

# Peru Central School District



PERU MIDDLE/HIGH SCHOOL  
STUDENT HANDBOOK &  
POLICY GUIDE  
2026–2027

# **I. Welcome & General Information**

## **Welcome from the Superintendent**

Dear Peru Central School Families,

As we get ready for the new school year, I want to share a very important document with you: Middle School and High School Student Handbook. As the Superintendent, it is my job to make sure every student can learn, grow, and have a great experience at school. This handbook is a clear guide to the rules and habits that help our school community run smoothly.

Our goals are simple: we want everyone to feel safe, respected, and included. Following these guidelines is not just about staying out of trouble—it is about practicing how to be a responsible, helpful citizen in our community. When parents, teachers, and students work as a team, we can make Peru Middle and High School an awesome place for everyone.

Best wishes,  
Scott Storms  
Superintendent of Schools

## **Helpful Phone Numbers**

- High School Principal's Office – Matthew Berry: 643-6400
- Middle School Principal's Office- Jim Manchester: 643-6300
- Associate Principal (Grades 6-12) – Erin O'Neill: 643-6309
- Nurse's Office (Grades 9-12) – Jocelyn Hart: 643-6442
- Nurse's Office (Grades 6-8)- Kathy Ames: 643-6306
- Athletic Office – Amie Marshall: 643-6305
- Bus Garage – David Wagner: 643-6062

## **School Hours**

- Arrival: For Middle School Students, you may enter the building starting at 7:10AM if dropped off and 7:20AM if riding the bus.
- High school students who are dropped off may enter the building beginning at 7:05 a.m. through the student drop-off entrance located next to the High School Cafeteria. Upon entering the building, students must report directly to the cafeteria and remain there until they are released at 7:17 a.m. to begin the school day.
- Students arriving by school bus should also report directly to the cafeteria upon entering the building and will be released at 7:17 a.m.
- Regular School Day: Classes start at 7:28AM and dismissal is at 2:08PM.
- 10th Period M-TH (Academic Support): 2:15 – 2:45PM.
- Half-Day Hours: 7:28 – 10:28AM.



# **Our Vision, Mission, and Values**

## **Vision Statement**

We are the heart of a learning community that supports all members in growth, learning, and achievement through a wide variety of experiences.

## **Mission Statement**

We prepare our students to be fulfilled, empowered individuals and contributors to their community by providing an engaging, challenging, and supportive learning environment.

## **Core Values**

We believe that we can achieve our vision and accomplish our mission if in all of our work we focus on clearly defined and consistently demonstrated core values.

To that end, in all of our actions and interactions we will:

- Be present and engaged.
- Foster a sense of belonging for all members of the school community.
- Create opportunities for all learners to grow.
- Promote health, wellness and joy.
- Set high standards for our work, for our performance and for our relationships.
- Make thoughtful decisions based on best practices and sound evidence.
- Embrace curiosity, collaboration, connection, critical thinking.
- Treat others how they would like to be treated.
- Focus on the needs of each individual and ensure equity in our work.
- Honor the dignity of each individual.
- Take care of ourselves and each other.
- Build trust and demonstrate integrity.

## **Our Philosophy**

We believe strongly in helping students grow both in their classes and as people. Every student should have the chance to reach their full potential. Keeping our school clean, safe, and focused requires teamwork and respect among students, parents, teachers, and principals.

## **Emergency School Closings & Drills**

If bad weather or a campus emergency threatens our safety, the Superintendent may close school, delay opening for two hours, or dismiss everyone early.

When plans change due to weather, a School Alert will go out via Parent Square and a message will be posted on the District Facebook page.

During an emergency drill or actual evacuation, you must stay quiet, remain in a straight line, and follow your teacher's directions carefully. Your family should always keep an emergency plan on file with the school office so you know where to go if we dismiss early.

## **Visitors to the School**

To keep our building secure, all guests—including parents—must follow these rules:

- **Check-In:** Anyone who is not a current student or staff member must enter through the designated single point of entry and report directly to the main office. To enter the school, you must have your identification with you to scan into the VisitorID program.
- **ID and Badges:** You will be printed a visitor badge that must be worn at all times.
- **Student Pick-Up:** Only a parent, legal guardian, or an adult listed as an emergency contact can sign you out of school early. The adult must wait in the main office, and the staff will call you down to meet them.

- Student Visitors: Students from other area schools must make prior arrangements with administration.
- Anyone identified in the school will be asked to present the reason for their presence. Visitors have to register via the Visitor ID program. If there is a refusal to comply, you will be ordered to leave. If you do not leave, law enforcement will be called if necessary.

## Student Working Papers

If you are under 18 years old and want a part-time job, New York State law requires you to get an Employment Certificate (working papers).

You can pick up an application from the school nurse. You must have an updated physical exam to get your working papers. You should complete this certification before June 1st because the Nurse's Office is closed during the summer. While having a job is a great experience, remember that your school responsibilities and homework always come first.

## Maximum Allowed Working Hours (NYS Law)

| Satus/Age Group                          | Max Daily Hours                                              | Max Weekly Hours | Max Days Per Week | Permitted Working Hours |
|------------------------------------------|--------------------------------------------------------------|------------------|-------------------|-------------------------|
| School in Session:<br>Ages 14-15         | 3 hours on school days; 8 hours on non-school days           | 18 hours         | 6 days            | 7a.m. - 7p.m.           |
| School in Session:<br>Ages 16-17         | 4 hours before a school day; 8 hours on Fri/Sat/Sun/Holidays | 28 hours         | 6 days            | 6 a.m. - 10 p.m.        |
| School NOT In Session: Ages 14-15        | 8 hours                                                      | 40 hours         | 6 days            | 7 a.m. - 9 p.m.         |
| Summer (June 25 - Labor Day): Ages 16-17 | 8 hours                                                      | 48 hours         | 6 days            | 6 a.m. - 12 a.m.        |

## II. Daily Logistics & Campus Life

### 10th Period & Academic Support

Our regular classes end at 2:08PM. From 2:15PM to 2:45PM, we hold 10th period. This is a regular part of the school day meant for extra help and academic support.

