, or issue a lesser consequence based on information presented at any informal hearing.

When a suspension exceeds three (3) consecutive school days, the student and parents will be given the opportunity for an informal hearing with the building principal. The opportunity to an informal hearing will be scheduled as soon as possible after the suspension and will be offered within the first three days of the suspension. The notice given to parents regarding the informal hearing will include the purpose of the hearing and all due process requirements for informal hearings. The principal has the authority to reinstate the student, reduce the suspension, issue a lesser consequence or refer the matter to the superintendent for further action based on information presented at an informal hearing.

Students will be offered reasonable opportunity and time to make up missed assignments and exams that occurred during the period of suspension.

Suspended and expelled students will not be permitted to participate in or attend any school functions during the time of their suspension or expulsion.

Expulsions

A student whose disobedience or misconduct warrants can be expelled from school by the BOE. An expulsion is exclusion from school for a period exceeding ten (10) consecutive school days. No student will be expelled without an opportunity for a formal hearing before the BOE or duly authorized committee appointed by the BOE and upon action taken by the BOE or appointed committee after the hearing.

The parent will be provided all required notices of formal hearing due process requirements upon the determination that a formal hearing is warranted.

STUDENT COMPLAINT PROCESS

The HCHS recognizes that students have the right to request redress of complaints. A student complaint should be one that arises from actions that directly affect the student's participation in an approved educational program.

Students should first make the complaint in a respectful tone and manner to the staff member most closely involved, or if none is identifiable, a guidance counselor; and both shall attempt to resolve the issue informally and directly.

If the complaint cannot be resolved at the initial level the student will report the complaint to the building principal and the building principal will attempt to resolve the complaint. If unable to resolve the complaint the building principal will advise the student of the steps necessary to move the complaint to the next level.

STUDENT DISTRIBUTION AND POSTING OF MATERIALS

Students wishing to post or distribute any instructional or non-instructional information related to school or non-school events or information must first receive permission from the building principal. This includes all methods of delivery including, but not limited to, physical posting on school property, emails, text messages, or other means of electronic delivery. Off campus or after hours postings, through the use of school or personal property, that interfere with the school operations or school culture is also covered by this policy.

DRESS AND GROOMING

The HCHS will not interfere with the right of students and their parents to make decisions regarding their dress, grooming, or appearance; except when their choices disrupt the educational program/environment of the school, constitutes a health or safety hazard or when dress or grooming is discriminating of race, color, age, ethnicity, is sexual in nature, promotes drugs/alcohol, violence or when illegal messages or actions are conveyed.

Examples of clothing that are inappropriate for school include, but are not limited to, hats and sunglasses worn in the building, clothing exposing excessive cleavage, clothing that exposes underwear or parts of the buttocks, clothing that is excessively tight or shirts that are cut at the sleeves to expose the torso.

Students may be required to wear certain types of clothing or be prohibited to wear certain accessories while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire or restrictions ensure the health of students.

If a staff member believes a student's dress, grooming, or appearance is disruptive to the educational program/environment of the school, constitutes a health or safety hazard, conveys a discriminating or illegal message or is inappropriate for the school setting the staff member should request directly to the student to remedy the issue immediately. Students are expected to comply with the request. If the staff member has to address inappropriate dress with a student on a regular basis a detention will be assigned by the staff member and the staff member will record such actions in the Sapphire system. This record alerts building administration of a potential on-going problem. If the problem persists and properly reported by staff, the administration will meet with the student and issue higher level sanctions when deemed appropriate by the administrator.

TOBACCO/NICOTINE USE

Tobacco/Nicotine use is prohibited in all facilities and on the grounds of the Homer-Center School District

The possession or use of tobacco/nicotine by students in, but not limited to, the school building, on any school property, transportation modes owned, leased, or controlled by the school district or while attending school sponsored activities on or off campus is strictly prohibited. Tobacco/Nicotine may include, but is not limited to, lighted or unlighted cigarette, electronic cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form.

First time violators of the tobacco/nicotine policy will be referred to the magistrate with a recommendation the violator attend a Smokeless Saturday program at the violator's personal expense.

