Broadalbin-Perth

Secondary Campus: Middle School

Student Management Handbook

2026 - 2027

Broadalbin-Perth Central School District Buildings and Grounds are Tobacco, Alcohol and Drug Free Zones

Updated: August 2026

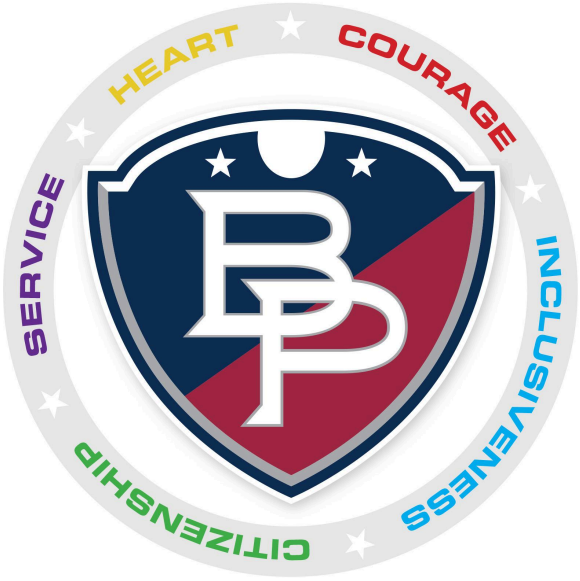
Table of Contents

PBIS ..... Page 3, 4
Code of Conduct ..... Page 4
Internet Enabled Devices/Cell Phones ..... Page 4, 5
Students Rights & Responsibilities..... Page 5
Student Dress Code..... Page 5
Backpacks and Bags ..... Page 6
Discipline Procedures & Expectations ..... Page 6, 7, 8
Grade Promotion and Placement ..... Page 8
Summer School Attendance and Eligibility ..... Page 8
Student Attendance and Absence ..... Page 8
Student Computer Usage Agreement ..... Page 9, 10
Bus Regulations..... Page 10, 11
Safety ..... Page 11
Dignity For All Students Act Policy..... Page 11, 12
Parent/Guardian/Student Signature Form..... Page 13

Middle School Student Management Philosophy

The primary purpose of this Student Management Handbook is to promote a positive and productive learning environment at Broadalbin-Perth Secondary Campus, serving middle school students. This plan outlines behavioral expectations and procedures designed to ensure a safe, respectful, and responsible school community for all students and staff. With the support of the B-PCSD Board of Education, we are committed to maintaining a firm, fair, and consistent system of student management that addresses negative behaviors while emphasizing each student's capacity to develop self-discipline.

In addition, this plan empowers classroom teachers to effectively teach all students while allowing them the autonomy to choose strategies that best address student behaviors and situations as they arise. It also incorporates behavior expectations and guidelines, along with several Board of Education–approved policies related to student behavior and conduct.