- Requirements: If a principal, counselor, or teacher asks you to stay for 10th period extra help, you must report to that classroom. If a student fails to show up when requested, it will be treated as a skipped class.
- Late Bus Loop: Students who stay for 10th period can ride the 3:00PM bus home. To board this bus, you must get a special 3:00PM bus pass signed by the teacher you stayed with.
- Rules: Staying after school is an academic privilege. If you are caught wandering the halls, loitering, or misbehaving, you will lose the privilege of staying for 10th period and must leave campus at 2:08PM.
- At 2:45PM, students report to their respective cafeteria to await the elementary buses. MS students will be walked to the elementary bus loop at 3:00PM.

### After-School Detention Rules

If you are assigned administrative detention, it runs from 2:15PM to 2:45PM (or up until 3:00PM as directed). Detention is a quiet, structured study environment where you must remain silent the entire time.

- You cannot leave school grounds between the 2:08PM dismissal bell and the start of detention.
- When detention is over, the monitor will give you a bus pass so you can board the 3:00PM late bus.
- Skipping detention or being removed for bad behavior will result in a higher level of consequence.

## Study Hall Rules and Red Flag System

Study hall is a quiet place to get your homework done. You must show up to study hall on time and be prepared with all materials you need for the period. Supervisors use a seating chart and enforce strict quiet hours.

- For **High School** Students in good academic standing may leave and go to more social places, like the library, the Lodge, or Senior Couches (Seniors Only) in the High School
- For **Middle School** Students, Noble Nighthawks may use the lobby area during study halls and lunches. Middle School students in good academic standing may sign out to the library during study halls only.

**Red Flag System-** If a student is failing one class, they meet the threshold of academically at risk. This means they cannot leave study hall and are expected to complete work unless they receive a presigned pass from a teacher to do academic work. The Red Flags are updated every two weeks and will appear on student profiles in Schooltool.

## Cafeteria Rules & Meal Programs

Peru Central School provides daily breakfast and lunch programs. Breakfast: **High School** students can have breakfast in the cafeteria starting at 7:17AM. **Middle School** students may have breakfast at 7:20 when the buses unload.

- **Cafeteria Conduct:** Students are expected to have their meals in the cafeteria in an orderly manner. This is a social setting for students, however, dangerous or unsafe behavior will not be tolerated. It is expected that students clean up after themselves.
- **Signing out of the Cafeteria:** Students must sign out of the cafeteria. There is a sign out sheet in students' respective cafeteria.

## Study Hall Sign-Out Limits

Study hall teachers keep a sign-out sheet to manage student whereabouts. To keep the hallways clear, we limit how many students can leave at once:

- **Library Limit:** Library capacity is limited. You must carry an individual pass, time-stamp your arrival and departure, and return immediately to study hall. Failure to return promptly will result in loss of library privileges.
- **General Behavior:** Move through the halls quietly. Keep your hands and feet to yourself. For building security, never open or prop open outside doors. If you see anyone without a visitor badge, report them to the main office immediately.

## School Property & Lockers

- **Lockers:** Keep your assigned locker locked at all times. Never share your combination or locker with others; the school is not responsible for items lost or stolen if you do.
- **Locker Searches:** Lockers, desks, and computers are school property. Staff may inspect lockers at any time for safety. Your personal items (like backpacks) will only be searched if there is "reasonable suspicion" of a prohibited item.
- **Textbooks:** You are responsible for textbooks loaned to you. If a book is lost or damaged, you must pay 100% of the replacement cost. Failure to return materials or pay for damage will result in a hold on your grades, transcripts, and schedules.
- **Bicycles:** All bikes must be parked and locked in the school bike racks. Use extreme caution when riding in school driveways.
- **E-bikes/scooters:** E-bikes and e-scooters may only be operated on roadways. Upon arrival to the school, students must walk their bikes/scooters to the bike rack.
- **Glass Containers:** Glass bottles and containers are a safety risk if they smash and are completely banned from school.

### III. Health & Emergency Services

#### What to Do If You Are Sick or Hurt

If you feel sick or get hurt during the school day, tell your teacher immediately and ask for a pass to the Nurse's Office. The school nurse provides immediate first aid care for unexpected health issues. If you need to go home early because you are sick, you must be officially signed out through the health office by an approved adult before you can leave school grounds. **If a student contacts a parent directly via cell phone, the code of conduct will be applied to the situation as cellphones are banned from bell to bell as per the New York State Education Department.**

In a serious medical emergency, the school will call 911 for immediate hospital care and contact your parents right away. Your family must make sure your emergency contact cards and phone numbers are always up to date in the health office.

#### Medication Policy

To protect student health, school personnel cannot give you any medicine without exact orders from a doctor. Students are strictly prohibited from carrying any prescription or over-the-counter medicine (including items like cough drops or Tylenol) in school, on their person, or on the bus.

If you must take medicine during the school day, you must follow these rules:

1. Parent Note: Your parent/guardian must submit a written note giving the nurse permission to store and administer the medicine.
2. Doctor Note: Your doctor must provide a note with clear instructions about the dosage, purpose, and exact times the medicine should be given.
3. Original Container: The medicine must be kept in its original bottle with the official pharmacy prescription label attached.
4. Adult Delivery: An adult parent or legal guardian must bring the medicine directly to the Nurse's Office. Staff will not accept medications transported by a student.