Second time violators will be suspended for three days and a citation will be filed at the local magistrate. All violations will also be referred to the Student Assistance Program (SAP) in an effort to help the student find agencies that can help them quit using tobacco/nicotine products.

VAPING

Students are prohibited from possessing or using any mechanism that can be utilized for vaping while on school grounds or when student is participating in any activity sponsored or affiliated with Homer-Center High School. This also includes any juices or associated product that can be used to vape regardless of the contents of the vaping product.

First time violators of the vaping policy will be assigned two (2) Saturday detentions one of which will be attendance in a Smokeless Saturday program arranged by the school at the violator's expense.

Second time violators will be suspended for three (3) days. All violations will also be referred to the Student Assistance Program (SAP) in an effort to help the student find agencies that can help them quit vaping & using vaping products.

When students are found to be vaping products that contain nicotine or similar based vaping contents, the tobacco/nicotine policy and consequences will be followed. If the vaping product contains THC or similar based vaping contents the drug & alcohol policy and consequences will be followed

MOTOR VEHICLES

Students wishing to drive personal vehicles to school must first acquire permission through the issuance of a permit. Permit applications are available in the high school office. Student permits are non-transferable to other students. Students will be required to pay \$20.00 for a parking permit.

A student is required to display a permit while his vehicle is parked on school property. The following rules apply to student drivers, but are not limited to; parking is strictly limited to the designated student parking spaces, students must be licensed and covered by insurance, the school is not responsible for the vehicle or its contents, there is to be no loitering in the parking lot, no speeding over 10 miles per hour, no form of reckless driving on school grounds, and abide by all applicable PA Motor Vehicle Laws.

Student vehicles may be subject to search if there are reasonable grounds to believe that weapons, tobacco, drugs, alcohol, stolen property or other contraband might be present in the vehicle.

Parking regulations are strictly enforced. It is considered a privilege to park on school grounds. Fines, suspension of driving privileges, towing of vehicles, and/or suspension from school may occur when violations of these regulations occur.

Students using automobiles to come to school do not have the right to leave school premises at any time during school hours except with proper authorization of the principal.

Tardiness and absence from school as a result of breakdowns, weather conditions, problems arising from the use of private transportation cannot be accepted as a legal excuse since the school district provides bus transportation. Eight (8) unexcused tardy to school will result in loss of driving privileges for 5 school days.

All monetary obligations and/or disciplinary assignments must be paid before parking permits will be issued.

CARE OF SCHOOL PROPERTY

Students are expected to respect and take proper care of school property. Students who damage or deface school property may be subject to disciplinary action and prosecuted and punished under law including possible prosecution for Institutional Vandalism that is considered a felony. Students and parents who damage or deface school property will be financially responsible for repairs or replacement of the item.

LOCKER SEARCHES

Lockers issued to students at HCHS are the property of HCHS. Students shall have only a limited expectation of privacy in their lockers. HCHS reserve the right to search a student locker at any time, based on reasonable suspicion, that the locker is being used to store any item that poses a threat to the health, welfare, or safety of the school population. Any material recovered during a locker search may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings. Canines may be utilized to conduct searches.

SECURING LOCKERS

Students shall assume responsibility for maintaining the security of their assigned lockers. Any item found in the locker will be presumed to the student's and therefore, the student's responsibility. To help students secure their lockers, HCHS permits students to place a lock on their lockers if the combination or a spare key is provided to the high school office.

LOCKER CARE

Lockers are assigned to each student at the beginning of each year. Lockers should not be shared with anyone else. Keeping of valuables in lockers is the student's responsibility and lockers should be locked when keeping any items of value. Under no circumstance are students to place stickers on the inside or outside of student lockers. Any item posted on the inside of a locker must use an adhesive that is easily removed and that will not cause damage to the locker. Damage caused by misuse will be the financial responsibility of the student and parent.

SEARCH OF PERSONS

The building principal or designee has the authority to search any student when there is a reasonable suspicion to believe the person possesses any item that poses a threat to the health, welfare, or safety of the school population. This shall include, but is not limited to, student vehicles, book bags or any storage mechanism that holds the personal items of the student.