PBIS Behavior Expectations and Guidelines

The Classroom	At our middle school, every student has the right to learn in a safe, respectful, and supportive environment. Each student plays an important role in creating a classroom community where everyone feels valued and ready to succeed. Students are expected to: • Arrive to class on time, prepared, and ready to learn. • Follow teacher directions and classroom procedures. • Participate actively and positively in classroom activities. • Treat teachers, classmates, and classroom materials with respect. • Listen when others are speaking and contribute to a positive learning environment. • Use appropriate language and behavior that reflects respect for themselves and others. • Take responsibility for their choices, actions, and learning.
Bus	Riding the bus is a privilege and an important part of the school day. Students are expected to help create a safe, respectful, and comfortable environment for all passengers. Safe bus behavior allows the driver to focus on the road and ensures that everyone arrives at school and home safely. Students are expected to: • Remain seated in their seat and face forward while the bus is moving. • Keep voices at a low, appropriate level so the bus driver can safely operate the bus and hear important safety information. • Follow all directions given by the bus driver and school staff. • Keep hands, feet, and personal belongings to themselves. • Use respectful language and behavior toward the driver and fellow passengers. • Keep the bus clean by picking up garbage and disposing of trash properly. • Respect school property and the property of others. The following behaviors are not permitted on the bus: • Yelling, shouting, or making excessive noise. • Calling out or yelling out of the bus windows. • Throwing objects inside the bus or out of the windows. • Moving around the bus while it is in motion. • Damaging or vandalizing the bus, including writing or making marks on seats, poking holes, tearing materials, or intentionally causing damage. • Leaving garbage, food, or personal items behind.
The Bathroom	Bathrooms are shared spaces used by all members of our school community. Students are expected to treat these areas with respect and help maintain a clean, safe, and welcoming environment for everyone. Proper bathroom behavior demonstrates responsibility and respect for our school, our classmates, and ourselves. Students are expected to: • Use the bathroom for its intended purpose and return to class promptly. • Keep bathrooms clean by disposing of all trash properly. • Wash hands with soap and water after using the restroom. • Respect the privacy and personal space of others. • Report any maintenance concerns or problems to an adult. • Use supplies and fixtures appropriately. The following behaviors are not permitted in the bathroom: • Damaging or vandalizing bathroom property, including writing on walls, doors, stalls, or other surfaces. • Damaging sinks, toilets, paper towel dispensers, soap dispensers, mirrors, or other fixtures. • Poking holes, breaking, or intentionally misusing any bathroom equipment or materials. • Throwing paper towels, toilet paper, or other items on the floors, walls, ceilings, or into areas where they do not belong. • Leaving trash, paper products, or personal items behind. • Loitering, gathering in groups, or spending unnecessary time in the bathroom. • Engaging in behaviors that disrupt others' ability to use the restroom safely and respectfully.
The Hallways	Hallways are shared spaces where students travel between classes, attend activities, and interact with members of our school community. Students are expected to demonstrate responsibility, respect, and self-control while moving throughout the building. Students are expected to: • Walk at all times and keep a safe pace while moving through the building. • Keep to the right side of the hallway when traveling to allow others to pass safely. • Use appropriate voice levels and avoid excessive noise. • Follow directions from teachers, administrators, and other school staff. • Keep hands, feet, and personal belongings to themselves. • Respect the personal space of others. • Carry belongings safely and avoid blocking hallways or doorways. • Help keep hallways clean by throwing away garbage and taking care of school property. The following behaviors are not permitted in the hallways: • Running, pushing, shoving, horseplay, or any behavior that could cause injury. • Yelling, screaming, or creating excessive noise that disrupts classrooms or others in the building. • Blocking hallways, doorways, or stairways. • Damaging or vandalizing school property, including writing on walls, lockers, bulletin boards, doors, or other surfaces. • Throwing objects, littering, or leaving garbage behind. • Disrupting the learning environment of classrooms nearby.
Outside on School Grounds	Students represent our school community both inside and outside of the building. Whether participating in a school activity, traveling to and from school, attending an event, or spending time in the community, students are expected to make choices that reflect respect, responsibility, and good character. Positive behavior outside of school grounds helps maintain a safe and respectful environment for everyone. Students are expected to: • Represent themselves, their families, and our school in a positive manner.

	• Treat community members, school staff, classmates, and others with respect. • Follow all school rules and expectations during school-sponsored events, activities, and trips. • Use appropriate language and behavior in public spaces. • Respect personal property, school property, and community property. • Keep areas clean by properly disposing of garbage and taking care of shared spaces. • Follow directions from school staff, chaperones, and event supervisors. The following behaviors are not permitted: • Damaging or vandalizing school, community, or personal property, including writing on, marking, breaking, or otherwise defacing property. • Littering or leaving trash behind. • Engaging in fighting, threats, harassment, bullying, or behavior that creates an unsafe environment. • Using inappropriate language, gestures, or actions that do not reflect school expectations. • Disrupting school-sponsored activities, events, field trips, or transportation.
The Cafeteria	The cafeteria is a shared space. Students are expected to help create a clean, safe, and respectful environment for everyone. Good cafeteria behavior ensures that all students can enjoy their lunch in a positive atmosphere. Students are expected to: • Enter the cafeteria in an orderly manner and remain in the cafeteria for the duration of their assigned lunch period unless given permission by a staff member to leave. • Follow directions from cafeteria staff and administrators. • Use appropriate voice levels and speak respectfully to others. • Keep hands, feet, food, and personal belongings to themselves. • Clean up after themselves by picking up all garbage, wiping down their table, and disposing of trash properly before leaving. • Treat cafeteria tables, chairs, and equipment with care. • Practice good table manners and use food and eating utensils appropriately. The following behaviors are not permitted in the cafeteria: • Throwing food, drinks, utensils, napkins, or any other objects. • Playing with food or using food or utensils in an unsafe or inappropriate manner. • Yelling, screaming, or creating excessive noise. • Leaving garbage, food, or spills for others to clean up. • Damaging or vandalizing cafeteria tables, chairs, walls, or other school property. • Leaving the cafeteria without permission once lunch has begun. • Engaging in horseplay, running, or other unsafe behaviors.

PBIS Recognition for Positive Student Behavior

Under the PBIS Recognition and reward system, students will have an opportunity to earn "Patriot Pride Tokens" from adults as an incentive for exhibiting positive behaviors as well as those going above and beyond what is expected of them. Faculty, staff, and administrators are responsible for distributing "Patriot Pride Tokens" to students who meet and/or exceed the building-wide expectations and align with our district core values: Citizenship, Courage, Heart, Inclusiveness, & Service. Students can redeem their Tokens at the Cafe.

