

## **GREETINGS FROM THE PRINCIPAL**

Get prepared for an exciting year here at the Broadalbin – Perth Middle School. All of us here are looking forward to providing you with the necessary tools to be successful academically and to grow as an individual. We will expect nothing but the best from you and we know that you are up for the challenge. Respect and Responsibility are two of the most important characteristics that one can display and will be expected of all students. Through hard work, determination, and perseverance, you will find that the positive results are endless. Take advantage of all the good things that the Broadalbin – Perth Middle School has to offer and have a great year!

***We create our tomorrows by what we dream today.***

## **STUDENT BEHAVIOR EXPECTATIONS**

We have high expectations at Broadalbin – Perth Middle School that are outlined in this student handbook section portion of your agenda book. Overall, students in our school community are asked to make a strong effort to be active learners, respect others rights and feelings, and be sure to maintain good attendance. This is **YOUR** school so take pride in the work you do for your classes, be a good school citizen to your classmates, display appropriate behavior on the school bus, in the hallways, and in the cafeteria. Teasing profanity, sexual harassment, and verbal abuse are **NOT ACCEPTABLE**. Physical confrontations are **NOT** permitted and will result in consequences as per the student code of conduct.

If you witness any type of bullying, please let Mr. Bell or any teacher be aware that this is going on. All students here have the right to a safe environment where they can gain an excellent education, build friendships, and join in the many activities that are offered here.

## **ATTENDANCE**

Academic achievement attained by any student is directly related to the student's pattern of attendance. School attendance is critical to student success, and it is extremely important that all students attend school every day from 7:30 – 1:50 unless the student is ill or has a legal reason for being absent. Parents are encouraged to plan vacations and trips when school is not in session. Valuable instructional time is lost when a student is out. Classes are also missed when a student is tardy.

When a child is absent from school for any reason, school law requires that you must provide a written excuse to our nurse explaining the absence. According to our district policy, these written excuses must be turned into the nurse within 10 days of the absence or the absence will be considered an illegal absence. Students are responsible to make up ALL work that is missed when they are out.

The following excuses are accepted by the New York State Education Department as legal:

1. Personal sickness
2. Sickness or death in the family
3. Severe storms or impassable roads
4. Religious observances
5. Quarantine by contagious disease
6. Court obligations
7. Doctor's appointments

**Any student who is absent or illegally tardy from school will not be permitted to participate in ANY extra curricular school activities such as:**

- 1. Athletic games/practice**
- 2. Club activities/meetings**
- 3. Dances**

**This is in accordance with the B-P Board of Education Policy 7.2.5.**

## **HONOR ROLL**

The middle school publishes an honor roll at the end of each quarter. In order to be placed on the honor roll, a student must meet the following total grade average:

High Honors – 92.5  
Honors – 84.5

## **PROMOTION POLICY**

The Middle School promotion policy for both 7<sup>th</sup> and 8<sup>th</sup> grade requires the passing of  $\frac{3}{4}$  primary subjects, two of which need to be ELA and Math. (English Language Arts, Math, Science or Social Studies are the primary subjects.) Students must also successfully complete 1/5 units of exploratory and other required courses (Art, Computer, Foreign Language, Health, Home & Careers, PE or Technology.) A student's failure to comply with the Middle School Policy will result in the need to attend summer school or be retained in their current grade level.

## **REPORT CARDS**

Report cards are issued and mailed home every ten weeks. In addition to report cards, Interim Reports are mailed home at the quarter's five week mark.

## **LOCKERS**

Students are granted the use of lockers in the school with each student assigned a locker. The administration reserves the right to search a student's locker. Only school locks are to be used on lockers and may be purchased from the school office for \$5.00. Students are to keep lockers locked with no sharing of combinations as the school will not be responsible for lost or stolen property. Stickers, posters, signs, etc. are not to be permanently affixed to the inside or outside of lockers. Students are not to share locks or lockers.

