

## Shikellamy High School Cover Sheet

- Names & Positions (Pages 7-9)
- Homeless Act (Page 35)
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- Summer School / Credit Recovery (Page 41)



*Shikellamy High School*  
*Student Handbook*  
*Guidelines for Student Attendance and Discipline*

**2020 – 2021 Student Handbook Receipt**

This is to verify that I/we have read the **2020-2021** Student Handbook and understand what is included in it. If I have any questions concerning this information, I am welcome to contact the high school principals or guidance counselors.

\_\_\_\_\_  
(Parent/Guardian Print)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Student Print)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student Signature)



# SHIKELLAMY HIGH SCHOOL

**"BRAVES"**



## STUDENT HANDBOOK *2020 - 2021*

Marc Freeman, Principal

David Bacher, Assistant Principal

600 Walnut Street  
Sunbury, PA 17801  
(570) 286-3700

## **IMPORTANT NOTES**

*The rules you are about to read in this code of conduct supplement are in addition to our broad, discretionary authority to maintain safety, order and discipline in the school zone. These rules support, but do not limit, our authority. These guidelines are not intended to be all inclusive as they do not always cover every situation and condition. Therefore, if in the judgement of the HS administration, a student's behavior is not defined in the Code of Student Conduct, the administration will take appropriate action in the best interest of the student and the school.*

## **SHIKELLAMY HIGH SCHOOL HANDBOOK**

This handbook is designed to forward essential information in all areas of student life. Hopefully, the material in this book will be of interest and value to every student. Each student is encouraged to share the contents of this manual with parents so that all interested parties are aware of the opportunities, as well as policies and procedures of Shikellamy School District and Shikellamy High School.

## **MESSAGE TO THE STUDENTS**

On behalf of the faculty and staff of Shikellamy High School, we would like to take this opportunity to welcome you to Shikellamy High School for the 2020-2021 school year. We want to make this year academically challenging while helping you to achieve the goals that you have set for yourself. You can benefit from everything that Shikellamy High School has to offer by being actively involved in your classes as well as in the programs, clubs and activities offered throughout the school year. We are here to help you make your years at Shikellamy High School successful, and we welcome the opportunity to assist you as you proceed through your high school career.

The information presented in this handbook has been developed to help you become familiar with the facilities, activities, and guidelines that pertain to Shikellamy High School, and will make you more aware of the procedures and programs at our school. Please read this handbook carefully, and take the time to review it with your parents. Have a great year!

## **MISSION STATEMENT**

The mission of the Shikellamy School District is to challenge and excite learners to be all that they can be as responsible citizens for the 21st Century.

## **SHIKELLAMY HIGH SCHOOL'S ALMA MATER**

Hail! Alma Mater Fair, We sing to thee  
Praises to dear S.H.S. and love that shall endless be, so,  
Hail! Alma Mater Fair, Triumph o'er all,  
We are faithful to thy bidding when e're you call.  
Hail! Alma Mater Fair, Blue, Maroon, and White  
Loyal to our colors that shall proudly wave on for right, so,  
Hail! Alma Mater Fair, Hail! to thy name,  
March on to thy glorious vic-t'ries and to thy fame.

**SCHOOL COLORS**  
Blue, Maroon, and White

**MASCOT**  
The Brave

**Shikellamy High School Professional and Support Staff**

**ADMINISTRATION**

|              |                     |
|--------------|---------------------|
| MARC FREEMAN | PRINCIPAL           |
| DAVID BACHER | ASSISTANT PRINCIPAL |

**AIDES**

|                             |                         |                           |
|-----------------------------|-------------------------|---------------------------|
| RHONDA DUNN *PERSONAL       | LORI EROH *CLASSROOM    | MARION WALLS *LIFE SKILLS |
| TERESITA KESSLER *CAFETERIA | JACKIE HAINES *PERSONAL |                           |
| JUSTINA HINKLE *CAFETERIA   | SUANN HINKLE *PERSONAL  |                           |
| KATIE EVERETT *L-SUPPORT    | ANNA HEIM *LIFE SKILLS  |                           |
|                             |                         |                           |

**ART**

|               |     |
|---------------|-----|
| INGRID HOWARD | 315 |
| JENNIFER SHAY | 300 |

**ATHLETIC DIRECTOR**

|          |           |
|----------|-----------|
| TIM FOOR | AD OFFICE |
|----------|-----------|

**ATTENDANCE OFFICE / HOME SCHOOL VISITOR**

|                 |  |
|-----------------|--|
| LEW DELLEGROTTI |  |
|-----------------|--|

**BAND / CHORUS**

|             |     |
|-------------|-----|
| SCOTT CAREY | 314 |
| AMY RHINARD | 313 |



**BUSINESS**

|                |     |
|----------------|-----|
| JONATHAN EVANS | 317 |
| TIMOTHY FOOR   | 406 |

**COMMUNICATION ARTS**

|                |     |
|----------------|-----|
| MELISSA BROUSE | 310 |
| MARK COX       | 316 |

|                   |     |
|-------------------|-----|
| MADISON ATTINGER  | 308 |
| CHRISTY KRIEGER   | 311 |
| BRETT MICHAELS    | 309 |
| ADRIANNE MORRISON | 303 |
| PETER SOLOMON     | 312 |

### **CUSTODIANS**

|                     |                 |                 |
|---------------------|-----------------|-----------------|
| TRACY BYERS         | RAYMAN DAMPMAN  | STEVEN HARE     |
| CATHY FENSTERMACHER | GRADY FETTERMAN | DONNA ROTHERMEL |
| WADE FAUSEY         | APRIL MASSER    |                 |

### **ENGLISH SECOND LANGUAGE**

|             |     |
|-------------|-----|
| CARLA FERRY | 209 |
|-------------|-----|

### **FAMILY CONSUMER SCIENCE**

|              |     |
|--------------|-----|
| MEGAN GRIMME | FCS |
|--------------|-----|

### **FOOD SERVICE**

|                 |               |               |
|-----------------|---------------|---------------|
| ROBIN FEDDER    | BETTY GILBERT | TANA GOTSHALL |
| MICHELLE HUERTA | MARY MILLER   | LORI YORDY    |
| PENNY SALTER    | JOYCE TREGO   |               |

### **GIFTED**

|                     |     |
|---------------------|-----|
| COLLEEN EPLER-RUTHS | 106 |
|---------------------|-----|

### **GUIDANCE**

|                    |                 |
|--------------------|-----------------|
| FRED COLEMAN       | GUIDANCE OFFICE |
| ELIZABETH DEITRICH | GUIDANCE OFFICE |
| ROBERT DONLAN      | GUIDANCE OFFICE |

### **IN SCHOOL SUSPENSION MONITOR**

|              |     |
|--------------|-----|
| JAMES ERMERT | 212 |
|--------------|-----|

### **JROTC**

|                                     |         |
|-------------------------------------|---------|
| 1 <sup>st</sup> SGT DANIEL ALDERSON | 204/207 |
|-------------------------------------|---------|

### **LEARNING SUPPORT / SPECIAL EDUCATION**

|                |     |
|----------------|-----|
| GARRETT BLOOM  | 218 |
| MICHELE ERDMAN | 206 |
| RACHEL GITTENS | 104 |
| KAYLA HULSIZER | 115 |
| SANDY JONES    | 404 |
| HOLLY ROSHON   | 403 |



|                 |     |
|-----------------|-----|
| JENNIFER SMITH  | 401 |
| HOLLY ZIMMERMAN | 109 |
|                 |     |

### LIBRARY

|                   |              |
|-------------------|--------------|
| JANE REICHENBACH  | LIBRARY      |
| CHRISTINE SHEMORY | LIBRARY AIDE |

### MATH

|                   |     |
|-------------------|-----|
| MELODEE BROSIUS   | 402 |
| MICHAEL GEISWHITE | 410 |
| KEVIN HARRY       | 408 |
| DONALD LEITZEL    | 405 |
| RYAN McHALE       | 407 |
| TODD TILFORD      | 409 |

### NURSE

|                    |                |
|--------------------|----------------|
| KAREN YORDY LUNGER | NURSE'S OFFICE |
|--------------------|----------------|

### OFFICE STAFF

|               |                   |
|---------------|-------------------|
| MARJORIE NEFF | ATTENDANCE OFFICE |
| TARA SPENCER  | MAIN OFFICE       |
| KELLY STEVENS | MAIN OFFICE       |
|               |                   |

### PHYSICAL EDUCATION / HEALTH

|              |                 |
|--------------|-----------------|
| AMBER HUMMER | GYMNASIUM / 100 |
| SAMMY STROH  | GYMNASIUM       |
| GREG BANEY   | GYMNASIUM       |

### SCIENCE

|                     |     |
|---------------------|-----|
| COLLEEN EPLER-RUTHS | 106 |
| ALEXIS GUNDRUM      | 110 |
| JENNA MOWERY        | 306 |
| KAYLA KAMINSKIE     | 108 |
| YVONNE FERRANTE     | 305 |
| JODI SCHMIDT        | 302 |
| TROY SMITH          | 307 |

### SOCIAL STUDIES

|              |     |
|--------------|-----|
| ELLEN BERGER | 203 |
|--------------|-----|

|                 |     |
|-----------------|-----|
| KENDRA DRESSLER | 111 |
| JONATHAN STEESE | 112 |
| MICHELE WALLACE | 201 |
| HEIDI MACKEY    | 202 |
| ERIC ZIEGLER    | 114 |

**SOCIAL WORKER**

|                   |     |
|-------------------|-----|
| MICHAEL FARRONATO | 214 |
|-------------------|-----|

**SPANISH LANGUAGE INTERPRETER**

|       |
|-------|
| _____ |
|-------|

**STUDENT TEACHERS (JANUARY 20, 2020 – MAY 3, 2020)**

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|  |  |
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**STUDY HALL MONITOR**

|             |                 |
|-------------|-----------------|
| TRACY FEESE | CAFETERIA / 216 |
|-------------|-----------------|

**TECHNOLOGY EDUCATION**

|                  |         |
|------------------|---------|
| JOSHUA GROZIER   | 413     |
| JUSTIN PAULHAMUS | 411/412 |

**WORLD LANGUAGES**

|                                   |         |
|-----------------------------------|---------|
| AUBYN JOHNSON                     | 304     |
| ADRIANNE MORRISON                 | 303     |
| FRENCH TEACHER                    | 105     |
| <b>SHIKELLAMY VIRTUAL ACADEMY</b> | 101-104 |
| ERIC ATTINGER                     |         |
| GREG BANEY                        |         |
| RACHEL GITTENS                    |         |
| JOHNNY EVANS                      |         |

**STUDENT RESPONSIBILITIES**

Shikellamy students have consistently exhibited both the willingness and citizenship traits to accept the responsibilities expected of them as students in this high school. This is why it is such a pleasure to work with Shikellamy students. The following list of responsibilities is published to assist each student to reach a good understanding of these expectations:

1. Student responsibilities as per Title 22 Chapter 12 include regular school attendance, conscientious effort in classroom work, and conformance to all school rules and regulations. Most of all, students share with the administration and faculty a responsibility to maintain a school climate that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of students, teachers, administrators, and all other persons who are involved in the education process.
3. Students should express their ideas and opinions in a respectful manner so as not to offend or demean others.

