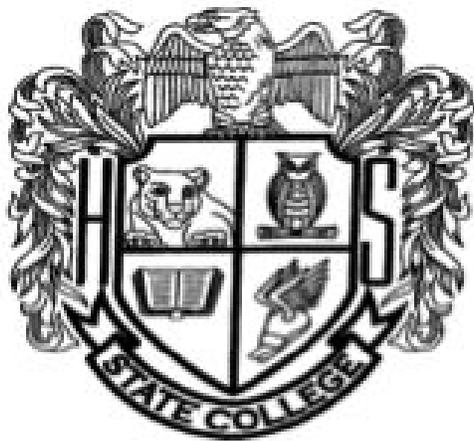


*State College Area
High School*



2016 - 2017

Student Handbook

State College Area High School 2016 – 2017

Our Mission

TO PREPARE STUDENTS FOR LIFELONG SUCCESS
THROUGH EXCELLENCE IN EDUCATION.

Alma Mater

*Dear to our hearts our Alma Mater
Noble and fair to view*

*No other school will stand above you,
State College High so true.
Hail! All hail to Old State High,
Hail! Maroon and Gray!
To our Alma Mater fair;
We pledge all our lives for aye.*

*Circled by hills this Nittany Valley,
Cradles our school so fine.
In this green vale that molds our spirits.
We hail her strength sublime.
Hail! All hail to all her fame!
Hail! Maroon and Gray!
To our Alma Mater fair,
We pledge all our lives for aye.*

Diversity Commitment

Diversity encompasses the many ways in which we are different. Our goal is to promote recognition of, appreciation for, and respect for the value of uniqueness which each individual possesses. Such differences include, but are not limited to, race, ethnicity, gender, sexual orientation, disability, religion, and worldview.

EMERGENCY CLOSING/DELAY OF SCHOOL/EARLY DISMISSAL

When it is necessary to close or delay school due to inclement weather or any other emergency an announcement will be made through our Rapid Notification system, on local radio/TV stations as well as TV channel 4 and our district website. Students are expected to report to all classes prior to an early dismissal.

2016/2017 SCHOOL CALENDAR

August 29	First Day of School
September 5	Labor Day
October 20 & 21	No School
November 4	No School
November 23-28	Thanksgiving
December 23 - January 2	Winter Holiday
January 16	No School
February 13	No School
March 3 - 10	Spring Break
April 13 - 17	No School
May 26	No School
May 29	Memorial Day
June 2	Last Day of School- Seniors
June 9	Last Day of School
June 10	Commencement
June 12	Inservice for Staff

- *In-service day will follow the last student day if snow days are scheduled.*

SNOW MAKE-UP DAYS AS NEEDED

*February 13 – Day 1
 May 26 – Day 2
 June 12– Day 3 as needed
 June 13– Day 4 as needed
 June 14– Day 5 as needed*

MARKING PERIOD SCHEDULE

1	November 3
2	January 23
3	April 5
4	June 9



Prepared **R**espectful **O**utstanding **U**nited **D**riven



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FOREWORD

Welcome to the new school year! If you are a new student, it's great to have you with us. If you are returning, we're glad to have you back.

This handbook is for you. It contains the policies and procedures for which you are responsible during your years at State College Area High School. It was prepared with your needs and the needs of all members of the school community in mind. The procedures for good school citizenship provided in this handbook are mostly matters of courtesy and common sense. They are meant for your benefit and that of your fellow students.

Your conduct at all times should reflect good citizenship. You are expected to show respect for the property, rights and privileges of others. In return you may expect this respect from others. You are responsible to the school authorities and your parents for your conduct while you are a school citizen. Good behavior can help make your school life a happy and rewarding one. Please pay careful attention to what is in your handbook, discuss it with your parents and classmates; and if you have any questions, we encourage you to talk to us. Together, we can make the 2015-2016 school year successful.

Mr. Curtis Johnson
High School Principal
Telephone: (814) 231-1111

Mrs. Christina Manning
9th Grade Principal
Telephone: (814) 231-5020

Mrs. Kathy Pechtold
Associate Principal, 12th Grade
Telephone: (814) 231-1111

Mr. Christopher Weakland
10th Grade Principal
Telephone: (814) 231-5020

Dr. Sharon Perry
Director Career & Technical Center
Telephone: (814) 231-4153

Mrs. Laura Tobias
11th Grade Principal
Telephone: (814) 231-1111

Mrs. Katherine Ricker
Dean of Students, 12th Grade
Telephone: (814) 231-1111

HANDBOOK GUIDELINES

The intent of these guidelines is to promote responsible and appropriate student behavior while enhancing the learning climate and creating school spirit.

The idea of developing a “learning community” is the driving force behind this handbook. These guidelines contribute to a safe, secure and nurturing environment free of disruption, discrimination and harassment. We wish to create an atmosphere in our school that fosters success for all students.

Respect for ourselves and others are one of the most significant factors contributing to the success of our learning community. As a community member, it is critical that you respect yourself, your peers and the adults who work here every day.

These guidelines may not address all possible issues. Therefore, it may be necessary for the Administration or faculty to make a determination in some instances. As for responding to student conduct, the Administration reserves the right to modify disciplinary action based on individual circumstances and investigation.

ACADEMIC INTEGRITY

DEFINITIONS OF PLAGIARISM

Plagiarism is defined as the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one’s own original work. Intentional plagiarism occurs when a student knowingly submits someone else’s words or ideas as if they were his/her own. Unintentional plagiarism occurs when writers and researchers use the words or ideas of others but fail to quote or give credit (perhaps because they don't know how). When in doubt, students must check with a teacher or librarian.

Examples of plagiarism may include but are not limited to:

- 1) purchasing or copying work produced by others (homework, reports, take-home exams, tests, research papers, music, art, images, etc.)
- 2) direct copying (“cutting and pasting”) of selected sections (words, phrases, sentences, paragraphs) from another source without quotation marks and/or documentation.
- 3) paraphrasing, summarizing, or otherwise rewording another’s original work that is not common knowledge without documentation.
- 4) failing to document the use of charts, graphs, diagrams, statistics, or other materials not created or compiled by the student.
- 5) working together on an independent assignment and then submitting individual copies of the assignment as one’s own individual work.
- 6) fabricating data or in any way falsifying the results of an experiment or inquiry process.

Cheating includes, but is not limited to, a student copying an assignment or test and submitting it as his/her own; allowing someone to copy an assignment or test and submit it as his/her own; unauthorized use of or communicating with notes, calculators, computers, textbooks, websites, cell phones, etc. during an exam or project; telling other students what is on a test or quiz or providing specific questions or answers before or after the test.

