SHIKELLAMY MIDDLE SCHOOL

"BE REAL, BE YOU, BE BRAVE"

STUDENT HANDBOOK
2026 - 2027

Jordan Rickert, Principal

Marie Murphy, Assistant Principal

545 Permastone Drive
Northumberland, PA 17857
(570) 286-3736

ANNUAL ANNOUNCEMENT REGARDING

NON-DISCRIMINATION PRACTICES AND POLICIES

Shikellamy School District does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The equitable distribution of district resources is one means the district shall use to ensure all students receive a quality education. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

If you have any questions about equal educational opportunities or complaints of harassment or discrimination, contact:

Jeremy Winn Superintendent - 570-286-3721

Table of Contents

ADMINISTRATION AND PROFESSIONAL STAFF....7
2026 - 2027 DAILY BELL SCHEDULES....10
2026 - 2027 SCHOOL CALENDAR....13
DISTRICT MISSION STATEMENT....14
VISION STATEMENT....14
IMPORTANT NOTES....14
MESSAGE TO THE STUDENTS....14
STUDENT RESPONSIBILITIES....15
ADULTS/STUDENTS ENTERING THE BUILDING....15
ARTIFICIAL INTELLIGENCE (AI)....15
ATTENDANCE....17
BACKPACKS....21
BICYCLES, ROLLER BLADES, SKATEBOARDS AND SCOOTERS....21
BODY MASS INDEX (BMI) PARENT NOTIFICATION....21
BULLYING....21
BUS CONDUCT....22
CAFETERIA....23
CHEATING....24
CHILD ABUSE REPORT....24
CLUBS....24
COMMUNICATION....24
DANCES....24
DELIVERIES TO STUDENTS....25
DISCIPLINE....25
BRAVES PRIDE DEMERIT SYSTEM....31
DRESS CODE/ PERSONAL APPEARANCE....32
DRUG AND ALCOHOL POLICY....32
EMERGENCY DISMISSAL AND CANCELLATION OF SCHOOL....34
ELECTRONIC DEVICES....34
EMERGENCY DRILLS....36
FIREWORKS....36
FOOD/DRINK....36
GAMBLING....36

GRADING SYSTEM....37
GUIDANCE....37
HALL CONDUCT....38
HALL PASSES....38
HARASSMENT....38
HAZING....39
HEALTH CONCERNS AND MEDICATION....40
HOMELESS ASSISTANCE ACT....41
HOMEWORK....42
HONOR ROLL....42
INTERNET USE....42
LIBRARY SERVICES....43
LIGHTERS....43
LOCKERS....43
LOST AND FOUND....43
NATIONAL JUNIOR HONOR SOCIETY....43
OBLIGATIONS....44
PROMOTION AND RETENTION....44
SCHOOL CLOSINGS....45
SCHEDULE CHANGES....45
SEARCH AND SEIZURE....45
STANDARDIZED TESTING....45
STUDENT COUNCIL....48
TELEPHONES/CELL PHONES....48
TEXTBOOKS....49
THREATS/TERRORISTIC ACTS....50
TOBACCO USE....50
VANDALISM/ PROPERTY DAMAGE....51
WALKING TO AND FROM SCHOOL....51
WEAPONS POLICY....51
COURSE CATALOGS....53
TECHNOLOGY POLICY....60
STUDENT/PARENT TECHNOLOGY POLICY SIGN-OFF....67
STUDENT RECEIPT STATEMENT....68

ADMINISTRATION AND PROFESSIONAL STAFF

ADMINISTRATION

Ms. Jordan Rickert	Principal
Dr. Marie Murphy	Assistant Principal

6TH GRADE TEAM BLUE

Mrs. Tiara Dalius	Math	205
Mr. Blake Marks	Science	206
Ms. Megan Boggus	Communication Arts	207
Ms. Sammi Bonaventura	Reading	208
Mrs. Barbara Yeomans	Social Studies	209

6TH GRADE TEAM MAROON

Mrs. Cassie Godlewski	Math	212
Mrs. Brandy Fessler	Science	213
Mrs. Jessica Ackley	Reading	214
Mr. Benjamin Attinger	Communication Arts	215
Mr. Michael Becker	Social Studies	217

7TH GRADE TEAM BLUE

Mrs. Jessie Williams	Math	305
Mr. Mark Prokopovits	Science	306
Mr. Ryan Williams	Communication Arts	307
Mr. Daniel Franks	Social Studies	309

7TH GRADE TEAM MAROON

Mrs. Laurie Decker	Math	312
Ms. Marley Sprenkel	Science	313
Ms. Shaylyn Force	Communication Arts	315
Mr. Matt Olson	Social Studies	317

8TH GRADE TEAM BLUE

Mrs. Amy Alex	Math	105
Mrs. Jaden Carper	Science	106
Mr. Daniel Bailer	Communication Arts	107
Mr. Craig Specht	Social Studies	109

8TH GRADE TEAM MAROON

Ms. Claire Schmoke	Math	112
Mrs. Tonya Reader	Science	113
Mrs. Janelle Herman	Communication Arts	115
Mrs. Lindy Witmer	Social Studies	117

PHYSICAL EDUCATION/HEALTH

Mr. Blaise Zeiders	Physical Education/Health	GYM
Mrs. Angela Fatool	Physical Education/Health	GYM

RELATED ARTS

Mrs. Katie Wells	Music/Chorus	219
Ms. Sarah Campbell	Band	219
Mr. Kristopher DeRemer	Technical Education	101
Mrs. Melanie Huggins	Art	319
Mr. Mike Yohn	STEM	108

Sgt. Brian Henninger	JROTC	103

FOREIGN LANGUAGE

Mrs. Nicole Varano-Delgado	Spanish	314

SPECIAL SERVICES

Mr. Zachary Hicks	Special Education	316
Mrs. Nicole Kalcich	Special Education	216
Mrs. Amy Weir	Learning Support	308
Mrs. Jessica Allshouse	Learning Support	204
Ms. Randi Kunkel	Learning Support	114
Mr. Connor Fitzgerald	Special Education	103
Ms. Megan Eagleberger	Special Education	308
Mrs. Sophie Mowery	ELL	104
Mrs. Mary Bannon	Enrichment/Library	Library
Mrs. Shelby Crawford	School Counselor	Office
Ms. Cirstyn Sempko	School Counselor	Office
Ms. Sarah Baker	Speech	318
Ms. Alecia Emory	Social Worker	102A
Mrs. Michele Culp	Nurse	Health Suite

ATHLETIC DIRECTOR

Mr. William Perkins	Shikellamy HS AD Office

STUDENT SERVICES COORDINATOR/ATTENDANCE

Mr. Lewis Dellegrotti	Shikellamy HS Office

Shikellamy Middle School
2026 - 2027 DAILY BELL SCHEDULES

REGULAR BELL SCHEDULE

Class Period	Time	Notes
Warning Bell	7:45 a.m.	
AM Homeroom	7:50 - 7:55 a.m.	
Period 1	7:57 - 8:25 a.m.	
Period 2	8:27 - 9:10 a.m.	
Period 3	9:12 - 9:55 a.m.	
Period 4	9:57 - 10:40 a.m.	
Period 5	10:42 -11:26 a.m.	**6th Grade Lunch** Team Maroon - 10:42 - 11:12 Team Blue - 10:56 - 11:26 **6th Grade SSR** Team Maroon - 11:12 - 11:26 Team Blue - 10:42 - 10:56
Period 6	11:28 a.m. - 12:12 p.m.	**7th Grade Lunch** Team Maroon - 11:28 - 11:58 Team Blue - 11:42 - 12:12 **7th Grade SSR** Team Maroon - 11:58 - 12:12 Team Blue - 11:28 - 11:42
Period 7	12:14 - 12:58 p.m.	**8th Grade Lunch** Team Maroon - 12:14 - 12:44 Team Blue - 12:28 - 12:58 **8th Grade SSR** Team Maroon - 12:44 - 12:58 Team Blue - 12:14 - 12:28
Period 8	1:00 - 1:43 p.m.	
Period 9	1:45 - 2:28 p.m.	
PM Homeroom	2:30 - 2:36 p.m.	
Dismissal	2:36 - 2:50 p.m.	2:36 - First Round Buses/Walkers/ Parent Pick-Up 2:43 - Second Round Buses
Consultation	2:50 - 3:10 p.m.	
Detention	2:40 - 3:40 p.m.	

2026 - 2027 TWO HOUR DELAY BELL SCHEDULE

Class Period	Time	Notes
Warning Bell	9:45 a.m.	
AM Homeroom	9:50 - 9:55 a.m.	
Period 2	9:57 - 10:27 a.m.	
Period 3	10:29 - 10:59 a.m.	
Period 4	11:01 - 11:31 a.m.	
Period 5	11:33 a.m. - 12:09 p.m.	**6th Grade Lunch**
Period 6	12:11 - 12:47 p.m.	**7th Grade Lunch**
Period 7	12:49 - 1:25 p.m.	**8th Grade Lunch**
Period 8	1:27 - 1: 57 p.m.	
Period 9	1:59 - 2:29 p.m.	
PM Homeroom	2:31 - 2:36 p.m.	
Dismissal	2:36 - 2:50 p.m.	2:36 - First Round Buses/Walkers/ Parent Pick-Up 2:43 - Second Round Buses
Consultation	2:50 - 3:10 p.m.	
Detention	2:40 - 3:40 p.m.	

2026 - 2027 ONE HOUR DELAY BELL SCHEDULE

Class Period	Time	Notes
Warning Bell	8:45 a.m.	
AM Homeroom	8:50 - 8:55 a.m.	
Period 2	8:57 - 9:34 a.m.	
Period 3	9:36 - 10:13 a.m.	
Period 4	10:15 - 10:51 a.m.	
Period 5	10:53 - 11:37 a.m.	**6th Grade Lunch/SSR**
Period 6	11:39 a.m. - 12:23 p.m.	**7th Grade Lunch/SSR**
Period 7	12:25 - 1:09 p.m.	**8th Grade Lunch/SSR**
Period 8	1:11 - 1:48 p.m.	
Period 9	1:50 - 2:27 p.m.	
PM Homeroom	2:29 - 2:36 p.m.	
Dismissal	2:36 - 2:50 p.m.	2:36 - First Round Buses/Walkers/ Parent Pick-Up 2:43 - Second Round Buses
Consultation	2:50 - 3:10 p.m.	
Detention	2:40 - 3:40 p.m.	

