

STATE COLLEGE AREA SCHOOL DISTRICT

MIDDLE LEVEL 2018-2019 STUDENT HANDBOOK

MOUNT NITTANY MIDDLE SCHOOL

**656 Brandywine Drive
State College, PA 16801
(814) 272-4050**

**Mr. Brian Ishler
Principal**

**Mr. Alex Raup
Assistant Principal**

PARK FOREST MIDDLE SCHOOL

**2180 School Drive
State College, PA 16803
(814) 237-5301**

**Dr. Karen Wiser
Principal**

**Mr. Larry Walker
Assistant Principal**

**Dr. Robert O'Donnell, Superintendent
Dr. Will Stout, Assistant Superintendent for Secondary Education
Mr. Vernon Bock, Assistant Superintendent for Elementary Education**

WELCOME TO MOUNT NITTANY AND PARK FOREST MIDDLE SCHOOLS

STATE COLLEGE AREA SCHOOL DISTRICT WEB PAGE:

www.scasd.org

MOUNT NITTANY MIDDLE SCHOOL WEB PAGE:

www.scasd.org/Domain/704

PARK FOREST MIDDLE SCHOOL WEB PAGE:

www.scasd.org/Domain/831

The faculty, staff and administration, hope you find your years at our schools filled with learning, friendship, and opportunities. We are proud of our schools and hope you will be also.

We know you will encounter many new challenges during your time here, and all confidence is placed in you to meet these challenges as responsible young adults.

We are here to provide you with the best education possible, but it is up to you to work hard and to make your middle school years the most productive you can. A good way to begin is for you and your parents/guardians to read through this book and get acquainted with your school.

We also encourage you and your parents/guardians to regularly review your school's web page, and check their daily online bulletins. There you will find valuable information, staff contacts, PTSO information, and activity updates.

Have a great school year!



The State College Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, gender identity, ancestry, national origin, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, and Americans with Disabilities Act. For information regarding civil rights, grievance procedures and services, or activities and facilities that are accessible to and usable by disabled persons, contact the Compliance Officer, State College Area School District, 240 Villa Crest Drive, State College, PA 16801.

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Respect • Organization • Attitude • Responsibility

The ROAR initiative at both middle schools is a school-wide comprehensive effort which strives to integrate critical elements of middle level advisory, anti-bullying, restorative practice, and Positive Behavior Support (PBS) principles for the purpose of fostering and maintaining a safe, supportive, and nurturing middle school climate that effectively enhances responsive teaching and learning.

At Mount Nittany and Park Forest Middle Schools, we approach each day with the responsibility and organization necessary for personal and academic success. We maintain a positive attitude and consistently demonstrate respect for school, self, and all others.

ROAR POSITIVE REFERRALS

ROAR positive referrals are designed to daily recognize and reinforce expected positive school-wide behaviors related to responsibility, organization, attitude, and respect. Students are acknowledged with ROAR Tickets.

ROAR AWARDS

These awards are intended to recognize students who demonstrate the core values of the ROAR initiative. Recipients from each team are selected and recognized quarterly throughout the school year. If you receive this award, you should feel proud because you have been nominated and recognized by faculty, staff, and administration for your outstanding performance each and every day.

PARENTS AND VISITORS

All visitors are required to park in designated parking spaces and sign in at the main office. Office staff will follow procedures for admittance. Thank you in advance for your cooperation with this system. **Student visitors are not permitted to shadow other students during school hours.**

ARRIVAL AT SCHOOL

Both middle schools will open their doors each school day at 8:00 AM. If you arrive to school before 8:15 AM, Mount Nittany students must report to the Cafeteria and Park Forest students must report to the Commons. At 8:15 AM, open gym, library, or lower level hallway walking (MNMS only) time may be an option if available. In addition, both schools offer a school breakfast program. At 8:30 AM, students should report directly to their lockers/homerooms. **You are expected to be in your homeroom at 8:40 AM. A tone will signal the beginning of homeroom.**

LATE TO SCHOOL

If you are late coming to school, you must report directly to the attendance secretary for a late pass. Parents/guardians are to provide the attendance secretary with a note explaining the reason for the late arrival. Notes stating that you overslept and/or missed the bus are not typically considered legitimate excuses for tardiness. **If you receive five (5) unexcused late passes during a semester, detention will be issued. Homeroom begins promptly at 8:40 AM.**

BEING DRIVEN TO SCHOOL

If your parent/guardian drives you to school **between 8:15 and 8:40 AM**, or picks you up **between 3:15 and 4:00 PM**, he/she must **use the south parking lot designated by the flagpole at Mount Nittany Middle School or the pool parking lot or upper lot at Park Forest Middle School.** This will ensure the safety of our students as they exit and board their buses.

LEAVING SCHOOL DURING SCHOOL HOURS

If your parent/guardian needs you to be excused before the regular dismissal time, he/she must send a note with you on the day you need to be excused early. Before homeroom, you must take this note to the attendance secretary, and you will be given a pass. Then, you must show this pass to the teacher whose class you are leaving. You are to report to the office at the appropriate time. Please help us not interrupt classes by remembering to report to the office at your designated time. We understand that last-minute appointments, etc. may arise. In these cases, you will be dismissed from class upon parent/guardian arrival at school. **A parent/guardian must come to the office to sign you out.**

ATTENDANCE AND EXCUSES

Punctual and regular attendance is very important to your success as a learner. Unless obvious physical indications of illness exist, parents/guardians are encouraged to send you to school.

If you will be absent from school, your parent/guardian must call your school's safe arrival phone number (**Mount Nittany Middle School, 272-4228** or **Park Forest Middle School, 272-8553**) and leave a voicemail message regarding the absence. **Please note, this phone call does not take the place of a written excuse.** Both middle schools send e-mail notification for absentees.