### IV. Academic Information & Policies

#### Multi-Tiered Systems of Support (MTSS)

Multi-Tiered Systems of Support is an approach to education across Peru Central School District. Tier 1 approaches apply to ALL students, Tier 2 approaches are more targeted interventions for students who need more support, and Tier 3 supports are applied to students who have a need for more intensive support. Students who meet certain criteria that fit into Tier 2 or 3 will receive services that will be built into their schedule.

#### Report Cards & Progress Reports

##### Grading and Progress Reports

The school year is divided into four 10-week marking periods (quarters). For full-year courses, each quarter counts as 25% of the student's final course average.

For semester (half-year) courses, the final course average is based on the work completed during the two 10-week marking periods in which the course is offered.

To help students and families monitor academic progress throughout the year, progress report notifications are issued during the 5th, 15th, 25th, and 35th weeks of school. Report cards are issued at the conclusion of each 10-week marking period.

Progress reports and report cards are available electronically through SchoolTool and are distributed to families via ParentSquare.

## **Academic Awards**

Peru High School recognizes students who demonstrate sustained academic excellence through our annual Academic Awards Program. Awards are based on earning High Honor Roll (an overall average of 89.5 or higher) for consecutive marking periods.

The Academic Awards Ceremony is held prior to the end of the fourth marking period each school year. Because fourth-quarter grades are not yet finalized at the time of the ceremony, eligibility is determined using the previous four consecutive marking periods. As a result, the sequence for students seeking a four-year award begins with the fourth marking period of eighth grade.

Students may earn recognition for one, two, three, or four consecutive years of High Honor Roll achievement. To maintain the integrity of the four-year award, the sequence of consecutive marking periods must remain uninterrupted. While students who do not earn High Honor Roll during the fourth marking period of eighth grade are not eligible for the four-year consecutive award, they remain eligible to earn one-, two-, and three-year Academic Awards by achieving the required consecutive marking periods during their high school career.

To be eligible for an Academic Award, students must be enrolled in and successfully complete a minimum of 5.5 credits during each school year. Students carrying fewer than 5.5 credits are not eligible for Academic Award recognition for that school year.

This process ensures that every four-year Academic Award represents 16 consecutive marking periods of High Honor Roll achievement.

## **Top 10% Recognition**

Peru High School recognizes the academic achievement of the top 10% of the graduating class. The top 10% is determined by ranking the cumulative grade averages of all graduating seniors to the hundredth of a point, as calculated through the district's student information system.

Students who earn this distinction are recognized annually at the Clinton County Top 10% Recognition Dinner, sponsored by the local school districts.

To be eligible for Top 10% recognition, students must be bona fide full-time Peru High School students and be enrolled in a minimum of 5.5 credits during their senior year.

## **Class Rank and Academic Honors**

Class rank is calculated twice each school year:

- October
- Early February

The early February class rank is the official ranking used to determine the Top 10% of the graduating class, as well as the Valedictorian and Salutatorian. Class rank is not recalculated after the February ranking.

To be eligible for class rank recognition, including designation as Valedictorian, Salutatorian, or membership in the Top 10%, students must be bona fide full-time Peru High School students enrolled in a minimum of 5.5 credits.

## **High Honor Roll**

High Honor Roll is calculated at the end of each 10-week marking period based on a student's cumulative average for all courses taken during that quarter. To earn High Honor Roll, a student must achieve a quarter average of 89.5% or higher.

High Honor Roll recognition is awarded each marking period and serves as the basis for eligibility for Peru High School's annual Academic Awards Program.

## **Credits & Grade Promotion Requirements**

To pass a class and earn credit, you must achieve a final course grade of 65% or higher. You earn a half-credit (0.5) for half-year courses and one full credit (1.0) for full-year courses. You can also earn early high school credits by passing accelerated classes in the 8th grade.

### **How to Advance Grade Levels**

To move up to the next grade level, you must accumulate these minimum credit totals by the end of the year:

- To Become a Sophomore (Grade 10): You need at least 4.5 credits.
- To Become a Junior (Grade 11): You need at least 9.0 credits.
- To Become a Senior (Grade 12): You need at least 15.0 credits and must be on track to graduate by June.
- Minimum Credits Required to Graduate: 22.0 total credits.

If you are repeating a course, your teacher will evaluate your progress at the end of the first semester. If you are doing excellent work, your teacher can recommend that you be promoted out of the class with full credit early. You can also update your grade level during the summer by passing certified summer school classes.

## **Makeup Assignments**

You are responsible for completing all work missed during an absence. Ask your teachers for your assignments immediately upon your return; all makeup work must be submitted before the marking quarter ends. For absences longer than one week, have your family contact the appropriate Counseling Office to arrange a homework pickup.

## **Counseling Office & Schedule Adjustments**

Our School Counselors help you track your educational progress, plan for future careers, choose your high school classes, and provide personal or group support for academic or behavioral challenges. Schedules are created based on student course requests submitted earlier in the year during individual progress reviews and are based on student need, and student postsecondary plans.

### **Dropping or Adding Classes:**

- Course updates must be handled directly by your SCHOOL counselor.
- Courses that will change diploma type (ie: World Language) or adversely affects the transcript (ie: Calculus, Advanced Placement courses, CAP courses) require parent/guardian and administrator approval.
- Courses cannot be dropped after the schedule change dates unless extenuating circumstances are approved by administration (for example: if schedule changes are September 9th-11th then all changes MUST be done by September 11th)
- Schedule changes are made for the following reasons
  - Missing a graduation requirement
  - An unscheduled period
  - Elective change
  - Add or remove lunch
- Schedule changes will not be made for the following reasons
  - Changing teachers
  - Being in a class with friends
  - Personal preference not related to an academic need (ie: moving PE to 9th period).