REASONABLE SUSPICION

School officials do not need a search warrant, probable cause, nor do they need to issue Miranda warning to students to search or question students. School officials need only to have a reasonable suspicion.

FUNDRAISING & STUDENT SALES

All fundraising projects by student organizations, school organizations, or school recognized booster groups must be submitted to the building principal for preapproval. Fundraisers involving the sale of food product during the school day must be approved by the cafeteria supervisor before considered by the school principal.

STUDENT ASSISTANCE PROGRAM (SAP)

HCHS has a SAP team that utilizes a systematic process in identifying and removing barriers that impede student academic and social growth. When the identified need is beyond the scope of the schools ability or resources, the school will assist parents with information so they may access services within the community.

ELECTRONIC DEVICES

No student shall be permitted to use beepers, telephone-paging devices, cameras, Ipods cellular phones, and other personal communication/entertainment devices in school during instructional time unless used in the classroom for academic purposes and permission is granted by the classroom instructor supervising the room for the day. Devices can be used in appropriate ways between classes in the hallways and in the cafeteria during breakfast and lunch periods. HCHS reserves the right to ban individual or group use when devices are used inappropriately or when repeated violations of unauthorized use occurs in the classrooms during instructional time.

Students who have an urgent need to contact a parent will request permission to use the telephone located in the high school office. Parents needing to get an urgent message to their child should contact the high school office and urgent messages will be given to the student.

RIGHTS OF NON-CUSTODIAL PARENTS

It is the obligation of the parents of a child who is not residing with both parents to inform HCHS of such fact and provide HCHS a certified copy of the most recent court order or custody agreement governing the custody of the student.

A student will not be released to a noncustodial parent during school hours or at the end of the school day unless the most recently filed court order or agreement so permits or the custodial parent has filed a written notice with HCHS permitting the release of the student to the noncustodial parent.

HAZING

Hazing is any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by HCHS. Hazing activities of any type are inconsistent with the educational goals of HCHS and are prohibited at all times.

Endangering the physical health shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual. Endangering the mental health shall include, but is not limited to, any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

No person working or enrolled under the auspices of the district shall permit, condone or tolerate any form of hazing. Anyone who suspects a student is a victim of hazing that occurred on or off campus that is associated with a school sponsored activity shall report the incident to the building principal immediately.

HARASSMENT

Harassment shall consist of, but is not limited to; verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity, creates an intimidating, threatening or abusive educational environment, or has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance or otherwise adversely affects an individual's learning opportunities.

SEXUAL HARASSMENT

Sexual Harassment shall consist of, but is not limited to, unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when submission to such conduct is made explicitly or implicitly as a term or condition of a student's academic status, when submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual, when such conduct deprives a student of educational aid, benefits, services or treatment and when such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct that may constitute Sexual Harassment include, but are not limited to, sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

Anyone who suspects a student is a victim of harassment or sexual harassment that occurred on or off campus will report the incident to the building principal immediately. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

BULLYING/CYBER BULLYING

Bullying and cyber bullying means, but is not limited to, the intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect to substantially interfere with the student's education, creates a threatening environment, or substantially disrupts the orderly operation of the school. The school setting includes, but is not limited to, in the school, on school grounds, in school vehicles, at designated bus stops, or at any activity sponsored, supervised or sanctioned by the school.

Anyone who suspects a student is a victim of bullying or cyber bullying that occurred on or off campus that is associated with a school sponsored activity will report the incident to the building principal immediately. Neither reprisals nor retaliation shall occur as a result of good faith charges of bullying or cyber bullying.

STUDENT RECRUITMENT

HCHS is required to provide post-secondary institutions and military recruiters' access to secondary students' names, addresses, and telephone numbers of juniors and seniors unless the student or parent requests in writing that such information not be released without prior written consent of the parent.

USE OF SCHOOL FACILITIES

The BOE will consider building and facility use requests by groups that are associated directly with the school program and by non-school related groups. Applications can be obtained in the high school office.

The use of buildings and facilities shall not directly or indirectly interfere with the school program. The district reserves the right to cancel or reschedule building or facility use by any school related or non-school related group if there is a conflict with an existing school program or due to unforeseen circumstances that could jeopardize the health, welfare, and safety of participants such as, but not limited to, severe weather or related hazardous conditions.