CONSEQUENCES OF PLAGIARISM:

We expect our students to understand what plagiarism is and to know how to avoid it. As a result, consequences will vary depending upon the extent of the plagiarism and the degree of intentionality:

LEVEL	LOOKS LIKE	CONSEQUENCE
<p>Level 1: Small-scale cheating or plagiarism</p>	<ul style="list-style-type: none"> ❖ Unauthorized collaboration on assignments ❖ Copying small or ungraded classroom assignments ❖ Inaccurate or uncited paraphrasing or borrowing of other's words 	<p>Grading Consequences: grade reduced by one letter grade if resubmitted or "zero" on the work with the possibility of resubmitting it or doing an alternative assignment for 60% of the highest grade possible</p> <p>Disciplinary Consequences:</p> <ul style="list-style-type: none"> • Discuss behavior with the student • Discuss and find a solution strategy • Issue a verbal warning
<p>Level 2: Medium-scale cheating or plagiarism</p> <p>Repeated small-scale cheating or plagiarism within an assignment</p>	<ul style="list-style-type: none"> ❖ Inaccurate paraphrasing or direct borrowing of others' words (without use of quotation marks and direct reference of individual) ❖ Inventing or falsely attributing the sources used in a paper or other work. ❖ Submitting one assignment for two courses without permission of both instructors. (The work will count for one course only) ❖ A second Level I offense 	<p>Grading Consequences: grade reduced by one letter grade for the work or "zero" on the assignment with the possibility of resubmitting it or an alternative assignment for 60% of the highest grade possible</p> <p>Disciplinary Consequences:</p> <ul style="list-style-type: none"> • Discuss behavior with the student and develop a solution strategy • Submit a referral: issue and assign a 2 hour after school detention • Notify the parent / guardian • Notify the counselor
<p>Level 3: Large-scale plagiarism. A second Level II offense</p>	<ul style="list-style-type: none"> ❖ Direct borrowing of others' words (without use of quotation marks) that affects a large portion of the paper, and the source is not cited in the bibliography or in the body of the paper. Little or none of the paper is the student's original work. 	<p>Grading Consequence:</p> <ul style="list-style-type: none"> • "zero" on the assignment without the possibility of resubmitting it for a replacement grade or • possibility of resubmission of assignment or an alternative assignment for maximum 60% of the highest grade possible <p>Disciplinary Consequences:</p> <ul style="list-style-type: none"> • student/parent/grade-level administrator conference

	<ul style="list-style-type: none"> ❖ Submitting a paper as one's own that has been wholly or mostly written by someone else whether that paper has been purchased, borrowed, found, stolen, etc. ❖ A second Level II offense 	<ul style="list-style-type: none"> • office assigns 4 hours of detention or office assigns one-day, in-school suspension • no competition or participation in extracurricular activities for one week. Attendance/practice are permitted.
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ACTIVITIES AND CLUBS

Contact Person: Christina Manning Phone: 231-5020, South Office

As students decide which courses they wish to take each year, they should also consider participation in extracurricular activities. For many students, these activities provide opportunities and experiences that not only make high school more enjoyable, but also influence and sometimes determine future choices in both education and career paths. This listing gives some idea of the range of activities offered. Further information is available through the Student Activities Office of the High School, which is located in the South Office and on the high school website under activities.

Brief descriptions of these clubs may be found on the State College Area School District website at www.scasd.org. Just choose the High School at the top of the page and then click on the Activities tab then go to [Activities General Information](#). A link to the descriptions may be found on the Welcome page.

Some clubs are Career and Technical Center oriented and are listed as CTC clubs. For information regarding these clubs contact Gloria Sampsel, CTC Secretary, in Room 605 N.

HIGH SCHOOL STUDENT ACTIVITIES & CLUBS 2016-2017

<p>Art Club Artist Residency Club Battle of the Bands (event) Best Buddies Book Club Broadcasting Club Chess Club Class of 2017 – Seniors Class of 2018 – Juniors Class of 2019 – Sophomores Class of 2020 – Freshmen Dance Team Debate Club D.E.C.A. (CTC club) Diversity Club F.F.A., State College Little Lions (CTC club) Fitness Center Club French Club French Exchange Future Business Leaders of America (CTC club) Lesbian, Gay, Bisexual, Transgendered Allies Gaming Club German Club German Exchange Program Girls Rugby Health Occupations Students of America Ice Hockey Club Sport Key Club Kiva Knowledge Master Latin Club Little Lion Ambassadors Math Club Mock Trial Team Model United Nations Club Music Activities: ♪Chamber Singers, Concert Choir, Master Singers, Ninth Grade Choir, Tenth Grade Choir, Concert Band, Jazz Band, Marching Band, Ninth Grade Band, State Band, Symphonic Band, Tenth Grade Band, Jazz Band 2, Ninth Grade Orchestra, String Orchestra, Orchestra, SHA-capella, Musical Pit Orchestra</p>	<p>Majorettes / Color Guard National Arts Honor Society National Home Builder’s Assoc. (CTC club) Ocean Bowl Outing Club Pottery Club Renaissance Faire (event) Rock Ensemble Rugby Club (sport) Science Olympiad Science Bowl Set Design/Construction Senior Video Club Sierra Student Coalition/Environmental Club Ski Club (sport) SkillsUSA (CTC club) Spanish Club Spanish Exchange Program Stage Crew State High Anglers Club State High Publications – Lion’s Digest and Little Lion Yearbook Student Government Technology Student Association (CTC club) Thespians Tri-M Music Honor Society Wild Dream Team – North Wild Dream Team – PSU Wild Dream Team - South Work Experience Club (CTC club)</p>
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ANTI-HARASSMENT/ANTI-BULLYING POLICY

I. STATEMENT OF PURPOSE

It is the policy of the State College Area School District to provide a safe and orderly educational environment that is free from harassment and/or bullying and conducive to the mission of the school district to provide each and every student the best opportunity to receive the education to which s/he is entitled under state and federal law. The school district asserts that it has a compelling interest in promoting an educational environment that is safe and conducive to learning.

It is the intention of the school district, consistent with state and federal law, to strive to maintain a learning environment which is free of harassment and/or bullying since the school district finds that incidents of harassment and/or bullying prevent students from receiving the education to which they are entitled, materially disrupt the mission of the school district to educate the children of the school district, substantially interfere with a student's educational performance and foster incidents of violence.

It is the purpose of this policy to prohibit and prevent acts of harassment and/or bullying and violence. The school district does recognize that students retain certain rights under state and federal law, including freedom of expression, although such rights are not necessarily co-extensive with the rights of adults in society at large. It is not the purpose of this policy to impinge upon the legitimate rights of students or school personnel under state and federal law in the school environment.