Additionally, recognition rewards and celebrations will be offered throughout the school year.

Code of Conduct & Integrated Board Policies

The Broadalbin-Perth Central School District Board of Education 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"). For definitions click here or visit the district website at www.bpcsd.org.

Unless otherwise indicated, this code applies to all students, school personnel, parents, and other visitors when on school property or attending a school function.
All essential partners are expected to review and abide by the details outlined in this handbook, as well as the District Code of Conduct in its entirety.
For the full Code of Conduct and Board of Education policies, please visit www.bpcsd.org.

Internet Enabled Devices/Cell Phone

Per the Distractions-Free Schools Law, students are not allowed to have any internet enabled device on their person including, but not limited to, cell phones, smart watches, iPads, during the instructional school day. According to the law, students are "authorized to have access to internet-enabled devices officially provided by their school for classroom instruction, such as laptops or tablets used as part of lesson plans."

Consequences

Students caught with an internet-enabled device during the instructional day:

- ➔ First Offense: Administration, teachers, or support staff confiscate the device and put it in a locked cell phone storage container in the main office. The student can retrieve their device at the end of the instructional day.
- ➔ Second Offense: The student brings their internet-enabled device directly to the main office for one full week upon entering the school where it will remain in a locked cell phone storage container until the end of the instructional day.
- ➔ Third Offense: The student brings their internet-enabled device directly to the main office until the end of the next progress report date or end of the next marking period upon entering the school where it will remain in a locked cell phone storage container until the end of the instructional day.

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:

- ➔ Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability.
- ➔ Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
- ➔ Access school rules and when necessary, receive an explanation of those rules from school personnel.
- ➔ To be protected from intimidation, harassment or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, sex, gender, including gender identity, sexual orientation or disability, by employees or students on school property or at a school sponsored event, function or activity.

Student Responsibilities:

All district students have the responsibility to:

- ➔ Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
- ➔ Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
- ➔ Attend school every day unless they are legally excused and be in class on time and prepared to learn.
- ➔ Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
- ➔ React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
- ➔ Seek help in solving problems that might lead to discipline.
- ➔ Dress appropriately for school and school functions.
- ➔ Accept responsibility for their actions.
- ➔ 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.
- ➔ To respect one another and treat each other fairly and civilly in accordance with the District Code of Conduct and provisions of the Dignity for All Students Act, including the responsibility to conduct themselves in a manner that fosters an environment free from intimidation, harassment or discrimination.

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 and appearance, including hair style/color, jewelry, make-up, and nails should:

- ➔ Be safe, and appropriate, and not disrupt or interfere with the educational process.
- ➔ Recognize that extremely brief garments such as tube tops, shirts that show middrifts, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), and see-through garments are not appropriate.
- ➔ Not include pajama bottoms or tops.
- ➔ Not include hoods being worn up.
- ➔ Ensure that under garments are completely covered with clothing.
- ➔ Include footwear at all times. Footwear that is a safety hazard will not be allowed. Shoes with rolling devices (Healies) are strictly forbidden.
- ➔ Not include the wearing of winter coats and/or outerwear garments upon entry into the school building, until the end of the school day.
- ➔ Not include items that are vulgar, obscene, libelous, or denigrate others on account of actual or perceived race, color, religion or religious practice, weight, national origin, gender, sexual orientation, sex, or disability.
- ➔ Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.

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.

Backpacks/Bags:

All students are expected to help maintain a safe and secure learning environment, therefore, they are required to use clear or mesh backpacks/bags once the school day has begun. This expectation supports the school's ongoing commitment to school safety by allowing staff to quickly identify prohibited items when necessary, while also helping to deter the possession of items that are not permitted at school. If students choose not to use a backpack, they have access to their locker throughout the school day to store and gather class supplies and belongings.

Discipline Procedures & Expectations

List of Disciplinary Actions or Range of Penalties

Students attending Broadalbin-Perth Middle School are given every opportunity to make behavioral choices and decisions that promote self-direction and self-control. However, they are to be held accountable if found to have violated the district's code of conduct and may be subject to penalty, either alone or in combination.

The following list provides examples of disciplinary actions, though others may also be used as needed:

- ➔ Verbal warning
- ➔ Written warning
- ➔ Written or verbal notification to parents/guardians
- ➔ After School Detention-2:05pm-2:40pm
- ➔ Reflective Lunch
- ➔ Suspension from transportation
- ➔ Suspension from athletic participation
- ➔ Suspension from social or extracurricular activities
- ➔ Suspension of other privileges
- ➔ In-school suspension
- ➔ Removal from classroom by teacher
- ➔ Short-term suspension from school
- ➔ Long-term suspension from school
- ➔ Permanent suspension from school

Ineligible List: "I-List"

Any student not in good standing due to poor attendance, failure in multiple courses, or assignment to Reflective Lunch, After-School Detention, In-School Suspension, or Out-of-School Suspension will be placed on the Ineligible List (I-List). Students on the I-List are not permitted to participate in or attend any school-sponsored activities, whether held during or outside of the school day, at the discretion of the building administrator.

