

# Homer Junior High School

## Handbook for Students and Parents

### 2021-2022



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

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# Handbook for Students and Parents

## Welcome

Dear Families,

I am excited to welcome your child back to school for a more normal school year. We will be able to return to many of our traditions and Junior High experiences for our students with the lifting of many COVID restrictions.

Our focus this year will be the academic and social-emotional growth of all of our students. We must work together, school and families, to motivate our children to set and meet the goals for their learning. The key will be open, honest, and respectful communication of where children are, where they need to go and how together (staff, students, and families) we will support them to find success.

As a school, we will foster a positive school culture with engaging learning opportunities and keep lines of communication open. As families, it is important to show an interest in what your child is doing at school, encourage school work/studying at home, and support them in reaching their goals. Students, your job is to show up to school on time every day with a positive attitude and ready to put forth the effort needed to be successful.

Please take time to read through this handbook, it contains information and procedures that will help the year run smoothly. Our teachers will review the handbook with the students, but it is also important for families to do the same.

As you read through this handbook, as well as throughout the year, please contact me if you have questions, concerns, or want to share information about your child that will help us support them.

Best,

Kara L. Schneider

E-mail...kschneider@homercentral.org

## Mission Statement

Homer Junior High School strives to provide a rigorous academic experience while developing thoughtful, resilient, open-minded and independent young people with the desire and lifelong skills to contribute positively to their communities.

## Vision Statement

**PRIDE: PARTNERSHIPS, RESPECT, INTEGRITY, DIVERSITY AND EXCELLENCE**— IS THE FOUNDATION FOR THE HOMER CENTRAL SCHOOL DISTRICT

**Partnerships** promote collaboration among students, staff, families and the community to support student learning.

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

**Integrity** guides our actions so that they are honest, open and fair.

**Diversity** enriches our opportunities to create multiple pathways for learning and to foster independent intellectual growth.

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

## Behavior Code

**We are all in this together. We are all one team.**

**All members of a team want:**

- ⇒ to feel safe.
- ⇒ to be treated fairly and with respect.
- ⇒ to be successful.

**We are all in this together. We are all one team.**

For our **team** to **succeed**, we must:

- ⇒ treat each other fairly and with respect.
- ⇒ accept responsibility for our actions and attitude
- ⇒ do our jobs to the best of our abilities.

# Directory

## Homer Junior High

Main Office (Mrs. Lisa Chisholm).....749-1230  
Fax .....749-1238  
Principal (Mrs. Kara Schneider) .....749-1230  
Counseling Office (Ms. Peggy Strauf) ..749-1135  
School Counselors (Miss Stacy Bell).....749-1136  
(Miss Jessica Jung) .....749-1137  
Psychologist (Miss Melissa Brown) .....749-1135  
Social Worker (Mr. John O’Callaghan) ..749-1103  
Nurse (Mrs. Sue Thorne).....749-1131

## Homer Central School Board of Education

Mrs. Sonia Apker  
*President*

Mr. Luke Morenus  
*Vice President*

Mr. Aaron Bouwens

Mrs. Keith Fagerheim

Mrs. Julie McChesney

Mrs. Emily Olsenwik

Ms. Shanise Riley

Mr. KC Slade

Mr. Charles Tummino

Contact information is available on the district website.

## Central Administration & Supportive Services

Athletic Office.....749-1213  
*Todd Lisi*

*Director of Athletics and Physical Education*

Building and Grounds.....749-1234

*Mr. Scott Cavalier*

*Director of Facilities*

Cafeteria Office.....749-1216

*Wendy Swift*

*School Lunch Director*

Office of Instruction .....749-1206

*Mr. Jeff Evener*

*Assistant Superintendent of Instruction*

District Office.....749-7241

*Mr. Thomas Turck, Superintendent*

*Mr. Michael Falls, Assistant Superintendent  
for Management*

Special Education Office.....749-1226

*Mr. Chris Moore*

*Director of Special Education*

Transportation Office.....749-1221

*Mrs. Jennifer Fox*

*Transportation Supervisor*

Office Technology.....749-5033

*Mr. Josh Finn*

*Chief Information Technology Officer*

# Faculty and Staff

## Administration

Mrs. Kara Schneider Principal

## Office Staff

Mrs. Chisholm Main Office Secretary  
Ms. Strauf Counseling Office Secretary  
Mrs. Thorne Nurse  
Miss Brown Psychologist  
Miss Bell School Counselor  
Mrs. Jung School Counselor  
Mr. O'Callaghan School Social Worker  
School Resource Officer

## Team 6A

Mrs. Owens English  
Mrs. McGee Math  
Mrs. Mastroe Science  
Mrs. Nye Social Studies  
Mrs. Grassie Special Education

## Team 6B

Mrs. Newton English  
Mrs. Dugan Math  
Mrs. Thide Science  
Mrs. Exelby Social Studies  
Mrs. Robideau Special Education

## Team 7A

Mr. Brodeur English  
Mrs. Law Math  
Mr. George Science  
Mr. Aagaard Social Studies  
Mr. Reynolds Special Education

## Team 7B

Mrs. Feldman English  
Mr. Herwood Math  
Mrs. Besler Science  
Mrs. Shurtleff Social Studies  
Mrs. Allen Special Education

## Team 8A

Mrs. Kannus English  
Mrs. Porter Math  
Mr. Lener Science  
Mrs. Greenfield Social Studies  
Mrs. Patriarco Special Education

## Team 8B

Mrs. Palermo English  
Mrs. Barnard Math  
Mr. Douglass Science  
Mrs. Butts Social Studies  
Mrs. Campbell Special Education

## Special Areas

Ms. Nels Art  
Ms. Abbate Art

Mr. Bowers Health8/APE  
Mrs. Priest Health 8/ Home and Career Skills 6

Mrs. Bachman Home and Career Skills 8  
Mr. Gross Technological Ed. Gr. 8  
Mr. Gonzalez Technological Ed. Gr. 7

Ms. Demerath Instrumental Music  
Mr. Melvin Vocal Music

Ms. Weeks Media Library Specialist

Mr. Cook Physical Education  
Mrs. Sorenson Physical Education

Mrs. Barrett Reading

Ms. Cecala World Language and ENL  
Mr. Chrysler World Language and ENL  
Mrs. Goyle World Language  
Mrs. Piazza World Language

Mrs. Finn Physical Therapy  
Ms. Haskins Special Education  
Mrs. Vormwald Speech

## Teaching Assistants

Mrs. Barber  
Ms. Casolare  
Ms. Cimino  
Mrs. Constantino  
Mrs. Day  
Mrs. Kutz  
Mrs. Marsh  
Ms. Reilly  
Mrs. Rodriguez  
Ms. Rombach  
Mr. Ryan  
Mrs. Smith

# Daily Information

## P.O.S.T. (Partnering of Students and Teachers)

It is important that students arrive at school on time and are present for P.O.S.T. Daily announcements are made, materials are distributed and important topics are discussed during P.O.S.T. time. Students must be in P.O.S.T. by 7:40 a.m.