### **Moving out of the District or Withdrawing**

If you are moving to a new school district or leaving Peru Central School District, you must pick up official withdrawal papers from your counselor a few days before you leave. You must return all textbooks, library books, and school materials to your teachers. Your formal transfer records and transcripts will not be sent to your new school until every item on your withdrawal sheet is cleared. Parental signature is required for any student withdrawal, unless you are 18 years old or older.

## V. Attendance Accuracy & Mandates

### Attendance Policies & New York State Law

New York State law requires all children to attend school regularly until the end of the school year in which they turn 16. If you stay enrolled past age 16, you must continue to follow all school attendance rules.

Missing school directly impacts your grades, disrupts your learning, and makes it hard to pass your courses. Parents are legally responsible for making sure you show up to school on time every day. Skipping school (truancy) violates state law and will lead to disciplinary actions, after-school detention, or automatic court referrals.

### What to Do If You Are Absent or Late

**Full Day Absence** - Please submit excuses for full-day absences directly through ParentSquare by responding to the absence notification or using the “Alerts” feature in the ParentSquare app.

**Late Arrivals and Early Pickups** - For late arrivals or early dismissals, provide a written excuse directly to the main or nurse’s office at drop-off or pick-up. These notes can also be sent via email to the appropriate school office.

- Note: Simply telling the school nurse or having your parent call does not count. If you fail to bring a written note, your absence will automatically be marked as “unexcused” on your school record.

### Truancy vs. Chronic Absenteeism

**We track student absences in two different ways:**

- **Truancy:** This counts only unexcused absences. This happens when you skip school or a class without the permission of your parent or the school. Truancy violates the New York State Family Court Act and carries immediate disciplinary consequences.
- **Chronic Absenteeism:** This counts every single day you miss school—including excused absences, unexcused absences, and any days you miss because of suspension. You are flagged as chronically absent if you miss 10% or more of our school days over the course of the year.
  - Missing just 2 days per month can lead to a student being considered chronically absent.

### Absence Directory

| Excused Absences (Written Note Required)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Unexcused Absences (Disciplinary Action)                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Personal illness or physical injury</li><li>• Serious illness or death in your immediate family</li><li>• Official religious holidays</li><li>• Required appearances in court</li><li>• Scheduled doctor or dentist appointments</li><li>• Approved school sports games, field trips, or events</li><li>• School-approved college visits or interviews</li><li>• Principal-approved career programs</li><li>• NYS Driver’s License road test (Permit tests are unexcused)</li><li>• Delayed arrival of a school bus</li><li>• Unsafe travel conditions or impassable roads</li><li>• Scheduled school music lessons</li></ul> | <ul style="list-style-type: none"><li>• Going on a family vacation or trip</li><li>• Going shopping</li><li>• Staying home to babysit siblings</li><li>• Visiting out-of-town family</li><li>• Skipping a class block</li><li>• Oversleeping</li><li>• Missing the morning school bus</li><li>• Working a part-time job during school hours</li><li>• General unexcused truancy</li></ul> |

## **Make-Up Work Following Absences**

Students who are absent from school due to an **excused absence** are responsible for contacting their teachers to arrange for the completion of missed assignments, assessments, and classroom activities. Teachers will provide a reasonable opportunity for students to make up work missed because of an excused absence. It is the student's responsibility to initiate contact with their teachers and complete all make-up work within the timeframe established by the teacher.

If a student knows in advance that they will be absent for an **excused reason** (e.g., a scheduled medical appointment, school-sponsored activity, or other approved absence), the student is encouraged to communicate with their teachers prior to the absence to make arrangements for completing missed assignments or obtaining work in advance when appropriate. While teachers will make reasonable efforts to accommodate these requests, not all assignments or instructional activities can be completed prior to the absence.

Students who are absent due to an unexcused absence are not automatically entitled to make up missed assignments, assessments, or classroom activities. Teachers have the professional discretion to determine whether make-up work will be permitted and, if so, under what conditions.

Assignments, quizzes, tests, laboratory activities, presentations, and other graded work that are missed because of an unexcused absence may receive no credit if the teacher determines that make-up work will not be allowed. As a result, a student's course grade may be negatively impacted by unexcused absences.

The district encourages regular attendance, as many classroom learning experiences cannot be fully replicated through make-up work.

## **Late to Class Policies**

You have exactly 3 minutes to travel between classes. You must be inside the door and in your seat with all your class materials ready before the tardy bell rings. If you are late without an official pass, or if you leave to get a book from your locker and return after the bell, you are tardy.

- **Tardy Penalties:** If you are unexcused tardy to a specific class three (3) times, your teacher will assign you a mandatory 10th-period support block in their room. If you skip a teacher's assigned 10th period, you will automatically be assigned to two (2) administrative after-school detentions. Persistent tardiness will result in a formal discipline referral.

## **Leaving School Early**

If you need to leave school early for an appointment, submit a signed note from your parent/guardian to the main office that morning, or have your parent/guardian email the appropriate office. The note or email must include the time of departure, reason for leaving, and a phone number for verification.

For your safety, if someone other than your parent is picking you up, their name must be listed in the note. The High School office will issue you an early dismissal pass. Show this pass to your teacher when it is time to leave, and report to the main office to be signed out. Middle School students will be called out of their class when their ride arrives. If you return to school later that same day, you must report directly to the main office to sign back in.