II. DEFINITIONS

A. HARASSMENT: The term "harassment" as used in this Policy means verbal, written, electronic, graphic, physical conduct, or instigation of such acts, which does or is reasonably believed under the totality of the circumstances to:

1. substantially or materially interfere with a student's or student's' educational performance; and/or
2. deny any student or students the benefits or opportunities offered by the School District; and/or
3. substantially disrupt school operations or activities; and/or
4. create a hostile or abusive environment which is of such pervasiveness and severity that it materially and adversely alters the condition of a student's or student's' educational environment, from both an objective viewpoint and the subjective viewpoint of the student at whom the harassment is directed

The term "harassment" for purposes of the Policy does not mean merely offensive expression, rudeness or discourtesy; nor does the term "harassment" mean the legitimate exercise of

constitutional rights within the school setting. The School District recognizes there is a right to express opinions, ideas and beliefs so long as such expression is not lewd or profane or materially disruptive of school operations or the rights of others.

B. BULLYING: The term “bullying” means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, disrupts the school day (cyberbullying), is 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.

C. SCHOOL PERSONNEL: The term “school personnel” as used in this Policy means school board members, school employees, agents, volunteers, contractors and/or persons subject to the supervision and control of the School District.

D. SCHOOL SETTING: means in the school, on school grounds, in school vehicles, at a designated bus stop, at any activity sponsored, supervised or sanctioned by the school or within any of the school’s electronic systems.

III. PROHIBITIONS

- A. It shall be a violation of this Policy for any student or school personnel of the State College Area School District to engage in harassment and/or bullying of a student on school property, during the use of school facilities or during school-sponsored activities, services and/or events.
- B. It shall also be a violation of this Policy for any school personnel to tolerate harassment and/or bullying, as defined by this Policy, by any student or school personnel or third parties who are participating in, observing or otherwise engaged in activities, including extracurricular activities, on school property or at school related activities, services or events.
- C. Harassment and/or bullying such as is prohibited under this Policy includes, but is not limited to, harassment based on race, gender, gender identity, color, national origin, ethnicity, sexual orientation, religion, and/or disability.

The determination of whether harassment and/or bullying, as defined herein, has occurred will require the reasonable assessment of the totality of surrounding circumstances attendant to a given situation which may include the frequency of the conduct at issue, the physical surroundings, the ages and maturity of those involved, the activity or program within which the situation occurs, the forum in which the alleged harassment and/or bullying occurs, and the nature and severity of the alleged harassment and/or bullying at issue.

D. When harassment and/or bullying, as defined in III. A/B of this Policy, occurs it may include instances or a series of instances involving;

- unwelcome sexual advances
- touching, patting, grabbing another's intimate parts
- coercing or forcing physical contact with another
- demands for sexual favors
- slurs
- dissemination of lewd, profane or obscene materials
- lewd, vulgar or profane language
- threatening or intimidating conduct, writing or expression
- degrading name-calling, remarks, notes, gestures or actions
- damage to property or person
- assault
- bullying
- stalking
- extortion

The School District recognizes that the foregoing list includes items which vary in nature and severity, and that, as such, the totality of all surrounding circumstances must be considered in making the determination as to whether harassment and/or bullying has occurred. If any activity described in the foregoing list does not rise to the level of harassment and/or bullying as defined in III. A/B. of this Policy, harassment and/or bullying shall not be deemed to have occurred. If a student feels as if he/she has been or is being harassed and/or bullied, the student should immediately report the incident(s) to a staff member, to security, to a counselor, to the School Resource Officer, or to an administrator.

ATTENDANCE REGULATIONS

THERE IS A CORRELATION BETWEEN REGULAR SCHOOL ATTENDANCE AND ACHIEVEMENT. STUDENTS ARE, THEREFORE, ENCOURAGED TO AVOID ANY UNNECESSARY ABSENCE FROM SCHOOL.

A student may be legally absent from school due to sickness or other “urgent” reasons such as impassable roads, quarantine, or death in the family. When a student has been to the doctors for an illness, please bring a doctor’s note to the attendance secretary so that the absence does not count against the student’s 10-day limit. When a student is absent from school without a medical/mental health appointment parents should provide a written parental note verifying the absence. All excuses need to be turned in within 72 hours of absence or the absence will be considered unexcused. An unexcused absence for a student is considered an illegal absence. When three such absences have accumulated, the parents or guardians are notified and additional illegal absences will result in legal action being taken for violation of the Pennsylvania School Code.

The legal action taken for students who are illegally absent and fall under compulsory attendance law may ultimately result in a fine or loss of driver’s license. Regular attendance is expected and an *absence* is defined as missing any time during normal school hours. A maximum of ten (10) absences may be verified by parental/guardian written notification during a school year to verify lawful absences. After ten days of excused absences from school (not counting educational trips and doctor’s excuses) a doctor’s note will be required to excuse all further absences from school. After three unexcused/illegal absences, a truancy elimination plan meeting will be scheduled. Any additional unexcused absences will result in **a first offense for violation of compulsory school attendance**. Once a first offense is filed any additional illegal absences will result in a second offense being filed resulting in action through our local District Justice. Students who have exceeded 10 days of absences will not be permitted to have/keep a parking permit. In addition, if a student has 3 unexcused absences, their parking permit will be revoked for the remainder of the school year.

All students, absent or tardy to school, must have an excuse signed by their parent/guardian. These notes may be faxed to the main office 231-5070 (grades 9 & 10) or 231-5024 (grades 11 & 12). Excuses that are not acceptable under the Pennsylvania Compulsory School Laws, although signed by a parent/guardian and brought to school within three days following the absence or tardy, will be considered unexcused or illegal. The administration will make the final determination on whether an absence or tardiness will be considered legal. If your child is absent or late, **call us at 231-5020 (grades 9 & 10) or 231-1111 (grades 11 & 12) and then please make sure to follow up with an excuse.**

NON-CUMULATIVE ABSENCES

The following absences will **NOT** appear on the student's permanent record:

- Absence for school approved activities
- Physical disability of extended duration (after homebound instruction has begun)

LEAVING SCHOOL GROUNDS

Students are not to leave the property or school area once they have arrived at school (this includes going to their cars in the parking lot once the school day as started). Any student leaving school grounds without following proper sign out procedures, will be considered truant and receive a day of In-School Suspension. Students will also be subject to a search when they leave school property without permission—including those going to the parking lot without permission.

ABSENCE FOR EDUCATIONAL TRIPS

A student may legally make a trip of an educational nature with his/her parents or guardians, as long as the Educational Trip form is completed and turned into the respective office at least one day prior to the trip.

FAMILY EDUCATIONAL TRIPS

For educational trips, including partial days, students will need to hand in a parental note requesting a leave of absence at least one day in advance. The student will be given an Educational Trip Request Form, which requires signatures from all his/her teachers. The student will return the form to the main office one day prior to the scheduled trip otherwise the absence will be unexcused. **Teachers are not required to provide assignments, make-up examinations, etc., for unexcused absences.**

TARDY TO SCHOOL AND TARDY TO CLASS

DEFINITION OF TARDY

The definition of a “tardy” is entering the classroom after the tardy bell rings or the start of class has begun.