## Pledge of Allegiance

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

## Daily Class Schedule

POST	7:40 – 7:47
Period 1	7:50 – 8:28
Period 2	8:31 – 9:09
Period 3	9:12 – 9:50
Period 4	9:53 – 10:31
Period 5	10:34 – 11:12
8th and 6A Lunch	11:12 – 11:42
Period 6 (7th & 6B)	11:15 – 11:53
Period 6 (8th & 6A)	11:44 – 12:22
7th and 6B Lunch	11:53 – 12:23
Period 7	12:25 – 1:03
Period 8	1:06 – 1:44
Period 9	1:47 – 2:20
Period 10	2:23 – 2:55

## 10th Period (2:23-2:55 p.m.)

First dismissal at 2:20 p.m. is for students who have met all of their responsibilities for the day and have no appointments with teachers.

Students may be required to remain in school until 2:55 p.m. if asked by a teacher or administrator. Every teacher is available during 10th period to provide extra help. Athletes are required to stay 10th period before practices and early games.

It's the responsibility of the student to inform parents when he/she is staying 10th period. The LATE bus is available if your child is a rider.

## Mandatory 10th Period

Students failing two classes on a report card or progress report will be required to stay for mandatory 10th period Tuesday through Thursday. Students failing three or more courses will be required to stay Monday through Thursday. **Students will remain on mandatory until the next 5-week grade report is sent home.**

## Teams

We have an A and B team in grade levels 6-8. Each group is equivalent, with equal numbers of males, females and abilities. The Junior High does not honor requests for specific teams or teachers.

## Subjects

### 6th grade:

*40 week courses:* English, Math, Social Studies, Science and Skills Block

*20 week courses:* Home and Careers/Health, Intro to CTE, Art, Music

*10 week courses:* Exploratory World Language, Information Literacy

### 7th Grade:

*40 week courses:* English, Math, Social Studies, Science, World Language and Skills Block

*20 week courses:* Art, Technology, Music, PE,

*Electives:* Band, Choir

### 8th Grade:

*40 week courses:* English, Math, Social Studies, Science, World Language, and Skills Block

*20 week courses:* Health, Home and Careers, Technology, PE

*Electives for 8th:* Band, Choir, Studio in Art I, Ceramics

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

Regents Algebra –earn 1 high school credit

Studio in Art I –earn 1 high school credit

\*These courses may NOT be dropped after 19 weeks.

## Recommended Supplies

All students are supplied with an assignment book in September. Individual team supply lists are posted on the Junior High's webpage and mailed with the student schedules in August. There may be specific requirements given by teachers at the start of school or the beginning of a semester course.

# Daily Information Cont.

## Visitor Sign in and Parent/Guardian Pick-up of Students

Any person entering the building during school hours must report to the Junior High Office to sign in and receive a visitor's pass. To ensure the safety of students and staff all doors to the building are locked and **any person who enters the building will be asked for a valid photo identification. Any person who will be picking up students will also be asked for valid photo identification before a student is released.** Please plan to come into the building with photo identification to avoid delays.

## Junior High Attendance Policy/Protocol

1. Each day, a robo-call will be used to notify families of a student absence or unexcused tardy.
2. If a student falls below the 93% attendance threshold at any time, the student is spoken to and a letter is sent to the family detailing next steps if it does not improve.
3. If a student falls below the 85% attendance threshold, a letter is sent, a parent meeting or home visit is conducted; with a consideration of DSS preventative services or Cortland County Coordinated Children's Services Initiative (CCSI) referral.
4. A student who remains at or below the 85% attendance threshold for more than five weeks may result in a Person in Need of Supervision (PINS) diversion referral.

**We have developed positive recognitions to encourage regular school attendance. They include perfect attendance activities, certificates, and monthly team/POST recognitions.**

## Tardy To School

The Homer School District would like to help students develop life-long, positive habits. Arriving to school on time helps prepare students for success in the classroom as well as in life. When students arrive late, they miss out on essential instructions provided at the start of class. This can significantly reduce student understanding regardless of academic ability. It also disrupts the entire class and the teacher, compromising everyone's education. If the number of tardies exceeds the threshold of 5, 10, or 15+ for a semester, a letter will be sent home indicating the number of tardies, both excused and unexcused, for your child.

If you arrive to school after 7:50 a.m. report directly to the main office. Sign in with your excuse, get a pass and go to class. A student who develops a pattern of tardiness to school runs the risk of academic failure.

## Tardy to Class

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

## Leaving School During The Day

1. Bring a written excuse from a parent/guardian and present it to the Main Office **before school starts**. You will be given a permission slip to leave your class at dismissal time.
2. Show the permission slip to your teacher when it is time to leave.
3. Get your coat, etc., and sign out in the Main Office.
4. If you come back during the day, sign in at the Main Office and receive a pass to class.

## Absent from School

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

- Call the Main Office at 749-1230 to report your child absent. You may even leave a message at this number in the evening or before school hours.
- STUDENTS are responsible for getting assignments, tests and projects made up. Check Google Classroom and/or email teachers.
- **If you need to have worksheets and books collected, call the Counseling Office (749-1135) by 8 a.m. on the second day of absence and arrangements can be made.** The work can be picked up in the Main Office.
- Bring a written excuse from a parent/guardian to give the Main Office your first day back.

# Daily Information Cont.

## Student Dress Code

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

Tube tops, halter tops, spaghetti straps (shoulder straps less than 1" wide), garments with low necklines that reveal cleavage, any see-through garments, clothing failing to cover midriff

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

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

## Disciplinary Consequences

There will be a **consequence** for a behavior that makes someone feel **unsafe**, is **disrespectful** to others or property, or is **disruptive** to the learning process.