## **EXTRA CURRICULAR ACTIVITIES**

All students are strongly encouraged to join one or more school activities. This is important in feeling that you belong to your school community. The following are offered at the Middle School:

1. Modified sports teams – (Grades 7 & 8 only)
2. National Junior Honor Society (must be nominated)
3. Student Council (students are elected by peers)
4. Project Adventure
5. Art Club
6. Junior Peer Leaders
7. Yearbook Club
8. Technology Club
9. Animal Lovers Club
10. Intramural Sports
11. Cross Country Ski Club

## **LOST AND FOUND**

Students are to turn into the office any found articles. If a student has lost an article, check first with a teacher and then in the lost and found area, which is located outside of our Media Center. Students are expected to reimburse the school for the full cost of lost text books/library books or equipment while in their possession.

## **MEDIA CENTER**

The Media Center provides a learning environment for all students and staff. The center houses newspapers, magazines, books, computer software, CD-ROMS and audio-visual resources.

Students utilize the Media Center with their teachers for joint instruction from the teachers and the media specialist, and to complete homework assignments, borrow resources or purchase school supplies at the school store. The store sells pens, pencils, notebooks, folders, poster board and other supplies.

## **BELL SCHEDULE**

Your first period class is considered your homeroom. Daily announcements will be made during the first few minutes of class and attendance will be taken.

Please follow the time schedule below:

Period 1	7:30 – 8:12
Period 2	8:14 – 8:56
Period 3	8:58 – 9:40
Period 4	9:42 – 10:24
Period 5 (Lunch/Homework Hall)	
Section 1	10:26 – 10:46
Section 2	10:48 – 11:08
Section 3	11:10 – 11:30
Period 6 (Includes Reboot)	11:32 – 12:22
Period 7	12:24 – 1:06
Period 8	1:08 – 1:50
Period 9(After school help)	1:55 – 2:20

## **ILLNESS**

If you become ill during school hours you are to report to the school nurse. She will evaluate your condition and determine if you should be sent home or not. Under no circumstances are you to leave school for illness without the nurse's approval.

## **MEDICATION POLICY**

Only the school nurse may administer any medication. The school nurse will not be able to administer any medication during school hours unless written permission is obtained from a physician. Labeled prescription bottles must be accompanied by written permission and a medication form.

Any medication which is sent to the school nurse without the above will not be given and the parents will be notified by phone or letter.

## **HEALTH SERVICES**

Our health services include physical examinations for all students participating in interscholastic sports, hearing and vision tests for all students and referral checks and services for all students who have been identified as needing health services.

The Health Office is open daily from 7:30 AM until after school and the RN will be available for consultation, first-aid, care for injuries and illnesses and emergencies. The Health Office is located along the gymnasium corridor on the ground floor.

## CODE OF CONDUCT INTRODUCTION

The Board of Education (“board”) is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct and to ensure that discipline when necessary is administered promptly and fairly. To this end, the board adopts this code of conduct (“code”).

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

## CODE OF CONDUCT DEFINITIONS

“**Disruptive Student**” means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.

“**Parent**” means a parent, guardian or person in parental relation to the student.

“**School Property**” means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of the Broadalbin – Perth Central School District, or in or on a school bus, as defined in Vehicle and Traffic Law 142.

“**Violent Student**” means a student under the age of 21 who:

1. Commits an act of violence upon a teacher, administrator or other school employee; or who while on school property does so upon another student or any other person lawfully there.

## CODE OF CONDUCT DEFINITIONS

2. While on school property possesses a gun, knife, explosive or incendiary bomb, or any other dangerous instrument capable of causing physical injury, death or displays.
3. Threatens to use any instrument that appears capable of causing physical injury or death; or knowingly and intentionally damages or destroys district property or the personal property of a teacher, administrator, other school district employee or any person lawfully on school property.

**“Weapons”** means a firearm as defined in 18 USC S921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB 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 cutter, 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 physical injury or death when used to cause physical injury or death.

**“School Function”** means any school-sponsored event including events held at other school sites or other locations.

## **STUDENT RIGHTS**

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and when necessary, receive an explanation of those rules from school personnel.

## **STUDENT RESPONSIBILITIES**

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class on time and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor and sportsmanship.