It is your responsibility to make up any work after an absence. Your parent/guardian should

contact your guidance counselor for schoolwork if you expect an extended absence due to illness.

On the day you return from an absence, a written note signed by your parent/ guardian should be given to the main office. **State law (House Bill 1907) requires an excuse for all absences to be submitted within 72 hours (3 days) of the date of the absence. Written, signed, and emailed notes to the attendance secretary can also be accepted so long as they are received within 72 hours (3 days).**

After three (3) unexcused absences, a first offense will be filed. This first offense serves as an official warning from the school district. After four (4) unexcused absences, the school will contact parents to set up a School Attendance Improvement Meeting (SAIP). Subsequent unexcused absences will result in a second offense filed with the District Magistrate. In addition, parents will receive an attendance letter in the mail after ten (10) days of recorded absences. This does not include absences with accompanying doctor notes or absences for approved educational trips. Upon receipt of this letter, a doctor's excuse will be required for future absences. **State legislation stipulates that students and/or their parents may be fined for chronic attendance issues.**

DISMISSAL TIME

You are expected to follow school and grade level dismissal procedures.

TARDY TO CLASS

You are expected to arrive on time for each of your classes.

CUTTING CLASS

Cutting class is a serious offense. You will receive a "zero" for all work due that period with NO opportunity for making up missed work.

EDUCATIONAL TRIPS

1. A total of ten (10) school days in any academic year will be excused for educational trips. Additional absences for trips will be unexcused unless an exception is granted by Central Office administration.
2. For trips of **four (4) or more days**, parents/guardians are asked to notify the school with at least **two (2) weeks advanced written notice**.
For trips of **three (3) or less days**, your parents/guardians are asked to notify the school with at least **three (3) days advanced written notice**.
3. Your parent/guardian should provide a written request for such educational trips. You can download a copy of the educational trip request form. The attendance secretary will provide the student with the necessary forms to be signed by teachers to make arrangements for missed work. Check your teachers' websites if you are unsure about an assignment. Trip forms are available under the "For Families" tab on both schools' homepages.
4. Upon returning from a trip, students will be given a specified number of days to make up the missed work. This number is equivalent to the number of days of the trip.
5. When **unexcused** absences do occur, teachers are not required to provide assignments,

make-up work, tests, and/or quizzes.

BECOMING ILL DURING SCHOOL

If you become ill or injured during the school day, you should secure a pass from your teacher and report to the nurse's office. Phone calls home regarding illness/injury **must** be made through the nurse's office. **Students are not allowed to text, email, or call to arrange a pick-up.** The certified school nurse will assist in making arrangements for you to be picked up for any health-related issues.

MEDICATION

Over-the-counter medication that is to be administered by the certified school nurse or other licensed professional must be accompanied by a **HS 27 OTC – Medication Consent**, which can be obtained from the www.scasd.org website under "Services". The health room stocks pill forms of ibuprofen and acetaminophen. If your child requires a liquid, please provide one in the original bottle.

Prescription medication must include a signed **Medication in School** form, which also can be obtained from the www.scasd.org website. The medication must be supplied in the original pharmacy container, indicating the child's name, dosage, time of administration, and the prescribing physician. **All controlled substances, (e.g., Ritalin®, Concerta®, Adderall®, etc.), must be transported to school by an adult.**

Students in middle school are required to take their medication in the health room, under the supervision of the certified school nurse or other licensed nurse, with the exception of inhalers, EpiPen® auto-injectors, and diabetes maintenance medications when the physician has indicated that the student is able to self-monitor. **Medication-Self** form must be on file in the nurse's office. We encourage students to carry their own rescue inhalers. **Medication forms must be renewed yearly.**

MNMS Nurse: 272-8785

PFMS Nurse: 272-8556

MAIN OFFICE PHONE USE

There is a phone available in the main office for you to use. You must obtain permission to use the office phone to call home. **Students are not permitted to call their parents during the school day using their personal cell phones.**

ADDRESS CHANGE

You should notify the attendance secretary of any changes in your address, telephone number, or parent/guardian email addresses. The phone number for the attendance secretary at Mount Nittany is 272-4228 and Park Forest is 272-8553.

WITHDRAWAL PROCEDURES

If you are moving from the district, your parent/guardian should notify your guidance counselor several days in advance. You will be given a withdrawal form that is to be signed by all your teachers. All records will be mailed to your new school upon that school's request. Any books or equipment not returned must be paid for prior to withdrawal.

ACCIDENT INSURANCE

School insurance is available for your parents/guardians to purchase and covers accidents to and from school, in school, and on any school-sponsored trips. You should report any injuries to a teacher, the school nurse, or the principal immediately. Claims for accidents must be made on a special form obtained at the main office. Parents/guardians should contact your school's main office for further information

EVACUATION DRILLS

You must take monthly evacuation drills seriously. When you hear a repeating series of short rings, you are to exit the building **quickly, orderly, and silently**. You must follow building evacuation procedures and report to your designated attendance area. **Inappropriate behavior will not be tolerated and could result in a meeting with school administration.**

There are five different types of safety drills conducted during the school year:

1. **Monthly Evacuation Drills** – students and staff evacuate the building and report to a predetermined site outside the building.
2. **Severe Weather / Tornado Drills** – students and staff report to a designated safe spot in the building, away from large windows.
3. **Lockdown Drill** – students and staff remain in rooms with doors locked, windows closed, and blinds pulled down. Instruction can continue as normal unless otherwise communicated.
4. **Run-Hide-Fight**– students and staff evacuate the building or lockdown as instructed by an administrator or law enforcement.
5. **School Bus Evacuation Drills** – students exit the bus upon their arrival to school to practice for an emergency evacuation.