#### **STUDENTS AT SHIKELLAMY HIGH SCHOOL HAVE THE RESPONSIBILITY TO:**

- Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
- Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- Dress and groom themselves so as to meet standards of safety and health and so as not to cause a substantive disruption to the education process.
- Assume that a rule is in full effect until it is waived, altered, or repealed.
- Assist the school staff in operating a safe school for all students enrolled.
- Be aware of and comply with state and local laws and ordinances.
- Exercise proper care when using school facilities and equipment.
- Attend school daily, except when excused, and be on time.
- Make all necessary arrangements for making up work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by school authorities.
- Avoid any indecent, offensive, or obscene language.
- Avoid inaccuracies in student newspapers or publications and any indecent, offensive, or obscene language.

The responsibility for good citizenship is placed squarely on the shoulders of each and every student. Self-discipline is the key to good citizenship; think before you act!

#### **ACADEMIC CONTRACTS CRITERIA FOR USE IN INDEPENDENT STUDY SITUATIONS**

1. Recommendation of the classroom teacher in the present level with demonstrated competence to succeed in contracting.
2. Approval by the principal.
3. After approval, the contracting teacher will become totally responsible for the terms of the contract, including submitting the final course grade prior to leaving school at the end of the contract period. The grade will become part of the student's permanent record.
4. An academic contract shall include:
  - Dates for completion of assigned activities.
  - Schedule for progress review and testing.
  - Specific activities/procedures.
  - Course objectives as defined in Instructional Design.
  - Supplementary remediation activities.
5. Academic Contract forms are available in the Guidance Office.

## **ACCEPTABLE USE POLICY (AUP)**

All Shikellamy District network computer users are required to read and adhere to the Network and Internet Acceptable Use Policy (Policy #815) as established by the Shikellamy School Board. A user agreement must be signed and given to the building to which the student or staff member is assigned.

## **ASSEMBLY PROCEDURE**

Various assemblies will be scheduled throughout the school year. Students are expected to follow established guidelines. All students should move quickly and quietly to the assembly when they are notified by way of the Public Address System. Student backpacks or bags are not permitted during assemblies. Students should move to the front of their assigned seating area and fill every seat in each row. Students are reminded that appropriate behavior is expected throughout the assembly, and that the proper courtesy is to be presented to those people conducting the presentation (students who are removed from the assembly due to inappropriate behavior may forfeit the privilege of attending future assemblies). At the conclusion of the assembly, students should remain seated until specifically dismissed.

## **ATTENDANCE #204**

The Board requires that school-aged students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent conditions that may reasonably cause the student's absence.

Regular attendance in school is imperative for each student to succeed academically and to fully participate in the total school program. The requirements in this policy are directed towards achieving these outcomes.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten (10) cumulative days will require an excuse from a physician.

Pennsylvania School Law requires schools to accept only doctor notes when students exceed established limits. Absences without a doctor's note under such circumstances are recorded as illegal or unexcused.

Days of absence which are excused with a doctor's note will not be tabulated toward the ten-day criteria identified. In addition, approved educational journeys and bereavement days are also excluded from the tabulation.

Excused absences properly validated by a parent/guardian statement and unexcused absences will be included in the tabulation to determine when a letter of notice to parents should be issued.

Students will be expected to submit their parent's/guardian's note or physician's statement within three (3) school days of return to school for it to be considered as an excused absence.

The following will be considered an excused absence:

1. Illness
2. Death of a relative
3. Quarantine in the home
4. Observance of a religious holiday
5. Emergency or other special activity that is approved by the school prior to the absence
6. Educational Visits—a written request should be submitted to the building principal 10 days prior to the first day of the trip. Extra forms can be obtained in the high school office for these types of visits.
7. School sponsored Extra-curricular event

All other reasons are therefore considered illegal and shall not be excused. The parents of any pupil who is under seventeen years of age who has been absent illegally for six days, or twelve half days, are guilty of a misdemeanor and subject to a fine. Students are subject to disciplinary consequences.

NOTE: For legal absences, students will be granted make-up privileges equal to the number of days of absence. Students will not be permitted to make up work missed during an illegal/unexcused/ absence.

#### Steps To Follow When Absent:

##### Day of Absence:

Shikellamy High School uses an automated calling system to automatically call the home of each student who has been recorded as being absent. Due to the implementation of this system, parents do not need to call the high school to report their child's absence (s). To this end, it is imperative that parents/guardian provide the high school with current phone numbers. Parents/guardians who believe that they have been contacted in error should follow the instructions given in the AlertNow message to resolve the issue. On most days, this automatic telephone call will be made at 9:30 AM.

##### Return following absences:

1. Have parent or guardian write an excuse giving your full name, date, days of absence, reason for absence and his/her signature.
2. Submit excused absence to attendance secretary, Mrs. Neff. Failure to return a written excuse within three days will result in an unexcused absence. Excuses may be placed in the locked box outside of Mrs. Neff's office.
3. Ask all teachers for make-up assignments. Assignments that are not made up will be reflected in your grade. Each student is responsible to make-up work missed during an absence.
4. Students will not be permitted to make up work missed during an illegal/unexcused absence.

NOTE: Students absent from school due to illness, unexcused time, or truancy may not participate in any school activities. Those who wish to participate must be in attendance prior to 9:30 a.m. on the date of the activity.

Authority: Pennsylvania Public School Code, 24 PA Codes 13

State Board of Education Regulations Pupil Attendance, 22 PA 11

PA School Code 1332 states that truancy is: "Absent three (3) days or their equivalent, during the term of compulsory attendance, without lawful excuse."

## TARDINESS

Students who arrive late to school must report to the office for a late pass. Students who arrive before 1:29 PM will receive credit for the school day. Any student who arrives between 1:30 PM and 2:00 PM will receive ½ day attendance credit. Students arriving after 2:00 PM will be marked absent and receive no attendance credit for the day. A written notice from the parent/guardian explaining the tardiness is to be presented when arriving at the office. Tardiness is either excused, for which there is no consequence, or unexcused, for which there may be consequences.

Parents of any pupil who is of compulsory age and has been absent illegally for six days, or twelve half days, (or the equivalent when tabulated with excessive tardiness) will be considered habitually truant and referred to Children and Youth. Further illegal absences may result in possible citations from the magistrate.

Unexcused tardiness will also be recorded and will appear on the student's report card.

**NOTE:** For legal absences, students will be granted make-up privileges equal to the number of days of absence. Students will not be permitted to make up work missed during an illegal/unexcused absence.

### Excused tardiness includes:

1. Illness
2. Medical appointments
3. Late bus or bus error not caused by the student
4. Other reasons as determined by the principal

### Unexcused tardiness includes:

1. Oversleeping
2. Bus error caused by student
3. Other reasons as determined by the principal

### **Students who are late (3) times without a valid excuse (unexcused tardiness) will receive an initial warning.**

Thereafter, the student will be assigned a consequence including but not limited to after school detention. Excessive unexcused tardiness may result in a parent/guardian conference with the principal and placement of the student on a required doctor's excuse. Unexcused tardiness will also be recorded and will appear on the student's report card.

College Visits – Junior and Senior students that desire to visit a college or university campus must have the permission of the parent/guardian and the school. Students must bring a note from the parent/guardian two school days prior to the requested visitation. Upon return to school, the student must bring a note from the college/university admissions office verifying the visit. Failure to follow this procedure will result in an illegal absence.

Doctor's Certificate – Students will be required to submit a doctor's excuse for excessive absences in accordance with district policy. A letter notifying the parent or guardian of the requirement will be issued. Excessive absence is defined as ten (10) or more cumulative school days.

Early Dismissal -- If a student must be excused from school prior to the end of the school day, a note from a parent or guardian must be presented to the main office at the beginning of the day. It is understood that an early dismissal should

seldom be requested and it is restricted to circumstances that are otherwise unavoidable. All classroom assignments missed must be made up. A student leaving school property must sign out at the main office. Students dismissed for medical appointments are required to present written verification from the medical office upon their return to school. All verifications must be submitted to the attendance office.

Educational Trips – Planned educational trips must include parental accompaniment and must be planned with an administrator at least ten days prior to leaving. When planning an educational trip, parents shall be required to complete a Request for Educational Trip form. Approval for an educational trip is based on several factors. The administrator's approval shall determine if the absence is to be excused. The cumulative number of approved days for educational trips shall not exceed ten (10) per pupil.

Illness During School Hours – Pupils becoming ill during the school day must report to the school nurse. Students having to leave school during the day must have the approval of the nurse or administration before leaving school. Failure to comply will result in an unexcused absence and/or suspension.

Leaving School Premises – Pupils shall not leave the school premises without administrative consent. Pupils who willfully leave the school campus during the regular school hours shall be considered truant and may face disciplinary actions.

Tardiness to Class/Skipping Class – All students are expected to arrive to class on time. Any student who is tardy for a class will be subject to disciplinary procedures including but not limited to after school detention. Continued violations in this area will result in escalation to more detentions and send referral to principal.

Truancy (Skipping School) – Students who are truant from school will have committed a Level I offense, and will be assigned the appropriate consequences including but not limited to after school detention. A conference with the parents/guardians, Principal and student may be held. Continued infractions of this nature will result in escalation to a Level II offense with the appropriate consequences. Subsequent truantries may result in suspension or referral to the Superintendent of the Shikellamy School District for a formal hearing.

#### **BACK PACKS / BOOK BAGS / PURSES / ATHLETIC BAGS**

Students are allowed to carry backpacks, slingback backpacks, cinch sacks, bags, and purses to and from school. **These items may be carried in accordance with individual teacher rules.**

#### **BICYCLES / SKATEBOARDS / ETC**

Bicycle racks are provided for the storage of bicycles by students during the school day. Students are reminded that bicycles must be placed in the rack and that bicycles are to be locked. The Shikellamy School District will not be responsible for theft or damage to these items

Skateboards, roller blades and scooters are not appropriate items for school, and are prohibited on school property as defined in Shikellamy School District Policy # 223.

#### **BULLYING / CYBERBULLYING #249**

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying consists of a pattern of repeated harmful behavior by a person with more physical or social power toward a less powerful person. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. Researchers have identified four (4) forms of bullying:

1. Physical – the most commonly known form; includes hitting, kicking, spitting, pushing and taking personal belongings.
2. Verbal – includes taunting, malicious teasing, name-calling, and making threats.
3. Psychological or Relational – involves spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation.
4. Cyberbullying – forms of verbal and psychological bullying may also occur on the Internet through e-mail, instant messaging, , or personal profile websites such as Facebook. Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs). All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be the subject of appropriate discipline, which may include legal and/or police proceedings.