## **ESSENTIAL PARTNERS**

### **Parents**

All parents are expected to:

1. Recognize that the education of their child is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Insist their children be dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and the district.
9. Build good relationships with teachers, other parents and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.
13. Attend the informal conference if their child has been removed from class for being disruptive to the educational process.

### **Non - Instructional Staff**

All district non-instructional staff are expected to:

1. Contribute to the educational process and student achievement.
2. Build good relationships with administration, teachers, parents and children.
3. Assist in maintaining a climate of mutual respect and dignity throughout the district.
4. Know school policies and rules and assist in enforcing them in a fair and consistent manner.

## **Teachers**

All district teachers are expected to:

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Communicate to students and parents:
  - Course objectives and requirements
  - Marking/grading procedures
  - Assignment deadlines
  - Expectations for students
  - Classroom discipline plan
6. Communicate regularly with students, parents and other teachers concerning growth and achievement.

## **STUDENT DRESS CODE**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails should be:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, short shorts, net tops, halter tops, spaghetti straps, plunging necklines (front or back) and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed. Shoes with rolling devices (Heelys) are strictly forbidden.
5. Not include the carrying of book bags, and/or any other storage bag including oversize purses, upon entry into the school building, until the end of the day.
6. Not include the wearing of winter coats and/or outerwear garments upon entry into the school building, until the end of the school day.
7. Not include the wearing of headgear including hats and do-rags upon entry into the school building, until the end of the school day, except for a medical or a religious purpose.
8. Not include the items that are vulgar, obscene, libelous or denigrate others on account of race, color religion, creed, national origin, gender, sexual orientation or disability.
9. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage illegal or violent activities.

Each building principal or his or her designee shall be responsible for informing all students and their parents of the students dress code at the beginning of the school year and any revisions to the dress code made during the school year. Each building principal or his or her designee will also be responsible for interpreting and enforcing the student dress code. Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

## **PROHIBITED STUDENT CONDUCT**

Student conduct in the Broadalbin – Perth School District is based upon three basic premises:

1. Respect Yourself
2. Respect Others
3. Respect Property

Proper student conduct underlies the whole education structure and allows teaching and learning to take place. The ultimate goal is for each individual to take responsibility for his or her action, and to become a self-disciplined person. Based on the district philosophy regarding proper student conduct, the rules of conduct listed below are intended to focus on safety and respect for the rights and property of others. Students who violate school rules will be required to accept the penalties for their conduct. Students may be subject to disciplinary action, up to and including suspension from school when they:

### **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 school community.
6. Trespassing, students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate Web sites; instant messaging or any other violation of the district's acceptable use policy.
8. Electronic device possession, including, but not limited to, cell phones, beepers, radios, disc players, MP3 players and portable DVDs.
9. Possessing food and/or drink in hallways and/or classrooms.
10. Possessing/consuming energy drinks such as Red Bull.

4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
5. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, afflicting with or maintaining membership into any school sponsored activity, organization, club or team.
8. Reckless or unlawful driving.
9. Downloading, selling, using or possessing obscene material.
10. Using vulgar or abusive language, cursing or swearing.
11. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
12. Possessing, consuming, selling, distributing or exchanging alcoholic beverages, illegal substances or legal prescription medications, or being under the influence of such. "Illegal substances, include but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any other substances commonly referred to as "designer drugs."
13. Possessing or selling drug, alcohol, or tobacco paraphernalia.
14. Illegally using, possessing, selling, distributing or sharing prescription and over the counter drugs.
15. Gambling.
16. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
17. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

### **Engage in misconduct while on a school bus.**

It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

### **Engage in any form of academic misconduct. Examples of academic misconduct include:**

1. Plagiarism (to present the ideas, writings or works of another as your own work).
2. Cheating.
3. Copying.
4. Altering records
5. Assisting another student in any of the above actions.

### **Student Spectators**

As participating members of NYSHPHAA Section II, the district enforces all Section II athletic competition spectator rules. All students are expected to exhibit proper conduct, as prescribed by the student code of conduct, at all school sponsored, extracurricular activities. Students who violate school rules at such events will be subject to disciplinary action, up to and including suspension from school.

## **DISCIPLINARY PENALTIES, RANGE OF PENALTIES, PROCEDURES AND REFERRALS**

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. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the student's ability to grow in self-discipline.

