

# Homer Intermediate School Handbook for Students and Parents 2024-2025



Homer Intermediate School  
P. O. Box 500, 58 Clinton Street  
Homer, New York 13077-0500  
School Phone: 607-749-1240  
[www.homercentral.org](http://www.homercentral.org)

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Dear Parent/Student:

It is my pleasure to welcome you and your parents to Homer Intermediate School. The teachers and staff all join in saying we are happy to have you as part of the Intermediate School family.

We are using this handbook as a means of communicating between the home and school. There are many policies, regulations and services discussed in these pages. Please read and keep this handbook readily available throughout the year.

Many of your questions have been anticipated and are discussed in some detail. We are always available to clarify any school matter. Do not hesitate to reach out to our school with any questions.

Close cooperation between the home and school is essential to promote the best interests of the child. Parents are encouraged to communicate with the staff and attend school events and meetings.

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

Sincerely,

Mrs. Stephanie J. Falls, Principal

## **Homer Central School District Belief Statement**

Blue Pride is built on the core values of kindness, respect, belonging and commitment. We lead and live with kindness. We respect ourselves and others at all times; creating a welcoming and affirming community where all belong. We are committed to these core values and we work together with accountability, perseverance, and stewardship to inspire our students and school community to live Blue Pride.

## **Behavior Expectations**

We are one community.

**All** members of a **community** are expected to be:

- Safe
- Respectful
- Responsible

**To create a positive community**, we must show these values in all areas of our school:

- On the bus
- During arrival and dismissal
- In the hallways
- In the classrooms
- In the bathrooms
- On the playground

Specific school area expectations can be found [here](#)

# District Directory

## Homer Intermediate School

Principal (Mrs. Stephanie Falls).....	(607) 749-1240
Main Office (Ms. Ahren Morse & Mrs. Tiffany Walrath).....	(607) 749-1240
Fax.....	(607) 749-1122
Psychologist (Mrs. Schmidt).....	(607) 749-1240
Social Worker (Mrs. Kelley Brown).....	(607) 749-1240
Family and Community Liaison (Ms. Lisa Matijas).....	(607) 749-1240
Nurse.....	(607) 749-1240

## Central Administration & Support Services

District Office.....	(607)749-7241
<i>Mr. Thomas Turck, Superintendent</i>	
<i>Mr. Michael Falls, Assistant Superintendent for Management</i>	
Office of Instruction.....	(607)749-1206
<i>Assistant Superintendent of Instruction ~ Mr. Jeff Evener</i>	
Athletic Office.....	(607)749-1131
<i>Director of Athletics and Physical Education ~ Mr. Todd Lisi</i>	
Building and Grounds.....	(607)749-1234
<i>Director of Facilities ~ Mr. Scott Cavellier</i>	
Cafeteria Office.....	(607)749-1216
<i>School Lunch Director ~ Ms. Wendy Swift</i>	
Special Education Office.....	(607)749-1226
<i>Director of Special Education ~ Mr. Christopher Moore</i>	
Transportation Office.....	(607)749-1221
<i>Transportation Supervisor ~ Ms. Jennifer Fox</i>	
Office Technology.....	(607) 749-5033
<i>Chief Information Technology Officer ~ Mr. Joshua Finn</i>	

## Daily Information

### *Arrival and Homeroom*

It is important that students arrive at school on time and are present for morning announcements and classroom meetings. Students may enter the building at 8:45 a.m. and must be in their classrooms at 9:00 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. Students should be allowed to remain quietly seated and should not be criticized, sent to the hallway, ordered to stand, threatened or punished due to not standing. The students' parents should not be contacted regarding their participation or nonparticipation in the pledge. The Constitutional right belongs to the student.

### *Recommended Supplies*

Students are not required to bring any school supplies. We encourage students to use their own headphones/earbuds for their personal preferences. Students in grade 5 are supplied with an assignment book in September. Most other school supplies will be provided by the district on the first day of school. There may be specific requirements given by the teachers for projects or assignments at different points in the year.

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

Any person entering the building during school hours must report to the Main 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.

### *Attendance Policy/Protocol*

1. Each day, a robo-call will be used to notify families of student absence or unexcused tardy.
2. If a student falls below the 90% 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 85% attendance threshold, a letter is sent, a parent meeting or home visit is conducted; with a consideration of DSS preventive 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.
5. A referral for the School Liaison may be appropriate for students that are chronically absent.
6. Refer to Board of Education Policy #7110 for more detailed attendance guidance.