PROCEDURES

If a student arrives to school after 8:10 AM, he/she should report to the office to sign in and to receive a late pass. This is the only late pass the office will issue. No late passes for between classes will be issued from the office. If a student is late to class without a written excuse, the teacher will record the lateness according to the tardy and absentee procedure found below. If a student is detained in the office, or by a teacher, he/she should ask for an excuse from the person who detained him/her before going to class. Such a tardy will not be counted against the student. **If a student receives a 4th tardy to 1st period, their parking pass will be revoked for the remainder of the semester.**

INTERSCHOLASTIC PRACTICES, COMPETITIONS AND OTHER AFTER-SCHOOL ACTIVITIES

Students who wish to participate in an after-school event must be in attendance by 10:45 AM regardless of the start time of the school day in order to be eligible to participate in an interscholastic practice or competition that day. Friday attendance will affect eligibility for weekend activities. If a student has been issued an In or Out of School Suspension, the student will not be permitted to participate in any school activity during the day or after school and this includes participation in any extracurricular practices. Exceptions for absence for educational, religious and medical reasons will be made when prior approval from the secondary school office has been granted.

<u>EXCUSED ABSENCES</u>	<u>UNEXCUSED ABSENCES</u>
<ul style="list-style-type: none">• Suspension	<ul style="list-style-type: none">• Shopping
<ul style="list-style-type: none">• Expulsion	<ul style="list-style-type: none">• Babysitting
<ul style="list-style-type: none">• Quarantine	<ul style="list-style-type: none">• Hair appointment
<ul style="list-style-type: none">• Death in the family	<ul style="list-style-type: none">• Gainful employment
<ul style="list-style-type: none">• Illness of the student (specify reason)	<ul style="list-style-type: none">• Fishing or Hunting
<ul style="list-style-type: none">• Medical or dental appointment	<ul style="list-style-type: none">• Missing the school bus
<ul style="list-style-type: none">• Parental request within district guidelines (example: trip policy)	<ul style="list-style-type: none">• Absences for personal reasons• Senior picture appointments

<ul style="list-style-type: none"> • Religious observance or instruction (includes religious beliefs, examples: Yom Kippur and Rosh Hashanah) 	<ul style="list-style-type: none"> • Trips not approved in advance • Community service
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REQUEST FOR LEAVING SCHOOL

Early dismissal from school will be granted for the same reasons allowable for legal absences. A written request from a parent/guardian for early dismissal should be presented to the attendance secretary. If the excuse is accepted, the student's absence will appear in the high school attendance program as an excused absence. For safety reasons it is recommended that the student's parent/guardian sign the student out in the main office when leaving the building for an early dismissal and sign him/her in upon his/her return. This includes any student being dismissed by the nurse or an administrator.

Parents are encouraged to schedule appointments with doctors and dentists after school hours, if possible. Requests to be excused for hair appointments, shopping, etc. will be denied, and absences for these reasons will be unexcused.

AWARDS CEREMONIES

FACULTY SCHOLARS

Seniors will be recognized as Faculty Scholars if they meet the following academic and behavioral criteria:

1. Academic Excellence—A cumulative grade point average of 4.00 weighted or 3.75 un-weighted
2. Good Citizenship—No record of level IV violations or serious disciplinary problems.
3. Student is defined as one who is receiving a SCASD diploma.

UNDERCLASS AWARDS

Underclassmen are awarded various academic and extracurricular honors towards the end of each school year. This ceremony is held in May and recognizes, among others, both top 10% Academic Achievement and Principal Award recipients. A student is defined as one who is receiving a SCASD diploma with the exception of course/subject/activity specific awards.

SENIOR AWARDS

This ceremony recognizes both scholarship award winners and other senior class awards. This ceremony is held during senior week in June. Recipients of various awards will be individually invited to attend the ceremony. A student is defined as one who is receiving a SCASD diploma with the exception of course/subject/activity specific awards.

BEHAVIOR AT ATHLETIC EVENTS

Athletic events are among the most popular activities for State High students. When you attend an athletic contest, you assume the role of a spokesperson for our school. Your actions are viewed and those around you hear your comments. With that in mind, a display of good sportsmanship will always show you and our school in the most positive light.

The following rules of sportsmanship serve as a behavior guide for spectators at State College Area School District athletic events. We hope that they offer you direction and guidance that help to make the contests enjoyable and educational for all in attendance.

- Learn the rules of the sport so that you may understand and appreciate the action that takes place.
- Show respect for the opposing players, coaches, spectators and cheerleaders. Treat them as you would treat a guest in your own home.
- Encourage our athletes to perform their best by applauding good performances and accepting that mistakes are sometimes made. Remember that athletics are a learning experience and praise your classmates for assuming the risk of testing themselves 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 those cheers/chants, signs and gestures that support and uplift the teams involved. Discourage any that would redirect that focus by antagonizing the teams or drawing attention away from the game.
- Demonstrate concern for an injured player regardless of the team.
- Sit in appropriate sections of the arena, stadium or gym that may be designated for student fans.
- Use of controlled substances (alcohol, drugs, tobacco, etc.) is **ILLEGAL** and **SHOULD NOT** be used.
- No student may record or take inappropriate pictures during any school related activity.

We expect that you will use good judgment in fulfilling your responsibility as a school representative thereby displaying sincere pride in yourself, your school and your community. Your words and your actions will identify you as a leader in genuine sportsmanship. If your behavior does not meet these expectations, you may be requested to leave the event by the game management/security.

BULLETINS AND ANNOUNCEMENTS

Student announcements will be made daily. If a student wishes to have an announcement made regarding school activities, he/she must have the announcement e-mailed to wsch@scasd.org by the advisor or an administrator. All student announcements must pertain to school or school related activities.

BUS STUDENTS

School bus transportation is provided for the student's safety and convenience. Transportation is provided as a privilege; it is not a mandate, and therefore can be revoked at any time for misconduct. Students are expected to help maintain the condition of the bus on which they ride.

SCHOOL BUS REGULATIONS

The Transportation Supervisor is responsible for establishing bus runs and assigning students to a particular bus. Students are to get on and off the bus at their assigned stop. Students wishing to ride a bus other than the one assigned must present a note written by a parent or guardian to the main office to receive a bus pass signed by an administrator. The pass must be presented to the bus driver on the day listed. This request can only be granted if there is seating available on the bus. A student getting off the bus at any stop other than his/her own without a permission slip signed by the school administrator is in violation of school policy.

Students should be at the bus stop five minutes prior to the scheduled arrival of the bus. When a school bus does not arrive at the bus stop on time due to mechanical failure or weather conditions, students are expected to wait a reasonable length of time, depending on weather conditions (reasonable time would be at least ½ hour). After that time, the student should return home and contact the school to determine the reason for the delay. The following rules are designed for the safety of those riding a school bus. It is the student's responsibility to obey the rules established and approved by the Board of School Directors.