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

1. The student's age
2. The nature of the offense and the circumstances that led to the offense
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 first violation will usually merit a lighter penalty than subsequent violations.

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 or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

## **Range of Penalties**

Students who are found to have violated the district's code of conduct may be subject to penalty, either alone or in combination. The following list provides examples, but not limited to, of such penalties:

1. Oral warning
2. Written warning
3. Written notification to parents
4. Detention or 9<sup>th</sup> period academic make-up
5. Suspension from transportation
6. Suspension from athletic participation
7. Suspension from social or extracurricular activities
8. Suspension of other privileges
9. In-school suspension
10. Reduction in assigned grade
11. Removal from classroom by teacher
12. Short-term suspension from school
13. Long-term suspension from school
14. Permanent suspension from school

Each penalty will be imposed consistent with the student's right to due process.

## **Procedures**

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

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

### **Detention/Academic Make-up (1:55-2:50)**

After school detention will be used as a penalty for student misconduct in situations where removal from class or suspension are inappropriate. If necessary, the school will provide transportation home to all students who are required to serve such a penalty.

### **Suspension from Transportation**

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the building administrator's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building administrator or the superintendent or their designees. In such cases, the student's parents will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the district will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law S3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the building administrator or designee to discuss the conduct and the penalty involved.

### **Suspension from athletic participation, extra curricular activities and other privileges**

A student subjected to suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law S3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the building administrator or designee to discuss the conduct and the penalty involved.

### **In- school suspension**

The board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the board authorizes building administrators and the superintendent to place students who would otherwise be suspended from school as the result of a code of conduct violation in "in-school suspension."

A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law S3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the building administrator or designee 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, but places responsibility for the suspension of students with the superintendent and the building principals.

**A student subjected to an in-school or out-of-school suspension will also be suspended from participating or being a spectator in any after school activities on suspension dates.**

## **STUDENT SEARCHES AND INTERROGATIONS**

The board of education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official 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 school officials, nor are school officials required to contact a student’s parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the board authorizes the superintendent and building principals to conduct searches of the students and their belongings if the authorized school official has reasonable suspicion to believe that this search will result in the evidence that the student violated the law or the district code of conduct.

An authorized school official may conduct a search of student’s belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student’s belongings based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they have provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student’s belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the districts code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practical, searches will be conducted in the privacy of the administrative offices and students will be present when their possessions are being searched.

## **STUDENT LOCKERS, DESKS AND OTHER SCHOOL STORAGE PLACES**

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

## **CONTROLLED SUBSTANCE POLICY**

The Broadalbin – Perth Central School District believes in utilizing prevention and rehabilitation techniques in dealing with the problem of usage of controlled substances and alcohol. Further, the district recognizes that in enforcing a policy regarding controlled substances and alcohol, penalties must be assessed to violations and full cooperation extended to legal authorities when necessary.

Illegal possession, use, distribution and/or selling of any controlled substance or alcohol while on school premises, during school-sponsored events or while under school supervision is forbidden.

Penalties for Violation by Students:

- I. Illegal Possession or Use of a Controlled Substance or Alcohol while on school premises, during school-sponsored events or while under school supervision**
  - A. Any student found in possession of a controlled substance or alcohol, paraphernalia with a controlled-substance residue, or under influence of a controlled substance or alcohol shall be suspended from school for an initial period of five days. At the discretion of the Superintendent of Schools, a suspension may be extended following the initial five-day suspension. Parents will be notified as well as appropriate law enforcement agencies. Policy 7.2.2 outlines due process protection afforded students. Parents and the student will be informed of community agencies where counseling help may be secured for the individual.
  - B. Upon the second incident, the student will be referred to the Superintendent or the hearing officer of the Board of Education, after which a long-term suspension may be assessed. Parents will be notified at the time of the incident as well as appropriate law enforcement agencies. Policy 7.2.2 outlines due process protection afforded students.
- II. Distributing or Selling Controlled Substances or Alcohol while on school Premises, during school-sponsored events or while under school supervision**
  - A. Any student found distributing or selling a controlled substance or alcohol shall be suspended from school for an initial period of five day. At the discretion of the Superintendent of Schools, a suspension may be extended following the five-day suspension. Parents will be notified at the time of the incident as well as appropriate law enforcement agencies. Policy 7.2.2 outlines due process protection afforded students.