### *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 you arrive at school after 9:00 a.m., you are late for school.** You will need to sign in with your excuse and go to class. A student who develops a pattern of tardiness to school runs the risk of academic failure.

### ***Leaving School During the Day***

1. Bring a written excuse from a parent/guardian and present it to your teacher **before school starts**.
2. Get your coat, ect., and sign out in the Main Office at the appropriate time.
3. If you come back during the day, sign in at the Main Office.

### ***Absent From School***

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

- Call the Main Office 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. Each classroom has a procedure for making up missed work.
- **If you need to have worksheets and books collected, call the Main Office by 9am on the second day of absence and arrangements can be made.** The work can be picked up in the Main Office.
  - Teachers need time to gather materials so please be sure to call before the school day starts.
- Bring a written excuse from a parent/guardian to give to the Main Office your first day back.

### ***Students 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.

- No shorts or skirts that do not extend beyond one's fingertips when arms are held to their sides.
- Ensure that undergarments are completely covered.
- 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 item that promotes and/or endorses the use of alcohol, tobacco, or illegal drugs and/or encourages other illegal or violent activities.
- Personal communications and electronic devices such as iPods, smart watches, cameras or cellular phones are not to be used during regular school hours.
- Backpacks and outdoor clothing must be kept in lockers at all times.
- More detailed information may be found in the [HCS D Code of Conduct](#)

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.

### ***Locks and Lockers***

Students are issued hallway lockers for storage of personal belongings. The lock 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 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 classroom teacher. 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, lock, 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**

### **Chromebooks**

Each student enrolled at HCS 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 students will receive a Chromebook the first week of school. **Chromebooks will be returned to classrooms at the end of each school day to be charged and ready for the next day. All students will leave their Chromebooks at school.**

### **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. Parents will be notified of lockdown drills one week prior to any such drills.

### **After School Activities**

Concerts and after activities school are held throughout the year and are open only to students currently attending Homer Intermediate School. **Students must be present at school for the full day of the event.**

### **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 at any time and especially during heavy student travel times. (i.e.– morning arrival and afternoon dismissal)

### **Lunch Procedures**

- All students will eat during their regularly scheduled lunch period.
- 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.
- All students are to be in one of the approved areas under the supervision of school staff.
- Students will not be allowed to be in the hallways or use lockers during the lunch periods. Classes are in session throughout the building.
- Students may use only the bathroom in the Nurse's Office during the lunch period and must get permission from a lunchroom staff person before leaving.
- Seating in the lunch room is based on the discretion of the lunchroom monitors and principal. It is based upon capacity, need, safety and student behavior.



## My School Bucks App

Pay for extra 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 food services to district students. School meals are free to students; however, double lunches or extras must be purchased. Snacks like ice cream, chips, cookies, etc must be purchased through the app. If a student pays cash and does not have the exact change, the remaining balance will be applied to the student's account. We do not have cash to make change for purchased items. Students/Parents/Guardians may pay for food items in advance via My School Bucks or with a check payable to Homer CSD. Further details are available on the District's website at [www.homercentral.org](http://www.homercentral.org). Each student may receive one breakfast and one lunch for free daily. If purchasing only milk there will be a charge of 70 cents. Extra items, double lunches or a la carte items must be purchased by your family. Funds should be maintained in accounts to minimize the possibility that a student may be without extra money on any given day. Remaining funds for a particular student will be carried over to the next school year.

## Recognition

**Our goal** is to maintain a **positive school culture** and to develop cooperative, considerate and self-controlled students. Recognition will be given for **impressively positive** behavior. These are actions that go **above and beyond** and that demonstrate **Blue Pride**. As staff you can recognize students in your classroom, through positive postcards, and by contacting parents/guardians.

## Food And Beverages

After 9:00 am 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.

## Academic Dishonesty

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

- Participating in Group Work
  - Displays academic integrity:
    - A teacher assigns a group project and work reflects a group effort.
    - A teacher assigns an individual project; several students work together and generate general ideas but each completes and submits an individual project.
  - Displays academic dishonesty:
    - A teacher assigns an individual project; several students work together to complete the project, each making minor modifications so it looks like the work was individually done.
- Getting Help With Work
  - Displays academic integrity:
    - A student borrows another student's notes to prepare for a test.
    - A student explains problems from a math class to another student.
  - Displays academic dishonesty:
    - A student is having trouble with math. An older sister does all the even numbered problems and the student does only the odd numbered problems.
    - A student has to do a report on Japan and finds a report an older brother did two years ago; the student uses most of the content of the old report for his/her report.
    - A student gets home from practice late and tired; a parent does an assignment due the next day.
    - A student "loans" his homework to a friend to use.
    - A student tells a friend in a later class what items are on the test.