2026 - 2027 HALF DAY BELL SCHEDULE

Class Period	Time	Notes
Warning Bell	7:45 a.m.	
AM Homeroom	7:50 - 7:55 a.m.	
Period 2	7:57 - 8:18 a.m.	
Period 3	8:20 - 8:41 a.m.	
Period 4	8:43 - 9:04 a.m.	
Period 5	9:06 - 9:27 a.m.	**6th Grade Lunch/SSR**
Period 6	9:29 a.m. - 9:50 p.m.	**7th Grade Lunch/SSR**
Period 7	9:52 - 10:13 p.m.	**8th Grade Lunch/SSR**
Period 8	10:15 - 10:36 p.m.	
Period 9	10:38 - 10:59 p.m.	
PM Homeroom	11:01 - 11:25 p.m.	
Dismissal	11:25 - 11:30 p.m.	11:25 - First Round Buses/Walkers/ Parent Pick-Up 11:31 - Second Round Buses

2026 - 2027 SCHOOL CALENDAR

First Student Day - Tuesday, August 25, 2026



DISTRICT MISSION STATEMENT

The mission of the Shikellamy School District is to challenge and engage students in preparation to become lifelong learners contributing to the future of our community.

VISION STATEMENT

The Shikellamy School District strives to create an educational environment that is a safe, positive, and supportive atmosphere which will challenge each student to grow academically, emotionally, and socially. Through effective teaching practices, fiscal responsibility, and the involvement of faculty, staff, parents, caregivers, and the community, Shikellamy will provide students with lifelong skills that will enable them to be successful in meeting the challenges in an ever changing world.

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 judgment of the SMS 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.

MESSAGE TO THE STUDENTS

On behalf of the faculty and staff of the Shikellamy Middle School, we would like to take this opportunity to welcome you to the Shikellamy Middle School for the 2026-2027 school year. Our faculty wants to make this year academically challenging for you while helping you to achieve the goals that you have set for yourself. We encourage you to do your best and to work hard each and every day. We are here to help you make your years at Shikellamy Middle School successful, and we welcome the opportunity to assist you as you progress through your middle school career. We have three expectations for everyone in this school.
They are: Be nice, work hard, and GET INVOLVED!

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

Be Real, Be You, Be Brave!

Ms. Jordan Rickert
Principal

Dr. Marie Murphy
Assistant Principal

STUDENT RESPONSIBILITIES

Student responsibility as per Title 22 Chapter 12 includes 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.

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 educational process.

Students should express their ideas and opinions in a respectful manner so as not to offend or demean others.

Students at the Shikellamy Middle School have the responsibility to:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance to them.
2. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
3. Dress and groom themselves so as to meet standards of safety and health and so as not to cause a substantive disruption of the educational process.
4. Assume that a rule is in full effect until it is waived, altered, or repealed.
5. Assist the school staff in operating a safe school for all students enrolled.
6. Be aware of and comply with State and local laws and ordinances.
7. Exercise proper care when using school facilities and equipment.
8. Attend school daily, except when excused, and be on time.
9. Make all necessary arrangements for making up work when absent from school.
10. Avoid 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!***

ADULTS/STUDENTS ENTERING THE 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 **Middle School** office immediately upon entering the building. A computerized check through a national database 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.

ARTIFICIAL INTELLIGENCE (AI)

In accordance with ***Policy 815.1: Use of Generative Artificial Intelligence in Education***, the district recognizes the potential that Generative Artificial Intelligence (Generative AI) offers in enhancing educational opportunities, streamlining learning, and preparing students for a future that demands adaptability, critical thinking, and digital literacy. When incorporated and used responsibly and ethically, Generative AI can support a dynamic working and learning experience. Students may only use AI tools when explicitly authorized by a teacher, and must fully disclose AI usage and adhere to specific project guidelines. Prohibited actions include

submitting AI-generated work as original (plagiarism), bypassing disclosure requirements(use of AI humanizer to avoid AI detection, masking plagiarism, etc), sharing personal information, and creating manipulated media (see below for examples). This policy addresses guidelines for the proper management and responsible use of Generative AI in the district's educational environment. Not following this policy ***may result in discipline or legal consequences.***

Student AI Compliance Checklist

Students can use this checklist prior to submitting any assignment involving AI:

- Teacher Authorization: Ensure the teacher explicitly permits AI use for this specific assignment.
- Parameter Alignment: Verify your use matches the exact boundaries and maximum limits set by the teacher.
- Full Disclosure: State how, where, and why you utilized AI in your final submission.
- Proper Citation: Document and credit the AI resource following the teacher's formatting rules.
- Data Privacy: Confirm zero personal information or student data was entered into the tool.
- Authentic Origin: Check that the work is structurally your own, not reformatted AI text.

Prohibited Manipulated Media Examples

Students are strictly prohibited from using AI to create or distribute synthetic media, which includes:

- Deepfake Videos: Swapping a student's or staff member's face onto other video footage.
- Voice Cloning: Replicating someone's voice to fake audio recordings or statements.
- Photo Alterations: Inserting identifiable individuals into inappropriate, unsafe, or false backgrounds.
- Fabricated Evidence: Generating fake screenshots of text conversations to frame others or distort the truth.

ASSEMBLIES

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 office. 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

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.
Excuses may be emailed to sms-attendance@shikbraves.org.

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 school office for these types of visits.
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 three days, or six 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 Middle 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 school to report their child's absence (s). To this end, it is imperative that parents/guardians provide the school with **current phone numbers**. Parents/guardians who believe that they have been contacted in error should follow the instructions given on the message to resolve the issue. On most days, this automatic telephone call will be made at 9:30 AM.

Return following absences:

1. Have a parent or guardian write, fax (570-286-3737), or email (**sms-attendance@shikbraves.org**) an excuse giving your full name, date, days of absence, reason for absence and his/her signature.
2. Submit excused absence to the attendance secretary. Failure to return a written excuse within three days will result in an unexcused (illegal) absence. Excuses may be taken to the 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 for 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.

Tardiness
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."

Starting 17-18 school year, after six illegal absences, you are considered "Habitually Truant" and will be referred to C&Y. Further illegal absences may result in a fine from the District Magistrate for truancy.

Students who arrive late to school must report to the office for a late pass. Students who arrive after 9:50 AM will receive a ½ day absence. Any student who arrives after 12:50 PM will not receive 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 who has been absent illegally for three days, or six half days, are guilty of a misdemeanor and subject to a fine.

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 - must return with note from medical appointment
3. Late bus or bus error not caused by the student
4. Other reasons as determined by the principal

Unexcused tardiness includes (parent notes will not serve as a valid excuse):

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

Students who are late (6) times without a valid excuse (unexcused tardiness) will receive one hour of detention. 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. Tardy tracking will reset at the beginning of each marking period.

Cyber Charter School Transfer Restrictions Due to Habitual Truancy

In accordance with state policy, any student classified as habitually truant is prohibited from transferring to a cyber charter school during the school year unless a judge formally determines that the transfer serves the best interest of the child. Parents or guardians wishing to contest an enrollment denial must schedule an appointment with the building principal, who will provide guidance on the official procedures to appeal the decision through the district magistrate.

Definitions: *Reworded to use consistent terminology throughout the handbook

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 - The Shikellamy School District recognizes that at some time during the school year it may be necessary for your child to be involved in an educational journey that requires their absence from the regular classroom.

These trips must be approved in advance by submitting a written request on the appropriate District form. These forms may be secured at any District school building office. **The request should be submitted to the building principal at least ten (10) days prior to the start of the journey**. The building principal may grant exceptions to this time period. Prior notice is needed so arrangements for assignments etc. can be made prior to the trip. This procedure will help keep each student current with his or her classmates.
Students will be permitted to use a maximum of ten (10) school days for educational visits. Trips may vary in length and number; however, the total may not exceed ten (10) days for all such absences per school year.

Educational trips or visits that are not pre-approved shall be treated as unexcused absences.

Support Strategies for Planned Absences -

Before:

- Inform my teacher via email or in person, in advance, regarding my absence.
- Ask my teacher if I could sit in during another period to compensate for the one I will be missing.
- Make a "to-do" list of work that will be missed during my absence from the teacher's online resource or from direct communication.
- Check if I am to miss a quiz, test, lab, or presentation… then e-mail and/or meet with my teacher to offer several times (before/after school, study hall, or over lunch, etc.) to make up the assignment in person.
- Check to see if I see I will not be able to make a future due date, and ask for an extension in advance rather than waiting until it is due or past due.

During:

- Review my "to do" list of work to be completed.
- Take and use reading or other materials with me that I will need to study or prepare for class.
- If needed, be in touch with a reliable classmate while I am away.

After:

- Check with teacher for any missing work or indicators that I missed something.
- Hand in work that was due while I was out.
- Check in with the teacher regarding my missed work.
- Review notes or other class materials that may help me understand missed instruction.

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 be suspended.

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 or Saturday detention. Skipping class is a Level I offense and will be handled by the building principal. Continued violations in this area will result in escalation to a Level II or Level III offense.
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 or ISS. 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 truancies may result in suspension or referral to the Superintendent of the Shikellamy School District for a formal hearing.

BACKPACKS

Backpacks/Book Bags/Purses/Athletic Bags
Students are allowed to carry backpacks, slingback backpacks, cinch sacks, briefcases, lunch bags and purses to and from school. **Students should place these items in their lockers or a designated area before the start of the school day. These items should not be carried in the building during school hours.**

BICYCLES, ROLLER BLADES, SKATEBOARDS AND SCOOTERS

Shikellamy School District Policy # 223
The Board shall permit the use of motor vehicles by secondary students in accordance with district rules, provided that such students are licensed, have followed established procedures and obtained the required permit, have parental permission when they are minors, and have been granted permission by the building principal to drive a motor vehicle on school grounds.