### **III. Suspicion of Abuse of a Controlled Substance or Alcohol**

- A. The principal shall notify, verbally, the parents if there are reasonable grounds for suspicion of abuse by a student. The initial contact shall not be documented in writing, but alternative action suggestions should be provided to the parents.
- B. The principal, or principal's designee, shall have the authority to search any personal possessions of the student (including a vehicle on school property) if there are reasonable grounds for suspicion of abuse by a student.

### **SUBSTANCE ABUSE POLICY**

The Board of Education of the Broadalbin-Perth Central School District is committed to the prevention of alcohol, tobacco, and other substance use/abuse. This policy describes the philosophy of the District and the program elements the District will use to promote healthy life styles for its students and to inhibit the use/abuse of alcohol, tobacco and other substances.

No person may use, possess, sell or distribute alcohol or other substances, nor may use or possess drug paraphernalia on school grounds or at school-sponsored events, except drugs as prescribed by a physician. The terms "alcohol and other substances" shall be construed throughout this policy to refer to the use of all substances, including but not limited to alcohol, tobacco, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alikes, and any use of those substances commonly referred to as "designer drugs", or derivatives of these drugs. The inappropriate use of prescription and over-the-counter drugs shall also be prohibited by student and staff alike.

Additionally, the following persons shall be prohibited from entering school grounds or school-sponsored events. Any person exhibiting behavior, conduct, or personal or physical characteristics indicative of having used or consumed alcohol or other substances.

## **DISTRICT SMOKING REGULATIONS**

The following regulations regarding the use and/or possession of tobacco and tobacco products on property owned by the Broadalbin-Perth Central School District apply to all employees, students and visitors to the school at all functions and at all times while on school property.

1. Pupils: There will be no smoking or use of tobacco products by pupils at any time in district buildings, on school grounds, in district vehicles or at any events sponsored by the school district. Administrative regulations will define procedures and penalties for violation of this provision.
2. Employees: There will be no smoking or use of tobacco products by employees at any time in district buildings, on school grounds, in district vehicles or at any events sponsored by the school district. Current contractual agreements define disciplinary procedures and penalties for violation of this provision.
3. Visitors: No smoking or use of tobacco products will be allowed by visitors in district buildings or on school grounds and district vehicles at any time.

## **SEXUAL HARASSMENT POLICY**

### **Policy 3.5**

#### Purpose

- A. It is the policy of the Broadalbin-Perth Central School District that sexual harassment of employees, applicants for employment, or students in any form is unacceptable conduct. The purpose of this policy is to clearly state the district's position on this issue; to notify all employees and students of the kinds of activities which constitute improper sexual harassment; and to provide a procedure whereby any employee or student who believes he or she is the victim of sexual harassment can submit a complaint which will be investigated by the district.
  
- B. This policy shall also constitute the Grievance Procedure required by the Title IX of the Education Amendments of 1972 for complaints of gender discrimination within educational institutions receiving federal financial assistance.
  
- C. **Sexual Harassment of and/or Between Students.** Sexual harassment of students consists of verbal or physical conduct of a sexual nature, by an employee, agent, or another student of the District that denies, limits, or conditions the provision of aid, benefits, services, or treatment protected under Title IX of the Education Amendments of 1972 on the basis of sex. Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature constitutes sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; or (2) such conduct has the purpose or effect of unreasonably interfering with the individual's education or creating an intimidating, hostile or offensive environment. Such actions include, but are not limited to the following conduct directed at students: (1) unwelcome sexual flirtations, advances or propositions; (2) verbal or written abuse of a sexual nature; (3) graphic verbal comments about the student's body; (4) sexually degrading words used to describe a student; and (5) unwelcome and non-consensual physical touching of a sexual nature.