## **VI. Technology & Student Device Guidelines**

### **1-to-1 Chromebook Allocations**

The Peru Central School District provides digital tools to support your classroom education. Students in grades 6-12 are individually assigned a district Chromebook for academic use. These devices are permitted for both in-school and out-of-school educational use. You also have managed access to one Windows-based computer lab on campus.

### **Chromebook Care Guidelines**

You are personally responsible for keeping your assigned Chromebook safe, clean, and in working order.

- **Responsible Academic Use:** Use school technology in a safe, legal, and ethical manner for educational purposes ONLY. You must follow the Student Code of Conduct, the Acceptable Use Policy, and all local and state laws.
- **Daily Maintenance:** Keep your Chromebook clean, dry, and inside its protective case at all times. You must charge the device fully at home every single night so it is ready for class. Always use the device on a stable flat surface away from food, liquids, and extreme temperatures.
- **Hardware and Settings:** Do not change system security settings, install unauthorized software, or alter any Chromebook hardware components. Bypassing school filters or web blocks is a major violation.
- **Keep it Private:** Never trade Chromebooks with another student, and do not let anyone else log into or use your assigned device. Keep your passwords private and never share personal information online.
- **Report Issues Immediately:** If your device is broken, acting up, lost, or stolen, you must report it to a teacher, office staff, or a member of the technology helpdesk right away.

### **Broken, Lost, or Stolen Devices**

#### **Accidental Damage Policy**

Accidental damage occurs when a student follows all technology guidelines, but a physical break or technical hardware failure still happens. The Administrative and IT teams will investigate the incident.

- **1st Incident:** A support ticket is logged. A district technician will repair or replace your Chromebook at no cost. You will be issued a loaner Chromebook from the helpdesk while yours is being fixed.
- **2nd & Subsequent Incidents:** A ticket is opened, and your device is placed on hold during an investigation. Your parents will be contacted, and a meeting may be scheduled with the Principal and Director of Technology to establish a strict device return-to-care plan. If the investigation reveals the break happened because of ongoing neglect, your family will receive an invoice for the repair costs, and your loaner privileges may be suspended.

#### **Deliberate or Negligent Damage Policy**

Deliberate damage happens when a student intentionally breaks, misuses, or defaces their assigned Chromebook, or breaks a device belonging to someone else.

- An immediate technology ticket and a formal school disciplinary referral are opened.
- Your parents will be contacted immediately, and an invoice for full financial reimbursement will be issued.
- You will be blocked from using the district loaner system until cleared by school administration.

#### **How Replacement Value is Figured**

The district has the right to demand financial payment to fix or replace broken school property. Individual hardware parts (screens, keys, ports) are billed at current market value. If a device is completely destroyed or lost, the value is calculated using a standard straight-line depreciation formula:

$$\text{\text{\$}\text{Replacement Value}} = P \times \frac{L - A}{L}$$

- $\$P$  = Original Purchase Price (the price the school actually paid for the device, not the store MSRP).
- $\$A$  = Age of the Device (calculated in years).
- $\$L$  = Expected Life Span of the Hardware (standardized at 4 years).
- Note: If a Chromebook is 4 years old or older, it is fully depreciated, and your family will only be billed a basic \$25 processing fee to receive an equal quality replacement device.

### **Lost Chromebook Protocol**

If you lose your Chromebook, the school follows these steps before a new device is issued:

1. You must report the loss to your building office or the IT helpdesk immediately.
2. The IT team will remotely lock the device so no one else can log in, and track the last location it connected to our school network.
3. Your parents will be notified, and you will be given a 2-week window to search for and locate the device. A temporary classroom loaner may be approved during this time.
4. If the Chromebook remains lost after two weeks, an invoice for the replacement cost is sent to your parent/guardian. Once the invoice is generated, a new Chromebook of equal quality is assigned to you.

### **Stolen Chromebook Protocol**

If you lose your Chromebook, the school follows these steps before a new device is issued:

1. You must report the loss to your building office or the IT helpdesk immediately.
2. The IT team will remotely lock the device so no one else can log in, and track the last location it connected to our school network.
3. Your parents will be notified, and you will be given a 2-week window to search for and locate the device. A temporary classroom loaner may be approved during this time.
4. If the Chromebook remains lost after two weeks, an invoice for the replacement cost is sent to your parent/guardian. Once the invoice is generated, a new Chromebook of equal quality is assigned to you.

### **Chargers, Loaners, & Spare Devices**

The school district is not responsible for replacing lost, missing, or broken power adapters. You are personally responsible for buying your own replacement charger, and it must be returned with your Chromebook at the end of the school term. The required replacement model is a standard 65W USB-C Laptop Charger. Secure charging lockers are available in our hallways so you can safely charge your electronics during the school day.

- **Forgetting Your Chromebook:** If you leave your assigned device at home, you cannot get a long-term loaner from the helpdesk. Instead, you may use a spare classroom device available in your classroom to ensure you don't miss that period's lesson.
- **Hardware Maintenance:** The IT helpdesk provides official loaner Chromebooks to students whose assigned devices are being serviced for verified accidental damage or hardware failure.
- **Suspension of Privilege:** Borrowing school technology is an academic privilege based on responsible care. If you repeatedly neglect or mistreat hardware, school administration will suspend your privilege to borrow loaner equipment.

### **Digital Data Privacy & Software Rules**

School-issued devices and accounts are provided strictly for educational purposes and schoolwork. Using district devices, networks, or digital tools for personal use is not permitted.

To keep our system secure and ensure safety, you must understand that any files, emails, or digital data saved

on school-owned devices, drive storage, or district networks are not private. Much like your school locker, administrators and IT personnel can monitor, review, and search your school accounts, network activity, and stored files at any time to ensure compliance with school rules.