Bullying includes unwelcome verbal, written or physical conduct directed at a student by another student that has the intent of or effect of:

1. Physically, emotionally or mentally harming a student.
2. Damaging, extorting, or taking a student's personal property.
3. Placing a student in reasonable fear of physical, emotional, or mental harm.
4. Placing a student in a reasonable fear of damage to or loss of personal property.
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

The term bullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

Bullying, as defined in this policy, includes cyberbullying.

Cyberbullying is the use of cell phones, instant messaging, e-mail, chat rooms or social networking sites such as Facebook and Twitter to harass threaten or intimidate someone.

School setting means in the school, on the school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.



Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Referral to law enforcement officials.

## **BUS CONDUCT**

The Shikellamy School District provides bus service to those students living beyond mandated walking areas for students of elementary and secondary school age. Riding the bus is a privilege that may be suspended or denied a student for serious or continuous violations of the bus riding rules as defined in this handbook. Violations will result in a report to the building administration, and appropriate action will be taken.

Only regularly scheduled bus students are to ride the school buses. Special requests for riding a school bus will be considered only when the parent/guardian makes the request **in writing** to the school office. Permission to grant these requests shall be at the discretion of the school Principal.

Students who ride the bus from school are required to report to the designated areas immediately after dismissal to await the arrival of their bus. Only those students who ride the bus to and from school will be permitted in this area. Continuous violations of these procedures may result in a loss of bus riding privileges.

The safety of students riding school buses is of paramount concern. School district policy gives bus drivers the authority to apply the following uniform rules and regulations at all times:

1. Exercise caution, good manners and consideration for other people.
2. Obey the driver; his/her first concern is for your safety.
3. Ride only the bus to which you have been assigned. Exceptions must be approved by the school Principal. Each bus shall carry a roster of the students assigned.

The following rules of safe conduct must be observed by all bus students:

1. Exercise caution while boarding and getting off the bus.
2. Sit in your seat facing the front of the bus.
3. Avoid yelling, loud talking, singing and any other conduct that could distract your driver.
4. Keep quiet when the bus approaches railroad tracks so the driver can listen for trains.
5. Ask the driver for permission before opening the windows.
6. Keep all parts of the body inside the bus.

7. Do not throw objects inside or out of the bus.
8. Use the emergency door and exit controls only during supervised drills or actual emergencies.
9. Do not eat on the bus.
10. Do not smoke. School buses are District property and all tobacco regulations will be enforced.
11. Do not possess, sell, or consume drugs, alcohol or other controlled substances on the bus.
12. Remain seated until the bus has come to a complete stop.
13. Help the driver to keep the bus clean and in good condition. You will be responsible for paying for any damages you cause.

Acts of misconduct will not be tolerated, and offenders shall be disciplined by the school administration per the student disciplinary guidelines.

#### Boarding/Exiting the bus at the high school

1. Only students who ride the bus to and from school will be permitted in the bus areas.
2. Bus students must stay on school property.
  - a. Students must immediately enter the building upon arrival at high school.
  - b. Students must board bus immediately at dismissal.
3. Student vehicles are not permitted behind the school at any time.
4. Any student who obstructs traffic and/or interferes with vehicles will be referred to the police.
5. The designated area for parents to pick up and discharge students is the front of the high school only.

Acts of misconduct will not be tolerated, and offenders shall be disciplined by the school administration per the student disciplinary guidelines.

#### **CAFETERIA**

The school cafeteria is maintained as a vital part of the health program of the school.

We are pleased to inform you that the Shikellamy School District has implemented a program known as the Community Eligibility Provision (CEP) in the 2018/19 school year. This program is available to schools/districts who are participating in the National School Lunch and School Breakfast Programs.

All enrolled students of the Shikellamy School District are eligible to receive a nutritional breakfast and lunch every day at the school at no charge to your household.

No further action is required of you. Your child(ren) will be able to participate in these meal programs without paying a fee or submitting an application.

Students will not be allowed to charge ala carte items. They may use money on their accounts or pay cash for ala carte item purchases.

If we can be of any further assistance, please contact Matthew Mitchell, Food Service Director, at 570-286-3702 \*2347.

The students will be responsible for maintaining a clean cafeteria at all times. When requested to lend a hand, cooperation is expected in order to maintain a clean cafeteria.

### Cafeteria Rules

1. Walk to and from the cafeteria.
2. Stay in an orderly line while waiting to be served.
3. Glass bottles or containers should not be brought on school grounds. Plastic, aluminum, or wax containers are acceptable for students who carry their lunch.
4. Practice good table manners.
5. Talk in a normal speaking voice.
6. Clean up any mess that you create (on or under the table).
7. Do not throw any item in the cafeteria.
8. Students are not permitted to purchase soft drinks or other non-nutritional drinks during lunch.

### **CHEATING**

Whenever a student is found to be guilty of academic cheating, the teacher shall collect the student's assignment, mark a zero for the work and notify the student's parent/guardian and the building principal as to the action taken. The parent/guardian shall be notified that a second offense may result in further academic and disciplinary actions.

### **CLASS RANK #214**

Class rank shall be computed by the final grade in all subjects for which credit is awarded.

Any two (2) or more students whose computed grade point averages are identical shall be given the same rank. The rank of the student who immediately follows a tied position will be determined by the number of students preceding and not by the rank of the proceeding person.

A student's grade point average and rank in class shall be entered on the student's record and transcripts and shall be subject to Board policy on release of student records.

### **CONSULTATION**

Teachers will be available during this time to help students with their class assignments. Students are encouraged to use this time to make up class work or receive tutoring. A classroom teacher or other staff member may assign students to consultation for these purposes, for minor disciplinary reasons or to make up class time missed by the student. Bus students are responsible to make arrangements for transportation home with their parent/guardian when assigned consultation. Students who fail to report to consultation may be referred to the building principal for disciplinary action.

### **CONTROLLED SUBSTANCES / PARAPHERNALIA #227**

For purposes of this policy, controlled substances shall include all:

1. Controlled substances prohibited by federal and state law.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.

6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.

For purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student.

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

#### Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[7][8]
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct.
5. The conduct involves the theft or vandalism of school property.

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

#### Violation (Personal Use and Possession)

1. Students, who, while under the school's jurisdiction, possess or use a controlled substance, alcoholic beverage or any controlled drug shall be temporarily suspended from school and all school-related activities for a period conforming to current regulations.
2. Parents/Guardians and the local law enforcement agency shall be notified of the violation and the suspension. During this suspension period, students shall be excluded from all school-related activities.
3. A second offense for use of a controlled substance or drug shall result in a full ten-day suspension in accordance with established Board policy.

4. If, after consultation and/or counseling as well as parent/guardian conferences or such other remedies as might be determined by parents/guardians or counselors, students are in violation a third time, a hearing for mandatory expulsion shall be held before the Board.
5. When a student is found by an employee to be in violation of these regulations, the principal shall be summoned to determine what the violation is, and shall initiate the application of these regulations.

#### Violation (Possession With Intent to Sell or Distribute)

1. If a student is found to possess a controlled substance with the intent to sell or distribute, the school employee shall on the first offense notify the principal. The principal will advise the parents/guardians and the local law enforcement officials, and the Board upon completion of the external criminal investigation shall hold a hearing for possible expulsion by the authorities. During this investigative period that shall not exceed two (2) weeks (ten (10) school days), the student shall be suspended from school and school activities.
2. All information and evidence relating to the violation shall be given to the local or state law enforcement authorities.

#### Anabolic Steroids

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids.

1. For a **first** violation, suspension from school athletics for the remainder of the season.
2. For a **second** violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a **third** violation, permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

#### Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal or assistant building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

## **CONTROLLED SUBSTANCE AWARENESS IN EXTRACURRICULAR ACTIVITIES / ATHLETICS #227.1**

Controlled substance is any drug as defined in Board policy.

Extracurricular activities are programs sponsored or approved by the Board, which go beyond the scope of the instructional program and includes participation beyond the school day, are equally available to all students, and require voluntary participation on the part of the student. Extracurricular activities may require the exhibition of certain levels of ability or talent and shall not be used to evaluate students for grades in curricular areas.

Interscholastic athletics includes all Board approved activities relating to competitive sport contests, games, events or exhibitions involving individual students or teams with any schools outside the district.

### First Offense

A student who violates this policy will be suspended from participation in extracurricular activities and interscholastic athletics for thirty (30) calendar days on which the team, club or other activity conducts a practice, meeting or other organized activity. The student may attend practice/events; however, participation at practice will be at the discretion of the coach and advisor. If the student does not attend practice or events, it will not count towards the thirty (30) days of suspension.—Student suspension must include a minimum of one (1) competition/event as defined by the extracurricular activity determined by the Superintendent.

The suspension will begin immediately after it is determined by the principal, by following the Board's discipline procedures, or the student admits to the use of a controlled substance.

If the student cannot serve the thirty (30) days of suspension in one (1) sport or activity, then the remaining days must be served in the next season of participation, beginning with the first day of the official start of the season or activity.

If the student violates this policy in the off-season, then the thirty (30) days of suspension will commence on the first day of the next season in which s/he participates.

The student must attend four (4) weekly drug and alcohol counseling sessions during the period of suspension, must complete any recommended counseling, therapy, or treatment, and provide written documentation of the participation in such counseling, therapy or treatment. Students who fail or refuse to attend such counseling will not be eligible to participate in extracurricular activities or interscholastic athletics until they attend (4) weekly sessions. Students who fail or refuse to participate in any recommended counseling therapy or treatment will not be eligible to participate in extracurricular activities or interscholastic athletics until s/he commences counseling, therapy, or treatment and continues such participation.

### Second Offense

The student will be suspended from any and all participation in any extracurricular activity or interscholastic athletics for a period of one (1) calendar year.

### Third Offense

The student will be permanently suspended from any and all participation in any extracurricular activity or interscholastic athletics.

## **COURSE EXPECTATIONS**

During the first week of class, teachers will provide a written copy of expectations for each course. Course expectations will include guidelines for homework, class assignments, due dates, the number of examinations, class attendance, and procedures for making up work. Teachers will also provide an explanation of the grading system. Students are expected to share this information with their parent/guardian.

## **DELIVERIES**

Deliveries will not be accepted at the high school during school hours. Deliveries of lunches from restaurants are not permitted by parent/guardian, friends, or restaurant personnel. Deliveries made to students (balloons, flowers, etc. in celebration of special occasions) cannot be accepted by the school. Such deliveries should and will be directed to the student's place of residence.

## **DISCIPLINE #218**

The primary function of school is to provide students an education. As such, the Shikellamy School District Board of Education believes that in order to provide an education to its students, a climate must be developed in their school that is conducive to learning. Education is a privilege as well as a right of American youth. Self-discipline, courtesy and a respect for the rights of others are essential elements of good conduct.