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

The Board prohibits the use of non motorized, high-risk means of transportation such as scooters, roller blades, skateboards, etc. in posted areas.

BODY MASS INDEX (BMI) PARENT NOTIFICATION

The Shikellamy School District promotes the health of its students. Because physical growth is one of the best indicators of a person's health, height and weight measurements have been conducted for years as a means of determining a student's growth pattern. The Pennsylvania Department of Health has now directed all schools to calculate each student's Body Mass Index (BMI) to determine their true growth based on height, weight, gender, and age.
Parents/guardians are advised that your child's Body Mass Index will be calculated during this and subsequent school years, and that the results will be distributed to you. With the knowledge of this information, we hope that the students, as well as their parents/guardians, will make informed decisions about nutrition and exercise that impact their present and future health.

BULLYING

Shikellamy School District Policy #249
The Shikellamy Board of Education is committed to providing a safe, positive learning environment for district students. Therefore, the Board and Administration prohibit bullying by all district students as this detracts from an environment that is safe and necessary for student learning.

Bullying is any intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occur in the school setting, on school grounds, in school vehicles, at designated bus stops, or at any activity sponsored, supervised or sanctioned by the school 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, as defined in this policy, includes cyber-bullying.
Each student shall be responsible to respect the rights of others. Students who have been bullied or know of any bullying incidents should promptly report such incidents to the building principal or designee.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct and as defined in Shikellamy School District Policy # 249 Bullying/Cyberbullying.

BUS CONDUCT

Shikellamy School District Policy # 810

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. **Students must only ride the bus they are assigned to, unless granted permission**. 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:

- Exercise caution while boarding and getting off the bus.
- Sit in your seat facing the front of the bus.
- Avoid yelling, loud talking, singing and any other conduct that could distract your driver.
- Keep quiet when the bus approaches railroad tracks so the driver can listen for trains.
- Ask the driver for permission before opening the windows.
- Keep all parts of the body inside the bus.
- Do not throw objects inside or out of the bus.
- Use the emergency door and exit controls only during supervised drills or actual emergencies.

- Do not eat on the bus.
- Do not smoke. School buses are District property and all tobacco regulations will be enforced.
- Do not possess, sell, or consume drugs, alcohol or other controlled substances on the bus.
- Remain seated until the bus has come to a complete stop.

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.

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced breakfast and lunch is offered to all students.

The Shikellamy School District Food Service Department uses a computerized point of sale system at each school within the District. With this system, each student has a unique identification number that is used to purchase meals. Students are able to put money into an account and draw from that account to purchase extra lunches, ala carte items, etc.

Breakfast is provided at school for those students who wish to take advantage of this service. Breakfast is served prior to the start of the school day.
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.

Standards

- Walk to and from the cafeteria.
- Stay in an orderly line while waiting to be served.
- Make only one trip through the serving line.
- Glass bottles or containers should not be brought on school grounds. Plastic, aluminum, or wax containers are acceptable for students who carry their lunch.
- Sit in your assigned seat.
- Practice good table manners.
- Talk in a normal speaking voice. Do not shout.
- Clean up any mess that you create (on or under the table).
- Do not carry food or drinks from the cafeteria.
- Do not leave your seat without permission from a cafeteria monitor.
- Do not throw any items in the cafeteria.
- Do not beg for food or money from other students.

Students are to remain in the cafeteria until they have finished eating. At no time are students permitted to take food outside the cafeteria. After throwing away trays, students are to report back to their assigned seat or to other designated areas until dismissed from the cafeteria by the cafeteria monitors

Failure to follow the rules by one (1) person or a group of students will result in appropriate disciplinary action.

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. Refer to page 15 for Guidance on Generative AI information.

CHILD ABUSE REPORT

The Child Protective Service Law requires all school employees, who in the course of their employment come into contact with children, to report or cause a report to be made when they have reasonable cause to suspect that a child coming before them in their professional capacity is an abused child.

CLUBS

The Shikellamy Middle School will offer participation for students in several clubs. These clubs meet periodically after school throughout the year and participate in various civic and recreational activities. Information will be distributed to all students during the beginning of the school year pertaining to these clubs, and students will have the opportunity to sign up for these groups at that time. Students who wish to participate in these clubs are subject to the provisions of all applicable Shikellamy School District Policies.

COMMUNICATION

Shikellamy School Board Policy #827

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 the Shikellamy School District app through FinalSite.
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.

DANCES

Standards

1. Unless otherwise noted, all school rules will be in effect for all dances.
2. Only students currently enrolled in the Shikellamy Middle School will be permitted to attend.
3. No one will be admitted to a dance after 7:30 p.m. without pre-approval by the administration.
4. No one will be permitted to leave a dance early without a written note from a parent or guardian.
5. School dress will be in effect for all dances:
   a. Clothing displaying profanity, inappropriate pictures, gestures or words, drug use, alcohol, tobacco products or sexual innuendos is not permitted.
   b. Clothing that exposes the mid-section of the body or is otherwise too revealing is not permitted.
6. Displays of affection are inappropriate in the school setting and are not permitted at school dances.
7. Running and/or excessive horseplay is not permitted.
8. Any indecent, offensive, or obscene language is not permitted.
9. No food or drink is permitted in the gymnasium or other designated dance area.
10. Cell phones may be used during the dance only with prior permission from the Principal or his/her designee.

Refusal to follow the above rules (#1-10) may result in a student's removal from that dance and future dances.

DELIVERIES TO STUDENTS

Deliveries (restaurants, other food delivery services, balloons, flowers, etc.) made to students for celebrations or other reasons **CANNOT** be accepted by the school. Such deliveries should and will be directed to the student's

place of residence.

DISCIPLINE

Shikellamy School District Policy #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 its schools 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 middle 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 middle 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.

<u>Definitions:</u>

Reprimand - Verbal or written censure for a violation

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

Suspension - In-school: student reports to a specific area and is expected to complete regular assignments from teachers while under the direct supervision of faculty members.

Out-of-school: students does not report to school for any classes or activities for a specific period of time, and is not to be on district property during the period of suspension.

Hearing - Formal: a conference scheduled by the School Board where student, parent(s), and administrator(s) are expected to attend.

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

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

Level 1 - 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 of Level 1 Offenses	Potential Consequences
● Accidental damage to property (no malice)	● Warning

• Bus misconduct (level I) managerial techniques Time-out room definition) • Cheating • Class cut • Disruptive behavior • Harassment of other students • Negligent behavior • Tardiness • Truancy • Unacceptable clothing • Unacceptable language/gestures/writing • Unauthorized area • Unacceptable behavior • Use/possession of personal audio/video equipment	• Verbal reprimand • Time-Out room • Parent contact • Detention • Special assignment • Referral: guidance/nurse • Revocation of privileges • Rearrangement of seating • Temporary removal from class • Behavior contract • Loss of grade/credit (per class period (s) for cheating, truancy, and class cutting) • Replacement/repair of damaged property • Suspension: in-school/out-of-school

Level 2 - 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 of Level 2 Offenses	Potential Consequences
• Bus misconduct (Level II definition) • Extortion • Failure to serve detention • Fighting • Forged information • Insubordination (failure to follow directions) • Leaving school property without permission • Possession/use of tobacco products • Unacceptable language/gestures/written (reoccurring or hostile) • Vandalism	• Parent conference • Referral: Guidance/ Nurse/Board • Informal hearing • Suspension: in-school/out-of-school • Restitution/repair of damaged property • Revocation of privileges • Notification to civil authorities

Level 3 - Includes all Level 2 infractions which are chronic, and acts which are in violation of the state penal code or regulations established by government agencies.

Examples of Level 3 Offenses	Potential Consequences
• Bus Misconduct (Level III definition) • Drug/paraphernalia/alcohol possession/use • Attack directed at a staff member (in or out of school) • Possession/use of weapons • Threatening/terroristic • Communications of any form • Unauthorized use of fire alarm system • Vandalism*	• Informal hearing • Restitution/repair of damaged property • Suspension up to 10 days • Notification to civil authorities • A complete and accurate referral to the Board of education for disciplinary action

	● Revocation of privileges

***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).**

Level 4: 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.

Examples of Level 4 Offenses	**Potential Consequences**
● 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)	● 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.

Consultation Time

Consultation time is part of the official school day and follows the time when students are dismissed. 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

Detention

Students' assigned detention are responsible for attending on the assigned date(s). Before school detention will begin promptly at 7am. After school detention will begin promptly following student dismissal and will last approximately (1) 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. Failure to attend any assigned detention will only be excused via the presentation of a medical note to the Principal upon the student's immediate return to school.

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.

Suspensions

Shikellamy School District Policy #227

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 conformance with the following guidelines:

1. Students will be assigned to in-school suspension by the 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. Teachers may make arrangements with the in-school suspension supervisor to give tests.

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 the building Principal.

7. Students may not attend or participate in extracurricular activities (including practice) while under full day in-school suspension.

8. 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 the 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 middle 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 tests/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.

5. Students suspended out of school may not be on Shikellamy School District property during the period of suspension.

BRAVES PRIDE DEMERIT SYSTEM

The SMS administration believes that attending an extra-curricular student sponsored event at school are considered to be a privilege and not a student right at our school. It is our goal to inform the students of this statement during our opening meetings during the first week of school. If a student earns a minimum of 6 demerits in any semester they will have their privilege to attend student based extracurricular events privileges suspended for the remainder of that semester. Demerits will be reset at the beginning of each semester.