FIGHTING

Fighting at school or at a school-related event will not be tolerated. Violent horseplay and “play-fighting” will be treated as seriously as “real” fights.

VANDALISM

Defacing, damaging, or destroying school property or facilities is a serious offense and a **violation of state law**. You will be responsible for restitution and may be suspended.

SELLING ITEMS IN SCHOOL

Wholesaling and retailing are **not** permitted in school unless it is a school-sponsored fundraising activity. You cannot sell things in school without office approval.

HALL SAFETY

Students should walk at all times in the hallway. Keep your hands to yourself. Perfumes and deodorants should only be sprayed on one's self and must be done so in the bathroom or locker

room.

GUM CHEWING AND TOYS

Because we take great pride in our clean schools, we do not allow you to chew gum at any time. Toys of any kind are only to be used during unstructured times and will be confiscated if they become a distraction to instruction or other students or are being used inappropriately.

FOOD AND DRINK IN SCHOOL

Food and drinks should primarily be confined to the school cafeteria. Consuming food and drinks within the classroom is at the discretion of your teacher. You are not permitted to eat or drink in the hallways. You are allowed to use the vending machines to purchase food and drinks only during breakfast, scheduled lunch periods, after school, and at the discretion of your classroom teacher. **Glass bottles or containers are not permitted at school and bottle flipping is prohibited.**

CAFETERIA INFORMATION

During lunch periods, you should report directly to the cafeteria. After being served, immediately find a seat. The cafeteria staff determines maximum seating capacity at each table. If there are announcements during lunch, please remain silent so everyone can hear them.

When you are done eating, clean up your table, properly dispose of your garbage, return your tray, and go back to your initial seat. Remain seated until you are dismissed. Do not leave the cafeteria unless you have appropriate permission. More detailed rules are posted in the cafeteria. No playing cards of any kind are permitted at lunch.

Prices for breakfast, lunch, and milk are posted on the food service website at www.scasd.org.

MIDDLE SCHOOL LIBRARIES

MNMS Library

Go directly to <http://www.scasd.org/mnmslibrary>, or choose “Library” under the Academics heading on the Mount Nittany Middle School main page.

PFMS Library

Go directly to <http://www.scasd.org/pfmslibrary>, or choose “Library” under the Academics heading on the Park Forest Middle School main page.

Library Hours

8:15 AM until end of day during school hours.

Library Catalog

Library resources can be found by searching the Library Catalog. The link to the Library Catalog can be found on the library home pages.

By logging into your library account you can see a list of books you have checked out, due dates, renew your books, and reserve books.

Circulation Policy

Nonfiction and fiction titles circulate for two (2) weeks and may be renewed for an additional two (2) weeks.

Subscription Databases

The library home pages have links to a variety of subscription databases. Please be aware that home computer access requires passwords. Databases include:

- **Britannica School**
- **FactCite**
- **Image Quest**
- **NoodleTools:** Helps you create works cited (bibliography) lists and organize your research.
- **NoveList:** Find your next book to read
- **POWER Library:** Includes reference, magazine, and newspaper articles; also contains specialized databases for images, art, and literature.
- **World Book Student**

PHYSICAL EDUCATION CLASSES

Physical education classes will meet two times a cycle and, unless medically excused, everyone participates. Adaptive physical education is available for those who cannot participate in regular classes. **A change of clothing must be worn during gym class.** Clothes should be neat and clean, and marked with the owner's name. T-shirts with short sleeves, shorts, and sneakers are recommended. Tank tops and short shorts/shirts are not permitted.

Locks are recommended to secure your valuables and clothing during class. Each student must provide his or her own lock. Locks must be removed from the locker room at the end of each class. The school is not responsible for lost or stolen items in the locker room.

AREA

The final period of each day will be devoted to AREA - Activities, Remediation, Enrichment, and Advising. During AREA on Day 1, students will participate in ROAR activities centered on community building and anti-bullying. On Days 2, 4, and 5, students may choose to work on school work or meet with one of their teachers for extra help or to explore areas of a subject on their own. In addition, a teacher may request student attendance for a specified AREA. On Days 3 and 6, students may choose their AREA and participate in extracurricular or exploratory activities.

STUDENT LOCKERS

Do not share your locker combination. If your combination does not work, notify your homeroom teacher or one of the secretaries in the main office. The custodians appreciate your help in keeping the lockers clean and in good condition. Do not hit, kick, or purposefully jam your locker door. **Your backpack and coat must be kept in your locker during the school day.**

STUDENT LOCKER SEARCHES

Lockers are school property. The use of them is a privilege, not a right. You should have no expectation of privacy. You have the right to be present if your locker is searched, unless there

is a reasonable suspicion that your locker contains a threat to the health and safety of students and staff.

BULLETIN BOARDS/FLIERS

Bulletin boards are provided for displays of student work and student club announcements. A school administrator must approve all postings prior to public display.

LOST AND FOUND

Lost and found items are kept near the main office. Make sure your valued personal items are locked in your school locker, gym locker, or in the gym teachers' offices. **The school district is not responsible for any lost or stolen items.**

REPORT CARDS

Report cards are issued every nine weeks. Current course grades are always accessible to students and parents/guardians through the Parent Portal. The letter grades that appear on report cards represent the following:

LETTER	DESCRIPTION	%
A+	Superior	(98-100%)
A	Excellent	(92-97%)
A-	Well Done	(90-91%)
B+	Above Average	(88-89%)
B	Very Good	(82-87%)
B-	Good	(80-81%)
C+	Satisfactory	(78-79%)
C	Average	(72-77%)
C-	Slightly Below Average	(70-71%)
D+	Below Average	(68-69%)
D	Poor	(62-67%)
D-	Very Poor	(60-61%)
E	Failing	(Below 60%)

Promotion/Failing of Students: Students should be promoted if they pass three (3) or more of their major subjects. A major subject is defined as English/Language Arts, Social Studies, Science, and Math.