Responsibility for developing this type of educational environment must be shared by staff, students and parents/guardians. To ensure that an orderly atmosphere is established and maintained in a fair, reasonable and consistent manner, this Student Conduct and Discipline Code will be followed at the high school as well as all other schools in the District. Disciplinary expectations are delineated into three levels. Each level is considered to be of a more serious nature. The possible disciplinary actions for each level are specified.

These guidelines are intended to provide a framework within which specific rules and regulations have been developed for the high school.

The provisions outlined in Shikellamy School District Policy # 218 Conduct and Discipline Code applies to all students. Students are subject to the provisions of this and all other applicable Policies adopted by the Shikellamy School District during the regular school day and at all school or District sponsored activities that may be held at times other than regular school hours.

**Reprimand** - Verbal or written censure for a violation.

**Days** – Days, as used in this policy for discipline, shall mean student days of attendance as listed in the board adopted calendar for a school year.

**Detention** - Keeping the student after school hours for a specific period of time.

## **Suspension**

In-school: Student reports to a specified area and is expected to complete regular assignments from teachers while under the direct supervision of faculty monitors.

Out-of-school: Student does not report to school for any classes or activities for a specified period of time. Student's suspended out-of-school may not be on school district property during the period of suspension. If a student who has been suspended out of school is observed trespassing on school property he/she may be arrested for defiant trespass. The student is expected to keep current with assignments. It is the student's responsibility to arrange homework assignments through the Guidance Office.

## **Hearing**

Formal: A conference scheduled by the school board where student, parents, and administrator(s) are expected to attend.

Informal: A conference scheduled by the administrator(s) where the student and/or parents are expected to attend.

Expulsion: Action taken by the board whereby the student is no longer permitted to attend classes within the Shikellamy School District.

**Level I**: Acts which constitute a violation of rules and regulations or acts which may infringe on the rights of other students to obtain the best quality education. Examples include: property damage, bus misconduct, cheating, class cut, disruptive behavior, harassment, negligent behavior, tardiness, truancy, unacceptable behavior-clothing-language-gestures or writing, unauthorized area, and use of personal audio/video equipment.

SUGGESTED LEVEL ONE OFFENSES Include, but are not limited to:

- Academic dishonesty
- Classroom disruption
- Dress code infraction
- Excessive unexcused tardiness to class
- Failure to report or leaving assigned area without permission
- Horseplay
- Inappropriate display of affection
- Inappropriate language
- Misuse of computer/network
- Other minor infractions of unacceptable behavior or any condition that causes a disruption of the educational process or constitutes a health and/or safety hazard
- Pestering/teasing others
- Refusal to participate in class
- Unauthorized use of personal electronic devices

SUGGESTED LEVEL ONE CONSEQUENCES May include, but are not limited to any combination of the following:

- Phone communication with parent AND
- Student conference with teacher, counselor, and/or building administrator AND potentially one or more of the following possibilities:
  - Loss of privileges
  - Detention (before school, after school, and/or lunch)
  - In-School Suspension (ISS)



**Level II:** Acts which result from the continuation of Level I behavior and/or Level I violations which are hostile or premeditated, and acts which constitute a threat to health, safety, and welfare of students and staff. Examples include: bus misconduct, extortion, failure to serve detention, forged information, insubordination, leaving school property, possession/use of tobacco products, unacceptable language-gestures-writing and vandalism.

SUGGESTED LEVEL TWO OFFENSES Include, but are not limited to:

- Abusive language
- Auditorium/Bus/Cafeteria misconduct
- Damage and/or destruction to school property
- Defiance/Insubordination • Excessive unexcused tardiness to school
- Failure to comply with building procedures
- Failure to serve consequences
- Forgery/falsification
- Leaving school grounds without permission
- Repeated Level One offenses

SUGGESTED LEVEL TWO CONSEQUENCES May include, but are not limited to any combination of the following: •  
Phone communication with parent AND

- Student conference with teacher, counselor, and/or building administrator AND potentially one or more of the following possibilities:
- Loss of privileges
- Multiple Detentions (before school, after school, and/or lunch)
- Exclusion from extra-curricular activities
- Behavior management contract
- In-school suspension
- Out-of-school suspension
- Referral for supportive resources (SAP, etc...)
- Suspension of transportation privileges
- Police referral

**Level III:** Includes all Level II infractions which are chronic, and acts which are in violation of the state penal code or regulations established by government agencies. Examples include: bus misconduct, drug-paraphernalia-alcohol possession/use, physical or verbal threat or attack directed at a staff member (in or out of school), possession/use of weapons, threatening-terroristic communications of any form and unauthorized use of fire alarm system.

SUGGESTED LEVEL THREE OFFENSES Include, but are not limited to:

- Abusive, obscene, or profane language and/or gestures
- Bullying/Cyberbullying/Harassment
- Fighting and/or disorderly conduct
- Major computer use/network violations

- Physical Assault
- Possession of pornography
- Repeated Level Two offenses
- Theft
- Use/possession of tobacco products (includes vaporizers and e-cigarettes along with accessories)
- Vandalism\*

\*Act 16 of 1994 amends the Crimes Code to expand the offense of “institutional vandalism” to include carrying aerosol spray-paint cans, broad-tipped indelible markers or similar marking devices into an institution, such as a school building, with the intent to vandalize. Pa. C.S. Section 3304 (a) (4). Act 17 of 1994 amends the Crimes Code to define defacing public and private property with spray paint or indelible markers as “criminal mischief.” The Act also provides the court with a community service sentencing option in lieu of jail time for such an offense. Pa. C.S. Section 3307 (a.3).

SUGGESTED LEVEL THREE CONSEQUENCES May include, but are not limited to any combination of the following:

- Phone communication with parent AND
- Student conference with teacher, counselor, and/or building administrator AND potentially one or more of the following possibilities:
  - Loss of privileges
    - Exclusion from extra-curricular activities
  - Behavior management contract
  - In-school suspension
  - Out-of-school suspension
  - Referral for supportive resources (SAP, etc...)
  - Suspension of transportation privileges
  - Police referral and/or charges filed to Magistrate
  - Administrative recommendation for Alternative Education for Disruptive Youth (AEDY) placement
  - Administrative review for recommendation to the Board of School Directors for an expulsion hearing

#### SUGGESTED LEVEL FOUR OFFENSES

- Arson or tampering with fire alarms, extinguishers, or activating a false alarm
- Commission of any other act punishable under the Pennsylvania Crimes Code
- Possession of weapons on school property, school bus or any other school-sponsored activity
- Possession and/or use of drugs and/or alcohol or any unauthorized substance; possession of drug paraphernalia; intent to sell and/or distribute drugs and/or alcohol or any unauthorized substance. This includes school grounds, school buildings, school buses or while participating in or attending an approved school function.
- Production/distribution of pornography (including pictures or videos of sexually explicit images)
- Repeated Level Three Offenses
- Substantiated threats of harm made against the school (verbal, written, and/or posted on social media)

Level Four acts include those which result in violence to another person or their property or which pose a threat to the safety of others in school. These actions are often criminal and are so serious that they require administrative actions, which result in police involvement and in the immediate removal of the student from school.

SUGGESTED LEVEL FOUR CONSEQUENCES May include, but are not limited to any combination of the following:

- Phone communication with parent AND
- Student conference with teacher, counselor, and/or building administrator AND • One or more of the following possibilities:
  - Loss of privileges
  - Exclusion from extra-curricular activities
  - Behavior management contract
  - Out-of-school suspension
  - Referral for supportive resources (SAP, etc...)
  - Suspension of transportation privileges
  - Police referral and/or charges filed to the Magistrate
    - Administrative recommendation for Alternative Education for Disruptive Youth (AEDY) placement
  - Administrative review for recommendation to the Board of School Directors for an expulsion hearing

The Federal gun-Free School Act of 1994 states, “Any student who brings a firearm or weapon to school (as defined in Section 912 of Title 18, United States Code) shall be referred to the criminal justice system.” (Public Law 103-382) The definition of “weapon” includes: [a]ny bomb, grenade, machine gun, sawed-off shotgun with a barrel less than 18 inches, firearm specially made or specially adapted for concealment or silent discharge, any blackjack, sandbag, metal knuckles, dagger, knife, razor or cutting instrument, the blade of which is exposed in an automatic way by switch, push-button, spring mechanism, or otherwise, any stun gun, stun baton, taser or other electronic or electric weapon or other implement for the infliction of serious bodily injury which serves no common lawful purpose, knives, cutting instruments, cutting tools, martial arts devices, nunchaku , firearms, shotguns, rifles, air rifles, BB gun, pellet gun, and pistols, sling shots, explosive devices, chemical agent, and any other tools, instruments, or implements capable of inflicting serious bodily injury, where the intent is to use such a tool, instrument, or implement as a weapon is present. Also included are “look-alikes” of the weapons listed above.

### **After School Detention**

Students are responsible for attending on the assigned date(s). After school detention will begin promptly following student dismissal and will last no more than one hour. Students late for detention will not be admitted and will be subject to the penalty for missing detention illegally. Students’ assigned detention will bring work with them and work quietly for the entire period.

Students who have both consultation and detention on the same day should report to consultation first. Upon completion of consultation, the student should secure a pass from the teacher. This pass will be used for admittance to detention. The student will then serve the remainder of the hour for full detention credit.

In the event that a student is legally absent from school on the day of assigned detention, the student should assume that the detention will be served on the first day that the student returns to school.

**Teachers have the authority to assign an after school detention at their discretion provided the following procedures are followed:**

- The teacher calls the student (s)’parent to discuss the precipitating incident in detail.
- The teacher is willing to stay after school to monitor the student (s) behavior

- The detention does not exceed one hour/day
- The teacher fills out any and all paperwork required by the office regarding Level 1 infractions and submit those to the Building Principal or Assistant Principal
- The incident occurs at Level 1 on the continuum outlined above.

### **In-School Suspension**

In order to maintain greater control and provide more guidance for students whose disruptive behavior forces their temporary removal from the regular classroom, in-school suspension shall be conducted in the high school in conformance with the following guidelines:

1. Students will be assigned to in-school suspension by a Principal. Students assigned for the entire day will report to the in-school suspension room prior to the start of the school day.
2. Staff members will be notified by the administration of the names of those students assigned to in-school suspension. This will include notifying the Guidance Counselor.
3. Each student assigned to in-school suspension will report with textbooks. Teachers will supply classroom assignments for the assigned time that a student is assigned to in-school suspension.
4. Credit shall be given for all assigned class work completed during the period of suspension.
5. The student may make up any test/quizzes given during suspension.
6. Students who engage in disruptive or otherwise inappropriate behavior while assigned to in-school suspension, will be removed from the in-school suspension room and be suspended out of school for a period of time as determined by a building Principal.
7. Students may not attend or participate in extra-curricular activities (including practice) while under full day in-school suspension.

In the event that a student is legally absent from school on the day of an assigned in-school suspension, the student will be reassigned by a building Principal.

