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## FORWARD

Greetings and welcome to Homer High School. May your experiences here be pleasant, helpful and enjoyable.

The purpose of this handbook is to provide a quick reference regarding Homer High School. This book is not only for new students, but also a value and interest to upperclassmen.

In order to appreciate Homer High School and be part of it, we must fully understand its functions and policies. Homer High School is primarily a place for educational opportunities; however, there are many options for recreation, social experiences and entertainment. Involvement is encouraged, whether it is to join a club, go out for a sport or become involved in some other extra-curricular activity.

If you have any questions or comments, please feel free to contact the High School Office at 517-568-4464.

Tom Salow,  
High School Principal

### **ALMA MATER**

The Orange and the Black  
Through the four long years of high school  
Midst the scenes we love so well  
And the mystic charms to knowledge  
We vainly seek to spell  
When we win athletic victories  
On the football field or track,  
Then we work for dear old Homer High  
And the Orange and the Black.

When the cares of life overtake us,  
Mingling fast our locks with gray,  
Should our dearest hopes betray us,  
False fortunes fall away.  
Then we'll banish cares and sadness  
And turn our memories back  
And recall the days of gladness  
'Neath the Orange and the Black.

### **FOOTBALL FIGHT SONG**

March, march on down the field  
Fighting for Homer  
Break through that \_\_\_\_\_ line  
With strength to defy  
So give a loud cheer for Homer's team  
We're out to win again  
\_\_\_\_\_ team may fight 'til the end  
But Homer will win  
Fight!

### **BASKETBALL FIGHT SONG**

Homer High will win this game  
Listen to our cheer  
Go Trojans!  
Shout the glory of our name  
Spread it far and near  
Go Trojans!  
Alma Mater praise to thee  
And our team mates too  
Marching on to victory  
Let's Go! Trojans! Go!  
Fight!

## **VISION STATEMENT**

Homer Community Schools is '**The Destination District**' For the Education of Students in the 21st Century.

## **MISSION STATEMENT**

It is the mission of Homer Community Schools to create an environment that engages all students in learning that results in a high level of achievement. The students are expected to master challenging curricula with the support of our school community working collaboratively with colleagues, students, parents and the community to achieve this shared educational purpose.

## **EQUAL EDUCATIONAL OPPORTUNITY**

It is the policy of this District to provide an equal educational opportunity for all students.

Any person who believes that the School or any staff member has discriminated against a student on the basis of race, creed, disability, religion, gender, age, ancestry, national origin, place of residence, social or economic background, or other protected characteristics has the right to file a complaint. A formal complaint can be made in writing to the School District and given to the Superintendents Office.

The complaint will be investigated and a response will be given to the concerned party within ten days. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

## **ENROLLING IN SCHOOL**

Students are expected to enroll in the attendance district in which they live.

*If open enrollment is an option or other arrangements need to be made to attend a school outside of the student's home district, it should be done through the home school.*

Students that are new to Homer Community Schools are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

1. *a birth certificate or similar document.*
2. *custody papers from a court (if applicable).*
3. *proof of residency.*
4. *proof of immunizations.*

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

Students enrolling from another accredited school must have an official transcript from the sending school to receive credit from that school. The High School Office will assist in obtaining the transcript if not presented at the time of enrollment.

Adult students (18 years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include them in the process.

### ***Scheduling***

Schedules are provided to each student at the beginning of the school year or upon enrolling. At that time, there is a two-week drop and add period when students may make schedule adjustments. Schedule changes require a parent signature. The schedule is based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Counseling Office. It is important to note that some courses may be denied because of available space, available hours, or the need to take prerequisites. Students are expected to follow their schedules. Any variation should be approved with a schedule change.

### ***Transfer Out of the District***

If a student plans to transfer from Homer Schools, the parent must notify the Principal. Transfer will be authorized only after the student has completed the following arrangements; returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the High School Office for specific details.

## **GRADUATION REQUIREMENTS**

### I. *Attendance:*

It is the opinion of the Board of Education that while basic subject requirements might possibly be acquired in less than four years, high school today is more than merely assimilating course material. It is an important period of physical, emotional, and intellectual growth acquired, not only from textbooks and teachers, but also from peer-group relationships that should not be hurried-, therefore, all students must be enrolled in a high school program for four (4) years (eight (8) semesters). In rare cases, the high school principal, with the approval of the superintendent shall have the authority to grant high school credit for out-of-school experiences.

### II. *Credits:*

Each class that meets one hour per day, five days per week, for one year shall be granted one credit. Since the school day is seven hours long, seven credits can be earned each year. A student can accumulate twenty-eight (28) credits toward graduation in four (4) years.

### III. *Promotion:*

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, and earning the necessary credits. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.). It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and in the Educational Planning Guide which all students are given.

The following number of earned credits designates the grade in which the student will be registered:

Freshman = 0 to 3 Credits

Sophomore = 4 Credits to 9 Credits

Junior = 10 Credits to 15 Credits

Senior = 16 or more Credits

**IV. New Michigan Merit Graduation Requirements  
- Class of 2011 & future classes**

<i>Math</i>		<i>4 Credits</i>
	<i>Algebra I</i>	
	<i>Geometry</i>	
	<i>Algebra II</i>	
	<i>Senior Math Elective</i>	
<i>English/Language Arts</i>		<i>4 Credits</i>
<i>Science</i>		<i>3 Credits</i>
	<i>Biology</i>	
	<i>Physics or Chemistry</i>	
	<i>Science Elective</i>	
<i>Social Studies</i>		<i>3 Credits</i>
	<i>Civics</i>	<i>½</i>
	<i>Economics</i>	<i>½</i>
	<i>U.S. History</i>	<i>1</i>
	<i>World History</i>	<i>1</i>
	<i>Current Issues</i>	<i>½</i>
<i>Physical Education/Health</i>		<i>1 Credit</i>
<i>Visual/Performing Arts</i>		<i>1 Credit</i>
<i>Online Experience</i>		
<i>Electives</i>		<i>8</i>
<i>Total</i>		<i>24 Credits</i>

*V. Procedure for accepting credit for courses outside Homer High School will be determined at the discretion of the high school principal, counselor and/or BOE, if necessary.*

**VI. Meeting graduation requirements:**

- A. Each student's credit status is checked at the end of every school year.
- B. Each student whose credit status is in doubt at the end of the junior year will have a letter sent home by the counselor informing the parents of the student's credit status.

- C. Seniors, whose credit status is in doubt at the end of the first semester of the senior year, will have a letter sent home to the parents by the principal.
- D. Prior to graduation, the principal will recommend the seniors who have met graduation requirements to the Board of Education.

VII. *Students entering Homer schools for their ninth semester must have approval of the H.S. principal.*

VIII. *Dual Enrollment* - Dual enrollment allows high school upperclassmen to take college courses for high school and/or college credit. This option is designated for those students who have exhausted the courses at the home school. Further information can be obtained through the guidance office in the Educational Planning Guide.

**In order to graduate or achieve promotion to subsequent grade level from Homer High School, a student must take all state or federal required assessments (M.M.E. or alternative assessment). These assessments must be taken with best effort as monitored by test proctor or school official. Failure to comply with the requirement will result in the withholding of the student's diploma.**

**EXPECTATIONS FOR PARTICIPATING IN GRADUATION EXERCISES**

A student at Homer Community Schools must:

- Fulfill all academic requirements outlined in the student handbook or LCCE coursework outlined in an academic plan.
- Pass all required courses listed in the high school handbook.
- Take all State & Federal required assessments (MEAP or similar assessment).
- Meet the attendance requirements written in the high school handbook.
- Pay all fees & class fines prior to commencement.
- Be in good standing with the discipline guidelines of the District.
- Follow the dress and appearance expectations for commencement, established by the principal.
- Wear the cap and gown selected by the senior class and may not use the cap or gown for personal expression. Any exceptions will be regulated by the principal and must be made prior to May 1<sup>st</sup> of the graduation year.