Reflective Lunch

Reflective Lunch is intended to support students in taking accountability for their actions while providing an opportunity to reflect and plan for making better choices in the future. Students are expected to use this time productively. While in Reflective Lunch, students are required to follow the guidelines outlined below.

- ➔ Parents will receive notification when a student is assigned Reflective Lunch.
- ➔ Eat lunch in the assigned location.
- ➔ Students must complete any missing work and/or complete a reflection form provided by a staff member.
- ➔ If a student is absent from school on a day of an assigned lunch reflection, it will automatically be made up the next day.
- ➔ Unexcused absences from Reflective Lunch will result in one day of After-School Detention.

After-School Detention

- ➔ Parents will receive notification when a student is assigned detention.
- ➔ Students must report to the Main Office or other designated location for detention on time.
- ➔ Detention will begin at 2:05 pm and end at 2:40 pm. Transportation will be provided if necessary.
- ➔ Students must come to detention prepared to work the full period. An atmosphere of academic study will be maintained at all times.
- ➔ If a student is absent from school on a day of an assigned detention, the detention will automatically be made up the next day.
- ➔ Unexcused absences from after-school detention will result in one day of ISS.

Suspension of Students: The Superintendent and/or Principal may suspend the following students from required attendance if:

- ➔ A student who is insubordinate or disorderly; or
- ➔ A student who is violent or disruptive; or
- ➔ A student whose conduct otherwise endangers the safety, morals, health or welfare of others.

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 a result of a code of conduct violation in "In-School Suspension." A student subject to suspension is not entitled to a full hearing pursuant to Education Law S3414. However, the student and the student's parents 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.

ISS will transition to a concept of school discipline that requires a student to be accountable for his/her behavior. This concept requires students to examine their behavior that caused the offense and choose an acceptable alternative behavior to use in a same or similar situation. Once a student is referred to ISS, they will be required to:

- ➔ Complete an Alternative Plan of Behavior in a written or electronic plan of action that will improve their behavior. Upon completion, the ISS supervising staff member will review it and either accept or deny the action plan. If the plan is denied, the supervising staff is required to provide reasons for denial as well as prompts for the student to make adjustments.
- ➔ Complete all academic work that they would complete in a regular classroom setting.

Rules for ISS:

- ➔ If a student is absent on any of the day(s) assigned, the student will make up the time before being allowed to return to class.
- ➔ Any student assigned to ISS must report to the Main Office by 7:35 am on the day(s) assigned.
- ➔ Students must report with all materials including district issued Chromebooks.
- ➔ Students must complete their Alternative Plan of Behavior.
- ➔ No cell phones are allowed.
- ➔ There will be no talking and students will not be allowed to sleep.
- ➔ If rules are not followed, further disciplinary action will be taken.

Out-of-School Suspension:

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 and 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.

Students who are suspended from school may access tutoring through the out of school tutoring program. Tutoring will take place virtually from 2:25 pm to 4:25 pm. When a student is suspended from school the parent or guardian of the student will be notified by telephone, if possible, and in writing. Any student suspended out of school is prohibited from school grounds, unless receiving tutoring services. Suspended students are not permitted to participate in or attend any school-sponsored activities until the suspension has been lifted or expired.

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 environment, any school official authorized to impose a disciplinary penalty may question a student about an alleged violation of law or the District Code of Conduct. Students are not entitled to "Miranda" warnings 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 inform students of the reason for questioning.

Searches are based on reasonable suspicion. The Superintendent and building principals are authorized to conduct searches of students and their belongings when there is reasonable suspicion that the search will yield evidence that the student violated the law or the Code. Searches will be no broader than necessary to locate the evidence sought, and, whenever practicable, will be conducted privately with the student present. Minimal, non-intrusive inspections (e.g., touching the outside of a bag) may occur without reasonable suspicion when there is a legitimate safety reason. Reliable information from staff or credible third parties may establish reasonable suspicion.

The principal or designee may search a student vehicle on school property where there are reasonable grounds to suspect possession or use of prohibited substances or items.

Students have no reasonable expectation of privacy in school-provided storage. Such areas may be searched at any time without notice or consent.

The official conducting any search will promptly document: student name/age/grade; reasons and purpose; informant(s), if any; time/place; scope; personnel/witnesses; results; disposition of items; and parent notification. Confiscated illegal or dangerous items will be labeled and secured until turned over to law enforcement.