### **Out-of-School Suspension**

In order to maintain an educational setting that is conducive to learning, it may be necessary to temporarily remove a student from the formal school setting. This out-of-school suspension process shall be conducted in the high school in conformance with the following guidelines:

1. Staff members will be notified by the administration of the names of those students assigned to out-of-school suspension. This will include notifying the Guidance Counselor.
2. Credit shall be given for all assigned class work completed during the period of suspension. Parents should pick up all student assignments at the main office after the first day of suspension.
3. Students are required to make up all test/quizzes after returning to school within a time period equal to the number of days of suspension.

4. Students suspended out of school may not attend or participate in extra-curricular activities (including practice) while under out-of-school suspension.

Students suspended out of school may not be on Shikellamy School District property during the period of suspension. If a student who has been suspended out of school is observed trespassing on school property he/she may be arrested for defiant trespass.

### **DUAL ENROLLMENT PROGRAM**

Dual Enrollment for students is arranged on a case-by-case basis at the request of the student. Speak with your guidance counselor to determine eligibility and courses open for dual enrollment.

### **DRESS AND GROOMING #221**

The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard.

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

#### Guidelines

Students are subject to the following dress code and personal appearance code.

1. Clothing displaying and/or promoting drug use, alcohol, tobacco products, sexual innuendoes, profane gestures or profanity is not acceptable.
2. Clothing which is revealingly tight, revealingly torn, or revealingly tattered is unacceptable.
3. No clothing may purposely expose undergarments.
4. Hats or head coverings may not be worn inside the building
  - special exceptions may be made for school-authorized events
5. Top wear may not expose the mid-section of the body.
6. Safe footwear which will not mark/damage school property must be worn.

Violations of this dress code shall be applied through progressive disciplinary action. Students who do not comply with dress regulations will be denied access to programs until they meet the published requirements.

The list above is not all inclusive: The building principal has the right to determine if clothing is appropriate for the educational atmosphere and the safety of the student(s). Students who are deemed in violation of dress code will be asked to change immediately. If alternate clothing is not attained by the student the school will: 1). Provide clothing, 2). Ask the student to call parent/guardian for a change of clothes 3). Send the student home.

## **EDUCATION RECORDS AND FERPA**

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of eighteen. Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance. Schools may charge a fee for copies. Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.

Generally, the school must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:

1. School employees who have a need-to know.
2. Other schools to which a student is transferring.
3. Certain government officials in order to carry out lawful functions.
4. Appropriate parties in connection with financial aid to a student.
5. Organizations doing certain studies for the school.
6. Accrediting organizations.
7. Individuals who have obtained court orders or subpoenas.
8. Persons who need to know in cases of health and safety emergencies.
9. State and local authorities, within a juvenile justice system, pursuant to specific state laws.

School may also disclose, without consent "directory" type of information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendances. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

### **ELECTRONIC DEVICES #237**

Electronic devices shall include all devices that can take photographs, record video, record audio or video data; store, transmit, or receive messages or images; or provide wireless unfiltered connection to the Internet. Examples include, but are not limited to, cellular telephones, eReaders, audio/video players (iPods), laptops, tablets (iPads), handheld game consoles, radios, walkmans, CD players, MP3players, Personal Digital Assistants (PDAs) and DVD players, as well as any other technology with similar capabilities.

The Board prohibits use of personal electronic devices by students during the school day in district buildings; on district property; on buses and other vehicles provided by the district, during the time students are under the supervision of the district; and in locker rooms, bathrooms, health suites and other changing areas at any time.

The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students in district buildings; on district property; on district buses and vehicles; and at school-sponsored activities.

Cell phone and personal electronic devices may be carried but must be off.

The district shall not be liable for the loss, damage or misuse of any personal electronic device.

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

#### Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the personal electronic device.

The confiscated item shall not be returned until a conference has been held with a parent/guardian.

#### Exceptions to Prohibitions of Personal Electronic Communication Devices

The building administrator may grant approval for possession and use of a personal electronic device by a student for the following reasons:

1. Health, safety or emergency reasons.
2. An individualized education program (IEP).
3. Classroom or instructional-related activities.
4. Other reasons determined appropriate by the building principal.

#### Telephone Pagers/Beepers

The building administrator may grant approval for possession and use of a telephone paging device/beeper by a student for the following reasons

1. Student is a member of a volunteer fire company, ambulance or rescue squad.
2. Student has a need due to the medical condition of an immediate family member.
3. Other reasons determined appropriate by the building principal.

Communication between Students and Professional Staff, Coaches, and Advisors

1. Employees and volunteers may communicate with students in assigned classes as well as athletic teams, extra-curricular groups, co-curricular groups for which they are approved to supervise only by communicating using District approved Apps such as Remind and Instateam
2. Employees and volunteers are to refrain from individual communication with a student(s) by texting, phone calls, social media and other electronic means unless a clear and immediate danger exists or communication about a student's medical and academic privacy matters as identified in Board Policy #824 - Maintaining Professional Adult/Student Boundaries.

CELL PHONES & PERSONAL ELECTRONIC DEVICES:

We realize by today's living standards the use of personal electronic devices is commonplace. It is the procedure of the School Board to prohibit the use of electronic devices by students, including, but not limited to, cellular telephones and/or any other personal electronic devices during regular school hours. These items must be turned off and stored out of sight between hours of 7:35am and 2:40pm. **Students will be permitted to utilize cell phones during their lunch period.** Any violation of this policy is subject to the following schedule of consequences:

- First Offense- Electronic devices are removed from the student's possession and will remain in administrative custody for the remainder of the school day. The student may pick up the device after school hours.
- Second Offense- Electronic devices are removed from the student's possession and will remain in administrative custody until a parent/legal guardian personally picks up the device at school.
- Third Offense- Electronic devices are removed from the student's possession and will remain in administrative custody until a parent/legal guardian personally picks up the device at school. The student will serve one detention.
- Fourth Offence - Electronic devices are removed from the student's possession and will remain in administrative custody until a parent/legal guardian personally picks up the device at school. The student will serve one day of in-school suspension.

Students who refuse to relinquish their phone when asked will be immediately suspended. Parents and students are reminded that the intention of this policy is not to limit contact among families. Parents may call the school's main office to have important messages forwarded to students. Students may also with permission, utilize the office phone or their own cell phone to make a call while in the office.



## EMERGENCY DRILLS

Emergency drills are conducted in order to maximize the safety of all students and teachers in times of emergency. They must be taken seriously. When the fire alarm sounds, all work is to cease immediately.

Teachers are to close all windows and doors and take their class rosters with them. All students should proceed quickly and in an orderly fashion to the designated exit as indicated in each room. Students are to follow the assigned routes and move a safe distance from the building so as not to interfere with firemen. A signal will indicate when students are to reenter the building and return to classes. Class groups shall stay together in these assembly areas to enable teachers to check class rosters.

## EXTRA-CURRICULAR PARTICIPATION POLICY

Students participating in school activities are subject to the rules and regulations of the school, the school district and PIAA for athletics. School activities are not limited to regular school hours. Students must be responsible for all class work when dismissed from class for school activities. Participation in school events does not count against students as absences. Any classwork missed or due on the date of the event should be provided or handed in the next school day. To be eligible to participate in extracurricular activities, a student in the Shikellamy School District is expected to maintain a passing grade in each course in which the student is enrolled:

1. **High School students** who fail one or more courses in a marking period must have a cumulative passing grade point average for the said marking period and be passing at least four credits, and a GPA of 65% or better, or the equivalent, to be eligible to participate in extracurricular activities.
2. **Students coming into the high school from middle school:** Students who fail one or more courses for the last quarter of the eighth grade year must have a cumulative passing grade point average and be passing at least three core courses for the said quarter to be eligible to participate in extracurricular activities.
3. **Students ineligible due to this policy:** Students who become academically ineligible will remain ineligible until the due date for teachers to submit interim reports for the quarter in which the ineligibility occurs. On this date, an ineligible student may become eligible again if the student has no failing grades as indicated by the interim reports.

Students may attend summer school in an effort to regain eligibility. Failing grades are reported weekly and recorded in the office each Friday. New students are required to meet eligibility standards at the time of enrollment. Eligibility for interscholastic athletics shall be determined from the academic records of the previous school attended by the student. At the end of the school year, the student's fourth quarter grades and credits shall be used to determine eligibility for the next grading period.

4. Students with a D (73%) or below will be invited to attend after school help until their grades are a C or better. Weekly grade checks will be required.

## FIELD TRIPS

Field trips are an extension of the classroom. Students who violate school rules while on a field trip will be subject to disciplinary procedures outlined in this book. Students in possession of a controlled substance (drugs/alcohol) shall be returned home at the expense of parent/guardian.

## **FINAL EXAMS**

Comprehensive examinations shall be administered to all grade levels in the following subjects: Communication Arts, Foreign Language, Mathematics, Science, and Social Studies. These exams shall include all course material taught during the entire school year. The high school will use an open campus schedule during final exams. This means that students only need to attend school when they have an exam. The high school will designate certain areas of the building for quiet study time should a student require such an area. The regular bus schedule will remain in effect during this time. Lunch will be served in the cafeteria during the time designated by the final exam schedule. Eating lunch at school is not mandatory during open campus.

## **FIREWORKS**

Fireworks are illegal in the state of Pennsylvania. The city code of Sunbury 121-4 Section E Fireworks states that the use of fireworks is prohibited within the city of Sunbury. "No person in the city shall cast, throw, light, or fire any squib, rocket, cracker, torpedo, grenade, other combustible firecrackers, or fireworks of any kind." The sale of fireworks is also prohibited. "No person in the city shall have in his possession with the intent to give away, sell, or offer for sale within the city any squib, rocket, cracker, torpedo, grenade, other combustible firecrackers, or fireworks of any kind." Section 121-9 of the city code defines violations and penalties to be imposed by the city of Sunbury for persons possessing firecrackers. "Any person in violation of Section 121-4 Section E Fireworks" shall upon conviction be sentenced to pay a fine of not less than twenty-five dollars (\$25.00) nor shall more than three hundred dollars (\$300.00) and costs of prosecution, and in default of the payment undergo imprisonment for not less than ten (10) days nor more than ninety (90) days. Students at Shikellamy High School having in their possession firecrackers or fireworks of any kind may be suspended from school and referred to the police for prosecution. Expulsion may be recommended.

## **GAMBLING**

Gambling by students is strictly prohibited while under the supervision of the school. Playing cards, trading cards and/or board games are not permitted at school.

## **GUIDANCE COUNSELING SERVICES**

The Guidance Offices are located on the first floor adjacent to the large conference room. The counselors can assist students in planning the best educational program while in high school and can also assist in planning for the years following graduation. Students should take advantage of any or all of the following services:

1. Advice on course or subject selection.
2. School and college information.
3. Scholarship and loan information.
4. Information about fields of work, careers, and occupations.
5. Technical and vocational school information.
6. Military information.
7. Placement assistance for students entering the labor market.
8. Individual counseling is available to every student for any concern; educational, vocational, or personal.