Exceptions to repeating a year might be:

1. Students who may have repeated a grade previously;
2. Students who would receive little or no benefit from repeating the grade due to a limited capacity to learn;

3. Students who successfully complete an approved “summer school” program.

In all instances of decisions to promote/retain students, the building principal makes the final decision.

Report Cards: Available through the Parent Portal at the end of each grading period.

HONOR ROLL

Seventh and eighth grade students can earn honor roll if they have a cumulative grade point average of 3.0 or higher at the end of each marking period.

FUN EVENTS AND/OR DANCE RULES

Fun events are held throughout the year on selected Fridays or Saturdays. Times and grade level restrictions for each school are announced and posted well in advance. **Only Mount Nittany and Park Forest Middle School students and home-schooled students are permitted to attend fun events at their assigned school. Mount Nittany and Park Forest Middle school students are not permitted to attend each other’s fun events or dances. Middle level Delta students are permitted to attend fun events and dances at their assigned middle school only. Students currently assigned to the RIT Program are not allowed to attend fun events or dances. In addition, middle school students at all buildings are not permitted to attend any high school dances (including Homecoming and Prom).**

You may not leave a fun event/dance until the conclusion of the event, unless a parent/guardian comes to the admission area to get you and you have been given permission to do so by an administrator or event coordinator.

All school rules are in effect for the duration of all fun events and dances. Violations of school rules at these events will be handled in accordance with the Student Code of Conduct. At the discretion of an administrator, students who have had an out-of-school suspension may not be permitted to attend the next fun event/dance.

HOMEWORK CLUB

If you are struggling with homework completion, you may be referred to Homework Club after school. If you feel you need extra help in general, you may also choose to attend after-school homework club with written parent permission. Homework Club meets Tuesday and Thursday from 3:45-6:00 PM. Homework Club permission forms can be obtained online.

STAYING AFTER SCHOOL

If you are staying after school, you must be supervised by a teacher, or be participating in an intramural or after-school activity. You will be asked to leave the building if unsupervised. If you miss the bus, you must go to the appropriate office and wait for your parent/guardian for pick up.

You are not allowed to stay after school to watch intramurals. You also are not allowed to be on school property skateboarding or rollerblading at any time.

You are permitted to remain after school, with parent/guardian permission, to watch PIAA sporting events, and you are responsible for your own behavior. You must remain in the

designated space for the particular sporting event you are staying after to attend. All school rules apply. Students currently assigned to the RIT Program are not allowed to be on either middle school campus to watch any athletic events or participate in any activities. Students not following rules and procedures for after school events, may be asked to leave and may lose the privilege of attending these events.

CONDUCT AT ATHLETIC EVENTS

Athletic events are among the most popular activities for students. When you attend an athletic event, you assume the role of a representative of your school. Family and friends, opposing fans, the local community, the media, and the athletes will all witness your behavior and hear your comments. A display of good sportsmanship will always reflect positively upon your school.

The following rules of sportsmanship serve as a behavior guide for spectators at State College Area School District athletic events. We hope they provide direction and guidance to help make these activities enjoyable and educational for everyone.

- Show respect for the opposing players, coaches, spectators and their support groups. Treat them as you would treat a guest in your own home.
- Encourage our student-athletes to perform their best by applauding good performance and accepting that mistakes are sometimes made. Remember that athletics are a learning experience and praise your classmates for assuming the risk of competing in the open field, court or pool of play.
- Exhibit respect for the integrity and judgment of contest officials. Understand that they are doing their best to help and promote the student-athletes and admire their willingness to participate in full view of the public.
- Use only cheers, chants, signs, and gestures that support and uplift the teams involved, and discourage any that may antagonize the teams or draw attention away from the game.
- Demonstrate concern for an injured player, regardless of the team.
- Refrain from the use of any controlled substances (e.g., alcohol, drugs, tobacco, or vaporizers) that will alter your thoughts and reactions to the situations of the contest.

We expect that you will use good judgment and be a responsible representative of your school. Display sincere pride in yourself, your school and your community. Your words and your actions will identify you as a leader in genuine sportsmanship.

INTERSCHOLASTIC ATHLETICS

Students in 7th and 8th grade are eligible to participate in the following interscholastic sports. **Participants must have a physical prior to the start of each sport season. In order to be eligible, students must maintain good grades and attendance. Further information, district policies, timelines, and schedules can be found on the district athletics webpage.**

Specific school rules regarding academic progress, attendance, and behavior influences students day-to-day eligibility. A student must be in attendance the four (4) class periods of the school day **immediately prior** to dismissal to be eligible to participate in an interscholastic event or practice that day. Friday attendance will affect eligibility for Saturday activities. Exceptions for absence for educational and religious and medical will be made where **prior**

approval has been granted.

Interscholastic Sports Offerings:

Fall

Football
Boys' Soccer
Girls' Soccer
Girls' Volleyball
Cheerleading

Winter

Wrestling
Boys' Basketball
Girls' Basketball
Cheerleading

Spring

Boys' Track and Field
Girls' Track and Field
Girls' Field Hockey
Girls' Softball

INTRAMURAL ACTIVITIES

Everyone may participate in intramurals. There may be a small cost for certain intramural activities. Listen to daily announcements or check the website for sign-up times. Parents/guardians must complete permission slips for each activity for health and safety reasons.