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

Alcohol, Nicotine, THC, Tobacco, Vapes, Drugs and other Substance:

The Board recognizes that the misuse of alcohol, nicotine, THC, tobacco, vapes/dab pens, drugs, and other illegal substances is a serious problem with legal, physical, emotional, and social implications for our students, as well as the entire community. Therefore, the consumption, sharing and/or selling, use and/or possession of alcoholic beverages, nicotine, THC, vapes/dab pens, or tobacco products, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs is prohibited at any school sponsored function, on school grounds, and on school buses at all times. The unauthorized use of prescription and over-the-counter drugs is also prohibited.

Students can not be under the influence of alcohol, nicotine, THC, or other prohibited substances on school grounds or at school sponsored events. A school sponsored function includes a school sponsored or school-authorized extracurricular event or activity regardless of where the event or activity takes place.

Smoking will not be permitted and no person will smoke within 100 feet of the entrance, exits, or outdoor areas of any public or private elementary or secondary schools. However, this does not apply to smoking in a residence, or within the real property boundary lines of residential real property.

Non-medical use of prescription drugs is prohibited. Should a student be found in possession of any such substance, he or she will be disciplined in accordance with the District Code of Conduct.

Disciplinary measures for students consuming, sharing and/or selling, using and/or possessing alcoholic beverages,nicotine, THC, or tobacco products, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of these drugs are outlined in the District Code of Conduct.

Each penalty will be imposed consistent with the student's right to due process.
The school administration reserves the right of expediting the disciplinary process pending circumstances.

Grade Promotion and Placement

The objective of decisions on promotion and retention is to place students at the most appropriate level of instruction to enable future progress and success. A student who does not pass courses as noted below will have their record reviewed by staff including teachers, school counselors, and administrators. The review will take into consideration the following factors: age, previous retention(s), availability of summer school courses, availability of appropriate courses at the next grade level, social development, and potential to make appropriate progress. The final decision for grade placement will be made by the Middle School building leader. A plan must be developed and implemented to ensure that appropriate supports are provided to the student, which may include a recommendation for summer school. Parents may request a meeting with the building leader to discuss the decision.

In order to be promoted to 7th, 8th or 9th grade, a student must:

1. Pass at least three of the core subjects (English, mathematics, science, social studies) two of which being English and mathematics AND at a minimum pass one and a half units of the various exploratory and other required courses.
2. A student who was not successful in passing a core course(s) may be promoted provided they successfully complete the appropriate summer school course, if offered.
3. It is the policy of the Broadalbin-Perth Middle School to assign a student to the next grade even though the student has failed to make satisfactory progress when either the student has previously been retained in the same grade OR when the student is two years beyond the normal age for the grade.

Exceptions to this policy will be made only in the case of a student with a documented disability thus precluding the possibility of attaining these prescribed requirements. Only the building leader of CSE may authorize such a waiver.

Summer School Attendance and Eligibility

The following is the attendance policy for the operation of summer school programming in the Broadalbin-Perth Central School District.

To be eligible for summer school credit recovery, a student must achieve a grade point average of 50 or higher and miss no more than 36 classes (18 classes for a half-year course), unless waived by the principal.

1. In cases of summer credit recovery for high school credit, a credit recovery application must be submitted, approved by the school based panel and kept on file with the student's permanent record.
2. Students in summer programs will be allowed a maximum of three (3) absences.
3. Students attending the HFM BOCES Regional Summer School are expected to follow the attendance policy of the regional school.

Student Attendance and Absence

The Board of Education recognizes that consistent attendance is a critical factor in a student's ability to achieve their fullest academic potential. Students have a right and responsibility to attend school on a daily basis. Consistent attendance contributes to a positive school climate while inconsistent attendance diminishes the student's ability to effectively use school resources, as well as having a negative effect on the entire school community. The Board also recognizes that daily attendance increases the opportunities for a student to:

1. Participate fully in classes, athletics, activities, extra-curricular school programs and other school activities;
2. Improve their chances of high school graduation;
3. Understand and appreciate the importance of school and education;
4. Attain their personal goals;
5. Develop a sense of belonging at school;
6. Establish positive interactions with adults and fellow students;
7. Develop more structure and discipline in their life.

Parents/Guardians are expected to communicate with the school nurse and/or Main Office when their children are absent. It is the student's responsibility to communicate with their teachers to determine what work needs to be completed that they missed due to an absence.

Parents/Guardians receive an attendance notice through the mail from the building principal and one of the school counselors when a student is absent 5, 10, 15, 20+ days. The purpose of these notices is to make sure the student, parents/guardians, principal, and counselors are aware of the amount of days a student is absent, and to put in place any interventions and supports needed to help the student and their family be successful.