## **Personal Electronic Devices**

In accordance with New York State law, students are prohibited from using personal internet-enabled electronic devices from the first bell of the instructional day until the final dismissal bell (“bell-to-bell”). For the purposes of this policy, a personal electronic device is any privately owned device that is capable of accessing the internet, transmitting or receiving electronic communications, capturing or sharing images, audio, or video, or connecting to another device or network. This includes, but is not limited to:

- Cell phones and smartphones
- Smartwatches
- Tablets and e-readers
- Laptop computers and personal gaming devices
- Wireless earbuds and headphones
- Smart glasses (including devices such as Meta® smart glasses)
- Wearable technology
- Any current or future technology capable of connecting to the internet, recording audio or video, taking photographs, communicating electronically, or performing similar functions

Students are expected to keep all personal electronic devices powered off or silenced and stored in their locker, backpack, or another designated location throughout the instructional day. Personal electronic devices may not be used in classrooms, hallways, restrooms, cafeterias, the library, or any other school setting during the school day unless specifically authorized by law or as part of an approved accommodation or educational plan.

## **10th Period**

Students who remain on campus during **10th period** may use personal electronic devices **only during non-academic settings and activities**. Devices may not be used during any instructional activity, academic intervention, tutoring session, study hall with teacher-directed instruction, or any other supervised academic experience.

## **Privacy and Recording**

To protect the privacy and safety of all members of the school community, students are prohibited from photographing, audio recording, video recording, livestreaming, or otherwise capturing the image or voice of any student, staff member, or visitor on school property or at school-sponsored events **without that individual’s knowledge and permission**, unless expressly authorized by a school employee for an educational purpose. This prohibition applies to **all electronic devices**, regardless of whether the device is owned by the student or is capable of connecting to the internet.

The unauthorized recording, photographing, or distribution of images, video, or audio may constitute a violation of the District’s Code of Conduct, the Dignity for All Students Act (DASA), and other applicable laws or district policies and may result in disciplinary consequences.

Failure to comply with the District’s personal electronic device policy may result in disciplinary action consistent with the District’s Code of Conduct, including confiscation of the device in accordance with district procedures.

## Policy Exceptions

You may use a personal electronic device only under the following circumstances:

1. An individual teacher grants explicit permission for a specific classroom learning task.
2. Access is medically required to manage a health condition, as prescribed by your doctor.
3. During a building-wide emergency situation.
4. Use is required for real-time language translation services.
5. Device access is explicitly required by your Individualized Education Program (IEP) or 504 accommodation plan.

## How Parents Can Reach You

Parents and guardians who need to send an urgent message to you should not call or text your personal phone. Instead, they must call or email the High School or Middle School main office, and our staff will deliver the message to you promptly. Students may use the office phone during non-academic hours. We also make arrangements for students to use the phone in a private setting with their parents or guardians only if needed.

## Electronic Device Progressive Consequences

**Consequences for having possession of an electronic device at a time not permitted by an administrator during school day.**

| Violation                        | 1st Offense                                           | 2nd Offense                                   | 3rd Offense | 4th Offense |
|----------------------------------|-------------------------------------------------------|-----------------------------------------------|-------------|-------------|
| Electronic Device Use (Option 1) | Warning<br><br>Phone confiscated for remainder of day | 1 Day ISS                                     | 2 Days ISS  | 2 Days ISS  |
| Electronic Device Use (Option 2) | Warning<br><br>Phone confiscated for remainder of day | 3 Days lunch ISS<br>voluntary random searches | 2 Days ISS  | 2 Days ISS  |

**Conduct exceeding the parameters of Cell Phone Appropriate Use will be subject to the corresponding sanctions of the Code of Conduct (Ex. Bullying).**

**Major violations and/or repeated electronic device violations will be covered as a 3rd or 4th level of misconduct. The Administration reserves the right to revoke Cell phone/ Electronic device privileges at any time during the school year.**

**Conduct exceeding the parameters of Cell Phone Appropriate Use will be subject to the corresponding sanctions of the Code of Conduct (Ex. Bullying).**

## VII. STUDENT RIGHTS, RESPONSIBILITIES, & STUDENT LIFE

### Your Rights and Responsibilities Matrix

| You have the right to:                                                                                                                                                                                                                              | You have the responsibility to:                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Learn in a safe, healthy, clean, and courteous school environment.</li> <li>Attend school in a clean campus environment free of drugs, alcohol, and tobacco.</li> </ul>                                      | <ul style="list-style-type: none"> <li>Help keep our school orderly, clean, and focused on learning.</li> <li>Listen to adult directions and leave prohibited items at home.</li> <li>Be a positive representative of Peru CSD by showing excellent sportsmanship.</li> <li>Follow our “see something, say something” safety protocol.</li> </ul> |
| <ul style="list-style-type: none"> <li>Have school rules available to read and explained clearly by staff.</li> </ul>                                                                                                                               | <ul style="list-style-type: none"> <li>Read, understand, and follow the guidelines listed in our Code of Conduct.</li> <li>Remember that these rules apply on the bus, at away sports games, and during school events.</li> </ul>                                                                                                                 |
| <ul style="list-style-type: none"> <li>Stand and recite the Pledge of Allegiance.</li> </ul>                                                                                                                                                        | <ul style="list-style-type: none"> <li>Sit or stand quietly and respectfully without distracting peers who choose to say the Pledge.</li> </ul>                                                                                                                                                                                                   |
| <ul style="list-style-type: none"> <li>Fair treatment and due process safeguards under NYS Education Law Section 3214 if you face an out-of-school suspension.</li> </ul>                                                                           | <ul style="list-style-type: none"> <li>Take advantage of your education by showing up to class on time, working hard, completing your assignments, and arriving prepared to study.</li> </ul>                                                                                                                                                     |
| <ul style="list-style-type: none"> <li>Express your opinions respectfully, provided your actions do not break school rules or interrupt classes.</li> <li>Tell your side of the story to an administrator before consequences are given.</li> </ul> | <ul style="list-style-type: none"> <li>Respect the rights, beliefs, and dignity of your classmates.</li> <li>Dress appropriately according to the School Dress Code.</li> <li>Take responsibility for your own actions.</li> </ul>                                                                                                                |
| <ul style="list-style-type: none"> <li>Take part in all school activities on an equal basis, regardless of your background or identity.</li> <li>Full protection from all forms of bullying, teasing, or harassment.</li> </ul>                     | <ul style="list-style-type: none"> <li>Act in a way that generates respect and kindness for all people.</li> <li>Welcome and treat everyone fairly.</li> <li>Report any incidents of teasing, bullying, or discrimination right away.</li> </ul>                                                                                                  |