**The Process of Communicating Graduation Status is as follows:**

- A potential senior student's credit status will be determined at the end of their Junior year.
- Each Student whose credit status is in doubt will have a letter sent home by the counselor, informing the student/parents.
- The principal will notify seniors/parents of the credit status at the end of the first semester if there is a possibility of not graduating.
- Prior to graduation, the principal will inform the school board no later than the April board meeting on the status of each potential graduate.
- Parents will be notified as soon as it becomes apparent that their child will not graduate.
- All foreign exchange students will have the opportunity to participate in commencement as honorary guests of Homer Community Schools.

### **GENERAL INFORMATION**

Rules and regulations, which govern student conduct in Homer High School, are established to promote the safety and well being of pupils, and to promote the welfare of the school as a whole. Personal liberty is restricted only when it conflicts with the best interest of the group.

**GENERAL CONDUCT** - General conduct in the corridors, in and around the building, is regulated by your own sense of property and consideration for others. Gathering in the halls, as well as running, shoving, and scuffling, is of course, out of order. Shouting and improper language has no place in our pattern of conduct.

**SCHOOL PROPERTY** - Every pupil shares the responsibility for the good care and respect of school property and should always think of it as his or her own. Any pupil who is caught damaging school property will be required to repair or replace the belongings. This includes graffiti and other damage to school buildings, property, grounds, and vehicles.

**STUDENT FEES AND FINES** - A list of fees and fines are filed in the office. Each student is responsible that these financial obligations are taken care at the end of each year.

**TEXTBOOKS** - All basic texts are furnished to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Textbooks are not to be used for storage of paper. Please be sure your name and grade are printed in books in case they are

misplaced. We do charge a fine based on the principals or teachers judgement for misuse, abuse, or loss of books.

**LOCKERS** - Students are provided lockers, desks and other equipment in which to store materials. If your locker does not function properly, please contact the office.

**LOST AND FOUND** - Students who find lost articles are asked to take them to the lost and found department in the office before or after school. Lost articles that are not claimed within a reasonable time will be properly disposed of or given to a charitable organization.

**MONEY AND VALUABLES** - Students frequently forget to lock lockers or become careless with valuables. Please do not bring valuables, or larger sums than necessary, to school. *The school cannot assume any responsibility for these items when lost or stolen.* All reports of theft are to be made to the principal immediately.

**MEDICATION** - By state law, schools are not permitted to stock medication for student use. If a student is on any medication, they are required to bring it to the high school office with complete dispensing instructions. *Students during the school day can NOT carry medication!*

**HEALTH SERVICES** - Students who become ill at school must report to the office. Students must not leave the building without authorization because of illness.

**ACCIDENTS** - All injuries should be reported to the office. Under no circumstances are students to go to a doctor for an injury sustained at school without notifying the office. There is a school nurse on hand to help in assisting medical attention.

**INSURANCE** - The school maintains a group insurance policy. This insurance is available to all members of the student body. The office will issue specific instructions.

**TELEPHONES** - The office telephone is for school business, and it may only be used by students, in cases of emergency, with the permission of the secretary or the principal. Classroom phones are for the use of teachers for school business unless otherwise permitted.

**ANNOUNCEMENTS** - Announcements to the student body are given daily. All announcements must be turned into the high school office by 1 p.m. and must be signed by a staff member.



**VISITORS** - Visitors, particularly parents, are welcome at the school. In order to monitor the safety of students and staff, visitors must report to the office upon entering the school. If a person wishes to confer with a staff member, he/she should call for an appointment prior to coming to school. Student visitors will not be allowed during class hours, therefore not interrupting class progress.

### **WEATHER REPORTS**

The announcement of school closing due to hazardous conditions will be made beginning at 6:00 a.m. on: **A School Messenger Call will also be placed to notify students of any closings or delays.**

WUFN (96.5)	Q106 (106 FM)
WNWN (98.5 FM)	WOOD (TV 8)
WILX (TV 10)	WWMT (TV 3)
WQLR (106.5 FM)	FOX 47 (TV 47)
WLAJ (TV 53)	WKFR (103.1 FM)
WLNA (TV 6)	WSAE (106.9)

*DO NOT CALL THE SCHOOL AS THIS TIES UP THE PHONE LINES*

### **DRILLS**

*FIRE DRILLS* - Fire drills, at regular intervals, are required by law and are an important safety precaution. It is essential that everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible when the first signal is given. The teacher in each classroom will give instructions. Any student **illegally** setting off a fire alarm may be suspended from school. The proper authorities will be notified.

*LOCK DOWN DRILLS* - Lock down drills are necessary. Teachers will explain lockdown drill procedures. When the lockdown siren sounds, all students should go to assigned places as quickly and as quietly as possible.

## **WORK PERMITS**

Standards established under Michigan law regulate conditions and hours of employment of minors. Conditions must not be injurious to health, morals or unduly hazardous.

*Points to remember:*

- (A) *Fourteen (14) years is the minimum age for the legal employment of minors.*
- (B) *Minors under eighteen (18) years of age must secure a work permit and the employer must keep the permit on file.*
- (C) *Permits are issued by the principal's office in the school district in which the minor resides.*

## **TRANSPORTATION**

*BUSES* - The Board of Education maintains a fleet of buses to transport students living in the country. Under abnormal road conditions, students might be expected to walk. This practice is used only when the routes are impassable. The privilege of riding the bus may be suspended, for a period of time, for willful disobedience of bus rules.

*Responsibility of the Parents:*

1. To insure that the children are at their designated bus stop five (5) minutes before the bus is scheduled to arrive. The driver is responsible for the maintenance of this schedule and cannot wait for tardy pupils.
2. To provide necessary protection of their children.

*Responsibility of the Students:*

1. Stay off the roadway at all times when waiting for the bus.
2. When crossing the road or highway, always cross at least ten (10) feet in front of the bus.
3. Wait until the bus comes to a stop before attempting to enter or leave the bus and remain seated while the bus is in motion.
4. Move over and allow others to be seated.
5. Keep your head, arms, and hands inside the bus at all times.
6. Keep feet out of aisles, off the seats and backs of the seats and do not block the aisles. Musical instruments, backpacks, etc. must be held by their owner.
7. Do not leave the bus without the drivers consent (except at home or school).

8. Be courteous. Unnecessary disturbing noises, profane or vulgar language and obscene signs or gestures will not be tolerated.
9. The throwing of any objects inside the bus or out the bus windows could result in denial of bus riding privileges.
10. Eating or drinking on the bus is not allowed, unless instructed otherwise.
11. Students requiring transportation to or from a stop other than their regular stop must present a bus pass.
12. Radios and MP3/Ipods may not be played on the bus without headphones, unless instructed otherwise.
13. Obey your bus driver at all times. Direct disobedience will result in denial of bus riding privileges for 1-5 days.
14. Fighting will not be tolerated and will result in denial of bus riding privileges for 1-5 days.
15. Tobacco in any form, the use of drugs, gambling, alcoholic beverage possession or consumption or any other form of illegal activities are prohibited. Violation will result in denial of bus riding privileges and possible referral to the police.
16. Tampering with the emergency door or equipment will result in the denial of bus privileges for 1-5 days.

**STUDENT AUTOMOBILES** - Students are to park their car in the parking lot and are **NOT** to use cars during the school day without permission from the high school office. Students driving during the school day will lose their driving privilege and/or be suspended from school. Students are not permitted to ride in automobiles, other than with parents, during the school day, unless specified permission is given. Students are not to handle or loiter around vehicles during noon hour or physical education classes. These same rules apply to motor bikes and motorcycles. All Vo-Ed students will ride the Vo-Ed bus, unless permission has been granted from the high school office.

### **LUNCH HOUR**

**LUNCH HOUR** - The side cafeteria is open to high school students during lunch hour. No food or drinks are allowed in the hallways outside of the side cafeteria. Students are not allowed in hallways until the conclusion of lunch period unless they have a signed pass from a teacher.