Student Computer Usage Agreement

All students are issued a district Chromebook each school year. Our expectation is that students will use technology responsibly and understand the appropriate and acceptable use of technology. Student use of district devices at home is held to the same standard as on school grounds and bound to the following District policies. To use the Broadalbin- Perth computer network system and their programs, students must adhere to the terms and conditions listed below.

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 electronic communication solely for educational purposes.
- ➔ 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; 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.

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.

It is the expectation of the district that students will:

- ➔ Return the issued Chromebook at the end of the school year (or student's enrollment) to the district in the same condition received.
- ➔ Secure their device at all times.
- ➔ Report any damage to or theft of the device to a staff member as soon as possible.
- ➔ Charge their 1:1 device nightly and make sure it is ready each day with a full charge.
- ➔ Exercise basic principles of digital citizenship with all use of district-issued Chromebooks.

Students will not:

- ➔ Mark, deface or place stickers on the school-issued device.
- ➔ Attempt to override, bypass or otherwise tamper with the Internet filtering software, device settings, hardware, software, or network configurations.
- ➔ Use the District-issued device for commercial or political purposes.
- ➔ Install software for personal use (gaming, social media, messaging, etc.) and/or gain.

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:

- ➔ 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.
- ➔ Unauthorized installation or copying of any software to or from district computers is prohibited.
- ➔ 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.
- ➔ If you feel you know of a security problem, notify a staff member, administrator, or network system operator.
- ➔ Students will be monitored by a staff member when using any district computer and must follow the directions of a staff member.

Vandalism and Theft:

Vandalism and theft are defined as any attempt to:

- ➔ Harm or destroy data of another user. This includes files and software.
- ➔ Harm or destroy computer equipment.
- ➔ Tamper with or change computer set-ups.
- ➔ "Crash" the network.
- ➔ Break into the network (hacking).
- ➔ Upload, download, or create computer viruses.
- ➔ 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.

Parent Responsibilities

It is necessary for parents to assume some responsibility for the success of the one-to-one Chromebook program. It is the district's expectation that the parent/guardian of a student who receives a Chromebook will:

- ➔ Generally monitor the use of the device, particularly discussing time and content limits that your child should follow when using the Internet or consuming

digital media information sources.
- ➔ Ensure that siblings and other family members are not using the device for personal use.
- ➔ Assume responsibility for the cost of repair or replacement if the device is not returned, damaged, lost, or stolen.

District Responsibilities

The Broadalbin-Perth Central School District shares in the responsibility of the program's success beyond merely providing devices. To ensure a safe, secure, and meaningful instructional technology experience, the district will:

- ➔ Provide Internet content filtering both on and off school grounds. As no content filtering solution is 100% effective, parental monitoring and awareness are also critical.
- ➔ Investigate inappropriate access and use of resources.
- ➔ Provide automatic software and security updates, both on and off school grounds.
- ➔ Complete basic repairs at a considerable cost saving. Extensive repairs will require professional services, potentially, at a significant cost.

SUPPORT & REPAIRS

Support & Troubleshooting

General technical support is available during regular school hours by contacting the electronic Instructional Technology Help Desk service. It is important to note that the Help Desk can only provide limited technical assistance related to district-issued devices. Support for personal technology is not available. The District has a wealth of instructional technology/virtual learning resources at this location on the District website:

https://www.bpcsd.org/departments-services/instructional-technology/

Repairs & Costs

With proper care and responsible use, these durable devices should require little to no maintenance or repair. The single most effective and cheapest security of the device is responsible ownership. The Broadalbin-Perth Central School District will incur the repair cost for damaged equipment resulting from regular use or equipment malfunction. Costs for multiple incidents with the same student/device and all other damage, loss, or theft—whether intentional or accidental— will be the student's responsibility. Below are costs for common Chromebook repairs for the 2026-2027 school year.

***Not all repair types are reflected. Costs vary depending on the type of repair**.

Repair/Replacement Fee	Full Cost	First Claim	Second Claim	All Other Claims
Accidental Catastrophic Damage	$540	No Charge	50% of cost	Full cost of repair
Theft (with police report)	$540	No Charge	50% of cost	Full cost to replace
Loss or Damage Due to Negligence	$540	50% of the cost	Full cost to replace	Full cost to replace
Screen Replacement	$240	No Charge	50% of cost	Full cost to replace
Premature Battery Replacement	$130	No Charge	50% of cost	Full cost to replace
Keyboard Replacement	$130	No Charge	50% of cost	Full cost to replace
Power Adapter Replacement	$50	No Charge	50% of cost	Full cost to replace

Students and their parents/guardians are expressly prohibited from attempting any repair of their 1:1 Device. **Under no circumstances are students allowed to take their computers to an outside company or party**. The Broadalbin-Perth Central School District's Instructional Technology Department will handle all repairs, technical support, and troubleshooting, including insured devices.