A. Bus Stop Regulations

1. Arrive at the bus stop on time-five minutes prior to the time the bus is scheduled to arrive.
2. Wait for your bus in a safe place - well off the roadway. Bus riders must conduct themselves in a safe orderly manner while waiting (this means no foolishness or horseplay).
3. Respect the property rights of people who reside at or near the bus stop.
4. Wait until the bus comes to a complete stop before trying to get on the bus. Enter the bus single file with no crowding or pushing.
5. Be careful if crossing the roadway to board the bus - check to make sure all traffic has stopped.

B. Bus Riding Regulations

1. Observe the same conduct as in the classroom.
2. Be courteous; use no loud or profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean; pick up any mess you make.
5. Do not throw objects in the bus or outside the bus.
6. Squirt guns and water bottles of any kind are not permitted on the bus.
7. Remain seated at all times while on the bus.
8. Keep head, hands and feet inside the bus.
9. Do not be destructive; defacement or destruction of property will be dealt with according to the school disciplinary code.
10. Smoking or the use of tobacco products on the bus will be dealt with according to the disciplinary code. Lighting of matches or lighters is not permitted on or around the school bus.
11. The driver has similar authority to the classroom teachers and the students are to obey, cooperate and show respect.
12. Be courteous to fellow students.
13. Bus drivers are authorized to assign seats.
14. Radios, CD players or any form of larger sound systems are not permitted on the bus. The bus driver has been instructed to confiscate these items and turn them over to the Principal. They will be kept in the school office until parents/guardians pick them up.
15. Enter the building promptly upon arrival at the school. You are not permitted to leave the school campus once you get off of the school bus (This includes going to Weis).
16. Setting off caps or other explosive devices on the bus will result in suspension from riding the bus for three days or longer, and be dealt with according to the disciplinary code.

C. Bus Unloading Procedures

1. Students should exit the bus in a quiet, orderly manner and proceed directly to their assigned area at school or to their home.
2. Students who must cross the road should cross ten feet in front of the bus. Check traffic in both directions before proceeding across the roadway. Watch driver for signal to cross.

D. Extra-Curricular Activities

1. The above regulations apply to any trips under school sponsorship.
2. Students should respect and obey the chaperones assigned to the trip.

E. Emergency Procedures

1. Evacuation drills are scheduled so that students on the bus know exactly what to do in case of an emergency.

2. The driver or the assigned helpers must have the cooperation of the students. Students are to remain quiet during drills or an emergency so that they can hear directions.
3. Students are not to leave the bus for emergencies unless instructed to do so by the bus driver.

F. Discipline Procedures

Students who create discipline problems on the bus that endanger the health or safety of other passengers, may have their riding privileges suspended by the Principal. The parent/guardian of the suspended student is then responsible for transporting his/her student to and from school safely. The driver will report the incident to the Principal on a “Bus Conduct Report”. Students who disobey these rules may be assigned detention, suspended from riding the bus or may face other appropriate disciplinary action.

CAFETERIA

The State College Area High School offers both breakfast and lunch daily. Lunch period is scheduled during 3rd period on A days and 7th period on B days. The High School operates a CLOSED LUNCH PERIOD. **All students are to remain on the building property to which they are assigned for lunch based on their individual schedules.** If you are reading this, please contact Mrs. Manning in the North and you and a friend will get a treat for lunch!!

The High School North and South Cafeterias offer food court style stations. Breakfast includes an entrée, fruit, juice, and milk. For lunch, students choose an entree, two servings of fruit, one serving of vegetables, and milk. Menus are available in the school cafeterias or on-line at www.scasd.org/schoolmeals.

The food service department uses a declining balance computer system for the purchase of school meals at the high school cafeterias. Students can make deposits into their accounts before 8:10 AM in the cafeterias or on the serving line during lunch. Students who receive lunches free of charge do not need to make deposits to their accounts for meals but can make deposits for a la carte purchases. Parents can make payments and monitor their child’s account activity on-line at www.myschoolbucks.com

Checks made payable to the State College Area School District will be deposited in their entire amount. We will not give students change for a check. Students may only withdraw cash from their accounts with the signed permission of a parent/guardian for the purpose of closing the account.

Students access their accounts by typing their assigned number into a PIN pad at the cashier station. The amount of the purchase is deducted from the account. Students may also pay cash for transactions - maintaining an account balance is not required. Students must have cash or enough money in their account to pay for all purchases. Charged purchases are generally not permitted at the High School cafeterias, but the PTSO has established a fund that will provide loans for one meal when lunch money is forgotten.

Prices for the SCASD High School Cafeterias are as follows:

Breakfast	\$1.80	Lunch	\$3.05
Reduced Breakfast	\$.30	Reduced Lunch	\$.40
Milk	\$.60		
a la carte	\$.60 - \$3.00		

Free and reduced priced meals are available to eligible students. Applications may be submitted anytime through the school year. Applications are available in the main office or at www.scasd.org/schoolmeals.

Student behavior in the cafeteria should follow the rules of courtesy and common sense. Theft of food from the cafeteria will result in disciplinary consequences. Additional information concerning the food service program can be found on the district web page. Students and parents are also encouraged to call the food services department at 814-231-5095 with any questions or comments.

Students MAY NOT order take-out food to be delivered to the school. If students have food delivered, office personnel will dispose of the food.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, calculators, supplies, equipment (including computer/software and other computer equipment) and furniture supplied by the school.

Damage or unauthorized use of software on the computer system could result in students being asked to pay for the cost of correcting the system. (Please see Policy [#708](#) for further information)

Students shall not mark school furniture, walls, ceilings, floors or equipment with a pen, pencil, paint or any other instrument. Students shall not climb onto the school roof or ride skateboards on school property. Students shall not tamper with fire alarms, fire extinguishers or any electrical

systems. Anyone who willfully destroys school property through vandalism, arson, larceny or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency.

Students, who deface property, break windows or do other damage to school property or equipment will be required to pay for the damage incurred and will be disciplined according to the disciplinary code.

CODE OF STUDENT BEHAVIOR

The State College Area High School believes 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 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
- respond positively and promptly to those adults charged with the responsibility of monitoring student behavior.

To ensure a safe learning environment, students are expected to have appropriate behavior and attendance. Detentions, suspensions and possible expulsion from school could result when students are guilty of infractions. Participation in any school function or activity including athletics is prohibited for the duration of the suspension and could result in exclusion from extracurricular activities for part or all of the school year.