Teachers will inform you if you're receiving a consequence or a referral. If a teacher assigns you a demerit you will be given a lunch detention for the next day.

Any student who receives three demerits in a **20-week period** will receive a 2-hour detention. For more information on discipline, see pages 19-20.

## Locks and Lockers

Students are issued both hallway and locker room locks and lockers. The combination should never be given to anyone else. Only school issued locks may be used and all others will be cut off. The cost of a replacement lock is \$5.00.

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

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

## School Resource Officers (SRO's)

We have school resource officers in all of the schools in our district. SRO's are in our school as a resource for students to help and protect them. There are a couple of ways to find the resource officers to talk to them.

- You can walk up to them and talk to them when you see them in school.
- You can ask one of the adults in our school to find them for you.



# General Information

## Cell Phone Policy

Students who bring cell phones to school **must turn them off** and store them in their locker during school hours. Any cell phone seen during the day will be taken and given to the principal. **For the first offense, a student will receive a warning and the phone returned at the end of the day.** Any additional offenses will **include detention and require that the phone be picked up by a parent from the Main Office.**

## Technology Use

Our goal in providing technology access for students is to promote educational excellence by facilitating resource sharing, innovation, communication, and collaborative work. Upon registration, Homer students are given a computer account which gives them independent access to many software applications and the Internet.

Students are expected to be aware of the ethics and the responsible use of the Internet, and are expected to adhere to the rules of the District Acceptable Use Policy. Disciplinary consequences will apply in the following cases including and not limited to:

- Misusing computer/electronic communications devices, including any unauthorized or inappropriate use of computers, software, or Internet/intranet account; accessing inappropriate websites; evading the District's content filter; using an outside wireless network or proxy server; or any other violation of the District Acceptable Use Policy.
- Unauthorized use of personal electronic devices/equipment (**i.e.– cell phones-taking pictures or videos of other students/staff, texting, etc.**)
- Unauthorized use of personal computer, laptop, tablet or e-reader and/or other computerized information

Prior to logging onto the network, students (and staff) see this message “This computer is provided for educational use for the Homer Central School District community. All data on district systems is the property of Homer Central Schools and may be monitored in any manner. **THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM.** Use of this system by any user constitutes consent to this policy.” By logging onto the network, all users are subject to these guidelines.

## Chromebooks

Each student in grades 6-8 will receive a District Chromebook to use during school hours, referred to as the 1:1 program. The mission of the 1:1 program in the district is to provide equitable access to digital educational resources for all learners. This will allow students and teachers to engage in transformative uses of technology while enhancing student collaboration, communication and creativity. 21st Century learners have transitioned from consumers of information to creative producers and owners of knowledge.

All Junior High students will receive a Chromebook the first week of school. **Chromebooks will be returned to P.O.S.T. at the end of each school day to be charged and ready for the next day.** Students in grades 7 and 8, that have parental/guardian permission, will be able to return to their P.O.S.T teacher at the end of the day to sign out their Chromebook for the night if there is an **academic** need. **All students will leave their Chromebooks at school over all school breaks.**

## Fire/Emergency Drills

We are required by law to conduct fire and other emergency drills during the school year. Some of these drills involve the evacuation of all students, instructional and non-instructional personnel from the building. Your teachers are familiar with the route to take in evacuating the building. Students are expected to move quickly, quietly and in an orderly manner. Drills of this kind are carried out so that we know what to do if an emergency occurs.

## Dances/ Activities

Dances and activities are held throughout the year and are open only to students currently attending Homer Junior High. Students must be present at school the day of the dance in order to attend.

## Bicycles, Scooters and Skateboards

Any student riding a bicycle, scooter or skateboard to school must follow all traffic safety/crossing guard rules. The student must park and lock the bicycle/scooter in the designated area on school property. The school will not assume responsibility for these items left at school during the day. Students should not ride these on school property during heavy student travel time. (i.e.– morning arrival and afternoon dismissal)

# General Information Cont.

## Lunch Procedures

1. All students will eat during their regularly scheduled lunch period.
2. Homer Junior High School has a closed campus lunch policy. All students must remain in the school during the lunch periods unless he or she is picked up and returned by one of his/her parents.
3. All students in grades 6-8 are to be in one of the approved areas (cafeteria lines, cafeteria, or lunch recess area) under the supervision of a teacher.
4. Students will not be allowed to be in the hallways or use lockers during the lunch periods. Classes are in session throughout the building.
5. Students may use only the bathrooms near the Technology Education rooms during the lunch period and must get permission from a lunch room staff person before leaving.
6. Seating in the lunch room is based on the discretion of the lunch room monitors and principal. It is based upon capacity, need, safety and student behavior.

## My School Bucks App

Pay for school meals and snacks securely with MySchoolBucks available on the apps store through iPhone or Android. Parents can also view cafeteria purchases, access meal balances through the app.

## Lunch Prices

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

Students/Parents/Guardians may pay for meals in advance via My School Bucks or with a check payable to Homer CSD. Further details are available on the District's webpage at [www.homercentral.org](http://www.homercentral.org). Funds should be maintained in accounts to minimize the possibility that a student may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year.

All students will receive free breakfast and lunch this year. If purchasing only milk there will be a charge of 55 cents.

## Charging Meals

1. If a student's prepaid account has been exhausted, parents/guardians will be notified within 7 days of the charge and then every 7 days thereafter.
2. The only item(s) permitted to be charged are a complete meal or milk. A la carte items such as snacks or ice cream may not be charged;
3. The District's point-of-sale system will track all charges and payments;
4. If a student comes to school without a lunch, and has exceeded the maximum reimbursable-meal limit, the District will provide a reimbursable meal (that is available to all students) so that he or she does not go hungry that day;
5. As appropriate, District administration may contact Social Services to report a student's consistent failure to arrive at school with a meal.

## Food and Beverages

After 7:40 students will only be allowed to have water with them in the halls and in class unless provided by school staff. Students will be able to bring other drinks to the cafeteria at lunch time as part of their packed lunch. During the school day students are not allowed to have food delivered to the school from pizza shops or restaurants.

# Communication

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

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

Click on Schools and select Jr. High

### SchoolTool on-line grades access

- Go to <http://homer.schooltool.cnyric.org/SchoolToolWeb> to access grades.
- Click on the link that states "Parent Portal access: Parents click here to create an account or if you forgot your username."
- You will be directed to a Google Form. Follow the directions to create an account.
- Click the Submit button; an email message will be sent to you containing a temporary password within 24 hours.
- Return to SchoolTool, enter your email as your username and your temporary password. You may change your password once you log in again.