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, or service interruptions. Persons using the district network cannot be guaranteed privacy.

Bus Regulations

Students riding school buses are expected to conform to the rules of conduct in order to permit the bus driver to transport his/her passengers safely. The Board of Education, the Superintendent and/or his/her designee has the authority to suspend the transportation privileges of children who are disorderly and insubordinate on buses. Students are expected to maintain a safe environment for all persons on the school bus. This includes:

- ➔ Remaining in their seats, facing forward, while the bus is moving.
- ➔ Keeping voices at a low, appropriate level so the bus driver can safely operate the bus and hear important safety information.
- ➔ Following all directions given by the bus driver and school staff.

- ➔ Keeping hands, feet, and personal belongings to themselves, and inside the bus. Fighting on the bus is forbidden.
- ➔ Using respectful language and behavior toward the driver and fellow passengers.
- ➔ Keeping the bus clean by picking up garbage and disposing of trash properly.
- ➔ Obeying the driver.
- ➔ Sitting in assigned seats (if applicable).
- ➔ Refraining from calling or yelling out of the bus windows.
- ➔ Refraining from damaging or vandalizing the bus including writing or making marks on seats, poking holes, tearing materials, or intentionally causing damage.
- ➔ Not using tobacco, alcohol, or any other illegal substances.
- ➔ Riding on your assigned bus. Students can not ride a different bus to go home with a friend or family member.
- ➔ Receiving a late bus pass from the Main Office if a student stays after school and needs to take the late bus home.

Safety

Student safety is our top priority. All students are expected to follow the safety guidelines and procedures established by the district and their classroom teachers during any emergency or drill. By law, schools must hold eight fire drills and five lock down drills each year. Evacuation routes and signs are posted in every room, and it is essential that students respond quickly, quietly, and responsibly. Never assume that a fire alarm or other emergency alert is only a drill.

To ensure the safety of everyone, students who do not act in a safe, respectful, and responsible manner during an emergency drill will be subject to disciplinary action. False alarms or tampering with safety equipment endanger the entire school community and are taken very seriously. Such actions may result in both school-based consequences and legal penalties.

Dignity for All Students Act

The Board of Education recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting, and intimidation. Therefore, in accordance with the Dignity for All Students Act, Education Law, Article 2, the District will strive to create an environment free of bullying, discrimination, and/or harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission. Since cyberbullying is a form of bullying, the term "bullying" as used in this policy will implicitly include cyberbullying even if it is not explicitly stated.

The District condemns and prohibits all forms of bullying, discrimination and/or harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression), or sex by school employees or students on school property and at school-sponsored activities and events that take place at locations off school property. In addition, any act of bullying, discrimination and/or harassment, outside of school sponsored events, which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline.

Dignity Act Coordinator

At least one (1) employee at every school shall be designated as the Dignity Act Coordinator(s). The Dignity Act Coordinator(s) will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression) and sex. The Board of Education shall appoint a Dignity Act Coordinator(s) who is employed by such District or BOCES and is licensed and/or certified as a classroom teacher, school counselor, psychologist, nurse, social worker, administrator/supervisor or Superintendent of Schools. Districts must share the names(s) and contact information of the Dignity Act Coordinator(s) with all school personnel, students, and parents/persons in parental relation, which shall include, but is not limited to, providing the name, designated school and contact information by:

- ➔ Listing such information in the Code of Conduct and updates posted on the Internet website, if available; and
- ➔ Including such information in the plain language summary of the Code of Conduct provided to all persons in parental relations to students before the beginning of each school year; and
- ➔ Providing such information to parents and persons of parental relation in at least one (1) District or school mailing or other method of distribution including, but not limited to, through electronic communication and/or sending such information home with each student and, if such information changes, in at least one (1) subsequent District or school mailing or other such method of distribution as soon as practicable thereafter; and
- ➔ Posting such information available at the District and school-level administrative offices.
- ➔ Making such information available at the District and school-level administrative offices.

If a Dignity Act Coordinator vacates his/her position, another school employee shall immediately be designated for an interim appointment as Coordinator, pending approval from the Board of Education, within thirty (30) days of the date the position was vacated. In the event a Coordinator is unable to perform the duties of the position for an extended period of time, another school employee shall immediately be designated for an interim appointment as Coordinator, pending return of the previous Coordinator to the position. The District must provide the change in information to parents or persons in parental relation as soon as practicable. The change in name and/or contact information of the Dignity Act Coordinator will not constitute a revision to the Code of Conduct so as to require a public hearing.