**HOT LUNCHES** - Hot lunches are available to all students in the system. The charge is based on food costs and expenses. Well balanced, wholesome, nutritious lunches are served at a minimum cost to the student. It has been observed that students eating warm meals do better work in school.

## **DRESS CODE**

**DRESS AND GROOMING** - There appears to be a definite relationship among good grooming, good work habits and proper school behavior.

- Any type of attire that attracts undue attention to the wearer, and thereby causes a disturbance in the school, is most likely in bad taste and should be avoided. Students who choose to not follow the policies, will be asked to change or they will be sent home.
- Students are required to wear shoes and maintain a neat and clean appearance.
- Cut-offs of any kind and bare midriffs of any degree are strictly prohibited unless worn for a physical education or athletic purpose at which time the attire must be acceptable to the instructor and or coach.
- Halter tops, hats worn indoors (after the start of the school day) or anything that resembles that of a hat covers the entire head is prohibited. This includes do-rags, skullcaps, beanies, visors, sweatbands, bandana's, masks of any form, or helmets unless specified by the faculty on special occasions. However, students are allowed to wear bandanas in the event they are worn only as headband to hold hair in place.
- Chains of a non-jewelry nature are prohibited. This includes chains that are attached to pants and wallets.
- "Questionable behavior or material" shall be defined as an endorsement of alcohol, tobacco, illegal narcotics, material of an inappropriate violent or sexual nature, or material that is racially or gender offensive.
- High school students may wear shorts and skirts throughout the school year provided that shorts have a minimum of a four-inch inseam and skirts extend to mid-thigh.
- Female students may wear sleeveless tops if the strap is a minimum of two inches wide at the shoulder, the bra is covered completely, and a bra is worn.
- Male students may not wear sleeveless tops.

This policy applies to all school sanctioned events on school premises including dances and athletic activities, excluding formal dances such as Prom, New Year's, etc.. Above all, it is important that students use common sense when clothing themselves. Reasonable attire will make the school atmosphere more comfortable for everyone. Enforcement and discipline, with regards to this policy, lie at the discretion of the administration.

## **BEHAVIOR**

**THE GOOD NEIGHBOR POLICY** - Always be considerate of the property rights of others. Do not thoughtlessly crowd the sidewalks, litter neighborhood grounds, or loiter on neighboring lawns. The way to have good neighbors is to be a good neighbor.

**PDA (Public Display of Affection)** - Students are expected to behave in a manner that will be a credit to our school. Any form of embracing, kissing, cuddling, or other displays of affection will not be tolerated. Conferences with the students and/or parents will be conducted if necessary. **Second offenses may result in suspension.**

## **INAPPROPRIATE HABITS/BEHAVIOR**

**ALCOHOL AND DRUGS** - The School has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity such as sale, use, distribution, possession of drugs, alcohol, fake drugs, steroids, inhalants, etc. are prohibited. If caught the student could be suspended or expelled and law enforcement officials will be contacted.

**CELL PHONES** - A student may possess a cell phone in school, on school property, at school – related functions, provided that during school hours and on a school bus the cell phone remains off and **MUST** be concealed (not visible). Possession of a cell phone by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy. Violations of this policy may result in disciplinary actions against the student which may result in confiscation of the cell phone.

Students that possess cell phones shall assume full responsibility for its care. Homer Community Schools is not responsible for loss or damage to cell phones brought onto its property. Exceptions to this policy may be granted by the principal, when circumstances warrant.

**FIGHTING** - Fighting may result in an in-school suspension and/or other disciplinary measures directed by the administration.

**FIRECRACKERS, SMOKE BOMBS, ETC.** - Anyone in possession of or who uses a firecracker, smoke bomb, or other items of this type on buses or school grounds, or who is in possession of or uses any other substance that can be damaging to school property or other students will be suspended immediately from school.

**GAMBLING** - No gambling is allowed, at any time, on school property. This includes wagering or playing games for money.

**GLASS BOTTLES** - Glass bottles of any kind will not be allowed on school property at any time.

**LASER POINTERS** - All laser pointers in student's possession will be confiscated and not returned.

**POSSESSION OF A WEAPON** - A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion.

#### **POSSESSION OF ELECTRONIC EQUIPMENT**

- We prefer that students not bring MP3/Ipods to school.
- The school accepts no responsibility for MP3/Ipods that are brought to school and undertakes no responsibility to investigate their misplacement, loss or theft.
- MP3/Ipods may be used during breaks, before and after school and on school grounds. This position will be reviewed from time to time.
- A teacher may grant permission for students to use MP3/Ipods in class; students must not assume that they have the right to use MP3/Ipods in class. Permission rests with the teacher; students may not have such items out without the teacher's permission.
- Unless permission is granted, MP3/Ipods must be switched off and out of sight in class and stored in appropriate places. They must always be switched off and out of sight during all school assemblies and during school wide testing.

- MP3/Ipods may not be connected to the school computers for purpose of downloading information.
- When students breach these guidelines, their MP3/Ipods will be confiscated by the teacher and secured with them. Students will be required to go to the teacher and pick up the device after 3:00 P.M. A second offense could result in the device being turned over to the principal. The device will be returned when the student's parents have contacted the school either in person or by phone and have discussed the policy with the principal. A third offense may result in the student's forfeiture to possess or use MP3/Ipods throughout the remainder of the school year.

**SEARCH AND SEIZURE** - It should be clearly understood any time that there is reasonable suspicion that a student has violated the law or school rules, their locker and possessions, including their vehicle, can be searched. The searches can be conducted anytime the student is under the jurisdiction of the Board of Education and can be conducted without the consent of the student. The searches are conducted to ensure the safety of all students.

Anything found in the course of a search that may be evidence of violation of the law or school rules may be taken, held, and turned over to the police. The school reserves the right not to return items which have been confiscated.

**SNOWBALLING**- The act of throwing snowballs is prohibited by the school because it is dangerous and unnecessary.

**SWIMMING**- Students are not to go swimming anytime during the day without school supervision.

**STEALING**- Any student caught stealing will be suspended for a minimum of three (3) days. The local police may be notified.

**TOBACCO** - Students are not permitted to smoke or chew tobacco in the school building, on or near school grounds, or on school buses.

## **HARASSMENT/BULLYING**

The School believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individual is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Harassment could result in suspension or expulsion from school.

Conduct constituting harassment may take different forms including, but not limited to, the following:

### *Sexual Harassment*

- A. *Verbal:* The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions or threats to a fellow student staff member, or other person associated with the District.
- B. *Nonverbal:* Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student staff member, or other person associated with the District.
- C. *Physical Contact:* Threatening or causing unwanted touching, contact, or attempts at same, including pat-ting, pinching, pushing the body, or coerced sexual intercourse with a fellow student, staff member, or other person associated with the District.

### *General Ethnic/Religious/Disability Harassment*

- A. *Verbal:* Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District.

Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

- B. *Nonverbal:* Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

- C. Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student staff member, or other person associated with the district. Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should immediately take the following steps:
1. If the alleged harasser is a student, staff member, or other person associated with the District, other than the student's principal, the affected student should, as soon as possible after the incident, contact his/her principal.
  2. If the alleged harasser is the students' principal, the affected student should, as soon as possible after the incident, contact the superintendent.
  3. **The student must submit a report in writing.** The reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s). **Forms are available in High School and Guidance Offices.**
  4. The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.
  5. If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment. **(See Behavior Rubric)**
  6. Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.
  7. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will

require that the student-abuser be reported to proper authorities.

8. Hazing by any school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

**The following is a Rubric for how various types of bullying will be dealt with at Homer High School (BOARD POLICY 6/1/12)**



**HOMER COMMUNITY SCHOOLS**

**Violence Prevention: Behavior Rubric**

**Student Name:** \_\_\_\_\_

This rubric serves as documentation to student behavior issues. Issues may include isolated incidents of mean behavior, conflict, or violence directed at another. By documenting these issues, a pattern can be identified. A pattern of malicious and hostile behavior toward another is bullying.