Semester 1	**Semester 2**
PBIS Events	PBIS Events
Dances	Dances
Student Council Events	Student Council Events
Field Trips	Field Trips
Attendance at a Student Extra-Curricular Event such as athletic events (ie.Football), and concerts	Attendance at a Student Extra-Curricular Event such as athletic events (ie.Baseball), and concerts

Student Consequence	**Demerits Assigned**	**Example**
1 Lunch or Late Bus Detention	0.5 Demerit	2 days of Lunch Detention = 1 Demerit
1 Before or After school Detention	1 Demerit	2 days of Detention = 2 Demerits
1 day of In-school Suspension	2 Demerits	2 days of In-school Suspension = 4 Demerits
1 day of Out of School Suspension	3 Demerits	2 days of Out of School Suspension = 6 Demerits

DRESS CODE/ PERSONAL APPEARANCE

Shikellamy School District Policy # 221

Students Are Subject to The Following Student Dress and Personal Appearance Guidelines:

1. Clothing displaying and/or promoting drug use, alcohol, tobacco products, sexual innuendos, 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. This includes the hood on hooded sweatshirts (special exceptions may be made for school-authorized events).
5. Garments worn to school must adequately cover the torso, the lower back, mid-section, and the shoulders.
6. Safe and appropriate footwear which will not mark/damage school property must be worn.
7. Character or animal role play costumes, including clip on tails, are not permitted to be worn on school grounds.
8. Sunglasses may not be worn unless recommended by a physician and approved by the school nurse for medical purposes.
9. Any items associated with identified gangs conventionally known in our culture or uniquely associated with the community or school. This prohibition includes clothing and other apparel.

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). Disciplinary consequences

Physical Education Dress Code:

All students are assigned to a physical education class. 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": appropriate t-shirt; athletic shorts or athletic pants; and sneakers. Clothing must conform to the district's dress code. Sneakers must have laces that are tied properly at all times and no open-back shoes may be worn.

DRUG AND ALCOHOL POLICY

Shikellamy School District Policy #227 & 227.1

The Shikellamy School Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As the educational institution of this District, the school shall strive to prevent abuse of controlled substances.

Controlled substances shall mean all dangerous controlled substances prohibited by law, all look-alike drugs, all alcoholic beverages, anabolic steroids, any drug, paraphernalia, any prescription or patent drug, except those for which permission for use in school has been granted pursuant to Board Policy.

A student who on school grounds, during school session, or anywhere at a school activity is under the influence of alcohol, drugs, look-alike drugs, or mood altering substances or possesses, uses, dispenses, sells, transfers, or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances, or any substance

purported to be a restricted substance shall be subject to discipline pursuant to the provisions and procedures outlined in Shikellamy School District policies covering the use and/or possession of Drug-Controlled Substances and Alcoholic Beverages.

Personal Use and Possession

First Offense

1. Student will be suspended from school for up to ten (10) school days. Student shall be excluded from all school-related activities during the period of suspension.
2. Student lockers and personal possessions shall be searched.
3. Parents and/or guardians shall be notified and a required meeting with the parents and/or guardians, student and principal shall be held.
4. Law enforcement agency may be notified.
5. Drug counseling may be recommended.
6. Recommendation may be made to the Shikellamy School District Board of Education for expulsion from school.

Second Offense

1. Student will be suspended from school for ten (10) school days. Student shall be excluded from all school-related activities during the period of suspension.
2. Student lockers and personal possessions shall be searched.
3. Parents and/or guardians shall be notified and a required meeting with the parents and/or guardians, student and principal shall be held.
4. Law enforcement agency shall be notified.
5. Drug counseling shall be recommended.
6. Recommendation to the Shikellamy School District Board of Education for expulsion from school.

Third Offense

1. Student will be suspended from school for ten (10) school days. Student shall be excluded from all school-related activities during the period of suspension.
2. Student lockers and personal possessions shall be searched.
3. Parents and/or guardians shall be notified and a required meeting with the parents and/or guardians, student and principal shall be held.
4. Law enforcement agency shall be notified.
5. Drug counseling shall be recommended.
6. Mandatory hearing before the Shikellamy School District Board of Education will be held.

Possession with Intent to Sell or Distribute

First Offense

1. Student will be suspended from school for ten (10) school days. Student shall be excluded from all school-related activities during the period of suspension.
2. Student lockers and personal possessions shall be searched.
3. Parents and/or guardians shall be notified and a required meeting with the parents and/or guardians,

student and principal shall be held.
4. Law enforcement agency shall be notified. A criminal investigation shall be conducted.
5. Mandatory hearing before the Shikellamy School District Board of Education will be held.

EMERGENCY DISMISSAL AND CANCELLATION OF SCHOOL

In the event that it becomes necessary to close school early, delay opening or cancel classes for any reason, parents and/or guardians will be notified by telephone with a prerecorded message. If you are not at home or unable to get the pre-recorded message, please listen to your local radio station or watch your television in the morning as these sources will still be notified of any changes to the normal school schedule. Parents, we request that you do not telephone the school. Telephone lines must remain open for emergency calls.
Parents should receive a phone call from the school district's alert system. Parents are urged to make prior arrangements so that your child will know what to do and where to go in case of an early dismissal. Any after school activity will be postponed and/or canceled whenever school is canceled or an early dismissal is called due to weather conditions.

ELECTRONIC DEVICES

Shikellamy School District Policy #237

Electronic communication 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, smart devices, 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 adopts this policy to provide for a productive learning environment and to maintain safe and secure facilities, grounds, and transportation services.

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

Electronic Images and Photographs

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.

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.

Right to Privacy

Students shall not use cell phones, smart devices, digital cameras or any other device to photograph or videotape other individuals at school or at school sponsored activities without their knowledge and consent. Students shall not e- mail, post to the Internet, or otherwise electronically transmit images of other individuals taken at school without their expressed written consent. Use of cellular phones, smart devices, cameras or other personal electronic devices is strictly prohibited in locker rooms and restrooms. **Finally, students who record a physical altercation or acts of bullying and make no attempt to get a school official may be subject to disciplinary action.**

EXTRACURRICULAR ACTIVITIES/ ATHLETIC PROGRAM

Shikellamy School District Policy # 122.1

Extra-curricular activities are offered for the purpose of helping to provide students with a well-rounded educational experience. Extra-curricular activities include, but are not limited to: sports, selected music activities and clubs. Eligibility requirements for these programs are outlined in Shikellamy School District Policy # 122.1.

Seventh and eighth grade students may participate in Boys' basketball, football, wrestling, soccer, and baseball or girls' cross country, basketball, soccer, and field hockey, which comprise the interscholastic program. These programs offer competition with other schools and follow the PIAA guidelines as well as all applicable Shikellamy School District policies.

Under the parameters of Shikellamy School District Policy # 122.1, middle school students who fail one or more courses in a marking period must have a passing cumulative grade point average for the said marking period and be passing at least three (3) core courses, to be eligible to participate in extra-curricular activities. Throughout the marking period, weekly eligibility reports will be generated. Students who do not meet the requirements outlined above will be ineligible to participate in extracurricular activities until the next weekly eligibility report confirms they have regained eligibility.

Students who become academically ineligible at the end of a marking period 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. This student will remain eligible for the remainder of the marking period unless a teacher or teachers submit the student's name on the weekly eligibility report as failing a course. If such a failure report should occur, the student will remain ineligible for the remainder of the marking period. Students who do not meet eligibility requirements on the final fourth marking period report card, will not be eligible to participate in fall extracurricular activities.

It is the belief of the School Board that participation in extracurricular activities, including interscholastic athletics, is a privilege and not a right. Accordingly, students will be suspended from participating in extracurricular activities and interscholastic athletics upon any proven or self-admitted use of a controlled substance in violation of Board policy.

Please refer to Shikellamy School District Policy # 227.1. This policy is an extension of and supplement to the Board's Controlled Substance Policy #227. **NOTE**: **Students who are assigned in-school or out-of-school suspension may not participate in extracurricular activities (including practice).**

EMERGENCY DRILLS

Shikellamy School District Policy #805

Emergency drills are conducted in order to maximize the safety of all students and teachers in times of emergency. They must be taken seriously. Fire Drill Protocol: All work is to cease immediately. Teachers are to close all windows and doors and take their grade books 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.

FIREWORKS

Fireworks are prohibited on school property. Any student attending Shikellamy Middle School, and having in their possession firecrackers or fireworks of any kind, may be suspended from school and referred to the police for prosecution. Expulsion from school may be recommended.

FOOD/DRINK

Food, candy, and drinks are not to be brought to school by students for consumption during a regular class period or study hall, except for special projects that have been scheduled by the instructor and approved by the Principal. At no time are students permitted to take food outside the cafeteria.

GAMBLING

Gambling by students is strictly prohibited while under the supervision of the school. Cards, both playing and trading, are prohibited in school. All cards will be subject to confiscation.

GRADING SYSTEM

Shikellamy School District Policy #213 #213.1

Grading shall be a system of measuring and recording student progress and achievement, which enables the student, parents, and teachers to assess the student's strengths and weaknesses.

Report cards will be issued four (4) times per year at the end of each nine-week period. Interim notices will be mailed to the parent/guardian at the mid-point of each marking period. The interim notices may be sent at any time a student exhibits a change in progress. Danger of Failure notices will be mailed to the parent/guardian at the end of the second and third marking periods.

All students will receive numeric grades in all subjects based on the system listed below. Related Arts grading is done by semester. The grade earned will be the grade reported with the exception of the first marking period of each grade in the core subjects. The lowest grade reported for the first marking period core courses at each grade will be a fifty (50). Although students may earn extra credit points, the highest numeric grade that a student may receive and that may be recorded for any subject is 100%.

Grade	Percent
A	90-100
B	80-89
C	70-79
D	60-69
E/F	Below 60

P Pass
I Incomplete

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.

Honor roll lists will be announced following the close of each nine-weeks marking period. Students who have obtained a cumulative average of 90% or above for all subjects and who receive no grade of 69% or lower for any subject, shall constitute the Honor Roll.

Accessing Grades

Parents/guardians can access their child's current grades and attendance through our Sapphire Parent Portal. You will need Internet access and a web browser to obtain this information. The web address is https://shikbraves-sapphire.k12system.com/. You can register online at the bottom of the district website under the "District Announcements" section.

GUIDANCE

The purpose of the guidance program is to help each individual student achieve his/her highest growth mentally, emotionally and socially. We strive to accomplish this in several ways:

1. Helping the student feel at home in our school with new teachers and friends in a different setting.
2. Conducting individual and/or group conferences for academic or other reasons whenever a student, teacher, counselor or parent deems it necessary.
3. Participating in a testing program designed to help the student learn as much as possible about his/her capabilities.
4. Helping students become more aware of the various career choices available in the world of work.