## **CONTROLLED SUBSTANCE POLICY**

The Broadalbin – Perth Central School District believes in utilizing prevention and rehabilitation techniques in dealing with the problem of usage of controlled substances and alcohol. Further, the district recognizes that in enforcing a policy regarding controlled substances and alcohol, penalties must be assessed to violations and full cooperation extended to legal authorities when necessary.

Illegal possession, use, distribution and/or selling of any controlled substance or alcohol while on school premises, during school-sponsored events or while under school supervision is forbidden.

Penalties for Violation by Students:

- I. Illegal Possession or Use of a Controlled Substance or Alcohol while on school premises, during school-sponsored events or while under school supervision**
  - A. Any student found in possession of a controlled substance or alcohol, paraphernalia with a controlled-substance residue, or under influence of a controlled substance or alcohol shall be suspended from school for an initial period of five days. At the discretion of the Superintendent of Schools, a suspension may be extended following the initial five-day suspension. Parents will be notified as well as appropriate law enforcement agencies. Policy 7.2.2 outlines due process protection afforded students. Parents and the student will be informed of community agencies where counseling help may be secured for the individual.
  - B. Upon the second incident, the student will be referred to the Superintendent or the hearing officer of the Board of Education, after which a long-term suspension may be assessed. Parents will be notified at the time of the incident as well as appropriate law enforcement agencies. Policy 7.2.2 outlines due process protection afforded students.
- II. Distributing or Selling Controlled Substances or Alcohol while on school Premises, during school-sponsored events or while under school supervision**
  - A. Any student found distributing or selling a controlled substance or alcohol shall be suspended from school for an initial period of five day. At the discretion of the Superintendent of Schools, a suspension may be extended following the five-day suspension. Parents will be notified at the time of the incident as well as appropriate law enforcement agencies. Policy 7.2.2 outlines due process protection afforded students.



## **STUDENT COMPUTER USE AGREEMENT**

The district is pleased to offer students of the Broadalbin-Perth Central School District access to district computers for educational purposes. District computers give students access to a variety of educational programs, application software, databases and the Internet.

To use the Broadalbin- Perth computer network system and their programs, students must adhere to the terms and conditions listed below.

### **Terms and Conditions**

#### **Acceptable Use**

All computer use must be in support of education and research, and consistent with the educational goals and objectives of the Broadalbin-Perth Central School District.

- Use your approved user ID and password. Using another ID or password is not allowed. Do not share your user ID or password with anyone.
- Computers may be used for research or work for educational purposes.
- Computers may be used for staff approved news group participation.
- Computers may be used for electronic communication solely for educational purposes.
- Computers may be used for “surfing” subjects of personal interest (teacher will have total control over the subjects).
- Web posting on the district’s web site requires the review and approval of the building administrator and the district’s webmaster.
- Computers may not be used for private or commercial business (including advertising, contests, gambling, buying goods or services).
- Computers may not be used to promote religious institutions or political campaigns.
- Computers may not be used to view, download, or trade obscene materials, or materials not appropriate for minors.
- Computers may not be used to send abusive or harassing messages to others.
- Computers may not be used for chatting, instant messenger, or paging; it may disrupt other students or classes.
- Computers may not be used for any illegal actions. This includes transmitting material, information, or software that is against school policy, the school behavior code, and/or local, state, and federal laws or regulations.

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## **Privileges**

Use of computers is a privilege, not a right, and unacceptable use will result in loss of the privilege. Each student must attend orientation classes explaining acceptable use of computers, the network and the Internet.

The district tech team, the system network analyst and the building administrators determine what is acceptable use. The network system analyst may end a user's access at any time. The user will be notified in writing regarding the reason(s) for taking away computer access. The administration, faculty and staff of Broadalbin-Perth Central School may request the system administrators to deny, revoke, or suspend a user's access.

## **Etiquette**

1. Be polite. Do not write or send abusive, harassing, obscene or threatening messages.
2. Use appropriate language. Do not swear or use vulgar language.
3. Do not give personal information (yours or another's) to others. This includes, but is not limited to, personal user ID, name, address, phone number, password.
4. Observe all copyright laws. Forging or infringing on copyrights or other intellectual property is prohibited.
5. Do not use the network in such a way that it disrupts the use of the network by other users or intentionally waste limited computer resources.