Description of Aggressive Behavior	1 <sup>st</sup> Time	2 <sup>nd</sup> Time	3 <sup>rd</sup> Time	4 <sup>th</sup> Time
<b>Level 1: Mild</b>  Behaviors that hurt feelings: teasing, name calling spreading rumors, social exclusion, insults, behavior that hurt others' feelings	Date: _____ <ul style="list-style-type: none"> <li>• Warning from principal</li> <li>• Documentation</li> </ul>	Date: _____ <ul style="list-style-type: none"> <li>• Student calls parent</li> <li>• Verbal apology</li> <li>• Documentation</li> </ul>	Date: _____ <ul style="list-style-type: none"> <li>• Student calls parent</li> <li>• One (1) silent supervised lunch or recess</li> <li>• Responsibility form completed</li> <li>• Documentation</li> </ul>	Date: _____ <ul style="list-style-type: none"> <li>• Student calls parent</li> <li>• Two (2) silent supervised lunches or recesses</li> <li>• Responsibility form completed</li> <li>• Written apology</li> <li>• Documentation</li> </ul>

<b>Level 2: Moderate</b>  Behaviors that injure or disrespect: directed swearing, taunting, ridiculing, humiliation, threatening, pushing, shoving, grabbing, pinching, kicking, includes disrespect and defiance to staff	Date:  <ul style="list-style-type: none"> <li>• Student calls parent</li> <li>• Warning from principal</li> <li>• Responsibility form</li> <li>• Documentation</li> </ul>	Date:  <ul style="list-style-type: none"> <li>• Student calls parent</li> <li>• One (1) silent supervised lunch or recess</li> <li>• Responsibility form</li> <li>• Documentation</li> </ul>	Date:  <ul style="list-style-type: none"> <li>• Student calls parent</li> <li>• Two (2) silent supervised lunches or recesses</li> <li>• Responsibility form</li> <li>• Develop behavior plan</li> <li>• Written apology</li> <li>• Documentation</li> </ul>	Date:  <ul style="list-style-type: none"> <li>• Student and principal call parent</li> <li>• Three (3) day out-of-school suspension</li> <li>• Revisit behavior plan with parent</li> <li>• Documentation</li> </ul>
	Pattern of malicious and hostile behavior toward another?	Yes or No	Yes or No	Yes or No

Description of Aggressive Behavior	1 <sup>st</sup> Time	2 <sup>nd</sup> Time	3 <sup>rd</sup> Time	4 <sup>th</sup> Time
<b>Level 3: Severe</b>  Purposely causing injury: stealing, property damage, kicking, slapping, hitting, choking, fighting, spitting, and other behavior that might injure others	Date:  <ul style="list-style-type: none"> <li>• Student and principal call parent</li> <li>• Three (3) day out-of-school suspension</li> <li>• Restitution of theft or damage</li> <li>• Meet with school official</li> <li>• Possible liaison officer intervention</li> <li>• Documentation</li> </ul>	Date:  <ul style="list-style-type: none"> <li>• Student and principal call parent</li> <li>• Three (3) - five (5) day out-of-school suspension</li> <li>• Conference with parents</li> <li>• Develop behavior plan</li> <li>• Meet with school official and police officer if needed</li> <li>• Restoration of theft or damage</li> <li>• Documentation</li> </ul>	Date:  <ul style="list-style-type: none"> <li>• Student and principal call parent</li> <li>• Conference with parents</li> <li>• Five (5) – Ten (10) day out-of-school suspension</li> <li>• Restitution of theft or damage</li> <li>• Meet with school official and police officer</li> <li>• Revisit behavior plan</li> <li>• Documentation</li> </ul>	Date:  <ul style="list-style-type: none"> <li>• Restitution of theft or damage</li> <li>• Ten (10) day out-of-school suspension and Board of Education hearing</li> <li>• Meet with school official and police officer</li> <li>• Revise behavior plan</li> <li>• Documentation</li> </ul>

Pattern of malicious and hostile behavior toward another?	Yes or No	Yes or No	Yes or No
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Description of Aggressive Behavior	1 <sup>st</sup> Time	2 <sup>nd</sup> Time	3 <sup>rd</sup> Time	4 <sup>th</sup> Time
<b>Level 4: Most Severe</b>  Severe verbal/physical aggression: sexual, ethnic, racial or severe harassment, physical violence that would require medical attention, direct threat to harm another	Date: _____ <ul style="list-style-type: none"> <li>• Parent conference</li> <li>• Written apology to victim</li> <li>• Five (5) day out-of-school suspension</li> <li>• Meet with school official and police officer</li> <li>• Develop behavioral plan, notify superintendent and Board of Education</li> <li>• Documentation</li> </ul>	Date: _____ <ul style="list-style-type: none"> <li>• Parent conference</li> <li>• A minimum of ten (10) day out-of-school suspension and Board of Education hearing</li> <li>• Meet with school official and police officer</li> <li>• Revise behavior plan</li> <li>• Documentation</li> </ul>		

- **Level of behavior may be sequenced at administrator discretion based on severity and frequency of offense.**
- **Failure to fulfill requirements of the rubric will result in an immediate out-of-school suspension and will require a parent meeting to return to school.**

## **THE SCHOOL AND THE LAW**

*Civil Rights* -The school recognizes all federal, state, and local level laws in connection with this subject; and interpretations of the law.

*Disturbances* -The school will not tolerate mass disruptions in any form or for any reason. If such a situation does occur, students will obey the teacher or anyone in authority. Failure to do so may result in suspension.

## **NOTIFICATION OF DANGEROUS BEHAVIOR**

It is the duty of each student to notify administrators/teachers about dangerous circumstances and students. It is difficult to "inform" on a fellow student but sometimes it is necessary for the good of the whole school. All information will be treated as confidential.

## **RECENT MICHIGAN STATUTORY AND REGULATORY**

### **LAW AFFECTING SCHOOLS**

**Physical Assault -Student to Adult** - Public Act 104 of 1999 (SB 206) creates Section 1311 A of the Revised School Code, adding "physical assaults" upon school employees, volunteers, or contractors to the categories of misconduct for which a Michigan public school student must be expelled. Similar to the mandatory expulsion for dangerous weapons, criminal sexual conduct ("CSC"), and arson, any student in grade 6 or above who *physically assaults* a school employee, volunteer, or contractor *shall be permanently* expelled, subject to reinstatement after 180 days. The statute defines "physical assault" as "*intentionally causing or attempting to cause physical harm to another through force or violence.*" (Emphasis added.)

As with expulsions for weapons, CSC, and arson, the student is *permanently expelled* from *all* Michigan public schools other than "strict discipline academies" and appropriate alternative education programs. If an expelled student enrolls in such a qualified program, the enrolling school is eligible for the "prorated share of either the PSA's or operating school district's foundation allowance, or the expelling school district's foundation allowance, whichever is higher." The school district "*may provide, or may arrange for the intermediate school district to provide, appropriate instructional services* to the

individual at home,” similar to services for homebound students. MCIL 388.1709.

PA 104 also requires school officials to report all assaults to appropriate state and local law enforcement agencies in conformance with the Statewide School Safety Information Policy (SSSIP, discussed below). The Act establishes a catalog of information on alternative education programs to be made available to expelled students (and their parents/guardians) through the Office of Safe Schools, which is also to provide technical assistance to schools developing alternative education programs.

**Physical Assault – Student to Student** - Public Act 102 of 1999 (HB 4240) adds Sections 1308, 1310, and 1310A to the Revised School Code. The mandatory expulsion provision applies to a physical assault by a student upon another student which occurs on school property, at any school-sponsored activity, or on any school-related vehicle. If a student in grade 6 or above commits a physical assault against another student and the assault is reported to the board of administration, the school board or its *designee shall suspend* or expel the student for up to 180 school days. The administrator must forward reports of those physical assaults to the school board. In addition, a school must file an annual report with the Michigan Department of Education documenting all acts of physical violence, gang activity, substance abuse, trespassing, and other crimes which occur on school property or at school activities. Last year's amendment to the State School Aid Act which permits an assault victim to enroll in a school district other than their district of school residence, only applies to victims of a "criminal sexual assault or other serious assault." See MCL 388.1606(6).