LENDING OF EQUIPMENT & BOOKS

HCHS does not permit district-owned equipment to be loaned for non-school use off school property. Students may remove school equipment from school property only when such equipment is necessary to accomplish tasks relevant to their school responsibilities. Prior approval of the principal is required for such removal.

CHILD/STUDENT ABUSE

School employees are mandated reports and who in the course of their employment come into contact with children shall report or cause a report to be made when they have reasonable cause to suspect, on the basis of medical, professional, or other training and experience, that a child under the care, supervision, guidance, or training of district employees is a victim of child and/or student abuse. Employees who suspect a student is the victim of child abuse shall notify the building principal immediately.

FREE & REDUCED-PRICED MEALS

Because HCSD participates in the National School Lunch and Breakfast Program, we are able to provide free or reduced meals to students who qualify. Families applying for a free and reduced meals must apply online at www.paschoolmeals.com. If the family does not have access to apply online they can request a paper application from

our food service director or guidance office. Students may participate in the program at any time throughout the school year. All information pertaining to a student's meal status is kept confidential and students receiving free or reduced meals are not identified in any way. Families must reapply for free and reduced lunch status every year unless otherwise notified by our food service director.

DEPOSITING FUNDS FOR STUDENT MEALS

The food service department utilizes a computerized debit system for all cafeteria transactions. Students access the system by using a personal identification number after making their menu selections. Deposits into student accounts may occur in two ways. Students may bring a check, made payable to Homer-Center Food Service, or money order to the cafeteria and place in the deposit box or deposits may be made on-line at www.myschoolbucks.com. Deposits made in the cafeteria are entered into the student's account one time per day, after breakfast.

CAFETERIA CASH PAYMENTS

Students are able to pay cash for food items during the breakfast and lunch periods. However the appropriate change will be returned to students after cash purchases, as only checks and money orders will be deposited into prepaid cafeteria accounts.

CAFETERIA CHARGES

In instances when the school cafeteria is owed money, the school must contact the parent or guardian in the case of K-8 student. The school may contact a 9-12 student directly so long as the contact is made individually and discreetly. Parents who wish to monitor their child's purchases or account balance may do so at no cost by going on-line to www.myschoolbucks.com. Student refunds are issued upon graduation or when the student leaves the district.

STUDENT MEALS & FOOD DELIVERIES

Students are not permitted to leave the premises for lunch. If they choose to eat during their scheduled lunch time in the cafeteria, they must either purchase food from the cafeteria or bring a meal from home. National School Lunch Program guidelines prohibit the sale or delivery of competitive food items to students during the regularly scheduled school day. Students are prohibited from possessing an open container or consuming food or drink products outside the confines of the cafeteria unless they are given permission for possession/consumption by the building principal in the halls or by the classroom teacher within the classroom.

CAFETERIA BEHAVIOR

Students are expected to conduct themselves in a proper manner at all times. Unmannerly, rude, loud or boorish behavior will not be accepted. It is the responsibility of each student to maintain a pleasant atmosphere and to keep the cafeteria clean and neat. The cafeteria monitors and food service staff will determine the rules regarding individual breakfast and lunch periods; however, these general rules apply to all students while in the cafeteria: no running, pushing, shoving or cutting line. Upon reaching the cashier, students will enter their PIN and wait for the cashier to document their purchase on the computer. Stealing of any kind will not be tolerated and appropriate disciplinary action will be taken. Backpacks are to remain at the student's table and are not permitted to be carried through the service line. Students will clean any mess they make on the tables or floors. After eating, students will proceed to the dish room area where they will discard any uneaten food and paper products, stack their meal tray and place their silverware in the dish rack. After receiving permission from the cafeteria monitor, restroom use is restricted to the senior high wing across from room 20. Monitors reserve the right to permit/deny student access to the front patio. No food or drinks are permitted on the patio and students are confined to the patio area in front of the high school office only. There will be no patio access permitted during breakfast.