- Plagiarism - According to Black's Law Dictionary, "plagiarism is the act of appropriating (taking) the literary composition of another, or parts of passages of his writings, or the ideas or language of the same, and passing them off as the product of one's own mind." In other words, do not copy any word or idea, in part or in whole, from anyone. Examples:
  - Copying stories directly from movies or television programs.
  - Turning in music lyrics as original poetry.
  - Copying segments of another's computer program or software file.
  - Submitting purchased written work as one's own.
  - Copying work to submit as one's own without the author's permission.
  - Downloading Internet material verbatim without citing the source.
- **Consequences of Academic Dishonesty**
  - Students will receive a zero for the assignment, parents will be notified by the teacher and a disciplinary referral will be submitted with a warning from an administrator for the first occurrence.
    - Repeat occurrences will have an additional consequence that will be determined based on a case-by-case review of the incident by an administrator.

### Cell Phone Policy

Students who bring cellphones to school **must turn them off** and store them in their locker during school hours. Smart watches may be worn with the bluetooth capabilities disabled. 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 will be 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.– smart watches and 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.

## Disciplinary Consequences

The following procedures represent ways in which students who violate school rules and/or who fail to show respect for others may be dealt with by the teacher and/or principal.

There will be a **consequence** for behavior that makes someone feel **unsafe**, is **disrespectful** to others or property, or is **disruptive** to the learning process. This list does not preclude the use of other techniques which may be found to be effective.

**Warning/Educational Discussion:** Teachers and the principal will bring to the attention of student's behavior that does not meet expected standards.

**Parent/Guardian Contact:** Staff will call home or reach out via Parent Square to discuss concerns or behavioral issues with the parent/guardian with the purpose of working together to find a solution.

**Conference:** Parents may be asked to come to school for a Parent/Teacher/Team conference to discuss student behavior and academic performance. The purpose should be to work together to make a plan to support the student in making positive choices.

**Temporary Removal From Classroom:** Teachers may ask students to leave the classroom when the student creates a substantial disturbance that interferes with instruction.

**Detention:** Detention may include, but is not limited to: lunch detention, teacher detention, office period detention, and/or loss of privileges.

### **Out Of School Suspension:**

A short-term out-of-school suspension is a suspension of five days or less. The following are examples of offenses that will result in out-of-school suspension, but is always at the discretion of the principal.

- Smoking/vaping on school grounds or on school buses.
- Drinking or possessing alcoholic beverages on school grounds or on school buses.
- Administering, possessing, selling, or distributing drugs and drug paraphernalia on school grounds or on school buses.
- Threatening or striking a member of the school instructional or non-instructional staff,
- Threatening or striking another student.
- Having in his/her possession or using fireworks of any type, firearms, knives, or other dangerous weapons of any kind on school grounds or school buses is prohibited.
- A substantial disruption to the learning environment.
- Repeated insubordination.

A formal hearing is not required; however, a student and their parent/guardian must be given an opportunity for an informal conference with an administrator to discuss the incident(s) leading to the suspension.

During the period of suspension, the student is not permitted in the school building or on school grounds without permission from an administrator.

While on suspension, the student will be provided with one hour of tutoring per day. **Teachers will be expected to supply work.**

**Referral To Superintendent:** Serious violations of school rules may result in a hearing where the superintendent can issue a longer suspension.

# Communication

## *How Do Parents Know What's Happening at the Intermediate School?*

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

Click on Schools and select Intermediate

### **School Tool 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.

### **SCA**

The Intermediate 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 Main Office at 749-1240.

### **District Calendar**

The school district calendar is available on-line at <https://www.homercentral.org/Page/2>.

### **Emergency School Closings**

When schools are closed because of weather conditions or other emergencies, announcements will be made on the website, using Parent Square and on area radio and television stations. Phone calls are NOT made for weather closures.

**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**

Consistent homework is typically only assigned in grade 5. Students may be assigned to complete tasks that were refused/incomplete during the school day or work due to excessive absences.

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 grade 5 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.
- Reaching out to your child's teacher with any questions or concerns.