HALL CONDUCT

With large numbers of students moving through the halls, often with classes in session, it is very important that students must meet and follow these 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 litter.
5. Displays of affection are inappropriate in the school community and therefore are not permitted in school.
6. With the exception of between classes and before and after school, all students in the halls must be in possession of a hall pass issued by a member of the teaching or support staff.
7. When passing classes or when in the hall with a pass, students are expected to go directly to their destination and not loiter in the halls, lavatories or outside classrooms.

8. 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 will report to their lockers and then report directly to their homeroom. All students must be in their homeroom **before** the morning late bell rings.
9. The stairwell located at the southern end of the eighth grade section of the building is to be used by seventh grade students only.

HALL PASSES

Any students who have to travel from one room to another for any reason while classes are in session must use the Securly hall pass system and follow the sign out procedures established by the teacher.

HARASSMENT

Shikellamy School District Policy #248

The Shikellamy Board of Education strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The term harassment includes but is not limited to repeated, unwelcome and offensive slurs, jokes, or other written or verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, gender, sexual orientation, national origin, age or handicap/disability that creates an intimidating, hostile or offensive educational environment.

Each student shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment. Students engaging in this type of activity will be subject to discipline procedures as described in Shikellamy School District Policy # 218.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Students who are harassed are encouraged to report such incidents to the building principal, teachers, counselors, nurses, or any district employee. All employees who receive a harassment complaint from students shall report such to the building principal.

HAZING

Shikellamy School District Policy #247

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.[4]

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.[4]

For purposes of this policy, **student activity or organization** is defined as any organization, team, club, society, or group operating under the sanction of 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 who have been subject to hazing are encouraged to promptly report such incidents, orally or in writing, directly to the building principal or through another professional staff member.

HEALTH CONCERNS AND MEDICATION

Shikellamy School District Policy #210

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**.**

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.

Shikellamy School District Policy #210.1

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.

Students will be responsible for reporting to the nurse’s office at the time the medication is to be given.

Elevator usage
In order for students to use the elevator students must provide a doctor note submitted to the main office or special permission from the nurse.

HOMELESS ASSISTANCE ACT

McKinney-Vento Homeless Education Program

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA).1 The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)): CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHT TIME RESIDENCE:

- "Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.
- Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.
- Living in emergency or transitional shelters.
- Living in a public or private place not designed for humans to live.
- Migratory children living in above circumstances
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.

Residency and Educational Rights:

Students who are in temporary, inadequate and homeless living situations have the following rights:

- Immediate enrollment in the school they last attended or the school in whose attendance area they are

currently staying even if they do not have all of the documents normally required at the time of enrollment;
- Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation;
- Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

When a student is identified as being McKinney-Vento eligible, staff will:
- Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)
- Provide school supplies and other school related materials as needed
- Advocate for and support students and families through school and home visits
- Set clear expectations for student behavior, attendance and academic performance
- Assist students/families access with community services
- Assist students/families with access to tutoring, special education, and English language learner resources
- Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

For additional information, contact LEA Homeless Liaison Lew Dellegrotti at 570-286-3702 ext: 2372.

HOMEWORK
Shikellamy School District Policy #130

The administration and faculty of the Shikellamy Middle School believe that homework is an important part of a student's educational program. It is one of the tools that the classroom teacher uses to help promote student understanding. All learning builds from one fact or idea to the next, so assignments made must be completed before the next concept can be understood. Depending on the subject, varying amounts of homework will be assigned each day. The main responsibility for completing all homework assignments rests with the student. Any student who has difficulty understanding or completing an assignment should take advantage of the consultation time provided by teachers each day after school in their respective classrooms. This consultation time gives students an additional opportunity to ask questions for further understanding of class work.

HONOR ROLL
Shikellamy Middle 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 shall have a numerical average of 90 or above.
2. Students may not have any grade lower than 70.
3. Undesirable conduct in school, indicated on the report card, shall render a student ineligible.

INTERNET USE
Shikellamy School District Policy #815

Individual users of the District's computers are responsible for their behavior and communication over those

computers. It is presumed that users will comply with District standards and policies regulating their use. Any storage of information on District computers may be subject to review by school personnel to maintain system integrity. Users should not expect that files stored on district computers will always be private.

The Shikellamy School District requires all students to provide written parental permission prior to using the Internet on any District owned computers. Use of the Internet is a privilege, not a right, which may be revoked at any time for abusive conduct based upon acceptable use guidelines outlined by the District. Violations of District policies that regulate the use of the Internet may also result in further disciplinary action.

LIBRARY SERVICES

The Library is a multimedia center designed to be an integral part of the school curriculum. Students have access to materials in a variety of formats: books, periodicals, pamphlets, newspapers, computer software and the Internet. Students also have access to educational resources such as databases, eBooks, and primary source documents. Via the POWER library.

LIGHTERS

Lighters, matches, and any other instrument capable of producing a flame are considered paraphernalia and are prohibited on the school premises at any time.

LOCKERS

Shikellamy School District Policy #226

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. Each locker is affixed with a combination lock, if not, a lock will be assigned to students. Students are not permitted to place additional padlocks on their 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. Any locks that have not been returned will be an obligation paid by the student. Locker problems should be reported to the office.

LOST AND FOUND

Shikellamy School District Policy #242

Lost items that are found will be returned to the designated lost and found storage area. Students who lose articles should check with the main office personnel before or after school. Articles not picked up will be disposed of at the end of the school year. All items not claimed by June 30th each year, will be donated.

NATIONAL JUNIOR HONOR SOCIETY

The purpose of the National Junior Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service in the school and community, to promote leadership, and to develop character in the students in our school.

Faculty members will choose students for the National Junior Honor Society from seventh grade who have maintained a cumulative average of 92 since the beginning of sixth grade and the first three quarters of 7th grade. Eighth grade members will be inducted who have maintained a cumulative average of 92 for three

quarters of their eighth grade year.

The Faculty Council at the middle school will select students who have demonstrated outstanding performance in the areas of scholarship, character, service, citizenship and leadership. Students must attend Shikellamy Middle School for one semester to be eligible for membership. An induction ceremony will be held in the spring each year.

OBLIGATIONS

Students are responsible for the satisfactory settlement of costs for lost or damaged books and other school property, unpaid fees, school equipment not returned, etc. Any fees acquired and unpaid will result in a referral to the District magistrate's office for collection.

PROMOTION AND RETENTION

Shikellamy School District Policy #215

Promotion will be based on student performance in the major subject areas (Reading, Communication Arts, Mathematics, Science, and Social Studies) as well as their success in the Related Arts.

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. If you forgot your login and password, the building secretary/school counselor can obtain this for you.
The URL is **https://shikellamy-sapphire.k12system.com/CommunityWebPortal/Welcome.cfm.**

A student who fails two or more major subjects or one major subject and two or more Related Arts subjects will be considered for retention. Parents/guardians will be fully involved throughout the process with the MTSS Team, which includes the Assistant Superintendent, MTSS Coordinator, Principal, Teachers, School Psychologist, and, School Counselors.

The final decision concerning students who pass or fail rests with the Principal and/or the school's pupil progression committee.

SAFE2SAY

In 2018, the General Assembly passed Act 44 mandating the establishment and use of the "Safe2Say Something" (S2SS) anonymous reporting system by every Pennsylvania school entity by January 14, 2019

> S2SS is a life-saving and changing school safety program that teaches students, educators, and administrators how: (1) to recognize the signs and signals of individuals who may be at risk of hurting themselves or others and (2) to anonymously report this information through the S2SS app, website, or 24/7 Crisis Center Hotline.

For more information about Safe2Say, please visit the website at https://www.safe2saypa.org/ Phone Number: 1-844-SAFE2SAY

SCHOOL CLOSINGS

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 broadcasted as early as possible. Parents and/or guardians will be notified by telephone with a prerecorded message. Local radio and television stations will also broadcast the decision regarding the opening of school. (see Emergency Dismissal and Cancellation of School)

SCHEDULE CHANGES

Student schedules are developed based on course requests, staffing, class size, scheduling constraints, and prerequisite requirements.
Every effort will be made to place students in the courses they request. In some cases, scheduling conflicts make it impossible to accommodate every request. This is especially true for students enrolled in multiple Honors courses, multiple music courses, or a world language. When conflicts occur, students/families will be required to prioritize their course selections.

Schedule changes will be considered only for the following reasons:

- A required or core course is missing.
- The student has an incomplete schedule.
- A scheduling error or conflict exists.
- A course placement requires administrative review.

Peer, teacher, or team placement requests will not be honored. Students are assigned to teams and classes to provide equitable educational opportunities, maintain balanced class sizes, and meet the instructional needs of all students.

Students and families will be notified when schedules are available for review in Sapphire. Requests to correct scheduling errors must be submitted by the deadline established by the school. Schedule changes will not be made after the second week of the semester except for administrative or educational reasons approved by building administration.

SEARCH AND SEIZURE

Shikellamy School District Policy #226

The Shikellamy School Board acknowledges the need for safe storage of books, clothing, school materials and personal property.

School officials are authorized to search a student's locker and personal possessions when there is reasonable suspicion that the student is violating law, Board policy or school rules, or poses a threat to the students or the school population.

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

STANDARDIZED TESTING

All middle school students are scheduled to take part in the Pennsylvania System of School Assessment to be administered to students in all 500 school districts in the state of Pennsylvania. The PSSA is designed to provide information about the quality of public school to parents, school districts and the general public.

In 6th, 7th, and 8th grades, students will take the English Language Arts (ELA) and Mathematics (Math) assessment. Eighth grade students will also take the PSSA Science assessment. These assessments will be administered in the spring of the school year. Any student taking Algebra (7th or 8th) or Biology (8th) will be required to participate in the Pennsylvania Keystone Assessments for those subject areas. Students who do not reach proficiency in the Biology Keystone exam will be required to take Honors Biology in ninth grade. Students who do not reach proficiency in the Algebra Keystone exam may be required to retake Algebra.