**\*\*\*This information is also on the district website. Just click on the SchoolTool icon.\*\*\***

### Parent Square

Receive all school and classroom communication.

- Go to [www.parentsqaure.com/signin](http://www.parentsqaure.com/signin)
- You can also install your school's Parent Square app through iPhone or Android following the prompts to sign up.

### Junior High Update

Each 5 weeks, a newsletter will be sent to families with Progress Reports and Report Cards.

### Site-based Team

The committee's purpose is to help represent our community members in establishing educational goals, recommending policy, implementing and assessing activities to enable students to achieve standards of excellence. If interested in joining, please contact the Junior High Principal at 749-1230.

### SCA

The Homer Junior High SCA is a group of parents, staff members, and administrators whose purpose is to maintain a positive school/parent connection to assist children in meeting with success in school and beyond. Meetings are open to all parents and the discussion of issues relate specifically to the Junior High. More information may be obtained by contacting the Junior High Principal at 749-1230.

### District Calendar

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

### Emergency School Closings

When schools are closed because of weather conditions or other emergencies, announcements will be made on area radio and television stations. The district notifies families by using our School Messenger system and the district website.

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

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

On certain occasions, emergency conditions such as impending storms, etc., may necessitate dismissal of students before regular school closing time. In such an event, notification will be made in the same manner.

# Homework and Counseling Office

## Homework

Homework is one element of our instructional program. Assignments are designed to reinforce classroom instruction, provide practice for new skills and to introduce upcoming concepts.

Homework comprises a maximum of 10% of a child's grade. A student in sixth grade should expect a maximum of 60 minutes of homework per night; a maximum of 70 minutes in grade seven; and a maximum of 80 minutes in grade eight.

Lengthy projects, traditionally done at home, will be completed in the classroom setting during the school day.

It is the teacher's discretion as to whether they accept late assignments and/or take off late points for assignments not handed in on time.

Please notify the principal if you feel that this policy is not being followed.

Parents can assist their children with homework by:  
Providing a study area free of distractions and with good lighting.

- Letting your child do his/her own work, but providing assistance when asked.
- Helping your child study for upcoming exams by quizzing them on the material.
- Setting aside a designated time each night to do homework.
- Praising your student for working diligently.
- Giving them short breaks if they have a lot of homework.
- Helping your child organize their materials.
- Check to see if your child is using their school planner.
- Having your child keep all of their homework in a designated spot such as a Homework Folder.
- **Checking Google Classroom to ensure that your child has completed all assignments.**
- **Regularly check academic progress on SchoolTool.**

## School Counseling Office

### From Your School Counselors

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

### How can the School Counseling Office help?

Beyond working on student schedules, the Counseling Office offers help in dealing with academic, personal and social issues. We discuss such things as problem solving, conflict resolution, or organizational strategies that will enable students to become more successful academically. We have two school counselors, a social worker, school psychologist and secretary to assist you.

### Your Cumulative School Record

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

### Awards and Honors

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

# Grading Policy

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

## Course Averages

Course averages are figured by either averaging the 10-week marking period grades together OR by using this formula if a final examination is given that counts 10% (this includes Regents level courses).

**1. Add up the four ten-week grades**

Example: (80, 80, 90, 90) = 340

**\*If it's a half year course, add up the two ten-week grades but count each one twice.** Example: 80, 90 for ten week grades (80, 80, 90, 90) = 340

**2. Multiply the sum from step 1 by .225**

Example: (340 x .225 = 76.5)

**3. Compute 10% of the final exam (move the decimal point one place to the left)**

Example: 86 = 8.6

**4. Add the result of step 2 and step 3**

Example: 76.5 + 8.6 = 85.1 = a grade of 85.

**World Language grade 8:** Each marking period is worth 20%. The final exam is also worth 20% of the final average.

## Calculation of G.P.A. (Grade point average/overall average)

The **honor roll** list includes students who have an 89.5 or above average and do not have any incompletes on their report cards. This list is published in the Cortland Standard.

The **merit list** includes students who have an 84.5 to 89.4 average and do not have any incompletes on their report card. This list is also published in the Cortland Standard.

## Report Cards

Report cards are issued every ten weeks. Courses that meet daily are weighted twice as much as semester courses and those that meet every other day (i.e. physical education, health, band, chorus, music, home and careers, art, technology). For example:

ELA	87 X 1
Social Studies	85 X 1
Math	90 X 1
Science	87 X 1
World Language	95 X 1
P.E.	90 X 0.5
Health	93 X 0.5
<b>Total</b>	<b>535.5 divided by 6= 89.25 avg.</b>

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

## Placement

A student will be promoted to the next grade by maintaining a passing average of 65% in all subjects and completing the requirements of each course including final examinations if given.

## Summer School

The District will determine the availability of summer school during budget time. If a student fails 2 credits then he/she will be required to attend summer school and pass the required courses before being promoted to the next grade.

You can only take a maximum of TWO subjects in summer school. BOCES offers summer school at a designated local high school. Classes are offered if enough students are enrolled to cover the expenses.

Transportation from various pick up points is provided by the district. It is the parent/guardian's responsibility to get students to the pick-up locations.

# Health and Safety

## Accountability

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

## School Health Requirements

Per state law, the following immunizations are mandated for school attendance. **Failure to comply will result in exclusion from school.**

- DTP
- Tdap booster (Tetanus, Diphtheria and Pertussis)
- Polio (IPV/OPV)
- MMR (Measles, Mumps and Rubella)
- Hepatitis B
- Varicella (Chickenpox)
- Meningococcal (MenACWY)

There is an immunization clinic available at the County Office Building that accepts most insurance plans and is free if income eligible. You must make an appointment by calling 753-5203. **Please contact your medical provider or visit our website for further information regarding this state law.**

## Physical Examinations

Physical examinations are mandated by state law. They are required for all 7th graders. If they are not done by their primary care doctor, an examination will be given in school.