9. Shikellamy High School sponsors a Student Assistance Program. This intervention program identifies students having difficulty in school because of problems related to substance abuse and/or the threat of suicide.

It is also a method for the identification, intervention, and referral of students who exhibit mental health concerns that interfere with performance in school. It is an intervention program, not a treatment program.

### **GRADING AND CREDITS #213.1**

Secondary students will have reported grades listed as an average on a one hundred (100) scale.

Students will have reported grades listed as a numeric average on a 100 scale. No grade may exceed 100.

92 to 100 A - Superior  
83 to 91 B - Above Average  
74 to 82 C - Average  
65 to 73 D - Below Average but passing  
P – Pass  
F – Failure  
I – Incomplete Work

An incomplete in any marking period or examination means course failure unless work is completed to the satisfaction of the teacher. Except for medical reasons or other reasons determined to be acceptable by the principal, the incomplete work must be completed within 20 school days of the end of the marking period in which the incomplete was recorded.

Advanced placement, honors, and certain other courses to be determined by the Board of Education will have a weighted factor of 1.04 factored into the teacher reported numeric grade. The factored grade will be reflected in report card column averages, Career Quality Points, Career Weight and Career GPA.

At the high school level, the grade earned will be the grade reported with the exception of first marking period freshman core courses. The lowest grade reported for first marking period freshman core courses will be a fifty (50).

Passing grades will be sixty-five (65) and above in the high school.

Transfer students with a transcript of letter grades will have all letter grades transposed by using the scale below. If the student's previous school of attendance can produce and document the student's numerical averages, the numerical scores from the previously attended school will be used for Shikellamy grade transposition.

1. A's will be transposed to 97's (+2 if in honors course).
2. B's will be transposed to 88's (+2 if in honors course).
3. C's will be transposed to 79's (+2 if in honors course).
4. D's will be transposed to 70's.
5. F's will be transposed to 64's.

An incomplete (I) designation can be recorded for any student who has willfully attempted not to do assigned work, willfully attempted not to place answers on tests/quizzes, or willfully attempted not to complete any project, activity, or

other component of the student assessed grade as stated in the teacher's written explanation of how a grade is to be determined for the respective class. Except for medical reason or other reasons determined to be acceptable by the principal, the incomplete work must be completed within twenty (20) school days of the end of the marking period in which the incomplete was recorded.

### **Units of Credit at the High School Level**

Advanced placement, honors, and certain other courses to be determined by the Board shall have a weighted factor of 1.04 factored into the teacher reported numeric grade. The factored grade will be reflected in report card column averages, career quality points, career weight and career GPA.

From grade 9 through grade 12, every student shall obtain at least twenty-five (25) units of credit as the graduation requirement. The earned units of credit shall meet all Pennsylvania State Board of Education and Board standards.[5]

Students must earn credits from the following areas to meet required number of credits for graduation:

- Communication Arts: four (4) credits
- Mathematics: four (4) credits
- Science: four (4) credits
- Social Studies: four (4) credits
- Health and PE: one (1) credit
- Arts and Humanities: two (2) credits
- Electives: six (6) credits

### **Credits for promotion:**

1. Students who have achieved six (6) units of credit will be promoted to the sophomore class.
2. Students who have achieved thirteen (13) units of credit will be promoted to the junior class.
3. Students who have achieved nineteen and one-half (19.5) units of credit will be promoted to the senior class.

### **Senior Standing Designation**

Upon completion of nineteen and one-half (19.5) units of credit, the student will be sent formal notice that senior standing has been achieved. This notice will inform the student of the exact number of units of credit and/or courses that need to be passed and the details of what must be accomplished in order to proceed through the graduation exercises at the end of the subsequent school term.

### **GRADUATION PRACTICE**

All seniors must attend graduation practice or they will not be permitted to walk at graduation unless an educational journey form has been approved by building administration. In addition to the school dress code; sneakers, flip-flops and jeans are prohibited.

### **GRADUATION PROJECT**

The purpose of this project is to provide students with the skills to apply, analyze, synthesize, and evaluate information and communicate significant knowledge regarding their chosen career paths. Seniors will be required to conduct a Senior Interview with a representative from a local business or School District Administrator.

## **GRADUATION REQUIREMENTS #217**

The Board shall award a regular high school diploma to every student enrolled in this district who meets the requirements of graduation established by this Board and the Pennsylvania Department of Education.

The Board shall permit a student with a disability, who has attended four (4) years of high school, to participate in commencement ceremonies with his/her graduating class and receive a certificate of attendance, even if the student's Individualized Education Plan (IEP) prescribes continued educational services. The student may receive a high school diploma when s/he completes his/her Individualized Education Plan (IEP).

A list of all candidates for the award of a diploma shall be submitted to the Board by the regular voting meeting in May for its approval. The Board requires that each candidate for graduation shall have earned twenty-six (26) credits.

The fourth year of high school shall not be required for graduation if a student has completed all requirements for graduation and attends a postsecondary institution as a full-time student.

A student may qualify for graduation by attending a district school part-time when officially enrolled part-time in a postsecondary institution.

At least annually the Principal and their assigned guidance counselor shall inform students of the graduation requirements they are required to complete. The Senior Standing Designation shall be issued to each student who has earned 19.5 credits as prescribed in Board Policy #213.1 Student Grading and Credits.

Periodic warnings shall be issued to students in danger of not fulfilling graduation requirements.[19]

Any Shikellamy student who needs two (2) credits or less by the day of graduation is eligible to graduate pending the successful completion of a summer school/credit recovery program(s) may be permitted to participate in the graduation ceremony after completing the registration process to participate in the summer school/credit recovery program. If a student does not meet complete District graduation requirements, they will not be permitted to participate.

A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure, but the student may be denied participation in the graduation ceremony when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.

## **HALL CONDUCT**

With large numbers of students moving through the halls, often with classes in session, it is imperative that students meet the following guidelines:

1. Avoid running or horseplay.
2. Stay to the right side of the hall.
3. Refrain from loud talking, yelling, whistling, or profanity.
4. Use trash cans to avoid littering.
5. Displays of affection (other than holding hands) are inappropriate in the school community.
6. Students are expected to go directly to their destination at ringing of bells.

7. No use of electronic devices in the hallways, no use of headphones or earbuds.
8. Students must carry the hall pass signed by the teacher for ALL requests
9. Loitering in the hall, lavatory, and outside the classroom is prohibited.

Students are not permitted in the halls prior to the start of the school day without a pass. Upon the ringing of the bell, students are to enter the school building, go to their lockers and then report directly to their homeroom. All students must be in their homeroom before the morning late bell rings.

### **HARASSMENT #248**

For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.

### **HAZING #247**

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

For purposes of this policy hazing is defined as any action or situation that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

For purposes of this policy, any activity upon which the initiation or admission into or affiliation with or continued membership is in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

For purposes of this policy, student activity or organization is defined as any organization, team, club, society, or group operating under the sanction of a or recognized as an organization by the district.

Endanger the physical health shall include, but not be limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Students, parents/guardians, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.

Any person who causes or participates in hazing may also be subject to criminal prosecution.

### **HEALTH CONCERNS / MEDICATION**

The Shikellamy Board of Education has a responsibility to cooperate with parents/guardians and physicians when it is necessary for students to take medication during the time they are involved in school activities.

In accordance with the recommendation of the Pennsylvania Department of Health, students will be given medication and/or treatments only on the direct written order of a physician with the exception of over-the-counter medications that have been approved as a standing order by the school physician. Such medications will be administered only with the written consent of the parent/guardian and at the discretion of the school nurse or health room technician. At the end of the time period set by the physician, all unused medication will be destroyed after notifying the parents/guardians, unless otherwise directed.

A parent/guardian, or responsible adult who is acting on behalf of the student, should bring the medication in the original labeled container and the properly completed forms to the school office. The medicine will be given to the student by the school nurse, health room technician or designee. Students cannot carry medication, prescription or other medication without the nurse's permission.

A request form to administer medication must be completed by the parent/guardian before any medication will be administered. The form available from any building office will include the following:

1. The written request of the parent/guardian, giving permission for the administration of medication or treatments and relieving the Shikellamy School District, its agents and employees, from any and all liability for the administration of medication or provision of the treatment.
2. The written order of the prescribing physician which shall include the following information:

- a. Name of student.
- b. Name and purpose of the medication/treatment.
- c. Dosage and time medication is to be given.
- d. Name and number of physician and pharmacy.
- e. Length of time medication/treatment is to be administered.
- f. Signature of physician.

The administration of the prescribed medication/treatment will end as written by the physician or at the end of the school year. A new request form must be completed every school year.

Middle and high school students will be allowed to keep Bronchodilator Inhalers in their possession if these two (2) conditions are met:

1. The doctor specifically states this on the Medication Form.
2. The parent/guardian signs a form releasing the school district staff of responsibility concerning these inhalers.

Both these forms must be filed in the Nurse's Office. If the above items are not complied with, the school will be forced to refuse to honor the request to dispense the medication. It is anticipated that administering medicine during school hours will be the exception rather than the rule. This policy shall be sent in writing to parents/guardians and physicians. Students will be responsible for reporting to the nurse's office at the time the medication is to be given.

#### **HOMELESS ACT**

**The McKinney-Vento Homeless Act guarantees a free and appropriate public education for all homeless children and youth. Federal and state laws make the school district's responsibility clear.**

- **A student whose family becomes homeless may remain in the school he/she was attending prior to becoming homeless for the duration of the school year.**
- **If it is feasible, a student may transfer to a school if it is closer to his/her transitional housing.**
- **The receiving school may not prevent or delay the enrollment of a homeless child by requiring proof of residency or lack of documentation such as immunization records.**
- **Transportation for homeless must begin within 5 school days, but sooner if possible.**

**Contact Mr. Lewis Dellegrotti at [dellegrottil@shikbraves.org](mailto:dellegrottil@shikbraves.org) for further information**

#### **HONOR PASSES**

Students in grades 10, 11 and 12 qualify for an Honors Pass by receiving a final year-end grade of 90 or above during the preceding year. The Honors Pass is intended to award academic excellence and entitles the student to free, general admission to all school sponsored activities.

The pass is a privilege that may be revoked for any of the following reasons:

1. A dramatic drop in academic achievement (i.e. less than 85 during any marking period).
2. Unsatisfactory attendance.
3. Violations of the discipline guidelines.
4. Improper use of the pass (example: permitting other students to use it).
5. Actions deemed inappropriate by the administration for an honors student.



**There will be a \$2 replacement fee for any lost or stolen honor passes.**

o **HONOR ROLL**

Shikellamy High School recognizes excellence in academic and overall achievement through the publication of a quarterly honor roll. The requirements for honor roll eligibility are as follows:

1. Students must carry a minimum of five credits of class work per quarter.
2. Students shall have a numerical average of 90 or above.
3. Undesirable conduct in school, indicated on the report card, shall render a student ineligible.
4. When averaging grades for the honor roll, the numerical equivalent shall be used proportionate to the credit value of the course.