**Verbal Assault** - PA 104, now Section 1311A (2), also provides that if a student engages in those offenses, the board or its *designee* shall *suspend* or expel the student **for** a period of time as determined in the discretion of the board or its designee of any student in grade 6 or above who commits a “verbal assault” against a school employee, volunteer, or contractor. Although bomb threats and similar threats directed at a school building, school property, or a school-related event are included as verbal assaults, the Legislature declined to otherwise define the term "verbal assault" and instead left that task to local school policy. One formulation of this term based on traditional principles of common law, is:

Any intentional threat or offer to do bodily injury to another by force, under circumstances which create a well-founded fear of actual harm, coupled with the apparent ability to carry out the act if not prevented.

While the above definition is consistent with the case law standards applied in tort cases, and may therefore be familiar to both attorneys and judges reviewing decisions made by school boards under this statute, it has the disadvantage of requiring the administration to present evidence to prove the “intent” of the student-perpetrator, as well as the student's "apparent ability" to actually carry out the threatened assault. A simpler definition, which could also be legitimately enforced by the courts improperly adopted and communicated to all students (although there is no way to guarantee the outcome of such a review by any particular court), is:

A simpler definition, which could also be legitimately enforced by the courts if properly adopted and communicated to all students (although there is no way to guarantee the outcome of such a review by any particular court), is:

Any statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension of danger of bodily injury or harm.

Although the board must "expel" the student for verbal assault the expulsion length is discretionary up to 180 days. This statutory restriction could be problematic because it may actually limit a district's ability to expel a student beyond 180 school days for this conduct. For example, the rules of statutory interpretation suggest that districts are not authorized to expel beyond 180 school days a student who makes a bomb threat Unlike a student expelled for "physical assault" a student expelled for 4 c verbal assault' *may* enroll in another district. The new district however, is not required to enroll the student even if the student establishes educational residence

***AMERICANS WITH DISABILITIES ACT -SECTION 504***

The American's with Disabilities Act (A.D.A) requires the School to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student but to all individuals.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school should contact the High School Office.

## **STUDENT RECORDS**

The educational interests of students require the collection, retention, and use of data about individuals and groups of students while ensuring the individual's right to privacy. The school District will maintain educational records of students for legitimate educational purposes. School student records are confidential and information from them shall not be released except as provided by law. The information contained in school student records shall be kept current, accurate, clear, and relevant. All student records, including those maintained in District electronic database(s), shall be safeguarded during collection, maintenance, and dissemination so as to protect against unauthorized access or accidental release. The District may release directory information in accord with law, provided parent(s) or guardian(s) are given the opportunity to object to the release of this information.

The Superintendent shall develop rules and procedures for implementing this policy and state and federal law with respect to student records. The Superintendent shall designate one or more records custodian(s) for each site and/or media in which student records are kept, and shall provide them with appropriate training. The District may charge an appropriate fee to cover the expense of providing copies of records requested by a parent or guardian.

The District shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted or authorized by the Board of administration. Regulations established under this policy shall include provisions controlling the use, dissemination, and protection of such data.

For the purposes of these rules, whenever a student has attained 18 years of age, or is attending an institution of post-secondary education, the consent required of and the rights, accorded to the parents or guardians of the student, shall only be required of and accorded to the student.

## **DIRECTORY INFORMATION**

The custodian of records may make certain directory information available without parental or eligible student's consent if public notice of the categories of information designated as directory information has been given. After such public notice has been given, the parents have the right to object to the release of the information within a specified time period. Directory information for this District includes the following information about the student: The student's name, picture, major field of study, participation in recognized activities and sports, grade placement, and honors and awards received.

The District shall inform students and their parent(s) or guardian(s) annually and upon initial enrollment of their rights under law and Board policy with respect to student records, and of the procedures for exercising those rights. This notice shall be modified to accommodate the needs of the disabled or those whose dominant language is other than English.

## **DISCIPLINE**

It is impossible for teaching or learning to take place in a classroom unless good order is maintained. Students are reminded that they must adhere to a code of good behavior, not only for their benefit but for the benefit of others as well.

- A. A student sent from a class due to misconduct will go directly to the principal's office and remain there for an interview. Continued misconduct will result in suspension from school
- B. A student disciplined by any staff member in the hallways, in the school building, on school property, or at any school sponsored activity will subject himself or herself to the written disciplinary procedure for such disciplinary matters. Continued misconduct will result in suspension from school.

**EXCLUSION FROM CLASS - Write-up Process** - The write up process is a tool developed for teachers use to keep classrooms a learning environment without disruption. If a student chooses not to follow classroom expectations, and the instructor has exhausted all means to control the issue including parental contact, then the write up process applies.

When a student is sent out of class with a write up, they are to report directly to the office. The student is out of the class the next day only and a meeting is held to determine the problem, what has been used to correct the problem, and what is necessary for the student to return to class. The principal and teacher may mutually agree that an infraction not advance to the next level will therefore repeat the previous step. A second write-up will involve a meeting with the parent, teacher, and principal. A third write-up will result in a 3 day suspension from school. A fourth write-up will result in the student being removed from that classroom for the remainder of the school year.

**DETENTION** - Detention periods is a time when the student is assigned to stay after school or during noon hour for any infraction of acceptable student behavior. Students should understand fully that any teacher in the building has the authority to correct misconduct at any time and assign students to detention. Students required to stay after school for disciplinary reasons are responsible for their own transportation home - this includes bus students.

**NON CLASSROOM DISCIPLINARY PROCEDURE** - The first written disciplinary procedure or students not following the direction of a staff member for non classroom disciplinary actions will result in a conference with the student, staff member, and the principal. A written copy of the discipline form will be sent to the parent(s) or guardian. A second offense of the same or serious nature will result in three days suspension from school and a conference with the student and parent(s) before returning to school. On a third offense the result will be suspension from school and a hearing before the Board of Education.

**SUSPENSION** - Suspension is defined as exclusion from school for up to ten (10) days. Suspension means that a student is not permitted to attend classes, participate in or attend any extracurricular activities for a specified period of time.

**EXPULSION** - Expulsion is defined as the permanent exclusion of a student from school. Expulsion shall be recommended by the administration and approved by the Board of Education.

**STEALING** - Any student caught stealing will be suspended for a minimum of three (3) days. The local police may be notified.

## **SCHOOL VIOLENCE HOTLINE**

### ***FACT SHEET FOR PARENTS AND TEACHERS 1-800-815-TIPS***

BACKGROUND - The School Violence Hotline will provide a means for students to anonymously report specific threats of imminent school violence or other suspicious or criminal conduct. The toll-free hotline will be operational 24-hours per day, 365-days a year, by the Michigan State Police Operations Center.

#### **When discussing this School Violence Hotline with your child or students, please reinforce the following:**

- You should understand the difference between those incidents that require a 911 emergency call and those that would be appropriate for the hotline. ANY RISK OF IMMEDIATE HARM SHOULD BE REPORTED TO 911 IMMEDIATELY. Example: A student has pulled out a gun in the cafeteria.
- The School Violence Hotline has been created to give you an anonymous way to report any threats of violence (“I’m going to kill someone tomorrow”), or weapons that you may know about (“I saw a gun in someone’s locker”). You should call this hotline only when you feel you cannot talk to a trusted adult first. Confiding in an adult that you trust is by far the best way to deal with information about school violence.
- In the event you feel threatened, know of a possible act of violence, or have information regarding a weapon, but are unable to confide in a trusted adult, this hotline is an anonymous way to relay the information on to law enforcement and know that you did everything possible to protect yourself, other students, teachers, and administrators from possible violence.
- When you call the School Violence Hotline, a trained law enforcement professional will document the information and forward this directly to the appropriate Emergency Dispatch Center in the state that can initiate immediate and appropriate action by law enforcement.