## Medications

If it is necessary for your child to take medicine during school hours then it must be in an original container and accompanied by a signed note from the parent and doctor. The note should include the child’s full name, permission for the nurse to administer the medication, diagnosis, amount of each dose, route and the time(s) it is to be given. **Students are not permitted to bring in medication.** Parents must bring in medication in Pharmacy labeled bottles to the nurse. Medication permission forms may be obtained from the Health Office or online on the Health Office page by clicking “Medication Authorization Form”.

## Injuries at School

Students sometimes suffer injuries in the school or on the school grounds. Report all injuries immediately to the teacher and to the nurse no matter how slight and minor. Minor cuts and abrasions will be treated as first aid in the school nurse’s office. More

serious injuries which cannot be fully cared for by the school will be referred to the family physician or school physician.

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

**Note : Glasses and artificial dentures are not covered by insurance. Injuries sustained by a student due to “horse-play” or a fight with another student are not covered by school insurance.**

## Emergency Contact Information

A copy of the emergency contact information on file is sent home on the first day of school. Families are asked to update the information and return it on the second day of school. It is very important to call the Main Office to update your contact information if it changes during the school year. In the event of an accident, every effort would be made to contact the parents. Emergency treatment may be started in the event a parent could not be reached.

## Emergency Management Plan

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

## Nurse Practitioner Support

Homer School District is continuing our partnership with Guthrie Medical Group, GMG, to provide health services to students.

Examples of services provided include:

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

GMG Health Services staff cannot provide medical services and/or treatment without written consent. Consent forms will be sent home in the fall.

# Extra/Co-Curricular Activities

## Extracurricular Activities

<ul style="list-style-type: none"> <li>• Winter Guard</li> <li>• Dram Club</li> <li>• Radio Guild</li> <li>• Jazz Band</li> <li>• Science Club</li> </ul>	<ul style="list-style-type: none"> <li>• Student Council</li> <li>• Ski Club</li> <li>• Swing Choir</li> <li>• Ukulele Club</li> <li>• Save Splug: D&amp;D</li> </ul>
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**Participation in clubs and activities is a privilege. Student must adhere to the Extra/Co-Curricular Activity Code. Clubs may vary each year depending on student interest.**

## Athletic Teams for Grades 7-8

	Fall	Winter	Spring
<b>Girls</b>	Cross-Country Field Hockey Soccer	Basketball Volleyball Ice Hockey (with Cortland)	Lacrosse Track Softball
<b>Boys</b>	Cross-Country Football Soccer	Basketball Wrestling Ice Hockey (with Cortland)	Lacrosse Track Softball

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

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

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

## Conduct:

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

# Extra/Co-Curricular Activity Codes

## Code of Conduct for Extra/Co-Curricular Activities

### Substance Abuse:

- This includes all extra and co-curricular activities in grades 7-12.
- Any violations of rules concerning the use of or possession of tobacco in any form, drug paraphernalia in any form (drug paraphernalia includes by way of example, but is not limited to: matches and lighters, electronic cigarettes or any similar device such as e-cigs, e-hookahs, hookah pens, and vape pens which deliver vapor or any other inhalant which is inhaled by an individual user as well as any refill, cartridge and any other component of such a device), alcohol, or other intoxicants, and illegal drugs or performance enhancing drugs will result in the student being suspended from all extra/co-curricular activities for a period of time.
- Suspension of these extra/co-curricular activities will result if the violation occurs during the school year, at any time, on school grounds or off.
- In the case of any activity that may begin before the start of school, the students will be subject to this code of behavior beginning the first date of activity.

### Consequences for substance abuse violations:

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

\*A 30-calendar day suspension from extra/co-curricular activities is issued for the student's first offense. If a student completes six hours of a community service project, student may return after 15 calendar days. The community service project must be agreed upon by student, parent and administration. In addition, the first time offender may be required to attend, but not participate in, team practices/rehearsals and games/performances.

- These consequences will be cumulative for a student during their Junior High and High School careers.
- During the suspension, the student will not be able to participate in extra-curricular activities such as, clubs, dances, practices, rehearsals, contests, and/or drama performances.
- Should a student and/or parent desire, they can request an informal conference with the administrator.

**Appeal Procedure:** A student and/or parent can appeal the administrators decision to the Superintendent.

## Extra/Co-Curricular Academic Eligibility

The mission of the Homer Central School District is high academic standards for students. Interscholastic athletics/co-curricular activities are an integral part of the education program at Homer. Our students must realize that the academic and athletic/co-curricular programs both strive to achieve this mission. The following Academic Eligibility Policy is established to ensure that the District's mission is being met.

- Academic eligibility rules apply during the respective activity/sport season.
- Eligibility will be based on the work of the student for the five-week period prior to participation and reviewed at each five-week report for any student with a failing grade. Eligibility lists will be prepared as soon as reports are issued.
- Eligibility for the first five weeks of the school year will be based on the marks received the preceding June. In the event a student attends summer school to make up a deficiency, the summer school mark may be substituted for the June grade.
- Eligibility shall be determined from grades in all subjects in which the student is enrolled. Dropping a class to allow athletic/co-curricular activity eligibility is not acceptable.
- A student failing more than two classes will be ineligible to try out for or continue participation in activities. Students placed on ineligibility status will have their status reviewed using the next five-week report. Students will be placed at the appropriate eligibility level using the new grade report.
- A student failing two courses will be placed on probationary status for two weeks. The probation period starts at the date of notification. Students will have this probationary period to bring their failing grades to a passing level by attending a minimum of two extra help classes each week in that subject in order to stay eligible. Effort and progress must be demonstrated. While on probation students will be ineligible for contests. Game/activity attendance will be at the discretion of the coach or advisor.
- Grades will be reviewed at the end of the two-week period. If the student, at the end of the two-week period, has not brought at least one of the failing grades up to a passing level, they will remain ineligible for further participation for the remainder of the five-week grading period. They will then be placed at the appropriate level using the new grade report.
- It is the student's responsibility to re-establish their eligibility. Athletic/activity contest participation can be reestablished by having no more than one failing grade.



# Transportation

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

## Boarding the bus

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

## Riding the bus

Students must follow all aspects of the Code of Conduct while riding the school bus. Specifically, students must: remain in assigned seat until bus stops at their destination; refrain from quarreling, fighting, rough play, swearing, or shouting; refrain from eating, drinking, smoking, or using alcohol on the bus; not extend any body part through the bus window; not have physical contact with the driver; students may only bring objects on the bus that can be held on the student's lap, without bothering other students in the seat; objects must not hang over the seat into the aisle or be taller than the seat; any large or special school projects should be transported by parents. No animals of any kind shall be transported by a school bus.