At the end of each school term students who qualify for the honor roll will be awarded a certificate with seals to indicate the number of times they qualified for the Honor Roll. The announcement of valedictorian and salutatorian will be made at the annual Commencement exercises.

**INSURANCE**

A school insurance plan, provided by the School Board, is available to all students at Shikellamy High School. Purchase of insurance is optional. However, it is recommended that students participating in school sponsored activities such as cheerleading, athletics, the school play, the musical, band, and chorus purchase school insurance or present documented evidence of sufficient insurance coverage.

**LIBRARY INFORMATION**

Students are welcome in the library. To access the library, students are required to use a pass signed by a staff member. Students must report directly to their assigned study halls before using the library in order to acquire a proper pass from the study hall supervisor.

**LOCKERS**

Lockers are the property of the Shikellamy School District. Each student will be provided with a hall locker. Students should use only the lockers assigned to them, and all items in the student's locker are assumed to belong to that student. Students are not permitted to place personal padlocks on their lockers. Locks will be given out in homeroom and it is the student's responsibility to return the lock to the homeroom teacher at the end of the school year or when the student no longer attends school. Book bags/backpacks/purses are to be stored in the locker during the school day. Students must lock and secure lockers when not using them. Students should not share wall lockers.

Students' lockers are subject to inspection at any time by school officials. Any damage to lockers by the students will be paid by the student. Locker problems should be reported to the office. Students assigned a wall locker are responsible for content in the wall locker.

**NATIONAL HONOR SOCIETY**

The purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. Election to membership in the National Honor Society is intended to honor those students who have demonstrated out-standing contributions in scholarship, service, leadership, and character.

NESLINE WORMLEY CHAPTER - NATIONAL HONOR SOCIETY - The highest honor a member of our high school can attain is membership in the National Honor Society. **(Qualifications for membership are exhibited qualities of superior scholarship, trustworthiness, leadership, exemplary character, a spirit of unselfish service, and loyal student citizenship.)** A committee of faculty members will choose members for the National Honor Society from eleventh grade students who have a 95 percent or above and from twelfth grade students who have a 95 percent or above. Members will be inducted before parents and friends at an evening ceremony.

### **Quitting School and Returning to School within the Same School Term**

A student who withdraws from school and returns to school within the same school term, does not return as a new student but continues with the accrued academic and discipline records on file at the time of withdrawal. For example, if at the time of withdrawal from school detentions are recorded in a student's file, the student will be expected to serve the detention of record upon return to school. All new and returning students must register at the Island Park Administration Center. Please call 286-3722 with questions related to student registration.

### **OBLIGATIONS**

Students are responsible for the satisfactory settlement of costs for lost or damaged books, unpaid fees, and other school property damaged or not returned.

All textbooks, classroom materials and chromebooks are the property of the Shikellamy School District. Damaged, destroyed, or lost materials must be paid for by the student. Students shall expect to pay the current replacement cost.

Any obligations which are not settled in a timely manner may be remanded to the magistrate's office.

### **PARENT NOTIFICATION SYSTEM**

A Parent Notification System is used by the Shikellamy School District to notify staff and parents of cancellations, upcoming events, changes in school schedules, and other important information.

### **PHYSICAL EDUCATION DRESS CODE**

Students are required to change their clothes for classes and take part in the planned activities. Although it is not necessary to purchase/wear a formal uniform, specific dress requirements are required. The following articles of clothing will make up the physical education "uniform": a T-shirt; athletic shorts or athletic pants; sneakers and a change of athletic socks. The shorts must not be too short or tight and should conform to the District's dress code. The shorts or pants may not have any buttons, snaps or zippers on them. Sneakers must have laces that are tied properly at all times and no open-back shoes may be worn.

### **PROM AND JROTC MILITARY BALL**

Guest Permission: Middle School students and individuals who will be 21 years of age or older on or before the date of the event are not eligible to attend. Photo proof of age such as a valid driver's license will be required. The school administration reserves the right to waive the age requirement for students who currently attend Shikellamy High School.

### **PROMOTION AND RETENTION #215**

In all cases of retention, the parents/guardians shall be fully involved and informed throughout the process. Parents/Guardians and students shall be informed of the possibility of retention of a student well in advance.

Academic achievement, attitude, effort, work habits, behavior, attendance and other factors related to learning shall be evaluated regularly and communicated to students and parents/guardians.

The district shall utilize multiple measures of academic performance as determinants in promotion and retention decisions.

Progress toward high school graduation shall be based on the student's ability to achieve the established academic standards and pass the required subjects and electives necessary to earn the number of credits mandated by the Board for graduation.

The Shikellamy School District is currently providing the Parent Portal for the parents of all secondary students. With a login and password, you can access your student's grades and attendance. A login and password should have been mailed to all parents/guardians. If you forgot your login and password, the building secretary/guidance personnel can obtain this for you. It is not necessary to log into the District website to access the parent portal. Simply use the following URL and make it a Favorite in your web browser for easy access. The URL is <http://powerschool.shikbraves.org>.

### **STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program (S.A.P.) is designed to "identify and refer students at risk for drug and alcohol abuse and suicide."

The program revolves around a core team approach through professional training, on-going education, and awareness of community resource agencies. The Student Assistance Program provides an opportunity for positive, effective interventions to student problems.

The successful implementation and maintenance of a Student Assistance Program can result in:

1. Decreased school dropouts, truancy and vandalism
2. Improved grade point averages
3. Fewer discipline referrals
4. Development of student groups

### **Warning Signs of Depression**

Noticeable changes in sleeping patterns, such as an inability to fall asleep at night, stay asleep or get up in the morning.

Significant changes of appetite resulting in apparent weight loss (not attributed to dieting) or weight gain.

Suffering from feelings of hopelessness.  
Loss of interest in activities formerly enjoyed.  
Experiencing fatigue or loss of energy.  
Withdrawing from friends or family. Preferring to spend increasingly more time alone.  
Feeling of guilt.  
Feeling worthless or useless.  
Difficulty in making decisions or unable to concentrate on tasks for any length of time.  
Frequent complaining of physical problems or pain, such as headaches, stomach aches or pains in joint or muscles.  
Recurring thoughts of death or suicide.

## **Warnings Signs of Alcohol & Drug Abuse**

### **Family Relationships**

Decreased family involvement, avoiding contact with other members and preferring isolation.  
Increased time spent alone drinking/using.  
Frequent arguing with family members regarding drinking or using.  
Money seems to disappear quickly with no visible explanation.

### **Behavioral Change**

Rapid and unpredictable mood swings  
Overreacts to criticism.  
Defensiveness about drug/alcohol use.  
Depression: Talks about or threatens suicide.

### **At School and/or On the Job**

Frequent absences especially after days off.  
Excessive tardiness and long breaks.  
Frequent trips to the restroom.  
Noticeable decrease in coordination, resulting in increased accidents and/or injuries.

### **Legal Problems**

- Being arrested for driving under the influence or drunken behavior.
- Being arrested for using or possessing an illegal drug.
- Being investigated or arrested for stealing money or valuables.

### **Physical Symptoms**

- Noticeable and rapid weight loss.  
Pupils continually dilated and/or bloodshot.  
Less attention given to personal hygiene (i.e. wearing same clothes for days in a row).
- Continual complaining of sleepiness or excessive fatigue.
- Excessive sniffing and/or sinus problems.
- Frequent use of nasal spray.
- Frequent nosebleeds or unusual sores around the nose.

- Rapid or slurred speech.
- Vomiting or intense nausea.

### **Help Yourself ... Help A Friend**

|   |                |
|---|----------------|
| Northumberland County Children and Youth Services | 495-2101       |
| Northumberland County Mental Health               | 988-4200       |
| Northumberland County Drug and Alcohol            | 988-4200       |
| National Runaway Switchboard                      | 1-800-621-4000 |
| Women in Transition (Sexual Assault Hotline)      | 523-6482       |
| Shikellamy Student Assistance Team                | 286-3704       |

### **Referrals to Student Assistance Program**

Students come to the attention of the core team in the following ways:

#### **Staff Referral**

- Witness violation of school policy or law by staff member.
- Observe behaviors that indicate student's distress.

#### **Self Referral**

- Students concerned about their own well-being are encouraged to contact the Student Assistance Program for information or assistance.

#### **Family Referral**

- Parents or siblings are encouraged to contact the Student Assistance Program regarding concerns for any family member.

#### **Peer Referral**

- Students are encouraged to contact the Student Assistance Program regarding concerns for a friend in distress.

### **Student Assistance Team Members**

The Student Assistance Team at the Shikellamy High School consists of a number of staff members who have been trained in this process. Other staff members at the high school are also trained in this procedure and may actively participate in this process throughout the school year.

### **SCHEDULE CHANGES**

First priority goes for students who are taking AP or Honors courses that will require summer work, students who may not have had a schedule at all or for students who are missing a required or core course. From there, we will address schedule requests in the following order: seniors, juniors, sophomores, and freshmen.

We always anticipate the need to change schedules and we recognize that students also may change their minds from when they first completed the registration process earlier in the year. We make every effort to assist students in creating schedules that meet their individual needs. However, please understand that it is impossible for every student to get every course they request. This is even more difficult if students did not list alternatives for electives. We will make every

effort to accommodate student requests. Some are very easy fixes and others require more maneuvering. In some cases, particularly if a student is taking multiple AP courses, multiple music courses, and a foreign language, it is extremely difficult and the student will need to make choices as to their preferences.

All schedule changes must be made prior to the first day of school. Students are all aware of this deadline. We will communicate each summer when students are able to view their new schedules on Powerschool. This will allow students one final opportunity to verify that they have all necessary courses prior to the start of school.

We appreciate your patience and understanding as we work to meet the needs of all of our students. As always, please contact our Guidance department should you have any questions or concerns.

### **SCHOOL CLOSINGS/DELAY/EARLY DISMISSAL**

During the winter months, it is sometimes necessary for the Shikellamy School District to make a decision to delay the opening of school or to cancel school due to inclement weather. It may also be necessary to dismiss the students earlier than scheduled because of inclement weather. The decision to delay the opening of school or to cancel school will be broadcast as early as possible. Parents and/or guardians will be notified by telephone with a prerecorded message using the Parent Notification System. Local radio and television stations will also broadcast the decision regarding the opening of school.

### **SEARCHES #226**

It shall be the policy of the Board that all lockers are and shall remain the property of the school district. As such, students shall have only a limited expectation of privacy in their lockers.

No student may use a locker as a depository for a substance or object that is prohibited by law, Board policy or district rules, or constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

The Board reserves the right to authorize its employees to inspect a student's locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a threat to the health, welfare or safety of the school population.