Possible Intramural Offerings:

Flag Football	Skiing	Volleyball	Tennis	Basketball
Indoor Soccer	Bowling	Badminton	Softball	Archery
Skateboarding	Kayaking	Canoeing	Golf	Ping Pong

BUS TRANSPORTATION

Free transportation is provided for you if you live more than 1.5 miles from school. **This is a privilege, not a right**, which you must earn through respectful, mature behavior. All school rules apply door to door. Safety requires the enforcement of rules for school bus conduct. The school bus driver is authorized to enforce the rules of conduct, which must be adhered to within the policies set by the State College Area School District. In addition, all buses are under video surveillance and this footage can be pulled at any time by administration.

You must get on and off at your assigned stop. Prior to riding another bus, you must bring a written request from your parent/guardian to the attendance secretary **in the morning** to obtain a special bus pass. You are to give this pass to the bus driver. If the transportation department deems a bus filled to capacity, the main office staff no longer will issue a pass for that bus.

PARENT VOLUNTEERS IN SCHOOL

The Classroom Volunteer Information website provides each prospective volunteer with important information related to district procedures and guidelines. All necessary forms and clearances must be submitted and approved prior to any volunteer work in schools. Volunteer forms are available under the "Resources" tab on both schools' homepages (click on "Parent Links" and scroll to the bottom).

TECHNOLOGY USE

You are permitted to use your district account only for school purposes and e-mail during appropriate times and as allowed by the classroom teacher or staff member.

E-mail accounts are not secure. School officials can access e-mail and/or files stored in user accounts if there is a reason to suspect misuse. E-mail account searches are conducted just like locker searches. Make sure you are not abusing your school district account.

You are **not permitted** to do the following with your school district account: share passwords to your school district e-mail and file server accounts; use other student or teacher accounts; send inappropriate e-mails; access inappropriate content; use Google Chat; or tamper with computer systems, software, or hardware.

You are responsible for anything sent on your district e-mail accounts, whether at home or at school. **Think before you click the send button.** Please inform a staff member if you receive any e-mail or communication that is not educational.

A copy of the district's On-Line Acceptable Use Policy is available under the computer services section on the district website at www.scasd.org/page/1026.

ELECTRONIC DEVICES

Cell phones and electronic devices are prohibited from being used during school hours (**8:30 AM to dismissal**). You may not carry them during the school day - they must be stored silently in your locker. The school district is not responsible for any lost or stolen items.

ACADEMIC INTEGRITY

It is the expectation of the State College middle schools that students will adhere to ethical academic practices.

You must turn in your own original work, free of plagiarism, fabrication, and forgery. You are expected to cooperate with others in the use of educational resources. You are not permitted to submit the same work for two or more courses without permission from the teachers.

DRESS CODE

The dress code serves not as a means for staff to tell students how to dress, but as a standard for proper attire in a public educational facility. You and your parents should have an ongoing discussion about what is considered appropriate clothing for school. The school has a general expectation that students present themselves in clean and appropriate clothing according to the guidelines below:

1. Apparel must not interfere with the education process or the rights of others.
2. Apparel must not be destructive to school property.
3. Apparel must comply with all health and safety regulations. Shoes must be worn at all times.
4. The wearing of hats, hoods, bandanas, masks and other headwear is prohibited in the building unless prior approval has been granted.
5. Any clothing or jewelry with printed material that may be considered obscene, offensive or

inappropriate for school is prohibited.

6. Sharp, studded apparel is prohibited because of the potential danger to others and property.
7. Chains are prohibited.
8. Since we are a drug, alcohol, and tobacco-free school district, we do not permit the wearing of items that advertise or promote the use of drugs, alcohol or tobacco products.
9. Pajamas and slippers are only permissible for designated school events.

If school administration (or designee) determines that you are dressed inappropriately, you will have the opportunity to call home for a change of clothing. If a change of clothing is not available, you will be placed in the Motivational Resource Center (MRC).

DISCIPLINE INFORMATION

Schools are designed for learning. Maintaining responsible behavior is an integral part of the overall learning process. For many students, making mistakes and dealing with the consequences is part of the growth and learning process. Schools have the right and responsibility to enforce “common sense” rules and regulations for the good of the entire student population.

Both middle schools believe that good conduct is closely related to a positive environment for learning and an effective instructional program. It is expected that students follow the rules and regulations governing student conduct in school, at school-related events, and during the time spent in travel to and from school. Such rules shall require that students conform to reasonable standards of socially acceptable behavior; respect the rights, person, and property of others; preserve the degree of order necessary to the educational program in which they are engaged; and respond positively and promptly to those adults charged with the responsibility of monitoring student behavior.

To ensure a safe learning environment, you are expected to demonstrate appropriate behavior and attendance. **Administrators have the right to use discretion when applying the code of conduct on a case-by-case basis.**

In order to reinforce appropriate actions, it is important that parents/guardians work with the school by encouraging you to take responsibility for your behavior. This means that, if disciplinary action needs to be taken at the school, parents reinforce how your choice affected the learning process and/or the safety and well being of others. Positive growth **will** result if your parents/guardians and school work together regarding behavioral issues.

Disciplinary consequences may vary from a warning to an out-of-school suspension. The severity of a situation and/or the number of previous incidents will dictate the degree of the consequence.

Extracurricular activities are restricted for students who have been suspended. You may resume participation the day following the suspension.