## **Report Cards and CFA (Common Formative Assessment) Folders**

Report Cards will be sent out electronically via ParentSquare as a secure document. Parents/ Guardians are able to review and, if they choose, print a copy of the report card. Parents who would still like a paper copy sent home can call the school to make the request. Report cards are issued every ten weeks.

CFAs are sent home at the middle of each marking period. They serve as a record of the progress to date in ELA and math. These assessments are used to track progress throughout the school year and will be used for instructional planning as well as be shared with families to help you better understand your child's progress and expectations for the subject areas.

## **Summer School**

The District will determine the availability of summer school during budget time. Students that are below grade level expectations in reading and/or math may be referred for the summer learning program. Recommendations are made by a team of teachers using student data such as CFAs, FastBridge, running records and other approved data.

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 (607) 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 3rd and 5th 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 tests such as strep tests, 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.

# Transportation

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

## Boarding the Bus

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

## Riding the Bus

Students must follow all aspects of the Code of Conduct while riding the school bus. Specifically, students must: remain in 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:

- The bus driver should make an attempt to correct any discipline problems by asking the student to behave, and, if necessary, assign seats to certain students.
- After two or three verbal warnings have been given to the student by the bus driver for discipline problems, the driver should submit an explanation of what the problem was to the Transportation Office who completes 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.

## Fundraising

All fund raising projects must be approved by the Board of Education. Projects which involve selling merchandise to residents of our community should be limited to one per year per organization. Tickets or articles of any kind, other than those associated with school sponsored activities, are not to be sold on school property by students or outside organizations.

## Bill of Rights and Responsibilities

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

- Respect the rights of others.
- Meet all your academic responsibilities.
- Something is wrong if:
  - It hurts somebody else
  - It hurts you
  - It damages or destroys property.

<b>It is the Student's Right</b>	<b>It is the Student's Responsibility</b>
<ul style="list-style-type: none"> <li>● To attend school in the District in which one's parent or legal guardian resides.</li> </ul>	<ul style="list-style-type: none"> <li>● 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.</li> </ul>
<ul style="list-style-type: none"> <li>● To expect that school will be a safe, orderly and purposeful place for all students to gain an education and to be treated fairly.</li> </ul>	<ul style="list-style-type: none"> <li>● To be aware of all rules and expectations regulating student's behavior and conduct oneself in accordance with these guidelines</li> </ul>
<ul style="list-style-type: none"> <li>● To be respected as an individual.</li> </ul>	<ul style="list-style-type: none"> <li>● To respect one another, and to treat others in the manner that one would want to be treated.</li> </ul>
<ul style="list-style-type: none"> <li>● To express one's opinions verbally or in writing.</li> </ul>	<ul style="list-style-type: none"> <li>● To express opinions and ideas in a respectful manner so as not to offend, slander, or restrict the rights and privileges of others.</li> </ul>
<ul style="list-style-type: none"> <li>● To dress in such a way as to express one's personality.</li> </ul>	<ul style="list-style-type: none"> <li>● 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.</li> </ul>
<ul style="list-style-type: none"> <li>● To be afforded equal and appropriate educational opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>● To be aware of available educational programs in order to use and develop one's capabilities to their maximum.</li> </ul>
<ul style="list-style-type: none"> <li>● 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</li> </ul>	<ul style="list-style-type: none"> <li>● To work to the best of one's ability in all academic and extracurricular activities, as well as being fair and supportive of others.</li> </ul>
<ul style="list-style-type: none"> <li>● 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.</li> </ul>	<ul style="list-style-type: none"> <li>● 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.</li> </ul>
<ul style="list-style-type: none"> <li>● 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.</li> </ul>	<ul style="list-style-type: none"> <li>● 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.</li> </ul>



## **Prohibited Student Conduct- District Code of 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:

- Engage in conduct that is **disorderly**. Examples of disorderly conduct include:
  - Running in hallways.
  - Making unreasonable noise.
  - Using language or gestures that are profane, lewd, vulgar or abusive.
  - Obstructing vehicular or pedestrian traffic.
  - Engaging in any willful act which disrupts the normal operation of the HCS community.
  - 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.
- Engage in conduct that is **insubordinate**. Examples of insubordinate conduct include:
  - Refusal to comply with the directions of school staff or otherwise demonstrating disrespect.
  - Leaving HCS property without permission.
  - Skipping detention.
- Engage in conduct that is **disruptive**. Examples of disruptive conduct include:
  - Failing to comply with the directions of any HCS staff.
  - Being late for school or class.
  - Being unprepared for class.
  - Public displays of affection.
- Engage in conduct that is **violent**. Examples of violent conduct include:
  - 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.
  - 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.
  - Possessing a weapon as defined on page 21 of this document.
  - Displaying what appears to be a weapon.
  - Threatening to use a weapon through any means of communication.