## Exiting the bus

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

## Bus passes

Students being transported to an address other than their own, must have a note signed by parent or guardian and school official. These should be brought to the Main Office at the start of the School day. No changes in Transportation will occur after 1:30pm.

## Bus Discipline Policy

Drivers have authority to reprimand students who are causing an unsafe situation inside or outside of the bus. Behavior problems on the buses will be handled in the following manner:

1. The bus driver should make an attempt to correct any discipline problems by asking the student to behave, and, if necessary, assign seats to certain students.
2. After two or three verbal warnings have been given to the student by the bus driver for discipline problems, the driver should submit an explanation of what the problem was to the Transportation Office who complete a SchoolTool referral.
  - The administrator will investigate the incident and assign appropriate disciplinary consequences and contact the parents/guardians.
  - After the second referral a student may be suspended from riding the bus. If the student is suspended, a conference may be held with the parents.

## Late Buses

Late buses are provided Monday through Friday to give students the opportunity to stay after school for extra help or to participate in extra/co-curricular activities. Students must have a signed bus pass from a teacher/staff member with their full name and address to be allowed on the bus.

Late buses will follow four routes that will take all students within the legally required distance of their homes. If you are required to stay until 2:55 p.m. and have a conflict, see your teacher or principal.

## Athletic Bus Rules

All school district bus rules are in effect. Any undesirable behavior will result in loss of privilege to ride and further disciplinary action.

- The bus will depart from the school at the time scheduled, IT WILL NOT WAIT.
- There must be a chaperone on each bus.

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

# Bill of Rights and Responsibilities

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

A. RESPECT THE RIGHTS OF OTHERS.

B. MEET ALL YOUR ACADEMIC RESPONSIBILITIES.

C. SOMETHING IS WRONG IF: IT HURTS SOMEBODY ELSE, IT HURTS YOU, OR IT DAMAGES OR DESTROYS PROPERTY.

## It is the Student's Right

- ⇒ To attend school in the District in which one's parent or legal guardian resides.
- ⇒ To expect that school will be a safe, orderly and purposeful place for all students to gain an education and to be treated fairly.
- ⇒ To be respected as an individual.
- ⇒ To express one's opinions verbally or in writing.
- ⇒ To dress in such a way as to express one's personality.
- ⇒ To be afforded equal and appropriate educational opportunities.
- ⇒ To take part in all school activities on an equal basis regardless of race, color, creed, religion, religious practice, sex, sexual orientation, gender, national origin, ethnic group, political affiliation, age, marital status, or disability.
- ⇒ To have a right to privacy as well as the right to access and use District's facilities in a manner consistent with their gender identity.
- ⇒ To be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, by employees or students on school property or at a school-sponsored event, function or activity.

## It is the Student's Responsibility

- ⇒ To attend school daily, regularly and on time, perform assignments, and strive to do the highest quality work possible and be granted the opportunity to receive a good education.
- ⇒ To be aware of all rules and expectations regulating student's behavior and conduct oneself in accordance with these guidelines
- ⇒ To respect one another, and to treat others in the manner that one would want to be treated.
- ⇒ To express opinions and ideas in a respectful manner so as not to offend, slander, or restrict the rights and privileges of others.
- ⇒ To dress appropriately in accordance with the dress code, so as not to endanger physical health, safety, limit participation in school activities or be unduly distracting.
- ⇒ To be aware of available educational programs in order to use and develop one's capabilities to their maximum.
- ⇒ To work to the best of one's ability in all academic and extracurricular activities, as well as being fair and supportive of others.
- ⇒ To use the bathrooms and changing facilities of the gender with which they identify. The District also provides private spaces in the form of gender neutral facilities in single stall bathrooms for changing for any student desiring privacy or for any other permissible reason.
- ⇒ To respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act. To conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination. To report and encourage others, to report any incidents of intimidation, harassment or discrimination.

# Bill of Rights and Responsibilities, cont.

## Prohibited Student Conduct

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

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

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

- A. Engage in conduct that is disorderly. Examples of disorderly conduct include:
  1. Running in hallways.
  2. Making unreasonable noise.
  3. Using language or gestures that are profane, lewd, vulgar or abusive.
  4. Obstructing vehicular or pedestrian traffic.
  5. Engaging in any willful act which disrupts the normal operation of the HCS community.
  6. Trespassing. Students are not permitted in any HCS building, other than the one they regularly attend, without permission from the administrator in charge of the building.
- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:
  1. Refusal to comply with the directions of school staff or otherwise demonstrating disrespect.
  2. Leaving HCS property without permission.
  3. Skipping detention.
- C. Engage in conduct that is disruptive. Examples of disruptive conduct include:
  1. Failing to comply with the directions of any HCS staff.
  2. Being late for school or class.
  3. Being unprepared for class.
  4. Public displays of affection.
- D. Engage in conduct that is violent. Examples of violent conduct include:
  1. Committing an act of violence (such as hitting, kicking, punching, biting, spitting, and scratching) upon a member of the school staff, another student or any other person on HCS property.
  2. Engaging in harassing conduct, verbal threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical well-being.
  3. Possessing a weapon as defined on page 21 of this document.
  4. Displaying what appears to be a weapon.
  5. Threatening to use a weapon through any means of communication.
6. Intentionally damaging or destroying district property, the personal property of any staff member, any person on HCS property or at a District function, including graffiti or arson.
7. Communication by any means, including oral, written or electronic off school property, where the content of such communication:
  - i) Can reasonably be interpreted as a threat to commit an act of violence on school property or against a member of the Homer Central School staff or another student.
  - ii) Results in disruption to the educational environment
- E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:
  1. Lying to HCS staff.
  2. Stealing/destroying the property of other students, HCS staff or any other person on school property or attending a school function.
  3. Defamation of an individual or group that harm the reputation of the person(s). This can include posting or publishing video, audio recordings or pictures.
  4. Acts of bullying, discrimination, or harassment including sexual harassment as defined in the HCS Policy Manual (#7551)
  5. Selling, displaying or possessing obscene material.
  6. Using tobacco in any form.
  7. Vaping or possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include but not limited to drug paraphernalia, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, lookalike drugs, and any substances commonly referred to as "designer drugs" or implements designed for use of any of the foregoing.
  8. Inappropriately using or sharing prescription and over-the-counter drugs. All medications (prescription or over-the-counter) must be kept and dispensed in the Nurse's Office.
- F. Engage in misconduct while on a school bus. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Students waiting for buses when not on school property are expected to conduct themselves in accordance with the HCS code of conduct.
- G. Engage in any form of academic misconduct. Examples of academic misconduct include but are not limited to:
  1. Plagiarism.
  2. Cheating.
  3. Altering a grade, or other student record, on paper or in electronic form.