### Dress Code:

All students are expected to maintain personal cleanliness and dress in a manner that aligns with the school’s standards. Students and their parents share the responsibility for student dress and appearance. Teachers and district personnel should model and reinforce the guidance in the code of conduct.

A student’s personal hygiene, dress, grooming and appearance, jewelry or other accessories, makeup and nails, deodorizing sprays/perfumes, shall:

- Be safe, appropriate and not disrupt or interfere with the educational process. The following items are specifically prohibited: spiked jewelry, long pocket chains, or any jewelry or adornment symbolizing drug paraphernalia or any other inappropriate symbol that can be perceived as a weapon
- Recognize that extremely brief garments are not appropriate. Also recognize that any garment/accessory that detracts from the learning environment or is inappropriate is not allowed

- Ensure that underwear is covered with outer clothing
- Footwear must be worn at all times. Footwear that is a safety hazard will not be allowed
- Students will not wear items that are vulgar, obscene, libelous or denigrate others; or detracts from the educational environment in any way
- Not include language or symbols that constitute hate symbols or speech as defined by Education Law Section 1527-a, but is not limited to, symbols of white supremacy, neo-Nazi ideology, or the Battle Flag of the Confederacy.
- Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities
- Backpacks, handbags, purses, and outer garments are to be stored in lockers
- All students should dress appropriately for the weather and in the interest of safety
- Attire that is worn for other than its intended purpose is prohibited
- Not depict violent language or image or depict illegal activities
- While students may be permitted to wear hats outside the classroom at times, building principals may determine events or times of day when wearing hats are not permitted based on the need to supervise students and maintain safety and security. No hats with a brim in excess of three inches or a neck gator may be worn in the building at any time. Teachers may permit hoods to be worn in the classroom. For the safety and security of staff and students, hoods are not to be worn outside the classroom and inside the school building.
- Head coverings such as bonnets or durags are permitted under the CROWN Act. The CROWN Act also protects natural hairstyles like braids and dreadlocks.

### **School Dances, Prom, & Banquet Rules**

- Students in kindergarten through Grade 5 may not attend Middle School or High School dances;
- Students and belongings are subject to be searched at the Administrator's discretion;
- Grades 6-8 Dances: ONLY Peru students Grades 6, 7 and 8 may attend;
- Grades 9-12 Dances: Individuals 18-years or older, who do not attend Peru Junior/Senior High School (Grades 9-12), will not be allowed to attend dances/Prom/Banquet.
- Students in Middle School or High School who are suspended from school (OSS) or receive one or more full days of In School Suspension prior to the home coming dance will not be permitted to attend the Home Coming Dance.
- High School students will be permitted to attend dances held after the home coming dance provided that they have not had in school or out of school suspension for 5 weeks prior to the dance.
- Middle School students will be permitted to attend dances held after the home coming dance provided that they have not had in school or out of school suspension for 2 weeks prior to the dance.

### **Sports and Extracurricular Eligibility**

To play on a school team or participate in clubs, you must maintain a passing academic average and show good citizenship in the halls. If you are failing classes or getting behavioral referrals, your coaches and the Athletic Director will restrict you from playing.

To see the complete athletics policies and procedures visit [www.perunighthawks.org](http://www.perunighthawks.org)

## **IX. DISTRICT TRANSPORTATION RULES**

### **Bus and Safety and Student Expectations**

Transportation is a privilege provided by the district. Students are expected to demonstrate safe, respectful, and responsible behavior while riding the bus. Bus rules are in place to ensure the safety and comfort of all

students and to allow drivers to safely operate the vehicle.

Students must follow all directions given by the bus driver and transportation staff. Failure to follow bus expectations may result in disciplinary consequences, including the loss of bus privileges.

### **Bus and Safety and Student Expectations**

Students may bring personal belongings onto the bus only if they can be safely stored without creating a distraction or blocking aisles, exits, or emergency equipment.

The following expectations apply:

- **Food and Drinks:** Eating and drinking are not permitted on district buses unless approved for a documented medical need. Snacks and beverages must remain closed and stored in backpacks.
- **Sports Equipment:** Skateboards are not permitted on district buses. Large equipment, including bats, hockey sticks, and golf clubs, may only be transported if it can be safely secured and does not create a safety concern.
- **Medications:** Students may not carry medication on the bus. All medications must be brought to the Nurse's Office by a parent/guardian in accordance with district procedures.
- **Prohibited Items:** Items that may create a safety concern are not permitted on buses. This includes weapons, hazardous materials, glass objects, live animals, oversized items, and other items deemed unsafe by transportation staff.
- **Musical Instruments:** Large instruments that cannot be safely stored are not permitted on regular bus routes. Instruments must remain secured and may not block aisles or emergency exits.
- **Personal Electronics:** Electronic devices may be used on the bus only with the permission of the bus driver. Students are responsible for their personal belongings. The district is not responsible for lost, damaged, or stolen items. Recording, taking pictures of others, or using devices in a way that disrupts the bus environment is prohibited.