Training and Awareness

The District should establish guidelines for training which shall be approved by the Board of Education. Training will be provided each school year for all District employees in conjunction with existing professional development training to raise staff awareness and sensitivity of bullying, discrimination and/or harassment directed as students that are committed by students and school employees on school property, at a school function, or off school property when the actions create or would foreseeably create a risk of

substantial disruption within the school environment or where it is foreseeable that the conduct might reach school property. Training will include ways to promote a supportive school environment that is free from bullying , discrimination and/or harassment. Training shall:

- ➔ Raise awareness and sensitivity;
- ➔ Address social patterns and the effects on students;
- ➔ Inform employees on the identification and mitigation of such acts;
- ➔ Provide strategies for effectively addressing problems of exclusion, bias, aggression;
- ➔ Include safe supportive school climate concepts in curriculum and classroom management; and
- ➔ Ensure the effective implementation of school policy on conduct and discipline.

Instruction in grades Pre-kindergarten through 12 shall include a component of civility, citizenship and character education. Such components shall instruct students on the principles of honesty, tolerance, personal responsibility, respect for others, observance of laws and rules, courtesy, dignity, and other traits which will enhance the quality of their experiences in, and contributions to, the community. For the purposes of this policy, "tolerance," "respect for others," and "dignity" shall include awareness and sensitivity to bullying, discrimination, and/or harassment and civility in the relations of people of different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, genders and sexes. Such components must also include instruction on the safe and responsible use of the Internet and electronic communications. Rules against bullying, discrimination and/or harassment will be included in the Code of Conduct, publicized District-wide and disseminated to all staff and parents. Any amendments to the Code will be disseminated as soon as practicable following their adoption. New teachers shall be provided a complete copy of the current Code upon their employment. An age-appropriate summary shall be distributed to all students at a school assembly at the beginning of the school year.

Reports and Investigations of Bullying, Discrimination and/or Harassment

The District will investigate all complaints of bullying, discrimination, and/or harassment, either formal or informal and take prompt corrective measures, as necessary. School employees who witness or receive a report (oral or written) of harassment, bullying and/or discrimination must orally notify the Superintendent, Principal, or their designee no later than one (1) school day after witnessing or receiving a report of such incident. The employee must then file a written report within two (2) school days after making the oral report. If, after an appropriate investigation, the District finds that this policy has been violated, corrective action will be taken in accordance with District policies and regulations, the Code of Conduct, and all appropriate federal and state laws. The Superintendent, Principal, or their designee shall notify the appropriate local law enforcement agency when it is believed that any harassment, bullying and/or discrimination constitute criminal conduct. The District will annually report material incidents of bullying, discrimination and/or harassment which occurred during the school year to the State Education Department. Such report shall be submitted in a manner prescribed by the Commissioner, on or before the basic educational data system (BEDS) reporting deadline or such other date as determined by the Commissioner. SED has developed a form for gathering data titled, "Reports of Incidents Concerning School Safety and the Educational Climate" which can be found on the NYSED website. The Principal of each primary and secondary school shall provide a regular report (at least once during each school year) on data and trends related to harassment, bullying and/or discrimination to the District Office in a manner prescribed by the Superintendent.

Prohibition of Retaliatory Behavior (Commonly known as "Whistle-Blower Protection"

Any Person who has reasonable cause to suspect that a student has been subjected to bullying, discrimination and/or harassment by an employee or student, on school grounds or at a school function, who acts reasonably and in good faith and reports such information to school officials or law enforcement authorities, shall have immunity from and civil liability that may arise from making such report. The Board prohibits any retaliatory behavior directed at complainants, victims, witnesses and/or any other individuals who participated in the investigation of a complaint of bullying, discrimination and/or harassment.

September 10, 2026

Dear Students and Parents/Guardians:

Welcome to a new school year. Please take the time to review and familiarize yourself with the Middle School Student Handbook. The handbook contains important policies, procedures, expectations, and responsibilities that all students are expected to follow.

It is essential that both students and families review the handbook thoroughly. Following these guidelines helps ensure a safe, respectful, and responsible learning environment and supports a successful academic year for all.

After reviewing and discussing the handbook with your child, please sign and return the attached form. Your child should keep the handbook throughout the school year. Any updates or changes will be communicated as they occur.

If you have any questions, please contact the Middle School Main Office at (518) 954-2650.

Thank you,

Kristina Marshall
Middle School Principal

RETURN THE FORM BELOW TO YOUR FIRST PERIOD TEACHER OR MAIN OFFICE

Student Name: _____ Date of Birth: _____ Grade: _____

I have discussed the contents of the Broadalbin-Perth Middle and High School Student Management Handbook with my child.

Date Parent/Guardian Signature

I have read and discussed the contents of the Broadalbin-Perth Middle and High School Student Management Handbook with my parents/guardians.

Date Student Signature