STUDENT CODE OF CONDUCT

Updated Summer 2018

Level	Overview
1	Minor Problem Behavior - Classroom Managed
2	Major Problem Behavior - Office Managed
3	Major Problem Behavior - Office Managed with possible district office and police notification
4	Major Problem Behavior - Office Managed with district office and police notification and involvement

Level 1

Minor Problem Behavior	Action Steps
1st	<ul style="list-style-type: none"> • Verbal redirection
2nd	<ul style="list-style-type: none"> • Teacher or staff member converses with student • Teacher or staff member reviews and reteaches rules and expected behaviors
3rd	<ul style="list-style-type: none"> • Teacher or staff member converses with student • Teacher or staff member contacts parents via phone or email (copy student, counselor, assistant principal) • Teacher or staff member submits a referral in SWIS • Administrator meets and reflects with student • Administrator assigns consequences (Lunch Detention: 1-2 days) • Administrator finalizes SWIS documentation and follows up with parents and teacher/staff member
4th	<ul style="list-style-type: none"> • Teacher or staff member converses with student • Teacher or staff member contacts parents via phone or email (copy student, counselor, assistant principal) • Teacher or staff member submits a referral in SWIS • Administrator meets and reflects with student • Administrator assigns consequences (Lunch Detention: 2-3 days) • Administrator finalizes SWIS documentation and follows up with parents and teacher/staff member
5th	<ul style="list-style-type: none"> • Teacher or staff member converses with student • Teacher or staff member contacts parents via phone or email (copy student, counselor, assistant principal) • Teacher or staff member submits a referral in SWIS • Administrator meets and reflects with student • Administrator assigns consequences (Lunch Detention: 3-5 days) • Administrator finalizes SWIS documentation and follows up with parents and teacher/staff member
6th	<ul style="list-style-type: none"> • Teacher or staff member converses with student • Teacher or staff member contacts parents via phone or email (copy student, counselor, assistant principal) • Teacher or staff member submits a referral in SWIS

	<ul style="list-style-type: none"> • Administrator meets and reflects with student • Administrator assigns consequences (In-School Suspension: .5 days) • Administrator finalizes SWIS documentation and follows up with parents and teacher/staff member
Notes	<ul style="list-style-type: none"> • Administrator may be brought into any conversation if and when needed • Administrator discretion may be used depending upon the severity of the incident and/or the student's disciplinary record • Administrator will determine consequences after sixth minor problem behavior • Minor problem behaviors will typically be handled class by class unless problem behaviors are occurring across multiple classes or locations

Minor Problem Behavior	Definition (Looks Like / Sounds Like)
1-1 Disrespect	Student delivers low-intensity, socially rude or dismissive messages to adults or students.
1-2 Defiance	Student engages in brief or low-intensity failure to follow directions or talks back.
1-3 Disruption	Student engages in low-intensity, but inappropriate disruption.
1-4 Physical Contact/ Physical Aggression	Student engages in non-serious, but inappropriate physical contact.
1-5 Tardy	Student arrives at class after the bell (or signal that class has started).
1-6 Inappropriate Language	Student engages in low-intensity instance of inappropriate language.
1-7 Property Misuse	Student engages in low-intensity misuse of property.
1-8 Technology Violation	Student engages in non-serious, but inappropriate (as defined by school) use of cell phone, music/video players, camera, and/or computer.
1-9 Other	Student engages in any other minor problem behaviors that do not fall within the above categories.

Level 2

Major Problem Behavior	Action Steps
1st	<ul style="list-style-type: none"> ● Teacher or staff member alerts administrator of major problem behavior ● Administrator meets and reflects with student ● Administrator assigns consequences (Lunch Detention: 2-3 days) ● Administrator completes SWIS documentation and contacts parents
2nd	<ul style="list-style-type: none"> ● Teacher or staff member alerts administrator of major problem behavior ● Administrator meets and reflects with student ● Administrator assigns consequences (Lunch Detention: 3-5 days) ● Administrator completes SWIS documentation and contacts parents
3rd	<ul style="list-style-type: none"> ● Teacher or staff member alerts administrator of major problem behavior ● Administrator meets and reflects with student ● Administrator assigns consequences (In-School Suspension: .5 days) ● Administrator completes SWIS documentation and contacts parents
4th	<ul style="list-style-type: none"> ● Teacher or staff member alerts administrator of major problem behavior ● Administrator meets and reflects with student ● Administrator assigns consequences (In-School Suspension: 1-2 days) ● Administrator completes SWIS documentation and contacts parents
Notes	<ul style="list-style-type: none"> ● Administrator discretion may be used depending upon the severity of the incident and/or the student's disciplinary record

Major Problem Behavior	Definition (Looks Like / Sounds Like)
2-1 Disrespect	Student delivers socially rude or dismissive messages to adults or students.
2-2 Forgery/Plagiarism	Student has signed a person's name without that person's permission or claims someone else's work as their own.
2-3 Lying/Cheating	Student delivers message that is untrue and/or deliberately violates rules.
2-4 Skip Class	Student leaves or misses class without permission.
2-5 Technology Violation	Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.