### **Bus and Safety and Student Expectations**

Students are expected to:

- Arrive at the bus stop on time and follow safe procedures while waiting for and entering the bus.
- Board the bus in an orderly manner and sit in an assigned seat if directed.
- Remain seated while the bus is moving.
- Keep hands, feet, belongings, and personal items to themselves and out of the aisles.
- Keep windows closed unless given permission by the driver.
- Refrain from throwing objects, using inappropriate language, or engaging in behavior that distracts the driver or disrupts others.
- Treat the bus driver, transportation staff, and fellow students with respect.

Vaping, tobacco use, or possession/use of prohibited substances on district transportation will result in disciplinary action and possible suspension of bus privileges.

### **Bus and Safety and Student Expectations**

#### **Morning Bus Restrictions**

Students in grades 6-12 are not allowed to ride the morning elementary school bus runs. Rare exceptions can

only be granted in advance by the Transportation Supervisor and building administration.

### **High School Bus Pass Requests**

Students requesting to ride a different bus route or be dropped off at an alternate location must provide written approval in advance.

Requirements include:

- Written request from the student's parent/guardian.
- Confirmation from the parent/guardian of the location where the student will be dropped off, if applicable.
- Requests must be submitted to the Middle School or High School Main Office by 9:00 AM on the day of the requested change.

Requests submitted without proper documentation or after the deadline may not be approved. Emergency situations will be reviewed on an individual basis.

## **X. ARTIFICIAL INTELLIGENCE (AI) POLICY**

### **Responsible and Ethical Use Guidelines**

Students are expected to use generative AI tools (like ChatGPT) responsibly and ethically. You are prohibited from using AI to create or share any content that is deceptive, misleading, or infringes upon the work and copyrights of others. Do not use AI tools to generate text, images, or files that are discriminatory, harassing, or contain hate speech. Always respect copyright laws and give appropriate credit to original creators.

### **Academic Dishonesty & AI Plagiarism**

#### **Artificial Intelligence (AI) Use**

Artificial Intelligence (AI) is an evolving technology that continues to develop and influence how we learn, communicate, and complete tasks. The district recognizes that AI tools may provide valuable opportunities to support learning, creativity, problem-solving, and innovation.

As AI technology continues to grow, the district's expectations and guidelines regarding its use will also continue to evolve. Students are expected to use AI tools responsibly, ethically, and in a manner that supports authentic learning. The use of AI should not replace a student's own thinking, effort, creativity, or academic responsibility.

Students must follow teacher expectations regarding the appropriate use of AI for assignments, assessments, and classroom activities. Unauthorized use of AI tools to complete academic work, misrepresent a student's own ideas or work, or engage in academic dishonesty may result in disciplinary consequences consistent with the district's academic integrity expectations.

The district will continue to monitor developments in AI technology and provide updated guidance as needed to ensure students are prepared to use these tools responsibly in school and beyond.

Using AI to complete your assignments and turning it in as your own work is defined as plagiarism.

Submitting AI-generated text, essays, computer code, or math answers as your own original work is a form of cheating and is strictly prohibited. If you use AI to research or brainstorm, you must clearly cite and state how it was used. Unattributed AI plagiarism will result in progressive discipline.

## **XI. GLOSSARY OF DEFINITIONS**

- **Bullying & Harassment:** Creation of a hostile school environment by threats, intimidation, or abuse (including cyberbullying) that substantially interferes with a student's education, emotional well-being, or physical safety, or causes a student to fear for their physical safety. This includes teasing or discrimination based on race, color, weight, national origin, religion, disability, sexual orientation, gender, or sex.
- **Cyberbullying:** Harassment or bullying that takes place through any form of electronic communication—including emails, text messages, DMs, apps, or social media posts. This includes spreading rumors, sending mean or threatening images, or pretending to be someone else online to make them look bad. Cyberbullying falls under school rules regardless of whether it happens on or off school grounds.
- **Dignity for All Students Act (DASA):** A New York State law that ensures all public school students have a safe learning environment free from discrimination, taunting, bullying, and intimidation.
- **Disorderly Conduct:** Any action that causes public inconvenience, annoyance, or alarm, or recklessly creates a risk that disrupts classes or interferes with a teacher's authority. Examples include running in halls, making unreasonable noise, using profane language, or computer network misuse.
- **Disruptive Student:** A student who is substantially disruptive of the educational process or repeatedly interferes with the teacher's authority over the classroom by refusing to follow instructions or breaking classroom rules.
- **Insubordination:** The straight-out refusal to comply with a reasonable request made by a teacher, hall monitor, bus driver, or school principal.
- **Violent Student:** A student who: (1) commits or attempts to commit physical violence against a teacher, student, or staff member; (2) possesses, displays, or threatens to use a weapon; or (3) intentionally destroys school property or the personal property of a school employee.
- **Weapon:** Any firearm, gun, BB gun, pistol, revolver, shotgun, rifle, dagger, razor, stiletto, switchblade, gravity knife, brass knuckles, sling shot, box cutter, pepper spray, or explosive device that can cause physical injury or death.
- **Plagiarism:** Taking someone else's ideas, writing, artwork, or computer code—including content generated by an AI tool—and passing it off as your own original work without giving explicit credit to the actual source.
- **Truancy:** Skipping school or class without an official, legally documented excuse note from a parent or doctor.
- **Chronic Absenteeism:** Missing 10% or more of total school days over the school year for any reason, counting all excused absences, unexcused absences, and days missed due to suspension combined.