## **IMMUNIZATIONS**

Each student needs to have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waiver, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the high school principal.

Unless given a *waiver*, students must meet the following requirements:

Diphtheria	Four (4) or more doses of DTP or DT (pediatric) vaccine or any combination thereof is the minimum acceptable. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
Tetanus	Four (4) doses of any appropriate tetanus vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
Pertussis	Four (4) doses of any appropriate pertussis vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
Polio	Three (3) doses of any appropriate polio vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
Measles	Two (2) doses of live measles virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
Rubella	Two (2) doses of live rubella virus vaccine after first birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.

Mumps Two (2) doses of live mumps virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.

Control of Casual Contact Communicable Diseases & Pests - Because a school has a high concentration of people, it is necessary to take specific measure when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

Control of Non-Casual Contact Communicable Diseases - In the case of non casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his /her status reviewed by a panel of resource people, including the County Health Department, to insure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff person in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, FHV (Human immunodeficiency), Hepatitis B, and other diseases that may be specified by the Sate Board of Health.

As required by Federal Law, parents will be requested to have their child's blood checked for IUUV, HBV, and other blood-born pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **ATTENDANCE POLICY**

**ATTENDANCE PHILOSOPHY** - We believe that obtaining an education is a major requirement of good citizenship in our society. Punctuality and regular attendance of classes is essential for the educational progress of a student. It is the responsibility of the student, and his or her parents, to ensure that the student attends school regularly.

Under the Michigan School Code a school district has the right to set attendance policies; they must not be arbitrary or unreasonable and must be applied consistently.

***Pre-excused Absence***- All pre-excused absences must be cleared by the principal. Pre-excused absence forms can be obtained from the principal's office. Any student who has accumulated five (5) absences from school in one semester, for any reason, may be denied a pre-excused absence. Requests for pre-excused absences for hunting, vacations, personal business, etc., must be made at least three-seven days in advance so, that if necessary, the student's teachers may be consulted. Requests may be denied if not received within the specified regulation notice. The student is to know his/her assignments and turn them into their teachers upon returning to school.

An absence will not result if a student has a conference with a college or armed services representative, or is doing work for another teacher if the student is pre-excused.

***Excused Absences*** -Students are expected to be present and punctual for all classes throughout the year. Illness, death in the family, and an emergency within the family are considered satisfactory for absence from school. Students who have a conference with a social worker, counselor, principal, or are making up a standardized test, will be excused also.

A note from a parent must be brought to the office when the student returns to school. The excuse must be dated and must explain a reason for the absence. Doctor's or dentist's appointments require a note from the doctor or dentist office for verification. Excuse notes will be used by the attendance hearing committee to determine final course credit if a student exceeds the allowed absence limit. Not having excuse notes will negatively impact the appeal.

A student has as many days as they are absent to make up missed work. Students must make up all work to receive full credit for their work. Missed class assignments will be made up on the student's own time.

- A student will be required to bring an excuse for any absence.
- A student will not be marked absent in class for school related activities if the absence is required by a class or sporting event.
- If a student is late to class by 10 minutes or more, it will be an absence.
- Seniors only: with proper documentation, up to three college visits or job shadowing absences per year will count as excused absences.

**Unexcused Absences** -These are absences that are needless. They apply to the student who has taken the liberty of leaving school without reporting to the office. Shopping, beauty parlor appointments, hair cuts, and working are examples of unexcused absences. All written notes to verify an excuse must be turned in to the high school office within a timely manner of the absence or the absence will be classified as unexcused.

**Tardiness**- The schedule allows students ample time to get from one class to another. Once a student reaches 3 tardies in a class they will be marked absent. Each tardy that follows will also result in an absence. (EX: 4<sup>th</sup> tardy = 1 absence, 5<sup>th</sup> tardy = 2 absences....)

**Skipping** - We consider skipping as staying out of school without specific knowledge and/or permission of both the parents and school.

Skipping of any sort will result in the student's suspension from school until the parents confer with the building principal and appropriate disciplinary action can be decided upon. Students should not anticipate any second chances. Suspension action will become effective at 3:00 p.m. on the day the student is notified. The student will hand-carry the suspension notice to the parent. (Parent will also be called.)

**Signing Out** - The sign-out in the office should be used only when a student has to leave the school premises, requiring permission from both the principal/secretary and a parent. This applies to all students and for all purposes.

***Incompletes*** - An incomplete is given only when a student has been unable to complete the required work because of illness, emergency in the family, or death in the family. Failure to complete work for any other reason does not merit an incomplete, and students will be given a lowered grade. When an incomplete is given, the student is allowed a prescribed period of time to complete the work. If the incomplete is not removed within the prescribed time, the mark becomes an "E".

***Loss of Credit*** - After 8 absences per class, per semester, excused or unexcused, credit for the class may be in jeopardy. Therefore, students who exceed 8 days per semester must make-up all work and attend make-up hours as set by the high school office. Only excused days can be made up. Unexcused days can not be made up.

A student who accumulates more than 8 absences due to a prolonged illness on top of other absences will be able to appeal his/her case before a committee selected by the principal. This committee will examine the circumstances which have caused a violation of the attendance policy and make a recommendation to the principal. Students beyond the age of compulsory attendance maybe dropped from the school's roll after ten (10) consecutive absences unless specific arrangements for continued enrollment have been made previously with the principal. If a student is excluded from a class or has an in-house suspension, after the first write-up, will be considered an absence.

### **STUDENT COUNCIL**

The Homer High School Student Council was created to promote better school spirit and better cooperation between students and faculty. The council members try to set the ideals of good citizenship before the student body, not only in words, but in deeds as well. The Student Council always works for the best interests of the students and their school.

Student Council is a made up of students elected by the entire student body to act as an advocate of the students' voice. The positions in order of rank are:

- President
- Vice President
- Ambassador
- Secretary
- Treasurer

Additional Student Council members include:

- Class President from each class
- Two (2) Class Representatives from each class

In addition to the duties and responsibilities as authorized in the Student Council Constitution, the Student Council is also responsible for the following:

- A. Approval of all high school parties and dances.
- B. Conducting procedures for selling tickets.
- C. Establishing rules for live bands to follow when contracted by a class or organization.
- D. Approval and regulation of money-making activities of classes and organizations. Priority will be given to money-making activities that have been conducted in the past.
- E. Planning with the principal and conducting assembly programs.
- F. Planning and conducting Homecoming and Sno-coming activities.
- G. Conducting next term Student Council and Class elections.

### **DUTIES OF A CLASS ADVISOR**

Class advisors are an integral part of the educational process. Good advisors help create class identity and insure successful participation in extracurricular activities. For this reason, it is an ideal situation when a pair of advisors begins with a freshmen class and follows the class through its Senior year, concluding with graduation.

Class advisors are responsible for guiding and supervising class activities. This includes fundraising. All fundraising will be done with the permission of the high school principal and handled by the class advisors. This includes counting money before turning it into the superintendent's office. It also includes accounting/keeping a class ledger with the help of the class treasurer.

All class voting is to be organized and counted by the class advisor. Students DO NOT COUNT VOTES!

Class officer elections follow Student Council elections in May. This allows students who are interested in being school leaders to run for an office in both elections. The Student Council is responsible for handling class officer and Student Council elections. It is always a good idea for class advisors to encourage prospective leaders to run for class officer positions.

## **ACADEMICS**

**HOMEWORK** - Home study is a necessary part of each pupil's educational program. Each student must be expected to spend some time, in addition to scheduled class instruction, to achieve satisfactory work. Some assignments are long range in nature and require planned study time for completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due.

**GUIDANCE** - Guidance services are available for every student. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, and/or social concerns or any questions the student would like to discuss with the counselor. Students wishing to visit the counselor should contact the guidance office for an appointment.

**REPORT CARDS** - Report cards are issued every nine (9) weeks to notify parents of progress. The cards are the property of the student and need not be returned to the school.