## Reporting Violations of the Code of Conduct

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

# Bill of Rights and Responsibilities, cont.

The Building Principal, or program supervisor must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the Principal learns of the violation. The notification may be made by telephone, followed by a letter mailed the same day as the telephone call is made. The notification must identify the student(s) and explain the conduct that violated the code of conduct and constituted a crime.

## Disciplinary Procedures and Penalties

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

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

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

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

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

## PENALTIES

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

1. Verbal warning—Any member of the HCS staff
2. Written notification to parent—Any member of the HCS teaching, administrative or coaching staff
3. Referral to Principal's Office—All building staff
4. Use of Restorative Practices (May include, but not limited to: Restoration conference between parties, written reflections, voluntary service learning, and any action to "make it right and do no harm")—Teachers, Administrators

5. Detention—Teachers, Administrators
6. Suspension from transportation—Administrators
7. Suspension from social or extracurricular activities—Administrators
8. Suspension of other privileges—Administrators
9. In-school suspension—Administrators
10. Removal from classroom—Teachers, Administrators
11. Shortterm (five days or less) suspension from school—Administrators
12. Long-term (more than five days) suspension from school—Superintendent, Board of Education
13. Permanent suspension from school—Superintendent, Board of Education.

## PROCEDURES

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

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

## Suspension from extracurricular and athletic activities and other privileges

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

## In-School Suspension

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

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

# Bill of Rights and Responsibilities, cont.

## Suspension from School

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

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

Any staff member may recommend to the Superintendent or the Principal that a student be suspended. All staff members must immediately report and refer a violent student to the Principal or the Superintendent for a violation of the code of conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension. The Superintendent or Principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

## Student Searches and Interrogations

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

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

## Visitors to the School

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

1. Anyone who is not a regular staff member or student of a school or program will be considered a "visitor."
2. All visitors to the HCS facility must report to the main office upon arrival at the school and have a valid photo identification. Each person will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the main office before leaving the building.

3. Visitors attending HCS functions that are open to the public, such as parent teacher organization meetings or public gatherings, are not required to register with the main office.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
5. Teachers will not take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the Principal or Program Director. Unauthorized persons will be asked to leave. The police may be called if the situation so
7. All visitors shall abide by the rules for public conduct on HCS property contained in this Code of Conduct.

## Public Conduct on School Property

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

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

### PROHIBITED CONDUCT

**No person, either alone or with others, shall:**

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or remove district property.
3. Disrupt the orderly conduct of classes, HCS programs or other HCS activities.
4. Distribute or wear materials on HCS grounds or at HCS functions that are obscene, advocate illegal action, appear defamatory, obstruct the rights of others, or are disruptive to the educational programs.
5. Intimidate, harass, or discriminate against any person on the basis of race, color, nationality, religion, age, sex, sexual orientation or disability.
6. Enter any portion of the HCS premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possessing, consuming, selling, distributing, exchanging, or being under the influence of either alcoholic beverages or illegal substances. Illegal substances include but are not limited to inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs," synthetic cannabinoids (marijuana) or implements designed

# Bill of Rights and Responsibilities, cont.

10. Possess a weapon. "Weapon" means a firearm as defined in 18 USC § 921 for purposes of the Gun Free Schools Act. It also means any other gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause serious physical injury or death when used as a weapon.
11. Loiter on or about HCS property.
12. Gamble on HCS property or at HCS functions.
13. Refuse to comply with any lawful order of identifiable HCS district administrators performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this code.
15. Violate any federal or state statute, local ordinance or Board of Education policy while on HCS property or while at a HCS function.

## Dignity For All Students Act

**The Dignity for All Students Act (DASA)** effective July 1, 2012, prohibits bullying, discrimination and harassment by School employees and student on school property or at a school function based on, BUT NOT LIMITED TO, *actual or perceived: race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex*. Any related complaints should be brought to the attention of the building principal who also serves as the Dignity Act Coordinator (DAC) to assist in implementation of the DASA in each school building.

## Harassment

1. **Bias Harassment:** The act of threatening bodily harm or by repeatedly tormenting another person based on the victim's race, color, weight, national origin, ethnic origin, ethnic group, religion, religious practices, disability, sex, sexual orientation, or gender (including gender identity and expression). Bias harassment may take the form of comments, jokes, name-calling, innuendoes, offensive conversations, perpetuating rumors or gossip, offensive gestures, noises, blocking a victim's path, assault, or any other behavior that is designed to show disrespect to an individual based on the categories listed above.
2. **Bullying:** Bullying, real or perceived, is understood to be the creation of a hostile environment that has or would have the effect of unreasonably and substantially interfering with a student's:
  - educational performance, opportunities or benefits;

**OR**

  - mental, physical or emotional well-being. Bullying may be subtle or easy to identify.

**Verbal bullying:** which includes but is not limited to:

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

**Physical bullying:** which includes but is not limited to:

- Poking, slapping, hitting
- Tripping or causing a fall
- Choking, kicking, punching, biting, pinching, scratching, spitting
- Twisting arms or legs
- Damaging clothes and personal property, taking personal belongings without permission, or threatening gestures.

**Social bullying:** which includes but is not limited to:

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

**Intimidation:** which includes but is not limited to:

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

3. **Cyberbullying:** A form of harassment/bullying that occurs via electronic communication on the Internet, on cellular phones or other electronic media. Examples of cyberbullying includes but is not limited to:

- Harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs).
- Sending mean vulgar, or threatening messages or images; posting sensitive, private information about another person; pretending to be someone else in order to make that person look bad.
- May occur both on campus and off school grounds and may involve student use of the District internet system or student use of personal digital devices including but not limited to:
  - cell phones, digital cameras, personal computers, electronic tools.