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:

- The nature of the offense and the circumstances which led to the offense.
- The student's age.
- The student's prior disciplinary record.

- The effectiveness of other forms of discipline.
- Information from parents, teachers and/or others, as appropriate
- 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.

- Verbal warning—Any member of the HCS staff
- Written notification to parent—Any member of the HCS teaching, administrative or coaching staff
- Referral to Principal’s Office—All building staff
- 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
- Detention—Teachers, Administrators
- Suspension from transportation—Administrators
- Suspension from social or extracurricular activities—Administrators
- Suspension of other privileges—Administrators
- In-school suspension—Administrators
- Removal from classroom—Teachers, Administrators
- Short Term (five days or less) suspension from school—Administrators
- Long-term (more than five days) suspension from school—Superintendent, Board of Education
- 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.

### **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 parents will be provided with a reasonable opportunity for an informal conference with the district administrator imposing the in-school suspension to discuss the conduct and the penalty involved.

### **Suspension from School**

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

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

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

### **Student Searches and Interrogations**

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

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

### **Child Protective Services Investigations**

Consistent with the district's commitment to keep students safe from harm, and the obligation of Homer Central School administrators to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local child protective services workers who wish to conduct interviews of students on Homer Central School property relating to allegations of suspected child abuse, neglect, and/or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to the Building Principal. The Building Principal shall set the time and place of the interview. The Superintendent shall decide if it is necessary and appropriate for a Homer Central School administrator to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the child protective services worker to verify the allegations, the nurse or other Homer Central School medical personnel must be present during that portion of the interview. No student may be required to remove his or her clothing in front of a child protective services worker or district official of the opposite sex.

A child protective services worker may not remove a student from Homer Central School property without a court

order, unless the worker reasonably believes that the student would be subject to danger of abuse if he or she were not removed from Homer Central School property before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent

## **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:

- Anyone who is not a regular staff member or student of a school or program will be considered a "visitor."
- 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.
- 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.
- Teachers will not take class time to discuss individual matters with visitors.
- Any unauthorized person on school property will be reported to the Principal or Program Director. Unauthorized persons will be asked to leave.
- 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:**

- Intentionally injure any person or threaten to do so.
- Intentionally damage or remove district property.
- Disrupt the orderly conduct of classes, HCS programs or other HCS activities.
- 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.
- Intimidate, harass, or discriminate against any person on the basis of race, color, nationality, religion, age, sex, sexual orientation or disability.
- Enter any portion of the HCS premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct the free movement of any person in any place to which this code applies.
- Violate the traffic laws, parking regulations or other restrictions on vehicles.
- 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.
- 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, slingshot, 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.

- Loiter on or about HCS property.
- Gamble on HCS property or at HCS functions.
- Refuse to comply with any lawful order of identifiable HCS district administrators performing their duties.
- Willfully incite others to commit any of the acts prohibited by this code.
- 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

- **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.
- **Bullying:** Bullying, real or perceived, is understood to be the creation of a hostile environment that has or would have the effect of unreasonably and substantially interfering with a student's:
  - educational performance, opportunities or benefits;
  - mental, physical or emotional well-being. 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.

**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 techno-logical 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.
- 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.

**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.

**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

**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, 2022

#### Procedures and Information for Students and Parents

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

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

#### Receiving Your Chromebook

##### Parent/Guardian Agreement

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

##### Distribution

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

#### Returning Your Chromebook

##### End of Year

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

##### Transferring/Withdrawing Students

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

##### Opt out

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

#### Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the district. In



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

### General Precautions

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

### Carrying Chromebooks

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

### Screen Care

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

### Asset Tags

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

### Alterations

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

## Using Your Chromebook at School

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

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

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

### Chromebooks being repaired 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 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 a 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:

- **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.
- **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.
- **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- **Respect Intellectual property.** I will request permission to use copyrighted or otherwise protected

materials. I will suitably cite all uses 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.

- **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

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

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

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

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

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

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

### **Commonsense.org**

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

-- CommonSense - <https://www.common sense media.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/>