Further information will be distributed to students and their parent(s) prior to the testing dates.
All middle school students will also take Benchmark/Common Assessments a minimum of three times each year during their middle school career. This assessment is used at the school/District level to determine the reading and mathematics level of each student as well as to track their progress toward improving in these areas.

STUDENT ASSISTANCE PROGRAM (SAP)

Shikellamy School District Policy #236

Student Assistance Program (SAP) - a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning and, when the problem is beyond the scope of the school, to assist the parent/guardian and student with information so they may access services within the community. It is also a method of intervening and referring these students to appropriate community services. This is an intervention not a treatment program.

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

The successful implementation and maintenance of a Student Assistance Program can result in decreased school dropouts, truancy and vandalism, improved grade point averages, and fewer discipline problems.

WARNING SIGNS OF DEPRESSION

1. Noticeable changes in sleeping patterns, such as an inability to fall asleep at night, stay asleep or get up in the morning.
2. Significant changes in appetite resulting in apparent weight loss (not attributed to dieting) or weight gain.
3. Suffering from feelings of hopelessness.
4. Loss of interest in activities formerly enjoyed.
5. Experiencing fatigue or loss of energy.
6. Withdrawing from friends or family. Preferring to spend increasingly more time alone.
7. Feeling of guilt.
8. Feeling of worthlessness or uselessness.
9. Difficulty in making decisions or unable to concentrate on tasks for any length of time.
10. Frequent complaining of physical problems or pain, such as headaches, stomach aches or pain in joints or muscles.
11. Recurring thoughts of death or suicide.

WARNING SIGNS OF ALCOHOL AND DRUG ABUSE

Family Relationships

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

Behavioral Change

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

At School and/or On the Job

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

Legal Problems

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

Physical Symptoms

1. Noticeable and rapid weight loss.
2. Pupils continually dilated and/or bloodshot.
3. Less attention given to personal hygiene (i.e., wearing the same clothes for days in a row).
4. Continually complaining of sleepiness or excessive fatigue.
5. Excessive sniffling and/or sinus problems.
6. Frequent use of nasal spray or frequent nosebleeds or unusual sores around the nose.
7. Rapid or slurred speech.
8. Vomiting or intense nausea.

REFERRALS TO THE STUDENT ASSISTANCE PROGRAM

Staff Referral

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

Self-Referral

Students concerned about their own well-being are encouraged to contact a member of the Student Assistance Team for information and/or assistance.

Family Referral

Parents or siblings are encouraged to contact a member of the Student Assistance Team regarding concerns for any family member.

Peer Referral
Students are encouraged to contact a member of the Student Assistance Team regarding concerns for a friend.
STUDENT ASSISTANCE TEAM MEMBERS
The Student Assistance Team at the Shikellamy Middle School consists of a number of staff members who have been trained in this process.

Other staff members at the middle school are also trained in this procedure and may actively participate in this process throughout the school year.

If you have any questions regarding Student Assistance or are concerned about a student, please do not hesitate to contact any of the above members or the agencies/programs listed below:

Northumberland County Children and Youth Services	570-988-4237
Northumberland County Mental Health	570-495-2040
Northumberland County Drug and Alcohol	570-495-2040
National Runaway Safeline	1-800-RUNAWAY
Women in Transition (Sexual Assault Hotline)	1-800-850-7948
Shikellamy Middle School	570-286-3736

STUDENT COUNCIL
The purpose of the Student Council is to provide an opportunity for student input relative to the school's programs. The operation of the Student Council also provides learning experience for all students. Members are elected by their peers from all grade levels. The Student Council officers serve as a liaison with the students and the administration. Each year, all homerooms elect a Student Council representative and an alternate. The Student Council is involved in sponsoring school dances, assemblies, activities and school service projects.

TELEPHONES/CELL PHONES

To promote a focused learning environment, students may not use cell phones or other personal electronic devices during the school day. All devices must be powered off and securely stored in the student's locker (not on the student's person, backpack, or binder) from **7:20 a.m. until 2:36 p.m.**
Cell phones and other personal electronic devices may only be used after the school day, at school-sponsored activities, or on school-provided transportation with prior permission from the Principal or designee.
Failure to follow this policy may result in the confiscation of the device and disciplinary consequences as outlined below.

- 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 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 day of in-school suspension.

- Fifth 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 two days of in-school suspension.

The opportunity to bring a cell phone to school is a privilege that comes with the responsibility of following our school expectations. To help create a focused, distraction-free learning environment, students are expected to surrender their cell phone to a staff member immediately if requested. Refusal to do so will result in an immediate suspension.

If a student receives an out-of-school suspension (OSS) for refusing to surrender their phone, they will be required to turn their phone in to the main office each day upon returning to school for a period determined by the administration.

We understand that families may need to communicate with their child during the school day. Our goal is not to prevent communication, but to ensure that learning remains the priority. If there is an emergency or important message, parents or guardians are encouraged to contact the school's main office, and we will promptly deliver the message to the student.

Likewise, if a student needs to contact a parent or guardian during the school day, they may request permission to visit the main office, where they may use the school phone or, with staff permission, their own cell phone. Calling or texting parents during school hours is a violation of this policy and subject to discipline consequences.

TEXTBOOKS

The textbook for a course is loaned to the student at the beginning of the course. At that time, the teacher will record the book number and its condition. Until the book is returned to the teachers, the student is responsible for the textbook. If the book is damaged, lost, or unduly worn, the student must pay the cost of the replacement or repair of the damages. It is recommended that all students keep a book cover on all textbooks to avoid unusual wear. Textbooks are the property of the School District.

THREATS/TERRORISTIC ACTS

Shikellamy School District Policy #218.2

Definitions:

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.[1]

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

Students will be referred to the Superintendent and may also face legal charges. The school board may require a formal hearing which could result in expulsion from school.

TOBACCO USE

Shikellamy School District Policy #222

Tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking products; 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 products 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.

Nicotine and Caffeine Restrictions

The school maintains a strict substance-free environment to promote student health and focus. Students are prohibited from possessing, using, distributing, or selling any nicotine or highly concentrated caffeine products on school grounds, buses, or at school-sponsored events. This restriction applies to all nicotine delivery systems, including nicotine pouches (e.g., Zyn), vaporizers, e-cigarettes, nicotine toothpicks, and edible nicotine items. Additionally, non-beverage, highly concentrated caffeine products are banned due to potential health risks; this includes energy shots, caffeine pouches, caffeine tablets or pills, caffeine toothpicks, caffeine mints, caffeine gum, dissolvable caffeine strips, and topical caffeine patches. Violations of this policy will result in the immediate confiscation of the items and appropriate disciplinary action, which may include parental notification, detention, or suspension.

VANDALISM/ PROPERTY DAMAGE

Shikellamy School District Policy #224

Writing, defacing, or otherwise damaging school property inside or outside the building will not be tolerated. Any deliberate damage will be paid for by the student offender. Vandalism is subject to disciplinary action including suspension.

WALKING TO AND FROM SCHOOL

Students who are walking to school should plan to arrive at the school building after the doors are opened and prior to the ringing of the late bell (see schedule). At that time, they are permitted to go to their lockers and drop off or gather needed items prior to reporting to homeroom. In the case of cold or inclement weather, students may be permitted to enter the school building and report to an area designated by the building Principal prior to going to their lockers. As in all cases, appropriate behavior is expected.

Whether a student is coming to or leaving school, appropriate behavior is expected. The property and rights of the neighbors of the middle school are to be respected. Students are responsible for their behavior to and from school, and are subject to all regulations as defined in the Student Conduct and Discipline Code, and all local

governing bodies' ordinances related to trespassing, littering, and orderly conduct.

WEAPONS POLICY

Shikellamy School District Policy #218.1

It is the desire of the Shikellamy School District to maintain a safe and healthy environment for all students. In order to accomplish this, a weapons policy was established.

It is illegal for any student to possess, handle, transport, or maintain a weapon in any school building, on school property, on any school bus, or off the school grounds at any school activity, event or function before, during, or after school hours. (Shikellamy School Board Policy #218.1 Weapons and Dangerous Instruments)
A weapon as defined in Board Policy, is any knife, cutting tool, razor, ice pick, explosive, loaded cane, sword cane, machete, pistol, rifle, shotgun, pellet gun, metal knuckles or any other tool, instrument, or implement capable of inflicting bodily injury.

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

<u>First Offense</u>

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

<u>Second Offense</u>

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

6th Grade Course Catalog

Required Courses		
Course Name	**Duration**	**Prerequisite Requirements**
Communication Arts	Full Year - Every Day	None
Reading	Full Year - Every Day	None
Math	Full Year - Every Day	None
Science	Full Year - Every Day	None
Social Studies	Full Year - Every Day	None
Art	1 Semester - 2 days per cycle	None
Music	1 Semester - 2 days per cycle	None
Technology Education	1 Semester - 2 days per cycle	None
Spanish Explore	1 Semester - 2 days per cycle	None
Physical Education	Full Year - 2 days per cycle	None
Elective Courses		
Band	Full Year - Every Day	Sign-up with Ms. Campbell
Chorus	Full Year - Every Day	Sign-up with Mrs. Wells
Clubs/Activities		
Aevidum	Full Year as scheduled by Ms. Emory	Sign up with Ms. Emory
Art Club	Full Year as scheduled by Mrs. Huggins	Sign-up with Mrs. Huggins
Forensics	Full Year as scheduled by Mr. Specht	Sign-up with Mr. Specht
Prayer Club	Full Year as scheduled by TBD	Sign-up with TBD

6th Grade Course Catalog (continued)

Clubs/Activities		
Course Name	**Duration**	**Prerequisite Requirements**
Student Council	Full Year as scheduled by Mr. Hicks and Mrs. Kalcich	Application/Selection Process Mr. Hicks and Mrs. Kalcich
Theatre	Full Year as scheduled by Mrs. Boyer	Sign-up with Mrs. Boyer