**DROP-ADD CLASSES** - Any class dropped after a period of two weeks will be dropped with an "E" for that marking period or semester. Transfers in subject areas like math, may take place by agreement of the two instructors.

**SPECIAL EDUCATION** - Homer Schools provides a variety of Special Education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act.

A student can access Special Education service through the proper evaluation and placement procedure. Parent involvement in the procedure is required. More importantly, the school wants the parent to be an active participant in the procedure or programs. Parents should contact the high school office for further questions.

**MEDIA CENTER** - Homer High/Middle School Media Center offers students more than 10,000 volumes of print materials and a variety of magazine titles. An electronic card catalog and access to the internet are also available. Access Michigan, a service from the State Library of Michigan and State of Michigan, gives students access to a variety of online databases. Homer Community Schools provides three electronic resources available through the internet. The print collection and electronic resources are continuously evaluated to assure that materials are accessible and meet the curricular needs of students.

Computer Lab Hours:

7:50 a.m. - 3:00 p.m. (Mon. - Thurs.)

7:50 a.m. - 2:52 p.m. (Fri.)

Open to students and community during the school year.

### **CIRCULATION OF MATERIALS**

1. There is no general limit on how many books/materials may be checked out to a student.
  - a. Limits may be set for specific assignments.
  - b. Limits will be set when overdue materials are not returned.
  - c. Students are responsible for materials checked out in their name and should not check out materials for other students.
2. Fines are not charged for overdue materials. Please return materials promptly so that other students may also use and enjoy these resources.
  - a. Other measures will be taken if overdue materials are not returned which may include limiting privileges and detention.
  - b. Students will be asked to pay for replacement of lost materials and will be reimbursed if materials are returned.

### **GENERAL PROCEDURES** - Media Center and High School Computer Lab

1. Students need a pass to be in the media center during class hours.
  - a. Passes should be given to the staff member at the circulation desk.
  - b. Students may use the media center during lunch and after school for study, reading, or computer uses.
  - c. Students waiting for meetings or practices are welcome in the media center if they are studying, reading, or using computers within school guidelines.

2. It is expected that students will:
  - a. Stay on task when in the media center.
  - b. Keep noise to a minimum, respecting other students' rights to a quiet place to study and read.
  - c. Treat all equipment and materials with care.
  - d. Not bring any food, gum, or drink into the media center or computer lab at any time.
  - e. Understand that privileges will be restricted if media center procedures and general school requirements for use of technology are not followed.

**ADDITIONAL PROCEDURES - HIGH SCHOOL COMPUTER LAB**

- Students should sign-in before using the lab.
- Students needing to use a computer at lunch or after should check with the staff member at the circulation desk before using the lab.

**HALL AND LIBRARY PASSES** - Students are not permitted in the halls or library during class periods unless they are accompanied by a teacher or have an assigned day planner in hand from an authorized staff member.

***THE MUSIC PROGRAM***

**BAND** - The object of the Homer band program is to discover and develop musical aptitude and to encourage band members to study, explore, and enjoy fields relative to music.

- A. Grades and awards are based on effort, ability, attitude, attendance, and active participation in all events.
- B. Members who are absent or tardy to an activity must bring a signed, dated statement from their parents stating time and cause of absence or tardiness. Excuses for reasons other than sickness should be obtained in advance when possible. Otherwise, the absence is unexcused automatically and may result in detention, loss of points, assigned make-up work, or failure.
- C. On trips, students must ride the bus both ways unless written permission is obtained through the principal.

- D. All school rules and regulations listed in the student handbook and/or the rights and responsibilities handbook apply to all activities and trips.
- E. Uniform rules and requirements will be given out at the beginning of the school year.
- F. Failure to be in proper uniform will warrant exclusion from the performance and no credit will be given for the event.

Further band rules will be distributed at the beginning of each school year by the instructor.

**CHOIR** - Choir is a class opened to 9<sup>th</sup> - 12<sup>th</sup> graders. Choir uniforms are to be purchased by members, although financial aid is available. Various concerts and/or trips are required activities that may be part of a class grade. Further rules will be distributed at the beginning of each school year by the instructor.

### **ATHLETICS**

Homer High School is a member of the "Big Eight" Conference. Other members of this league include Athens, Concord, Jonesville, Quincy, Reading, Springport and Union City. League Championships are determined in all sports when at least five schools are involved in that sport.

Standards of eligibility, under rules and regulation of the Michigan High School Athletic Association, are as follows:

1. A student must be enrolled in Homer High School by Monday of the fourth (4th) week of any particular semester to be eligible for a sport that semester.
2. The student whose nineteenth (19th) birthday falls after September 1 can participate during the entire school year.
3. The school is required to have, in its files, a physician's statement that the student is physically fit to participate in vigorous athletics.

4. A student cannot participate in conference athletic competition more than eight (8) semesters while attending Homer High School.
5. A student's participation in high school sports will cease when he or she graduates from high school.
6. A student must maintain an amateur standing while participation in interscholastic athletics. Amateur standing will be jeopardized by receiving awards valued at more than \$5.00 or by receiving merchandise or money for athletic participation.
7. A student's academic standing is checked each week of the sport season and he/she must be passing in at least three (5) academic subjects. A passing grade must have been received in at least three (5) fall-credit subjects the preceding semester.
8. Local rules governing all athletes:

#### **CONDUCT AT ATHLETIC EVENTS**

Students are expected to exhibit proper behavior at both home and away games. This includes no fighting, no booing or heckling, no throwing or dropping of refuse and no loitering in the immediate area before or after a game. School policy prohibiting the use or possession of drugs and alcohol applies at all athletic events in which the school is involved.

In order to be a member of a Homer Community High School athletic team, it must be understood that the student is not only representing himself/herself, but also the team, teammates, the school, the community, and his/her family.

It is the intent of all involved with this department to be sure that all team members will follow the rules and regulations of this code at all times and will represent all concerned in a first class manner.

The Homer Community School District is vitally concerned with the educational development of students through athletics. We feel that a properly controlled and organized program of athletics meets the student's needs for self-expression, mental alertness and physical growth. Such programs will foster the student's knowledge and understanding of the pressures of sports and the principles of fair play.

It has been established that participation in athletics for Homer Schools is not a right but a privilege. A student/athlete must abide by this code

continuously and will be held responsible for his/her actions during each season and during his/her off seasons.

The Athletic Code is to be followed continuously from the first day of fall practice to the last day of school, including post-season tournament play or when the athlete is involved in a non-school year school sanctioned athletic activity.

1. To be eligible, a student must be passing in at least five (5) classes the week preceding the game. He/she must also have passed four (4) classes the preceding semester.
2. All players are expected to ride the bus to and from games, if a parent wishes his son/daughter to accompany him home rather than ride the bus the parent must make arrangements with the coach.
3. An athlete may forfeit the right to play if his/her conduct is judged, by the administration and coaching staff, to be unbecoming of a representative of Homer High School.
4. The USE/POSSESSION of tobacco, alcoholic beverages, or drugs of any kind is not allowed.

The following disciplinary action will be used:

*1st offense - Student is suspended for 50% of regular scheduled games for that sport season and will carry over to the next sport season if 50% is not left in the current season.*

*2nd offense - Student is suspended for one calendar year from date of offense.*

*3rd offense - Suspension from all athletics for the remainder of the athlete's high school career.*

5. Athletes must abide by the team rules established by the coach of the sport that they participate in (during the season only).
6. Athletes must attend school regularly:
  - (a) Any athlete who misses any-part of the school day on the day of an athletic event or practice may not participate in that event without the approval of the principal.