# Bill of Rights and Responsibilities, cont.

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

4. **Hazing:** A form of harassment among students defined as any humiliating or dangerous activity expected of a student to join a group or be accepted by a formal or informal group, regardless of their willingness to participate. Hazing produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur. Hazing behaviors include, but are not limited to:

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

5. **Sexual harassment:** The act of threatening bodily harm or repeatedly tormenting another person based on gender or sexual orientation. People sometimes confuse sexual harassment with flirting. If you are unsure about the effect of your behavior on another, ask yourself the following questions:

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

Examples of sexual harassment are:

- **Verbal (Unwanted and Unwelcome):**
  - Comments about body parts or rating someone's body
  - Sexual suggestions or threats
  - Spreading sexual rumors or stories
  - Sexual jokes
  - Conversations that are too personal
  - Insulting comments about sexual orientation
- **Visual (Unwanted and Unwelcome):**
  - Staring or pointing at a person's body in a way that is too personal
  - Displaying obscene sexual material or placing it in someone's locker or computer
  - Writing a person's name along with sexual remarks, suggestions, or drawings in public places
  - Making obscene gestures
- **Physical (Unwanted and Unwelcome):**
  - Grabbing or touching in a sexual way
  - Tearing or pulling at a person's clothing
  - Purposely bumping or brushing against someone
  - Kissing or holding a person against his or her will
  - Preventing someone from moving freely

6. **Threats:** Communicating credible, focused threats of violence or harm to an individual or group of individuals, directly or indirectly, whether physical, verbal, written, telephone, electronic actions or other conduct, which cause the other person to believe his or her life, safety, or property is in danger, or which cause a listener to believe that another person's safety or property is in danger. It is not necessary that the threat be communicated to the intended victim directly.

**PRIVACY:** The Homer Central School District respects every student's right to privacy as well as their right to access and use the District's facilities in a manner consistent with their gender identity. While the District will make arrangements for students to use the bathrooms and changing facilities of the gender with which they identify, the District also provides private spaces in the form of gender neutral facilities in single stall bathrooms for changing for any student desiring privacy or for any other permissible reason.

**If you are being harassed, talk to an adult you trust, preferably a school official.**

**If you witness harassment, you can be of assistance by openly expressing your concern to an adult.**









### Appendix

## Chromebook and G Suite for Education Handbook

Last revised July, 2021

### Procedures and Information for Students and Parents

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

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

### Receiving Your Chromebook

#### Parent/Guardian Agreement

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

#### Distribution

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

### Returning Your Chromebook

#### End of Year

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

#### Transferring/Withdrawing Students

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

#### Opt out

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

## **Taking Care of Your Chromebook**

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

### **General Precautions**

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

### **Carrying Chromebooks**

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

### **Screen Care**

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

### **Asset Tags**

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

### **Alterations**

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

## **Using Your Chromebook at School**

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

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

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

## Chromebooks being repaired grades 6-12

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

## Charging Chromebooks for grades 9-12

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

## Backgrounds and Themes

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

## Sound

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

## Printing

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

## Logging into a Chromebook

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

## Managing and Saving Your Digital Work With a Chromebook

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

## Using Your Chromebook Outside of School

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

## Operating System and Security

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

## Updates

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

## Virus Protection

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

## Student Safety and Content Filtering

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

## Administrative Audit

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

## Monitoring tool

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

## Student Safety Responsibilities

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

## Software

### G Suite for Education

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

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

## Chromebook Identification

### Records

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

## Users

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

## Repairing/Replacing Your Chromebook

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

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

## Estimated Costs (example)

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

- Replacement - \$249.00
- Screen - \$149.00
- Keyboard - \$17.00
- Touchpad - \$15.00
- Power cord - \$29.00

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

Payments for damages can be remitted to:

Homer Central School District  
58 Clinton Street.  
Homer, NY 13077

## 3rd party vendors

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

## Rules for Using G Suite for Education

### Acceptable Use (Privacy and Safety)

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

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

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

## Access Restriction - Due Process

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

## Privacy and G Suite for Education Data

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

## Monitoring Software

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

## Student Privacy Pledge Signatory

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

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

There are NO ADS in G Suite for Education.

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

## Student Data Retention and Access

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

## Appropriate Uses and Digital Citizenship

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

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

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will be appropriate and act with integrity.

**Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords,

accounts, and resources.

3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

### **Digital Citizenship (Advice for All)**

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

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

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

### **Cyber-Safety and Cyber-Ethics**

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

### **Commonsense.org**

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

-- CommonSense - <https://www.commonsensemedia.org/>

### **Child Internet Protection Act (CIPA)**

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

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

### **Children's Online Privacy Protection Act (COPPA)**

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

### **Family Educational Rights and Privacy Act (FERPA)**

FERPA protects the privacy of student education records and gives parents rights to review student records.



Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information.

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

### **Dignity for All Students Act (DASA)**

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

Acceptable Use Policy and Chromebook Agreement Form

Homer Junior High

**Grades 7 and 8 Only**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Please check one:

I have read and agree to the terms in the Chromebook Handbook and understand that my child will receive a Chromebook to keep in school and that **they can sign it out from their P.O.S.T. teacher after 9<sup>th</sup> period to take home at night if they have academic work to complete.**

I have read and agree to the terms in the Chromebook Handbook and understand that my child will receive a Chromebook to keep in school and I request that my child will **not** be able to sign out their Chromebook to take home at night.

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

\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Please return this permission form to P.O.S.T. Teacher:**



September 2021

**Dear Junior High Parents and Guardians,**

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

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

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**REQUEST FOR CHILD TO NOT APPEAR IN SCHOOL AUDIO/PHOTOS/VIDEOS**

Child's Name \_\_\_\_\_

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

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

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

\_\_\_\_\_  
Date

**PLEASE NOTE THAT A NEW FORM MUST BE SUBMITTED EACH YEAR**

Please return to your P.O.S.T. Teacher



**September 2021**

**Dear Junior High Parents and Guardians,**

The Homer Junior High Handbook is a statement of the behavioral guidelines and school policies that are in place at Homer Central School for grades 6-8. Our school staff share with you the responsibility to assist your child in developing the proper attitude and skills to make good decisions and become a self-disciplined citizen. Freedom comes with responsibility and respect for the rights of others.

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

Sincerely,

Kara Schneider  
Principal



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

Child's Name \_\_\_\_\_

Grade \_\_\_\_\_

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

\_\_\_\_\_

Parent's Signature

\_\_\_\_\_

Date