Level 3

Major Problem Behavior	Action Steps
1st	<ul style="list-style-type: none"> ● Teacher or staff member alerts administrator of major problem behavior ● Administrator meets and reflects with student ● Administrator assigns consequences (In-School Suspension: 1-2 days) ● Administrator finalizes SWIS documentation and follows up with parents
2nd	<ul style="list-style-type: none"> ● Teacher or staff member alerts administrator of major problem behavior ● Administrator meets and reflects with student ● Administrator assigns consequences (In-School Suspension: 2-3 days) ● Administrator finalizes SWIS documentation and follows up with parents
3rd	<ul style="list-style-type: none"> ● Teacher or staff member alerts administrator of major problem behavior ● Administrator meets and reflects with student ● Administrator assigns consequences (In-School Suspension: 3-5 days) ● Administrator finalizes SWIS documentation and follows up with parents
4th	<ul style="list-style-type: none"> ● Teacher or staff member alerts administrator of major problem behavior ● Administrator meets and reflects with student ● Administrator assigns consequences (Out-of-School Suspension: 1 day) ● Administrator finalizes SWIS documentation and follows up with parents
Notes	<ul style="list-style-type: none"> ● Administrator discretion may be used depending upon the severity of the incident and/or the student's disciplinary record ● Administrator may notify Superintendent, Assistant Superintendent, or School Resource Officer of any incident

Major Problem Behavior	Definition (Looks Like / Sounds Like)
3-1 Abusive Language/ Inappropriate Language/Profanity	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.
3-2 Bullying	The delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling.
3-3 Defiance/ Insubordination/ Non-Compliance	Student engages in refusal to follow directions or talks back.
3-4 Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
3-5 Fighting	Student is involved in mutual participation in an incident involving physical violence.
3-6 Harassment	The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.
3-7 Inappropriate Display of Affection	Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult.
3-8 Inappropriate Location/ Out of Bounds Area	Student is in an area that is outside of school boundaries (as defined by school).

3-9 Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
3-10 Property Damage/Vandalism	Student participates in an activity that results in destruction or disfigurement of property.
3-11 Theft	Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property.

Level 4

Major Problem Behavior	Action Steps
1st	<ul style="list-style-type: none"> ● Teacher or staff member alerts administrator of major problem behavior ● Administrator meets and reflects with student ● Administrator assigns consequences (Out-of-School Suspension: 3 days) ● Administrator finalizes SWIS documentation and follows up with parents
2nd	<ul style="list-style-type: none"> ● Teacher or staff member alerts administrator of major problem behavior ● Administrator meets and reflects with student ● Administrator assigns consequences (Out-of-School Suspension: 5 days) ● Administrator finalizes SWIS documentation and follows up with parents
3rd	<ul style="list-style-type: none"> ● Teacher or staff member alerts administrator of major problem behavior ● Administrator meets and reflects with student ● Administrator assigns consequences (Out-of-School Suspension: 10 days) ● Administrator finalizes SWIS documentation and follows up with parents
Notes	<ul style="list-style-type: none"> ● Administrator discretion may be used depending upon the severity of the incident and/or the student's disciplinary record ● Administrator will notify Superintendent, Assistant Superintendent, and/or School Resource Officer of any incident ● All ten day out-of-school suspensions are subject to a board hearing for possible expulsion ● Level Four or consistent Code of Conduct violations could result in a possible alternative placement

Major Problem Behavior	Definition (Looks Like / Sounds Like)
4-1 Arson	Student plans and/or participates in malicious burning of property.
4-2 Bomb Threat/False Alarm	Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.
4-3 Use/Possession of Combustibles	Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid).
4-4 Use/Possession of Weapons	Student is in possession of knives and/or guns (real or look alike), or other objects readily capable of causing bodily harm.

DRUG POLICY

Violation	Consequences
Possession of drug/alcohol-related paraphernalia. Not under the influence.	Out-of-School Suspension: 3 days Drug and alcohol assessment required Police notification
Reasonable suspicion of possession, use, or is under influence of drugs and/or alcohol (including look-alikes). First offense. Cooperative.	Out-of-School Suspension: 5 days Drug and alcohol assessment required Police notification
Reasonable suspicion of possession, use, or is under influence of drugs and/or alcohol (including look-alikes). Uncooperative OR second offense. Distributing, sharing, selling, and/or attempting to deliver drugs and/or alcohol.	Out-of-School Suspension: 10 days Drug and alcohol assessment required Police notification Board hearing for possible expulsion

TOBACCO AND VAPING POLICY

Violation	Definition (Looks Like / Sounds Like)
Possession of cigarettes, tobacco products, or vaporizer.	In-School Suspension: 1-3 days Tobacco or vaping cessation program enrollment
Distribution or use of cigarettes, tobacco products, or vaporizer.	In-School Suspension: 3-5 days Tobacco or vaping cessation program enrollment Superintendent, Assistant Superintendent, School Resource Officer, and District Magistrate notification
Second incident of possession, distribution, or use of cigarettes, tobacco products, or vaporizer.	In-School Suspension: 5+ days Tobacco or vaping cessation program enrollment Additional Superintendent, Assistant Superintendent, School Resource Officer, and District Magistrate notification

It is the goal of the State College School District to eliminate the improper use of drugs and behavior-altering substances. In doing so, we are cognizant of the state regulations and guidelines on “Students’ Rights and Responsibilities” and the necessity to create a climate of trust. However, we are equally determined to protect the school community as a whole, to ensure the absolute right to work in a safe environment; and to maintain an atmosphere that

encourages learning, personal growth, and respect for democratic and human values. In order to accomplish this goal, it is necessary to provide ample instructional programs, effective and confidential counseling services, close communication with parents, and high standards of conduct, with fair but firm penalties for drug involvement.

Standard of Conduct:

No student of the State College Area School District shall possess, use, sell, distribute, or be under the influence of any drugs, controlled substances, alcoholic beverages, behavior-altering legal substances or paraphernalia on school property, at any school-related function or school sponsored activity.

For the purpose of this policy, the term “drugs” includes controlled substances, alcoholic beverages, and behavior-altering legal substances.

“Controlled Substances” are defined by the U.S. Drug Enforcement Administration and include mind- and behavior-altering drugs such as marijuana, LSD, crack, PCP, alcohol, amphetamines, bath salts, and cocaine.