7th Grade Course Catalog

Required Courses		
Course Name	**Duration**	**Prerequisite Requirements**
Communication Arts	Full Year - Every Day	None
Math	Full Year - Every Day	None
Science	Full Year - Every Day	None
Social Studies	Full Year - Every Day	None
Art	1 Semester - 2 days per cycle	None
Intervention/Enrichment	1 Semester - 2 days per cycle	None
Technology Education	1 Semester - 2 days per cycle	None
Futures I	1 Semester - 2 days per cycle	None
Physical Education	Full Year - 2 days per cycle	None
Elective Courses		
Band	Full Year - Every Day	Sign-up with Ms. Campbell
Chorus	Full Year - Every Day	Sign-up with Mrs. Wells
STEM Education	Full Year - Every Day	Automatic enrollment in place of a second study hall
Pre-Algebra	Full Year - Every Day	● Advanced or High Proficient on 6th Grade Math PSSA ● Final Grade of 90+% (A) in 6th Grade Math ● Teacher recommendation ● No Truancy Issues ● PVAAS Projection for Keystone Algebra 70+%
Algebra I (HS Credit)	Full Year - Every Day	● Advanced on 6th Grade Math PSSA ● Final Grade of 90+% (A) in 6th Grade Math ● PVAAS Algebra Keystone Proficiency Projection - 90+% ● No Truancy Issues

		• Teacher Recommendation
7th Grade Course Catalog (continued)		
Intro to Spanish I	Full Year - Every Day	• Final Grade of 90+% (A) in 6th Grade Reading & Comm. Arts • Proficient or Advanced on 6th Grade ELA PSSA • Teacher recommendation
Clubs/Activities		
Course Name	**Duration**	**Prerequisite Requirements**
Aevidum	Full Year as scheduled by Ms. Emory	Sign up with Ms. Emory
Art Club	Full Year as scheduled by Mrs. Huggins	Sign-up with Mrs. Huggins
Forensics	Full Year as scheduled by Mr. Specht	Sign-up with Mr. Specht
Prayer Club	Full Year as scheduled by TBD	Sign-up with TBD
Student Council	Full Year as scheduled by Mr. Hicks and Mrs. Kalcich	Application/Selection Process Mr. Hicks and Mrs. Kalcich
Theatre	Full Year as scheduled by Mrs. Boyer	Sign-up with Mrs. Boyer

8th Grade Course Catalog		
Required Courses		
Course Name	**Duration**	**Prerequisite Requirements**

Communication Arts	Full Year - Every Day	None
Math	Full Year - Every Day	None
Science	Full Year - Every Day	None
Social Studies	Full Year - Every Day	None
Art	1 Semester - 2 days per cycle	None
Research	1 Semester - 2 days per cycle	None
Technology Education	1 Semester - 2 days per cycle	None
Futures II	1 Semester - 2 days per cycle	None
Physical Education	Full Year - 2 days per cycle	None
Elective Courses		
Band	Full Year - Every Day	Sign-up with Ms. Campbell
Chorus	Full Year - Every Day	Sign-up with Mrs. Wells
STEM Education	Full Year - Every Day	Automatic enrollment in place of a second study hall
Advanced Art	Full Year - Every Day	Sign-up with Mrs. Huggins
JROTC	Full Year as scheduled by Sgt. Henninger	Sign-up with Sgt. Henninger
Algebra I (HS Credit)	Full Year - Every Day	• High Proficient or Advanced on 7th Grade Math PSSA • Final Grade of 90+% (A) in 7th Grade Math • PVAAS Algebra Keystone Proficiency Projection - 70+% • No truancy issues • Teacher recommendation • You may retake Algebra 1 in 8th grade if you did not pass the Algebra 1 Keystone
8th Grade Course Catalog (continued)		
Geometry (HS Credit)	Full Year - Every Day	• Successful completion of Algebra I in 7th Grade • No truancy issues

		• Teacher recommendations
Elective Courses		
Course Name	**Duration**	**Prerequisite Requirements**
Biology (HS Credit)	Full Year - Every Day 8th Grade Science will still be a required course	• Final Grade of 90+% (A) in 7th Grade Science • PVAAS Biology Keystone Proficiency Projection - 85+% • Must have taken Algebra I in 7th grade, or be currently enrolled in 8th grade Algebra • No truancy issues • Teacher recommendation
Spanish I (HS Credit)	Full Year - Every Day	• 90+% Overall GPA • Proficient or Advanced on 7th Grade ELA PSSA • Successful completion of 7th grade Spanish • No truancy issues • Teacher recommendation
Clubs/Activities		
Aevidum	Full Year as scheduled by Ms. Emory	Sign up with Ms. Emory
Art Club	Full Year as scheduled by Mrs. Huggins	Sign-up with Mrs. Huggins
Forensics	Full Year as scheduled by Mr. Specht	Sign-up with Mr. Specht
Prayer Club	Full Year as scheduled by TBD	Sign-up with TBD
Student Council	Full Year as scheduled by Mr. Hicks and Mrs. Kalcich	Application/Selection Process Mr. Hicks and Mrs. Kalcich
Theatre	Full Year as scheduled by Mrs. Boyer	Sign-up with Mrs. Boyer

TECHNOLOGY POLICY

1:1 Student Technology Policy
Shikellamy School District

www.shikbraves.org

Table of Contents

Chromebook Distribution

Chromebook Returns

Borrow/Insurance Fee

Taking Care of Your Chromebook
1. General Precautions
2. Transporting Your Chromebooks
3. Screen Care
4. Personalizing Your Chromebook

Using Your Chromebook
1. Chromebooks Left at Home
2. Chromebook Repair
3. Charging Your Chromebook
4. Screensavers and Background Media
5. Sound, Music and Games
6. Printing

Storing Your Chromebook
1. During School
2. After School/Activities

Managing Files and Work
1. Google Drive
2. File Security and Back-Up

Applications and Software
1. Google Apps
2. Google Management Console
3. Google Chrome OS
4. “Power Washing”

Google Accounts and Chromebook Identification
1. Chromebook Identification
2. Google Accounts
3. Passwords

Google Technical Support
1:1 Single Use Policy
Student Initiate Signature Form
Parent/Student Chromebook Borrow/Insurance Forms

Chromebook Distribution:

1. Chromebooks distribution will be conducted at the beginning of each School Year, typically during the first day of activities.
2. Before receiving their Chromebook, students and parents must sign and return copies of the following documents.
    a) 1:1 Student Technology Form
    b) Chromebook Borrow/Insurance Form
    c) Acceptable Use Policy Form
3. Any student who has not submitted the proper forms to receive a Chromebook will receive a Chromebooks once all of the proper forms have been submitted.
4. Returning students will be issued the same Chromebook as they had the previous school year.

Chromebooks Return:

1. Student Chromebooks (including charger, battery and protective carrying case) will be collected at the end of each school year for inspection and maintenance.
2. Any student who transfers out of Shikellamy School District will be required to return his/her Chromebooks immediately.
    a) For instances where the Chromebooks are not returned, the parent/guardian will be held responsible for payment in full as per the District Chromebooks Policy Authorization and Responsibility Form.
    b) Devices that are not returned within 7 days will be reported to the authorities as stolen property.

Borrow/Insurance Fee:
Shikellamy School District requires that a Chromebooks Borrow/Insurance Fee be paid prior to the deployment of any Chromebooks to students. This annual fee, per device/per child, must be paid at the time of student registration. For already enrolled students, this fee must be paid prior to the start of the school year. This fee may vary depending on the student's financial situation with regards to the Free and Reduced lunch program. Forms and policies are available through the district website as well as all District Building offices.

Taking Care of Your Chromebook:
Students are responsible for the general care and maintenance of their District issued Chromebooks. Chromebooks that are damaged or fail to work properly must be returned to the District Technology Department for proper servicing. Depending on the circumstance, If a loaner Chromebooks is needed, one will be issued to the student until their Chromebooks can be repaired or replaced.

1) General Precautions
    a) The Chromebook is school property and all users will be required to follow the Chromebook 1:1 Handbook Policy and the District's Acceptable Use Policy.
    b) Cords, cables, and removable storage devices must be inserted carefully into the Chromebooks
    c) Do not expose your Chromebooks to high temperatures or direct sunlight for extended periods of time. Extreme heat may cause damage to the laptop. If your Chromebook is exposed to high temperatures, please bring your laptop to room temperature prior to turning it on.
    d) No food or drink is permitted in the vicinity of your Chromebooks.
    e) Chromebooks should never be forced into a student's locker or forcefully placed into a book bag as this may damage the laptop.
    f) Students should not transport their Chromebooks while the screen is open.
2) Transporting the Chromebooks
    a) Protective shells or carrying sleeves will be required to provide basic protection for the Chromebooks. These items are not designed to prevent damage from drops, abusive handling or careless handling
    b) Avoid bumping, tossing, or throwing the device and/or case against any surface.
    c) Carrying the Chromebooks in a protective sleeve or padded book bag is acceptable providing that the protective sleeve or padded book bag is handled with care.
3) Screen Care
    a) Do not lean on or place anything on the Chromebook that could put pressure on the screen area or lid.
    b) Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).

c) Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of cleaning solution or water on the Chromebooks screen. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the LCD screen. These are very convenient and relatively inexpensive.

4) Personalizing your Chromebook
   a) Chromebooks must remain free of stickers, paint, tape, labels or any other form of decoration.
   b) Personalized media can be subject to inspection and must follow the Shikellamy School Districts Acceptable Use Policy guidelines.

Using Your Chromebooks:

The Chromebooks are intended for use at school each and every day as part of your daily schedule and requirements. Teacher expectations for Chromebook use may include communication, collaboration, announcements, calendar updates, online textbooks, assignment and test submission and general course work. Students must be responsible for bringing their Chromebooks to class, unless specifically advised not to do so by their teacher. In addition, the Chromebooks are intended for use at home or outside of school to complete homework assignments, submit work and conduct school related research. All students are required to take their Chromebooks home on a daily basis throughout the school year. Taking your Chromebook home not only allows the accessibility to complete assignments required for class, but lessens the chance for theft or damage by other students.