TRANSPORTATION

Students living outside the walking distance to school, as established by the Department of Transportation, will be provided school transportation. The bus company and the drivers in consultation with the building principal will determine the rules for the safe and efficient transportation of students. The bus is considered an extension of the school and all rules governing student behavior apply while students are in transport and at their bus stop. HCHS reserves the right to suspend bus privileges of students when their behavior jeopardizes the safety and welfare of the occupants and when such behavior is counter to acceptable behavioral standards.

TRANSPORTATION AUDIO & VIDEO

Buses carrying Homer-Center students have the ability to record audio and video of the bus occupants.

TRANSPORTATION FOR AFTER SCHOOL ACTIVITIES

Parents are responsible for transportation for students who participate in after school activities or for students' assigned detention. Currently the Boys & Girls Club provides transportation home for members participating in club activities.

LATE ARRIVING BUSES

Students who arrive on a late bus must sign in at the high school office before going to class. Students assigned to a late bus will not be disciplined for tardiness caused by a late bus. Students are reminded that during inclement weather busses may be running slightly off schedule. Please be at your stop on time and dress accordingly in anticipation of busses possibly being behind schedule.

SCHOOL CLOSINGS & DELAYS

Students are advised to listen to their home radio and televisions during inclement weather for announcements regarding school closings and delays. Announcements will be made as soon as possible. Parents can also check the School Cast page on the IU 28 web page for closings or delays.

USE OF HCHS COMPUTER/INTERNET/TECHNOLOGY

HCHS encourages constructive use of computer/Internet/technology by students to facilitate learning, access information, research, and collaboration. Electronic information available to students does not imply endorsement by HCHS of the content, nor does HCHS guarantee the accuracy of the information received. HCHS is not responsible for any information lost, damaged, or unavailable when using the network or for any information that is retrieved via the Internet. Additionally, HCHS is not responsible for any unauthorized charges or fees resulting from access to the Internet.

Student and staff use of electronic technology is a privilege. Use must be in support of education and research and consistent with the educational objectives of HCHS. Use must be ethical, responsible, and legal in accordance with HCHS policy, accepted rules of network etiquette, and federal and state law. HCHS reserves the right to log network use and monitor fileserver space utilization by all users and reserves the right to terminate computer/Internet/technology privileges for unauthorized or illegal use and to impose appropriate disciplinary actions against violators. The high school principal shall have final authority in determining what constitutes inappropriate use.

Prohibited activities involving electronic media include, but are not limited to, facilitating illegal activity, commercial or for-profit purposes, non-school related work, product advertising or political lobbying, bullying/cyber bullying, hate mail, discriminatory remarks, of offensive or inflammatory communication, unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials, access to obscene or pornographic material or child pornography, access by students and minors to material that is harmful to minors or determined to be inappropriate for minors and students by HCHS policy, inappropriate language or profanity, transmission of materials likely to be objectionable or offensive to recipients, intentionally obtaining or modifying of files, passwords, or data belonging to other users, use of a district account by anyone but the authorized owner of the account, including impersonation of another user, anonymity, and pseudonyms, fraudulent copying communications, or modification of materials in violation of copy write laws, loading or using of unauthorized games, programs, or other electronic media disruption of the work of other users, destruction, modification, abuse or unauthorized access to network hardware, software, and files, installing or creating any viruses, use of communication tools such as chat rooms and email for purpose not related to the curriculum, and any use that disrupts the educational and administrative goals of HCHS.

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communication shall report such immediately to the teacher and building administrator. Even with all the security measures and reasonable precautions taken by HCHS we do not guarantee students will not be able to bypass filters and firewalls or that such filters and firewalls will capture or reject every non-appropriate item. Students who knowingly attempt and/or successfully bypass the protection measures will have violated the Code of Conduct and consequences will be issued.

NETWORK ACCOUNTS

Each student will be given a network user login and password. Each student at HCHS will also be given a gmail account within the Homer-Center domain. The gmail account will be secured and student users will only be able to send and receive mail from other users in the homercenter.org domain. Students shall not reveal their passwords to other individuals nor use a computer that has been logged in under another student's or employee's name. Network users shall not reveal personal information to other users on the network including chat room, email, and Internet. Students will be able to access their homercenter.org account at school and home and be able to work on the Google Platform thus eliminating the need to use flash drives to carry information between school and home.