The Board authorizes the administration to conduct random general searches of lockers when the district has a compelling interest in protecting and preserving the health, safety or welfare of the school population.

The principal or designee shall be present whenever a student locker is inspected based on reasonable suspicion.

School officials are authorized to search a student's personal possessions or motor vehicle parked on school property when there is reasonable suspicion that the student is violating law, Board policy or school rules, or poses a threat to the health, safety or welfare of the school population.

Students shall assume responsibility for maintaining the security of their lockers. Students may only use school issued locks on lockers.

However, when school authorities have a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior warning.

Illegal and prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.

Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population.

### **SENIOR PRANKS**

**Senior pranks are not permitted. Students who participate in a senior prank will face consequences consistent with the school's discipline policy. Seniors who participate jeopardize their opportunity to walk at graduation.**

### **STATE EXAMS**

Starting with the class of 2020, the Pennsylvania Keystone Exams are required. Keystone Exam scores will be posted on all student transcripts. Students failing required Keystone Exams will retake them until they pass. Students not meeting Keystone required scores will be enrolled in a Keystone Prep Course.

### **STUDENT PARKING PRIVILEGES**

Students who drive to school must park on school property. Students who drive to school **MUST** register their car and license number with the Student Council. The Parking Pass Agreement Form and parking lot diagram is attached. A permit will be issued which must be displayed for parking privileges. Permits can be obtained when registering with the Student Council Advisor. Students' cars parked in unauthorized places may be towed away at the student's expense. Students who drive in a reckless manner are subject to disciplinary consequences.

### **SUMMER SCHOOL / SCHOOL YEAR CREDIT RECOVERY**

**The Shikellamy School District offers summer and school year classes for students in 9<sup>th</sup> grade through 12<sup>th</sup> grade. Students may qualify to take a full or partial credit recovery course depending on the final grade of the Shikellamy course.**

**Summer school for all students is held at the Shikellamy High School. Attendance is required at all sessions. Transportation may be available as needed.**

**The Shikellamy School District will accept credits from accredited credit recovery programs. The responsibility for registering for the credit recovery program lies primarily upon the student.**

### **SUN AREA TECHNICAL INSTITUTE**

SUN Tech offers career and technical education that gives students the tools they need to succeed in the competitive world of work. SUN Tech is recommended for seniors at Shikellamy High School; pending review of their academic standing. Graduation requirements include successful completion of coursework and proficiency on Keystone exams.

### **TELEPHONES**

A student who needs to use the telephone, for an emergency call, may ask permission at the main office. Office personnel will grant permission based on the nature of the request. Cell phones are only to be used in accordance with policy and permission is granted.

### **TERRORISTIC THREATS / ACTS #218.2**

Terroristic threat - shall mean a threat to commit violence communicated with the intent to terrorize another; to cause evacuation of a building; or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic act - shall mean an offense against property or involving danger to another person.

When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. The building principal shall immediately suspend the student.
2. The building principal shall promptly report the incident to the Superintendent.
3. Based on further investigation, the Superintendent may report the student to law enforcement officials.
4. The building principal or Superintendent shall inform any person directly referenced or affected by a terroristic threat.
5. The Superintendent may recommend expulsion of the student to the Board.

If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

If a student is expelled for making terroristic threats or committing terroristic acts, upon return to school the student shall be subject to random searches.

### **TOBACCO USE #222**

For purposes of this policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and disposable electronic cigarettes. Disposable electronic cigarettes are defined as battery-operated products designed to deliver nicotine, flavor, and other chemicals by turning the substance into a vapor that is inhaled by the user.

Student use of tobacco in a public building is prohibited by state law Act 1996-145. Therefore, students may not possess any type of smoking or chewing material or paraphernalia on the school premises at any time. All tobacco products will be confiscated and destroyed, and all students who are in violation of this policy are subject to consequences as outlined in these guidelines as well as Act 1996-145.

A student who is in possession of cigarettes or other tobacco products, including lighted or unlighted cigarette, cigar and pipe; other lighted smoking product as described above in a lavatory or other area of the school premises whether ignited or not will be subject to these provisions. Those students who serve as "lookouts" to warn smokers of an approaching school official will be subject to the same school related penalties as smokers.



With the enactment of Act 1996-145, monetary fines will also be assessed for those students who are in possession of tobacco or tobacco products on District property. All violations will be referred to the District Magistrate for prosecution under this law.

A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.

### **VANDALISM/PROPERTY DAMAGE**

The defacing or damaging of school property will not be tolerated. The offender will be responsible for restitution. Vandalism is subject to suspension, and further disciplinary action.

### **VISITORS ENTERING BUILDING**

It is our desire to maintain a safe and secure environment for our students. In order to accomplish this, it is necessary for ALL VISITORS to our school to report to the main office immediately upon entering the building. A computerized check through a national data base will be run on any visitor wishing to leave the office area and travel within the school building. Visitors must be in possession of a current driver's license, state or local military ID, or valid green card to complete this scanning process.

Student visitors or friends are not to visit the school during school hours. Exceptions may be made provided arrangements are made with the principal at least one day in advance of the visit.

Parents and other interested citizens are always welcome to visit the school. It is required that arrangements be made with the Principal, in advance, for visits to classrooms.

### **WEAPONS AND DANGEROUS INSTRUMENTS #218.1**

The Board recognizes the necessity of safe and secure schools. This safety and security provide students, and employees with an opportunity to go about daily activity in a positive atmosphere. Possession of weapons in the school setting and other district facilities is a threat to the safety of students and staff is prohibited by law.

The Board shall make provisions for a safe and secure environment within school buildings, on school property, on school buses, or off the school grounds at any school activity, event, or function before, during, or after school hours. This safe and secure environment shall be provided to all students, all staff and all legitimate visitors.

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school sponsored activity, and onto any public vehicle providing transportation to school or a school sponsored activity.

In accordance with the federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.

The term weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, razor, ice pick, explosive, loaded cane, sword cane, machete, firearm, pistol, gun, rifle, shotgun, pellet gun, metal knuckles, replica of a weapon, or any other tool, instrument, or implement capable of inflicting serious bodily injury.

### Possessing a Weapon

1. A student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.
2. When a student does the aforementioned:
  - a. The student will be suspended by the respective principal up to ten (10) days.
  - b. The respective principal will refer the incident to the Superintendent.
  - c. The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend discipline short of expulsion on a case-by-case basis.

### Permissible Possession

1. Any instrument, tool, or implement, while being used in an educational or a vocational process as defined by a principal, teacher or other Board authorized adult supervisor, shall not be defined as a weapon as long as that instrument, tool or implement is being used for its educationally or a vocationally defined purpose.
2. Any student who possesses, handles, transports or maintains a tool or instrument as defined in of this policy and who does so with permissible possession shall:
  - a. Secure prior written permission from the instructor to transport and bring on to school property the permitted instrument or tool, otherwise considered a weapon, for use only during the properly authorized time period.
  - b. Report the possession, handling, transportation or maintenance of the tool or instrument to a properly authorized adult immediately upon entering the authority of the school.
  - c. Follow the rules of the building principal as to the procedure for legal maintenance of this tool or instrument in accordance with Board policy.
  - d. Not be in jeopardy of the Student Code of Conduct or Pennsylvania Crimes Code as long as said student has not used previously the tool or instrument in a manner in violation of this policy.
3. Weapons under the control of law enforcement personnel are permitted.

Any student discovering, without previous plan or knowledge, that s/he is in possession, in transport, or in maintenance of a weapon as defined in this policy shall:

- a. Immediately report the weapon to a properly authorized adult.

- b. Not be in jeopardy of the Student Code of Conduct or the Pennsylvania Crimes Code, unless it can be shown the student had knowledge of the weapon prior to his/her admitted discovery.

The following action shall be taken against individuals violating this policy:

**First Offense**

1. The weapon will be confiscated.
2. Parents will be notified.
3. Student may be suspended for up to ten days.
4. A required meeting with the principal, student and parents will be held.
5. Law enforcement agency may be notified.
6. Recommendation may be made to the Shikellamy Board of Education that expulsion be considered.
7. Notify District Magistrate.

**Second Offense**

1. The requirements of #1 through #4 listed under "First Offense" will apply.
2. Law enforcement agency will be notified.
3. Recommendation will be made to the Shikellamy Board of Education for expulsion.
4. Notify District Magistrate.





# SHIKELLAMY STUDENT COUNCIL



## 2019 – 2020 SHS Parking Agreement Form

Fee: \$10.00 Paid \_\_\_\_\_

Name \_\_\_\_\_ Tag # \_\_\_\_\_

Driver's License # \_\_\_\_\_ Grade in School \_\_\_\_\_

### Vehicle #1

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

*Ford, Chevy, etc.*

*Mustang, Explorer, etc.*

Color \_\_\_\_\_ License Plate # \_\_\_\_\_ VIN \_\_\_\_\_

1. I understand that the opportunity to use the parking lot at Shikellamy High School is a privilege. To retain the privilege of parking on the high school parking lot, I agree to abide by all school rules including those dealing specifically with the parking lots, which are listed below.
2. All automobiles operated by students on the high school grounds must be registered. Automobile registration tags are available from Mr. Steese room 117. Tags must be displayed from the rear view mirror of the automobile. Tags will be issued in order as they purchased, there is no saving or reserving spots. An automobile without a visible tag may be towed at owner's expense.
3. Students may not park in the front drive, visitor spots, or on Walnut St, S. 6<sup>th</sup> St. or S. 5<sup>th</sup> St. **For any reason.** All students must be parked in the Shikellamy High School front parking lot.
4. Parking must be only in proper parking lots/spaces. An automobile parked in the wrong spot the following may occur.
  - 1<sup>st</sup> offense – warning
  - 2<sup>nd</sup> offense – \$10.00 OR purchase a tag
  - 3<sup>rd</sup> and subsequent offenses – \$10.00 parking fine
5. Drivers must maintain a safe and reasonable speed and at no time exceed 10 miles per hour.
6. Visitors and those wishing to drop off/pick-up students may use the front drive.
7. All entrances and exits drives should be kept open at all times.
8. All accidents must be reported to the office as soon as possible.
9. Students are not to be on the parking lot between 7:35 a.m. and 2:35 p.m. without permission from the Principal's office.
10. Upon arriving at school students are to immediately exit their vehicles and report to the school. Students are not to loiter on the parking lot.
11. Tags must be returned at the end of the school term or a fee of \$10.00 will be charged. A tag for the following year will not be issued until the missing tag is returned or paid for.

**I understand that my vehicle may be towed away, should it not be parked in the proper location, or without a valid tag displayed, and that my privilege of parking on the high school parking lot can be revoked should I choose not to abide by the rules which are explained in this agreement.**

\_\_\_\_\_  
Student's Signature

**As a parent/guardian of the student in this agreement I am aware of the rules for using the parking lot at Shikellamy High School and give permission for my student to drive to school.**

Parent/guardian Signature