1. Chromebooks left at Home
   a) If students leave their device at home, they are responsible for getting the course work completed as if they had their device present.
   b) Students are subject to disciplinary action if they do not have their device available for class unless that device is unavailable due to repair or servicing.
2. Chromebook Repair
   a) Loaner devices can be issued to students while their device is undergoing repair or servicing. All loaner devices will be issued by the District Technology Department.
3. Charging your Chromebook Battery
   a) Battery should be fully charged each day upon arrival to school.
   b) Charging routines are important at home to ensure the device is always charged and to ensure maximum battery life.
4. Screensavers and Background Media
   a) Inappropriate media may not be used as a screensaver or background photo.
   b) Presence of inappropriate material outlined in the District Accessible Use Policy is not permitted.
5. Sound, Music and Games
   a) Sound must be muted at all times unless permission is granted otherwise by the classroom teacher for instructional purposes.
   b) Headphones are not required but recommended for use with the device.
   c) Music may be allowed at the discretion of the classroom teacher.
   d) Internet gaming is not allowed unless it is a course requirement.
   e) Non-instructional games or applications must be approved by administration and will be made available by request only to the District Technology Staff.
6. Printing
   a) Printing will be available at school for students, however teaching strategies may facilitate online collaboration for class assignments, testing and research therefore printing may not be required as often.
   b) The Chromebooks do not support a local printer connection, however, students may print to their home printers using the Google Cloud Print service. A wireless home network is required for this.

Storing Your Chromebooks:

1. During School
    a. When students are not actively using their Google Chromebooks during school hours, they should be stowed in their designated lockers *with the lock securely fastened.*
    b. Students are responsible for securely storing their Chromebooks during extra-curricular events such as athletics, theatre or after-school disciplinary tenures.
    c. Under no circumstance should Chromebooks be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, media centers, locker rooms, hallways, bathrooms, buses, student vehicles, or any other location that is not securely locked or cannot be supervised.
        i. Unsupervised Chromebooks will be confiscated by staff and taken to the building Administrator and disciplinary action may result in loss of device privileges.
2. After School/Activities
    a. It is recommended that devices are not to be left in vehicles. Not only for reasons of theft, but hot and cold temperature changes may cause severe damage to the Chromebook.
    b. Store the device in a safe and secure location when at home. Do not leave the Chromebook on a porch or patio unsupervised.

Managing Files and Saving Work:

1. Google Drive
    a. Students may save documents to their District Provided Google Drive as well as an external memory device such as a USB flash drive. Because Google Domain is considered a “Cloud Source”, saving to Google Drive will allow student documents to be accessible from any computer where they are able to sign into Google.
2. File Security
    a. It will be the student’s responsibility to maintain file integrity and secure proper file backups.

Applications and Software:

1. Google Apps
    a. All software, Google Applications and bookmarks installed by the District Technology Department must remain installed, unusable condition and accessible at all times.
    b. From time to time the school may add software applications for use in a particular course or for a particular group of students. This process will be automatic with virtually no impact on students or staff.
    c. Students may install educational applications onto their Chromebooks, however those applications have to be approved by Administration and made available by District Technology Staff
    d. Applications that are no longer needed will be removed through the Google Management System and the District Technology Department.
2. Google Management Console
    a. Student Chromebooks are managed and monitored by a Google Management Console that is administered by the District Technology Department. All device related changes must be authorized by Administration and the District Technology Department.
3. Chrome OS Operating System
    a. All Chromebooks are driven by the latest build of Google Chrome Operating System (OS), and will be updated automatically through the Google Management System and the District Technology Department. Google Chrome OS will automatically install updates when the computer is shut down and restarted.
4. “Power Washing”
    a. A Chromebook process that allows the device to be returned to its original state.
    b. The District Technology Department may at times be required to Power Wash a device due to hardware or software failure. It is imperative that student data be kept in their Google Drives or on an external USB memory stick as this process will result in any local file storage to be permanently deleted. The district will not be responsible for files or documents stored on external USB memory sticks.

Student Google Accounts and Chromebook Identification:

1. Chromebook Identification
    a. Record of Serial number and District Asset tag.
    b. Individual's District Google Account username and Date of Issue.
    c. Under no circumstances are students to modify, remove, or destroy any district identification labels or tags.
2. Google Accounts
    a. Students will be issued District Google Accounts that will be hosted within the Districts Google Domain.
    b. Student Google login accounts will follow the following format, (studentid)@shikbraves.org.
3. Password
    a. Student passwords will be the same as their District issued domain account passwords.
    b. Students are to never give out their unique passwords to anyone other than your parent or legal guardians.
    c. Passwords can be reset by District Technology Staff or changed by students.

Chromebooks Technical Support:
The District Technology Office will be the first point of contact for issues with student Chromebooks. Services provided by District Technology Staff include:

- Student Google Account and Password Administration
- Student Google Account Support
- Coordination of all Warranty Repairs
- Distribution of loaner Chromebooks
- Hardware Maintenance and Repair
- Operating System and Management Software Configuration and Support
- Restoring a Chromebooks to factory default (Powerwashing)
- System Update
- Application Privileges and Support

****Parents & Students must sign and return the Chromebooks Policy Authorization Form as well as the Student Initiate Form prior to Chromebooks distribution.***
Shikellamy School District

1:1 Chromebook Single Day Use Policy

Single Day Use Policy is limited to those students whose parents refuse the issuance of a Chromebooks to their child for a variety of reasons OR if a student has lost the use of an individual Chromebooks.

Single Day Use Chromebooks will be marked via their protective cases for identification. Students are still responsible for the care of this Chromebook. Parents are responsible for any damage to the Chromebooks during day use and may be subject to a repair or replacement fee. A student may lose the use of a Chromebook at the discretion of the administration.

Students who work within the parameters of the Single Day Use Policy are still required to complete all assignments issued by his/her teacher. They may complete these on-line at home using a home device or they may complete them in a pencil-paper format. Individual directives on assignments will be given by the classroom teacher.

Students should go before school to the media center help desk and check out a Chromebook each day. They must return their Chromebooks to the media center prior to them leaving the school for the day-regular dismissal time or whenever they leave. While this may seem an inconvenience, we do not have the luxury of having extra Chromebooks in each classroom.

Shikellamy School District
1:1 Student Technology Policy

Student Initiate Form

- I pledge to take care of the Chromebook issued to me.
- I pledge to never leave my Chromebook unattended in an unsecured or unsupervised location.
- I pledge to never loan out my Chromebook to other students or individuals.
- I pledge to know the whereabouts of my Chromebooks at all times.
- I pledge to charge my Chromebook battery to its fullest capacity for class preparation.
- I pledge to keep food and beverages away from my Chromebook as I am aware they may cause irreversible damage to the device.
- I pledge not to disassemble my Chromebook or attempt any repairs.
- I pledge to protect my Chromebook by transporting it in a secure and protective manner to avoid physical damages.
- I pledge to use my Chromebook for educational purposes that are appropriate for my district.
- I pledge not to place decorations such as permanent drawings on my Chromebook.
- I understand that this District issued Chromebook is subject to inspection at any time and remains the property of Shikellamy School District.
- I pledge to follow all related Board of Education policies, including those outlined in the Chromebooks Policy Handbook as well as the District's Acceptable Use Policy for Technology.
- I pledge to immediately report any theft or damages to my Chromebook to the building Administration.
- I will be held liable for any damages or loss caused by neglect or abuse.
- I will pay the full replacement cost of my Chromebook and/or power cord in the event that any of these items are misplaced, lost or intentionally damaged by myself.
- I pledge to return my Chromebook, power cord/charger in good working condition at the end of each school year as per the policy.
- I pledge to transport my Chromebook at all times in an approved protective case or backpack to avoid damages.

Shikellamy School District
1:1 Student Technology Policy Agreement

Parent (P) and Student (S) please initial each section and complete bottom of form:

P: **S:**	**TERMS:** ● You agree to pay an annual device Borrow/Insurance fee ● You will comply at all times with the Shikellamy School District's 1:1 Student Technology Policy and its guidelines as well as the District's Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effectively immediately and the school may repossess the property. 1:1 Technology is assigned to a single individual and are not to be shared with other students.
P: **S:**	**TITLE:** ● Legal title to Issued 1:1 Devices is Shikellamy School District and it shall remain there. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the 1:1 Student Technology Policy.
P: **S:**	**LOSS OR DAMAGE:** ● If the property is accidentally damaged or incurs loss due to an act of nature, Shikellamy School District will assess any device damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to Shikellamy School District immediately after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.
P: **S:**	**REPOSSESSION:** ● Students not complying with all terms of this Agreement and the 1:1 Student Technology Policy, including the timely return of the property, will be declared to be in default and will be considered an end of year obligation resulting in delay of graduation.
P: **S:**	**TERM OF AGREEMENT:** ● Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by the school or upon student withdrawal from Shikellamy School District.
P: **S:**	**APPROPRIATION:** ● Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property.

Signature on following page assures that student and parent have reviewed and agree to follow the Shikellamy School District 1:1

STUDENT/PARENT TECHNOLOGY POLICY SIGN-OFF

Last Name_____ First Name_____

Grade Level_____ Address_____

City_____ State_____ Zip Code_____ Phone_____

Student Signature_____ Date_____

Parent Signature_____ Date_____

Students will follow all District Board of Education policies that relate to use of District Technology in an Educational environment. Failure to follow any of these policies as written may constitute disciplinary action.

Related District Board of Education Policies:

Acceptable Use Policy 815

Electronic Devices Policy 237

The policies and procedures within this document apply to all 1:1 Student Chromebook devices or any device used as a part of a student 1:1 ownership or loan initiative. This document will be reviewed and modified for changes on a yearly basis. Teachers, Support Staff and Building Administrators may set additional device restrictions or requirements for the students' use in and out of the classroom.

Shikellamy Middle School

Student Handbook
2026-2027

STUDENT RECEIPT STATEMENT

This is to verify that I have received a copy of the 2026-2027 Shikellamy Middle School Student Handbook and have thoroughly reviewed the information contained within this handbook with the Shikellamy Middle School Principal or his designee. If I have any questions concerning the information presented in this handbook, I am welcome to contact the Shikellamy Middle School Principals and/or the School Counselors.

Student Name:_____

Grade:_____

Date:_____

Student Signature:_____

Parent Signature:_____