- (b) No athlete with an unexcused absence will be allowed to practice on the day of the absence.
- 7. Athletes must follow the directions of all coaches.
- 8. Since athletes are representing Homer High School, they are expected to conduct themselves as ladies or gentlemen at all times.
- 9. All training rule violations must be reported directly to the Athletic Director and Principal. Observed violations should be reported by any coach to the Principal and Athletic Director.
- 10. Appeal Procedure - No athlete will be disqualified on hearsay evidence. The athletic director is obligated to confront the athlete and proceed with enforcement and proper disposition within three (3) school days following the violation except in extenuating circumstances. The athletic director will notify the parents of the athlete in writing and by a telephone call. Students and parents will be informed of the Athletic Code prior to each athletic season. It is the responsibility of the athlete to be aware of all school and state rules and regulations concerning the eligibility and behavior expected of the student athlete.

*Reinstatement Procedure* - A conference with the athlete, coach, principal, and athletic director must be held before eligibility is restored. Eligibility restoration or reinstatement on any team is not automatic.

*Appeal Procedures* - Within three school days following the application of a penalty, the students/parent may appeal the decision in writing to the athletic director and principal. A decision will be made within three (3) school days of the appeal filing date.

## **AWARDS**

*Department Awards* - Academic Awards are given by the various departments in recognition of outstanding student achievement.

*Honor Roll* - Students are placed on the Honor Roll each nine (9) weeks according to the following criteria:

1. "B" or better in every subject the student was enrolled.
2. Receiving a satisfactory mark in every course that does not record letter grades.

**ACADEMIC BOOSTER CLUB** - The Academic Booster Club awards letters to those students who are on the honor roll all four (4) marking periods of their final marks. Students may receive different awards at the end of each marking period.

Bronze, Silver and Gold awards are given to those students for being on the honor roll eight (8), twelve (12) and sixteen (16) times consecutively.

**Perfect or Near Perfect Attendance** - A "perfect attendance award" is awarded to any student who has not missed a day of school. This includes any student who misses less than a full day because of doctor or dentist appointments (must be verified by a note from the doctor or dentist).

**ATHLETIC AWARD** - A player must be in good standing at the end of the season. A player who has not played the required number of innings or quarters, etc., but whose name has been submitted by the coach to the athletic director, may receive an award, providing the recommendation is approved by the athletic director.

**Letter System - Varsity Awards:** An athlete who earns their first (1st) varsity letter at Homer High School will receive an eight inch chenille "H", recognition certificate, and a cloth insert appropriate to the sport in which he/she earns their letter. Only one chenille letter will be awarded to an athlete at Homer High School.

The second year an athlete earns a letter in the same sport they will receive a second year certificate and an insert pin.

The third year an athlete earns a letter in the same sport they will receive a third year certificate and a personalized plaque.

The fourth year an athlete earns a letter in the same sport they will receive a fourth year certificate and a personalized trophy. A Senior Plaque will be awarded to athletes who letter in an athletic sport their senior year. The plaque will have a nameplate with the athlete's name and list the varsity sports in which he/she lettered.

Reserve awards are limited to certificates.

## **ACTIVITIES & ORGANIZATIONS**

There are many clubs and organizations at Homer High School which add to our social being and promote interest in different areas. The following include:

**Art Club**

**Drama Club**

**Family Career Community Leaders of America (FCCLA)**

**The National FFA Organization**

**National Honor Society (NHS)**

**Peer Listening**

**Quizbowl/Quizbusters**

**Science Olympics**

**Spanish Club**

**Youth in Government (YIG)**

**ART CLUB-** Art Club is opened to 9<sup>th</sup>-12<sup>th</sup> grade students who have an interest in art. It is an after school program to enhance students creativity and appreciation for the Arts.

**DRAMA CLUB-** The Drama Club consists of two performances; a Fall Drama and a Spring Musical. Auditions are opened to all students and will be posted and announced by the director.

**FAMILY CAREER COMMUNITY LEADERS OF AMERICA (FCCLA)** - FCCLA is an organization open to students in grades 9<sup>th</sup>-12<sup>th</sup>. In this club we focus on community service, individual improvement, leadership development and strengthening the family. We participate in fall leadership contests and State Conference. Throughout the school year we hold many school and community events and activities that keep us busy and fun-filled.

**FFA** - FFA is an organization which allows students to travel many places, meet many people, and participate in different contests that permit the improvement of leadership and speaking skills. Any 7<sup>th</sup>-12<sup>th</sup> grader may become an FFA member.

**NATIONAL HONORS SOCIETY (NHS)** - NHS is a scholarship organization for students committed to excellence, both in and out of the classroom. They represent the school and community by performing various services in leadership, character, scholarship, and charity.

- Members: 10<sup>th</sup>-12<sup>th</sup> grade.
- Requirements: Portfolio
  - GPA 10<sup>th</sup>- 3.8
  - 11<sup>th</sup>-3.5
  - 12<sup>th</sup>-3.3
  - Leadership Roles
  - Community Service
  - Good Character

Induction ceremony is in the spring of each year, followed by a trip.

**QUIZBOWL/QUIZBUSTERS-** Quizbowl and Quizbusters is an organization of knowledge. The members of this organization bind together to learn about the world around them, and then compete with schools in the Michigan area. Quizbusters is a televised competition between two schools.

**SCIENCE OLYMPICS-** Science Olympics is a competition that involves events based upon various areas of science. Any student 9<sup>th</sup>-12<sup>th</sup> grade can participate in this competition, which is held in March of every year. Though meeting times vary throughout the year, most meetings are held before school.

**SPANISH CLUB-** Spanish Club is for students who are planning to attend the Spanish trip. The trip takes place every other year and students are required to have two years of Spanish before attending. The main purpose is to give students fund raising opportunities that are organized with student involvement.

**YOUTH IN GOVERNMENT (YIG)** - YIG is a program for students interested in learning about the structure of our government and the parliamentary procedure in a fun and effective way. The program is student run and is opened to 9<sup>th</sup>-12<sup>th</sup> graders. It consists of a Fall Conference and a weekend Spring Conference at the capital. Finances are needed for the Spring Conference.

## **HIGH SCHOOL PARTIES**

Homer High School parties are public parties. They are sponsored or approved by your Student Council to meet the social needs of members of this high school. Parents are always welcome guests.

It is necessary to observe rules and regulations in the conduct of school parties.

- 1) Chaperones are there to help make the evening an enjoyable one for you.
- 2) Dates are permitted; all rules apply to everyone present.
- 3) Once a student has entered, he/she may **NOT** leave and return (once gone-always gone).
- 4) Anyone misbehaving will be required to leave.
- 5) All school rules are in effect
- 6) A minimum of two (2) teacher sponsors and two (2) parent chaperones must be present.
- 7) Parties will end no later than 10:30 P.M. on school nights and 12:00 A.M. on Friday and Saturday nights. (Formal party hours are 9:00 P.M. to 1:00 A.M.)
- 8) Middle school students are **NOT** to attend high school parties and dances. Senior high students may **NOT** attend middle school parties, dances/fan nights.
- 9) Un-excused absences and/or removal from class may cause a student to forfeit his or her rights to attend extracurricular activities during that week.
- 10) Use of, being in possession of or under the influence of tobacco, alcoholic beverages or drugs will not be allowed. Any student violating this rule will have their parents notified immediately.

Permission forms must be obtained from the principal's office for any party, dance/fun night.

**ELASTIC CLAUSE:** The sending and receiving school districts and administration reserve the right to establish fair and reasonable rules and regulations for actions that are not covered in the student's handbook that may arise. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidents. Matters omitted from the list should not be interpreted as a limitation of the scope of the school's authority in dealing with any type of infraction

that may not be in the best interest of the safety and welfare of the students of their respective high school.

### **SENIOR EXAM WAIVER POLICY**

A senior who is in good standing has the privilege of not being required to take **second semester** exams if the student has a B+ or higher semester average in the class and has not exceeded 8 days.

Students may still elect to take an exam if they qualify for the waiver. (If the student takes the exam it will count - even if it lowers the grade!) Each class is individual, not collective. (A student may qualify in some classes but not others.)

Since the last two days in most classes are review, an eligible student will be out of class two days earlier than the general senior class dismissal. The principal will set the last day and exam schedule.

A student who is required to take an exam, and does not take the exam, will receive an "I" and may not graduate.