LEVEL 1: Teacher managed as part of classroom management

Offense	Prescribed Course of Action
1st	<ul style="list-style-type: none"> ● Discuss behavior with the student ● Discuss and find a solution strategy ● Issue a verbal warning
2nd	<ul style="list-style-type: none"> ● Revisit previous discussion with the student and the solution strategy ● Revise the solution strategy if necessary ● Notify the parent / guardian
3rd	<ul style="list-style-type: none"> ● Revisit previous discussion with the student and the solution strategy ● Submit a referral: issue and assign a 1 hour after school detention ● Notify the parent / guardian ● Notify the counselor
4th	<ul style="list-style-type: none"> ● Revisit previous discussion with the student and the solution strategy ● Submit a referral: issue and assign a 2 hour after school detention ● Notify the parent / guardian ● Notify the counselor
Admin.	<ul style="list-style-type: none"> ● Administration may be brought into any conversation if and when needed ● Administrative discretion may be used depending upon the severity of the incident and/or the student's disciplinary record

LEVEL 2: Teacher managed as part of classroom management

Offense	Prescribed Course of Action
1st	<ul style="list-style-type: none"> ● Discuss behavior with the student and develop a solution strategy ● Submit a referral: issue and assign a 2 hour after school detention ● Notify the parent / guardian ● Notify the counselor
2nd	<ul style="list-style-type: none"> ● Revisit previous discussion with the student and the solution strategy ● Submit a referral: issue and assign a 3 hour after school detention ● Notify the parent / guardian ● Notify the counselor
3rd	<ul style="list-style-type: none"> ● Revisit previous discussion with the student and the solution strategy ● Submit a referral: issue and assign a 4 hour after school detention ● Notify the parent / guardian ● Notify the counselor
4th	<ul style="list-style-type: none"> ● Revisit previous discussion with the student and the solution strategy ● Submit a referral for administrative action ● Notify the parent / guardian ● Notify the counselor
Admin.	<ul style="list-style-type: none"> ● Administration may be brought into any conversation if and when needed ● Administrative discretion may be used depending upon the severity of the incident and/or the student's disciplinary record

LEVEL 3: Administrative action with possible police notification

Offense	Prescribed Course of Action
1st	<ul style="list-style-type: none"> ● Discuss behavior with the student, document notes, and discuss solution strategy ● Submit a referral: issue and assign a 1 day ISS ● Notify the parent / guardian as well as notify the counselor
2nd	<ul style="list-style-type: none"> ● Discuss behavior with the student, document notes, and revisit solution strategy ● Submit a referral: issue and assign a 2 day ISS ● Notify the parent / guardian as well as notify the counselor
3rd	<ul style="list-style-type: none"> ● Discuss behavior with the student, document notes, and revisit solution strategy ● Submit a referral: issue and assign a 3 day ISS ● Notify the parent / guardian as well as notify the counselor
4th	<ul style="list-style-type: none"> ● Discuss behavior with the student, document notes, and revisit solution strategy ● Submit a referral: issue and assign a 4 day ISS ● Notify the parent / guardian as well as notify the counselor
Admin.	<ul style="list-style-type: none"> ● Administration may be brought into any conversation if and when needed ● Administrative discretion may be used depending upon the severity of the incident and/or the student's disciplinary record

LEVEL 4: Administrative action with possible police notification

Offense	Prescribed Course of Action
1st	<ul style="list-style-type: none"> ● Discuss behavior with the student, document notes, and discuss solution strategy ● Submit a referral: issue and assign a 3 day OSS ● Notify and conference with the parent / guardian ● Notify the counselor as well as appropriate administration and support staff
2nd	<ul style="list-style-type: none"> ● Discuss behavior with the student, document notes, and revisit solution strategy ● Submit a referral: issue and assign a 5 day OSS ● Notify and conference with the parent / guardian ● Notify the counselor as well as appropriate administration and support staff
3rd or more	<ul style="list-style-type: none"> ● Discuss behavior with the student, document notes, and revisit solution strategy ● Submit a referral: issue and assign a 10 day OSS ● Notify and conference with the parent / guardian ● Notify the counselor as well as appropriate administration and support staff
Admin.	<ul style="list-style-type: none"> ● Administrative discretion may be used depending upon the severity of the incident and/or the student's disciplinary record ● All 10 day out-of-school suspensions are subject to a board hearing for possible expulsion

Academic Dishonesty:

LEVEL	Behavior	May Look Like / Sound Like
I	Small-scale cheating or plagiarism	<ul style="list-style-type: none"> ❖ Unauthorized collaboration on assignments ❖ Copying small or ungraded classroom assignments ❖ Inaccurate or uncited paraphrasing or borrowing of other's words
II	<p>Repeated small-scale cheating or plagiarism within an assignment</p> <p>Medium-scale cheating or plagiarism</p>	<ul style="list-style-type: none"> ❖ Inaccurate paraphrasing or direct borrowing of others' words (without use of quotation marks and direct reference of individual) ❖ Inventing or falsely attributing the sources used in a paper or other work. ❖ Submitting one assignment for two courses without permission of both instructors. (The work will count for one course only) ❖ A second Level I offense
III	Extreme or illegal plagiarism or cheating; or repeated medium cheating / plagiarism	<ul style="list-style-type: none"> ❖ Copying or illegal obtaining of entire works ❖ Three or more repeated infractions of a level 1 or 2 violation
IV	N/A	

Attendance:

LEVEL	Behavior	May Look Like / Sound Like
I	<p>Tardy to class; loitering and/or misuse of a hall pass</p> <p>(Office) Failure to submit an excuse within 3 days upon returning to school from an absence</p>	<ul style="list-style-type: none"> ❖ Arriving after the start of the class w/o a valid excuse ❖ Hanging around aimlessly in the hallway ❖ Lagging behind between class
II	<p>Unexcused Absence from a class</p> <p>(Office) Failure to attend an assigned after school detention</p>	<ul style="list-style-type: none"> ❖ Unexcused absence for the entire period ❖ Class cut ❖ (Office) Office attendance records show an unexcused absence ❖ (Office) Not attending or failing to inform staff of a conflict to attend ASD
III	Student is in an area outside of the school boundaries	<ul style="list-style-type: none"> ❖ Leaving school grounds prior to or during school ❖ Leaving campus w/o a parent note
IV	N/A	

Classroom / School Rules:

LEVEL	Behavior	May Look Like / Sound Like
I	<p>Inappropriate behavior that is disruptive or hinders other's learning</p> <p>Dress code violations</p> <p>Wearing of items to conceal identity or eyes</p>	<ul style="list-style-type: none"> ❖ Yelling, screaming ❖ Disruptive / distracting to others ❖ Non-adherence to classroom rules or norms ❖ Use of cell phone or device when prohibited by teacher ❖ Inappropriate dress (sharp, studded apparel; drug, alcohol, illegal activities advertised or promoted) ❖ Revealing outfits (no bare midriffs, see-through clothing or undergarments exposed) ❖ Wearing of a mask or colored contact lens
II	<p>Elevated Level I offense</p> <p>Parking violations</p> <p>Public displays of affection</p>	<ul style="list-style-type: none"> ❖ Parking in restricted or non-student areas ❖ Inappropriate or intimate behaviors on campus or at school-related events ❖ Prolonged hugging or kissing ❖ Groping
III	<p>Accessing areas that are off-limits</p> <p>Gambling (the wagering of money or something of value on an event with an uncertain outcome with the primary intent of winning additional money)</p>	<ul style="list-style-type: none"> ❖ Accessing staff offices, desks, or belongings ❖ Accessing restricted areas or rooms ❖ Gambling activity
IV	<p>Participating in or initiating a school disturbance or prank</p>	<ul style="list-style-type: none"> ❖ Malevolent school disturbance ❖ Any act placing others in unwanted fear or disorder ❖ Creating a disturbance that severely interrupts the school day

Police notification may be possible depending on the severity of the infraction.