## **Security**

Security on any computer system is a priority, especially when the system has many users. Security measures include, but are not limited to the following:

1. A network system analyst controls access and use of the district computers. The network system analyst has access to all files and E-mail. Network users' data files and other electronic storage areas are considered district property and may be inspected at any time by staff. Folders will have a memory size limitation. Users will be expected to maintain folder files by removing unnecessary data and/or old files.
2. Any disks to be used for downloading/uploading files must be scanned for viruses before they may be used. Computer staff will scan disks in a computer lab or media center. Downloading Internet files requires staff permission.
3. Unauthorized installation or copying of any software to or from district computers is prohibited.



## **DISTRICT SMOKING REGULATIONS**

The following regulations regarding the use and/or possession of tobacco and tobacco products on property owned by the Broadalbin-Perth Central School District apply to all employees, students and visitors to the school at all functions and at all times while on school property.

1. Pupils: There will be no smoking or use of tobacco products by pupils at any time in district buildings, on school grounds, in district vehicles or at any events sponsored by the school district. Administrative regulations will define procedures and penalties for violation of this provision.
2. Employees: There will be no smoking or use of tobacco products by employees at any time in district buildings, on school grounds, in district vehicles or at any events sponsored by the school district. Current contractual agreements define disciplinary procedures and penalties for violation of this provision.
3. Visitors: No smoking or use of tobacco products will be allowed by visitors in district buildings or on school grounds and district vehicles at any time.

## **Security**

4. Any user identified as a security risk, or having a history of problems with other computer systems, may be denied use of district computers, the network, and the Internet.
5. If you feel you know of a security problem, notify a staff member, administrator, or network system operator.
6. Students will be monitored by a staff member when using any district computer and must follow the directions of a staff member.
7. Each building posts regulations and procedures for computer use. Users must follow these regulations and procedures.

## **Vandalism and Theft**

Vandalism and theft are defined as any attempt to:

1. Harm or destroy data of another user. This includes files and software.
2. Harm or destroy computer equipment.
3. Tamper with or change computer set-ups.
4. "Crash" the network.
5. Break into the network (hacking).
6. Upload, download, or create computer viruses.
7. Steal equipment, software and files

Users not following the Computer Use Agreement will receive consequences according to the building's discipline code, in addition to temporary or permanent loss of computer privileges, if applicable, appropriate legal action may also be taken.

## **Reliability and Privacy**

The Broadalbin-Perth Central School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Use of any information obtained via the Internet is at the risk of the user. The district assumes no responsibility for the quality, availability, accuracy, or reliability of the service and information provided. The district will not be responsible for any damages suffered by any user, including, but not limited to loss of data, non-deliveries, mis-deliveries, or service interruptions. Persons using the district network cannot be guaranteed privacy.

## **SEXUAL HARASSMENT POLICY**

### **Policy 3.5**

#### Purpose

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## **BUS REGULATIONS**

1. Be ready 10 minutes before the bus is scheduled to arrive.
2. Pupils should not enter or leave the bus while it is in motion.
3. Pass 10 feet in front of the bus when crossing.
4. Seats may be assigned by drivers.
5. Remain seated until the bus stops at your destination.
6. Keep all body parts inside the bus.
7. Swearing or other inappropriate language will not be tolerated.
8. Fighting on the bus is forbidden.
9. The use of tobacco, alcohol, or drugs is forbidden.
10. Excessive noise on the bus will not be tolerated.
11. Obey the driver.
12. Food and beverages are not to be consumed on the bus.
13. In general, you are not allowed to ride a different bus other than the one you are assigned to. See the principal for exceptions.
14. You must have a late bus pass signed by your teacher in order to ride a late bus home.

## **FIRE EVACUATION**

If a fire is detected anywhere in the building, pull the nearest alarm; report to the nearest teacher, custodian, or office, the location of the fire and leave the building.

By law, fire drills must be held 12 times a year. Fire drill signs and evacuation routes are posted in every room and it is imperative that the students should exit the building quickly, quietly and safely. Never assume the alarm means a drill.

The following rules are to be followed when the fire alarm sounds:

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