SCHOOL VISITORS

HCHS welcomes the opportunity of serving as host to those who have a sincere interest in our educational system or the scholastic career of any who were or may now be enrolled. Those who wish to make such a visit will make prior arrangements with the high school office.

Upon arrival at the school, all visitors must enter through the single access point located near the high school office. Visitors will need to push the bell and the receptionist will screen each visitor prior to permitting entry. All visitors will

proceed into the high school office and present a driver license to be scanned in the Raptor System which produces an identification badge. The visitor will be escorted to the area they are visiting by school staff. The visitor pass must be displayed throughout the duration of the visitor's stay at HCHS. Upon departure, all visitors will be required to sign out at the high school office.

No visitor may confer with a student in school without the approval of the building principal. Staff members can be seen only during their preparation periods unless permission is granted for extenuating circumstances for the staff member to be seen at other times. The high school office staff reserves the right to refuse visitation privileges if deemed necessary for the safety and welfare of the school population or for issues that may cause disruption the instructional program or operations of the school.

ADDRESS AND/OR CONTACT INFORMATION CHANGE

All students and parents are requested to report any change of address, email address, cell or telephone number to the Guidance Office at ecollins@homercenter.org or by calling 724-479-8026 x 3126.

ANNOUNCEMENTS

All announcements must be electronically submitted to the media department prior to the time such announcements are to be made. The Wildcast adviser will seek approval from the building principal regarding any announcements deemed potentially inappropriate.

ASSEMBLY PROCEDURES

Throughout the year, various programs will be conducted to broaden our school programs.

The homeroom teacher who is responsible to lead their group to the designated area will accompany homeroom groups to the assembly. Teacher ushers will direct each homeroom group to seating areas as they enter the assembly area. Homeroom teachers will sit with their group. Students will be dismissed under the direction of the teacher ushers. Students who cannot conduct themselves in an acceptable manner will not be permitted to participate in future assemblies. **No bookbags or cellular phones/electronic devices will be permitted in assemblies unless permission is granted in advance by the principal.**

BUS PASSES

Students wishing to ride home from school on a bus other than their assigned bus must secure a pass from the high school office. Requests should include the bus number and drop off location requested, reason for the request, and parent signature. Requests should be given to the high school office prior to homeroom and can be picked up during lunch period from the office.

PUBLIC DISPLAYS OF AFFECTION (PDA)

Dating relationships are normal and healthy for high school students. However, visible and open displays of affection involving students will not be permitted. Examples of visible or open displays of affection between students that are prohibited include, but are not limited to: kissing, petting, caressing, embracing, hugging and/or any other bodily contact that represents inappropriate public displays of intimate affection.

PDA applies to both heterosexual and homosexual relationships.

SCHOOL DANCES

School dances are scheduled at the request of classes and organizations as approved by the high school principal. Dress for dances as you would for school; unless the sponsors of the dance specify otherwise.

GUESTS AT HCHS DANCES

Students requesting to bring a guest to a HCHS dance must first get the guest permission form from the dance sponsor adviser. Guest request forms must be completed and returned to the high school office at least two weeks prior to the event. Once received, the high school principal will make the final determination to grant or deny permission for the guest to attend. Approved guests must arrive and depart with the HCHS student who made the request. The HCHS student who submitted the guest form will be responsible for the conduct of the guest. If the guest violates our Code of Conduct the HCHS student could face disciplinary sanctions. No K-6 student is permitted to attend a HCHS dance. Other grade and age level restrictions can be enacted by the building principal or dance chaperones. Any guest request for an individual twenty-one (21) years of age or older will be denied.

PROM

Prom is for HCHS students in grades 11 and 12 and their guests. Prom guest must follow established guest procedures and must be at least a 10th grader and cannot be 21 years or older. All prom attendees must follow all transportation procedures and remain at the prom and post prom activities until dismissed by the staff chaperones.

RESTROOM VISITS

Requests to use the restroom facilities during class time will be at the discretion of the classroom teacher and will be granted on a limited basis. Students who have medical conditions that require liberal restroom use must submit medical documentation to the school nurse who in turn will communicate the medical need to the necessary classroom teachers.