“Alcoholic Beverages” refers to all alcoholic beverages, including beer, wine, and liquor.

“Behavior-Altering Legal Substances” and “Health-Endangering Compounds” are substances which can be purchased legally and are not controlled, but when misused can alter behavior. Examples include, but are not limited to whippets, butyl nitrate, and glue.

Exceptions will be made for use of controlled substances prescribed by a physician, as provided for in the District Medication Policy.

Procedures for Handling Incidents of Drug Involvement:

If a student is suspected of being under the influence of a drug, the matter will be handled as a medical emergency. The student will be taken to the nurse. All known or suspected incidents of drug involvement will be reported directly to an administrator who will conduct an investigation. If evidence indicates drug involvement, parents will be notified by the Assistant Principal or Principal.

Search Procedures:

During the course of an investigation, if there is reasonable suspicion or cause, a student’s locker or person can be searched. Justification for a personal search must be greater than that required for a locker search.

THREATS/HARASSMENT

Any threats directed at students and staff cannot and will not be tolerated. Disciplinary consequences may vary from a warning to removal from school. Police action may be necessary. Copies of the district anti-harassment policy are available on the district web site at www.scasd.org.

SEXUAL HARASSMENT

No student or employee should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. If a student believes that he/she has been harassed, the student should immediately contact the assistant principal or principal's office.

WEAPONS

The Pennsylvania Legislature passed Act 26 (June 30, 1995) and Section 1312.7 **Possession of Weapons Prohibited** that prohibit students from bringing weapons onto school property, to school-sponsored activities or onto public conveyance providing transportation to school or school-sponsored activities. It provides for notification to law officials and to the Department of Education of the presence of a weapon on school property.

A "weapon" is defined as, but is not limited to, the following: any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, pellet and/or paint ball gun. A "weapon" also includes any other tool, instrument, implement, or replica of a weapon used in a threatening manner and/or capable of inflicting serious bodily harm.

Any student violating this weapons policy must be expelled from school for a period of no less than one year; however, the superintendent (or Board of School Directors) may modify the expulsion requirement on a case-by-case basis. There are special provisions for students with disabilities: a ten-day, out-of-school suspension is in effect until a meeting can be arranged with the superintendent.

The ban does not apply to weapons used as part of a program or an unloaded weapon carried by a person crossing school property for lawful hunting, if authorized by school authorities.

The possession of look-alike toy or replica guns in school is very disruptive to the learning environment. The possession of such items is not permitted and will result in disciplinary and legal consequences including suspension.

STUDENT RECORDS

Records are maintained for each student as an aid to the educational process and for the convenience of former students. Parents/guardians or students may review records through the offices of the school principal, the school counselor, or Learning Enrichment/Gifted Support and Student Services. There is a procedure for correction, addition, or challenge of the record.

Written permission from the parent/guardian or the student (if over 18 years of age) is needed for the release of records outside the district. There are exceptions: if the student transfers to another district; if the school district receives a subpoena; if the student seeks admission to a post-secondary school; and, if directory information is sought in the case of an emergency or police matter.

Directory information may be released unless a parent/guardian has given written notice refusing disclosure within thirty days of the opening of school. Directory information includes the following: the student's name, address, telephone number, date, place of birth, date of graduation, participation in officially recognized activities and sports, weight and height as a member of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

When parents/guardians are divorced, both adults have access to the medical, dental, or school records of their children; the residence address of those children and of the other parent, and any other information that the court deems necessary, unless there is a written court order denying such access. Expired court orders will be destroyed. Court orders regarding custody should be given to the main office at the start of the school year or when enacted.

COUNSELING SERVICES

We have counselors in the school to help you. They will talk with you alone or in a group with other students. Counselors work with students, teachers, and parents/guardians in order to make school more rewarding and the future less intimidating for you. You can make an appointment to see your counselor before or after school, during study halls, or during AREA. For a personal emergency, class time may be used. In this case, obtain a pass from your teacher to visit the guidance office.

The phone numbers for the counseling offices are **272-5944 (Mount Nittany)** and **237-5304 (Park Forest)**. Information can be found on our websites as well:

MNMS: <http://www.scasd.org/domain/741>

PFMS: <http://www.scasd.org/domain/878>

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program (SAP) is a systematic process used to identify and refer students who are having problems that may be negatively affecting performance at school.

The middle school team consists of counselors, teachers, administrators, the school nurse, the home and school visitor, a school psychologist, and a local SAP assessment liaison.

The role of the SAP Team is to:

1. Gather data on referred students,
2. Make decisions based on behaviors,
3. Locate appropriate referral sources, and
4. Provide follow up.

If you are concerned about yourself or another student, please refer them to SAP by completing an online referral or a blue SAP referral card located in the library or counseling office. SAP referrals can be anonymous.

MOTIVATIONAL RESOURCE CENTER

The Motivational Resource Center (MRC) is used for in-school suspension, lunch detention, and for a quiet place to complete work. Students may be assigned a placement in the MRC for extra help with difficult assignments or to catch up on work. The teacher in the MRC can provide a listening ear for your concerns and will help you structure your study habits so that you will have more free time.

School Districts are required to support education of homeless youth under the McKinney-Vento Homeless Assistance Act.

1. Homeless children and youth Definition:

Section 725(2) of the McKinney-Vento Act defines “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes—

- Children and youths who are:
 - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up”);
 - living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
 - living in emergency or transitional shelters; or
 - abandoned in hospitals;
- Children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

If you are experiencing Homelessness or know someone who is, please call SCASD’s Homeless Liaison at: (814) 231-1054.