Computer / Device / Network:

LEVEL	Behavior	May Look Like / Sound Like
I	Inappropriate use of district or personal technology	<ul style="list-style-type: none"> ❖ Printing on unauthorized printers ❖ Using equipment for non-educational purposes
II	Inappropriate use of district or personal technology that requires IT attention	<ul style="list-style-type: none"> ❖ Changing computer hardware or software configurations ❖ Installing unauthorized software on a SCASD device ❖ Use of unauthorized personal devices on the SCASD Network
III	<p>Computer or file hacking or mishandling</p> <p>Using another person's account information for personal gains</p> <p>Flagrant inappropriate use of electronic devices</p>	<ul style="list-style-type: none"> ❖ Circumventing the school filter ❖ Accessing sites not approved by SCASD ❖ Unauthorized access to any system that is password controlled ❖ Using another's lunch account, computer account, ID, or Google information ❖ Engaging in inappropriate use of cell phones or devices ❖ Sending sexually suggestive texts and/or emails ❖ Taking of unsolicited pictures or videos, including that of student misconduct ❖ Accessing administrative privileges without authorization
IV	<p>Using electronic devices to view, pass, or transmit sexual or disturbing content of any sort</p> <p>Downloading copyrighted material</p>	<ul style="list-style-type: none"> ❖ Possession and/or distribution of nude, semi-nude, or lewd photographs ❖ Use of a device to commit another infraction, ie: threats, harassment, extortion ❖ Possession and/or use of illegal software that allows for downloading of copyrighted materials (ie: movies, games, videos, music, shows) ❖ Unauthorized use of software or actions intending to compromise the security of the SCASD network or another user's account

Police notification may be possible depending on the severity of the infraction.

Disorderly / Disrespectful / Insubordinate Language or Conduct:

LEVEL	Behavior	May Look Like / Sound Like
I	Negative attitudes or actions	❖ Ignoring, arguing, failing to follow directions
II	Negative attitudes or actions intended to defy a request by an adult or undermine the authority of an adult Unacceptable language, gestures, or actions	❖ Refusing to follow directions ❖ Talking back ❖ Use of profane language ❖ Using or demonstrating vulgar, perverse, and/or offensive language or gestures ❖ Leaving the classroom w/o teacher's permission
III	Elevated Level II offense Recurring offensives after repeated unsuccessful interventions Forgery / Counterfeiting Verbal assault of a student or staff member	❖ Repeated backtalk, or refusal to comply with reasonable requests ❖ Failure to report to the office upon command ❖ Open defiance of school rules ❖ Providing false information, documentation, or forgery (lying, forged notes) ❖ Words meant to demean or hurt another ❖ Abusive language, verbal or written ❖ Using or demonstrating vulgar, perverse, and/or offensive language or gestures directed at faculty or staff ❖ Insubordination in the ISS room (1-2 days OSS)
IV	Elevated Level III offense Refusal to comply with a search request by authority [automatic 10 day OSS]	❖ Refusal to comply with a lawful search of their person or property by an authorized school employee (see student searches)

Police notification may be possible depending on the severity of the infraction.

Defacing School Property / Vandalism / Theft:

LEVEL	Behavior	May Look Like / Sound Like
I	<p>Theft, attempt of theft, or receiving stolen property or selling or buying stolen property (\$50 or below)</p> <p>Damaging, vandalizing, altering and/or taking of any school property that can be replaced or repaired at minimal cost (\$50 or below)</p>	<ul style="list-style-type: none"> ❖ Theft of property ❖ Theft of property lost or mislaid ❖ Writing on walls, desks, floors or property ❖ Altering of property ❖ Negligent damage to property or devices ❖ Malevolent destroying or defacing of property ❖ Reckless disregard for property
II	<p>Theft, attempt of theft, or receiving stolen property or selling or buying stolen property (\$51 - \$150)</p> <p>Damaging, vandalizing, altering and/or taking of any school or individual property that can be replaced or repaired at minimal cost (\$51 - \$150)</p>	<ul style="list-style-type: none"> ❖ Theft of property ❖ Theft of property lost or mislaid ❖ Writing on walls, desks, floors or property ❖ Altering of property ❖ Negligent damage to property or devices ❖ Malevolent destroying or defacing of property ❖ Reckless disregard for property
III	<p>Theft, attempt of theft, or receiving stolen property or selling or buying stolen property (\$151 - \$500)</p> <p>Damaging, vandalizing, altering and/or taking of any school or individual property that can be replaced or repaired at minimal cost (\$151 - \$500)</p>	<ul style="list-style-type: none"> ❖ Theft of property ❖ Theft of property lost or mislaid ❖ Writing on walls, desks, floors or property ❖ Altering of property ❖ Negligent damage to property or devices ❖ Malevolent destroying or defacing of property ❖ Reckless disregard for property
IV	<p>Theft, attempt of theft, or receiving stolen property or selling or buying stolen property (\$501 and above)</p> <p>Damaging, vandalizing, altering and/or taking of any school or individual property that can be replaced or repaired at minimal cost (\$501 and above)</p>	<ul style="list-style-type: none"> ❖ Theft of property ❖ Theft of property lost or mislaid ❖ Writing on walls, desks, floors or property ❖ Altering of property ❖ Negligent damage to property or devices ❖ Malevolent destroying or defacing of property ❖ Reckless disregard for property

Police notification may be possible depending on the severity of the infraction.