MEDICAL RESTRICTIONS

Students that have a medical condition who prohibits participation in the prescribed activities or curriculum of HCHS must submit medical documentation to the school nurse. Students will be required to participate in a modified, adaptive, or comparable alternative program as determined by the building principal.

MONEY AND VALUABLES

HCHS discourages the carrying of large sums of money and/or valuables. However, when it is necessary, students are responsible for checking money and/or valuables with the proper school personnel. The school will not be responsible for valuables that are not checked with the proper persons and/or left in an unsecured locker.

LOST AND FOUND

A lost and found container is kept in the high school cafeteria near the vending machine. Many carelessly placed articles, thought to be stolen, have been placed in lost and found. Please lost and found whenever you have lost books, jewelry, clothing and other articles.

LIBRARY SERVICES

The library is the central resource center of the school. Use of the library is open to all students. A schedule of periods that the library is available for students is listed at the library entrance. Student procedures for library use will be communicated to students by the librarian. HCHS reserves the right to restrict library use to students who violate library procedures.

WORK PERMITS

Information on the procedures to obtain a work permit can be acquired at the high school office. HCHS has the authority to revoke work permits of students who fail to comply with Child Labor Laws and/or violate the HCHS Code of Conduct

GUIDANCE AND COUNSELING

The HCHS guidance department offices are located in the junior high upper wing near the auditorium. Guidance Counselors act as the liaisons between students, teachers, parents, administrators, and outside agencies. Guidance services available to our students include but are not limited to:

Individual Counseling

Counselors are available to help students develop socially, emotionally, and academically. Students may meet with counselors for many reasons including scheduling, accessing career information and counseling, self-evaluation of abilities and interests, scholarship information, and/or personal concerns.

Group Counseling

In addition to individual counseling, students can participate in groups, where information and guidance are of a more general nature. Groups can be assembled to disseminate information relevant to a specific topic such as study skills, scheduling, post-secondary education, and financial aid.

Information Services

The Guidance Office maintains information about vocations and post-secondary education. Students who wish to broaden their knowledge about an area that interests them can use catalogs, pamphlets, videos, and a computer program entitled "Choices." Information concerning the Armed Services is also available.

Testing Services

Tests of aptitude and achievement are given each school year to students in all grades. Information regarding the AP Exams, PSAT, SAT, ASVAB, PSSA, Keystone Exams or CDT Assessments can be obtained at the guidance office.

Military Recruiters

Each year, Homer-Center High School receives requests from representatives of the armed forces to submit names, addresses, and telephone numbers of all junior and senior students. Both federal and state law requires the school districts provide military recruiters this information upon request at any time throughout the school year.

A parent may choose not to have this information disclosed *if the school district receives a written request that indicates parental disapproval to release such information*. Many recruiters request this information the first day of school. Therefore we ask written request to the school disapproving release be submitted within the first week of school.

PRE-SCHEDULING

The building principal and guidance counselors will post on the school website a Program of Studies booklet to all students in grades 7-11 during the pre-scheduling meeting held during the second semester each school year. Course scheduling procedures will be reviewed at this meeting.

A copy of the Program of Studies booklet is available on-line at the high school page that can be accessed at www.homercenter.org.

SCHEDULING

After the pre-scheduling meeting the principal will meet with students to receive student course requests for the next school year. Once requests have been received and state test results have been received from the state, the building principal will begin to build a master schedule for the following year.

Tentative student schedules for the following school year will be mailed to students over the summer months, generally near the end of July. Every reasonable attempt will be made to fulfill student requests. However, the building principal reserves the right to initially schedule or change the schedule of any student in any class based on academic need and course availability.

SCHEDULE CHANGES

When schedules are mailed in the summer, a deadline to request a schedule change and procedures to make such requests will be included in the mailing. The principal has the authority to grant or refuse any and all requests for schedule changes. Requests that fall outside the provided time frame will not be granted.

Bell Schedules Next Page

HOMER-CENTER HIGH SCHOOL BELL SCHEDULES

****REGULAR BELL SCHEDULE****

7:47 First Bell 7:52 Tardy Bell
 7:52- 7:57 Home Room
7:57 – 8:09 1st Breakfast (Grades 9-12)
7:57 – 8:24 Bug Period (Grades 7-8)
8:09 - 8:36 Bug Period (Grades 9-12)
8:24 – 8:36 2nd Breakfast (Grades 7-8)
 8:40 – 9:20 Period 1
 9:24 – 10:04 Period 2
 10:08 – 10:48 Period 3
 10:52 – 11:32 Period 4

*****LUNCH SCHEDULE*****

If eating 1st Lunch	If eating 2nd Lunch	If eating 3rd Lunch
Lunch A (period 5) 11:32 - 12:02	Period 5/6 11:36 -12:16	Period 5/6 11:36 – 12:16
Period 6/7 12:06 – 12:46	Lunch B (period 7) 12:16 - 12:46	Period 7/8 12:20 – 1:00
Period 8/9 12:50 – 1:30	Period 8/9 12:50 - 1:30	Lunch C (period 9) 1:00 – 1:30

1:34 – 2:14 Period 10
 2:18 – 2:58 Period 11
 2:58 Student Dismissal
 3:00 Teacher Dismissal

****ASSEMBLY SCHEDULE****

7:47 First Bell 7:52 Tardy Bell
 7:52 - 7:57 Home Room
7:57 – 8:09 1st Breakfast (Grades 9-12)
8:01 – 8:19 1st Period (Grades 7-8)
8:13 - 8:43 1st Period (Grades 9-12)
8:31 – 8:43 2nd Breakfast (Grades 7-8)
 8:47 – 9:20 Period 2
 9:24 – 10:04 Period 3
 10:08 – 10:48 Period 4
 10:52 – 11:32 Period 11

******LUNCH SCHEDULE*****

If eating 1st Lunch	If eating 2nd Lunch	If eating 3rd Lunch
Lunch A (period 5) 11:32 - 12:02	Period 5/6 11:36 -12:16	Period 5/6 11:36 – 12:16
Period 6/7 12:06 – 12:46	Lunch B (period 7) 12:16 - 12:46	Period 7/8 12:20 – 1:00
Period 8/9 12:50 – 1:30	Period 8/9 12:50 - 1:30	Lunch C (period 9) 1:00 – 1:30

1:34 – 2:14 Period 10
 2:18 – 2:58 Assembly
 2:58 Student Dismissal
 3:00 Teacher Dismissal

****Two- Hour Delay Schedule****

No Breakfast on Two-Hour Delays

9:47 First Bell 9:52 Tardy Bell
9:52 - 9:57 Home Room
10:00 –10:29 Period 1 or 2 (will rotate each delay day) (20 minutes)
10:32 –11:01 Period 3 (30 minutes)
11:04 –11:32 Period 4 (27 minutes)

****LUNCH SCHEDULE****

If eating 1 st lunch	If eating 2 nd lunch	If eating 3 rd lunch
Lunch A (period 5) 11:32 – 12:02	Period 5/6 11:36 – 12:16	Period 5/6 11:36 – 12:16
Period 6/7 12:06 – 12:46	Lunch B (period 7) 12:16 – 12:46	Period 7/8 12:20 – 1:00
Period 8/9 12:50 – 1:30	Period 8/9 12:50 – 1:30	Lunch C (period 9) 1:00 – 1:30

1:34 – 2:14 Period 10
2:18 – 2:58 Period 11
2:58 Student Dismissal
3:00 Teacher Dismissal

****Early Dismissal Schedule****

7:47 First Bell
7:52 – 7:57 Homeroom
7:57 – 8:12 1st Breakfast (Grades 10-12)
8:12 – 8:27 2nd Breakfast (Grades 7-9)

**** NO BUG PASSES ****

****ALL STUDENTS ARE IN HOMEROOM DURING BREAKFAST, FOR STUDY TIME ****

8:30 – 8:52 Period 1
8:55 – 9:17 Period 2
9:20 – 9:42 Period 3
9:45 – 10:07 Period 4
10:10 –10:32 Period 5/6 or 6/7
10:35 –10:57 Period 7/8 or 8/9
11:00 –11:22 Period 10
11:25 –11:47 Period 11
11:47 Student Dismissal