Defacing School Property / Vandalism / Theft Consequences:

	Severity	Consequence
1	\$50 or less	1 day ISS
2	\$51 - \$150	2 days ISS
3	\$151 - \$500	3 days ISS
4	\$501 and above	3 days OSS

Student Fighting / Safety / Assault:

LEVEL	Behavior	May Look Like / Sound Like
I	Horseplay or throwing of objects	<ul style="list-style-type: none"> ❖ Throwing snowballs ❖ Reckless play that can lead to injury ❖ Unwanted play or behavior
II	(Office) Disregard for safe driving practices or procedures	<ul style="list-style-type: none"> ❖ Reckless driving and/or excessive revving of a vehicle engine
III	<p>Student fighting (all parties in a fight will serve an automatic 3 day OSS)</p> <p>Attempting to harm another</p> <p>Entering the construction area</p>	<ul style="list-style-type: none"> ❖ Fighting or physical retaliation ❖ Any action in a confrontation other than retreat or guarding ❖ Engaging in any physical behavior that has the potential to harm another ❖ Knowingly or carelessly entering the construction area
IV	<p>Physical assault (automatic minimum 5 day OSS)</p> <p>Reckless endangerment</p>	<ul style="list-style-type: none"> ❖ An unlawful attack by one person on another ❖ Intentionally, knowingly, or recklessly causing bodily injury ❖ Deliberately disregarding safety rules, including the use of fireworks ❖ Reckless driving that results in bodily injury or endangerment

Police notification may be possible depending on the severity of the infraction.

Harassment / Bullying:

LEVEL	Behavior	May Look Like / Sound Like
I	N/A	
II	Alarming or annoying unwanted behavior that shows no purpose	<ul style="list-style-type: none"> ❖ Following a person in a less than friendly manner ❖ Engaging in conduct that knowingly annoys another ❖ Unwanted texting or messaging others
III	<p>Unwanted electronic, verbal, written, or physical action or series of actions direct at a student(s) which occurs in a school setting that is severe, persistent or pervasive</p> <p>Harassment; sexual, racial, ethnic, and/or gender</p>	<ul style="list-style-type: none"> ❖ Slurs or insensitive remarks ❖ Threats or bullying, including cyber bullying ❖ Pushing, shoving, or unwarranted physical contact
IV	Severe harassment / bullying or sexual, racial, ethnic, and/or gender intimidation (automatic minimum 10 day OSS with possible expulsion)	<ul style="list-style-type: none"> ❖ A threatening strike, kick or physical contact ❖ Creating a threatening environment

Police notification may be possible depending on the severity of the infraction.

Serious Infractions:

LEVEL	Behavior	May Look Like / Sound Like
III	Tobacco [see Tobacco Policy and Consequence Chart]	❖ Possession, use, sale, or distribution of tobacco, tobacco products, or paraphernalia or look-alikes (including e-cigarettes, vaporizers) on school property or at a school sponsored event
IV	Arson Causing or risking a catastrophe	❖ Unlawful, intentional damage or attempt to damage any real or personal property by fire or incendiary device ❖ Setting a fire by match, lighter, fireworks or other ❖ Providing aid, counsel or pay toward arson ❖ Activating a fire alarm or armed intruder whistle ❖ Tampering with a fire extinguisher, whistle, surveillance, or safety device
IV	Drug / Alcohol [see Drug and Alcohol Policy and Consequence Chart]	❖ Possession, use, sale, or distribution of drugs, alcohol, or paraphernalia and look-alikes on school property or at a school sponsored event
IV	Extortion	❖ Obtaining something through force or threats ❖ Threatening someone through violence, property damage, or harm to reputation
IV	Possession of and/or use of weapons or look-alikes	❖ Possession of and/or use of weapons or look-a-likes on school property or at a school sponsored event ❖ "Weapons" shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, and rifle, as well as any other tool, instrument, implement, or replica of a weapon used in a threatening manner and/or capable of inflicting serious bodily harm
IV	Sexual Misconduct Lewd / indecent exposure of the body or body parts	❖ Sexual contact or other unlawful sexual behavior or conduct ❖ Any touching of sexual or other intimate parts ❖ Sexual intercourse ❖ Compulsion by use of physical, intellectual, moral, emotional or psychological force, either express or implied
IV	Terroristic Threats	❖ Declaration of intent to commit a crime of violence against another with the intent of threatening a person, building, facility, or public or private habitat ❖ Place any person or public in fear of imminent serious bodily injury ❖ Threats to commit any offense involving violence

Police notification will be made for these infractions with potentially legal consequences.

Tobacco Policy Consequence Chart:

Violation	Action
<ul style="list-style-type: none"> ❖ Possession of tobacco, tobacco products, or paraphernalia or look-alikes (including e-cigarettes, vaporizers) ❖ Not in use 	<ul style="list-style-type: none"> ❖ 1 day In School Suspension (ISS)
<ul style="list-style-type: none"> ❖ Reasonable suspicion of use of tobacco, tobacco products, or paraphernalia or look-alikes (including e-cigarettes, vaporizers) ❖ 1st offense and cooperative 	<ul style="list-style-type: none"> ❖ 2 days ISS
<ul style="list-style-type: none"> ❖ Reasonable suspicion of use of tobacco, tobacco products, or paraphernalia or look-alikes (including e-cigarettes, vaporizers) ❖ 2nd offense or uncooperative ❖ Distributing, sharing, selling, and/or attempting to deliver tobacco, tobacco products, or paraphernalia or look-alikes (including e-cigarettes, vaporizers) 	<ul style="list-style-type: none"> ❖ 3 days of ISS

Note: All tobacco contraband, paraphernalia, or contributing materials or items will be confiscated and turned over to the appropriate authorities and will not be returned to the student or his/her family.

Drug and Alcohol Policy Consequence Chart:

Violation	Action
<ul style="list-style-type: none"> ❖ Possession of drugs or alcohol related paraphernalia, including look-alikes ❖ Not under the influence 	<ul style="list-style-type: none"> ❖ 3 days OSS ❖ SAP referral ❖ Mandatory D&A assessment ❖ Police notification
<ul style="list-style-type: none"> ❖ Reasonable suspicion of possession, use, or is under the influence of drugs and/or alcohol, including look-alikes ❖ 1st offense and cooperative 	<ul style="list-style-type: none"> ❖ 5 days OSS ❖ SAP referral ❖ Mandatory D&A assessment ❖ Police notification
<ul style="list-style-type: none"> ❖ Reasonable suspicion of possession, use, or is under the influence of drugs and/or alcohol, including look-alikes ❖ 2nd offense or uncooperative ❖ Distributing, sharing, selling, and/or attempting to deliver drugs and/or alcohol 	<ul style="list-style-type: none"> ❖ 10 days OSS ❖ SAP referral ❖ Mandatory D&A assessment ❖ Police notification

Note: All D&A contraband, paraphernalia, or contributing materials or items will be confiscated and turned over to the appropriate authorities and will not be returned to the student or his/her family.

INFORMAL HEARING

When an out-of-school suspension is of three (3) or more school days, the student and parent/guardian will be given the opportunity to meet for (or participate in) an informal hearing with the administration. Initial notification of suspension and possible informal hearing will occur within 24 hours of discussion of such consequences with student. Informal hearings may occur over the phone at the request of a parent/guardian.

COUNSELING SERVICES

COUNSELING PROGRAM & SERVICES

Students may make an appointment to see their counselor preferably during study hall or lunch. When counselors are not in their offices, students are encouraged to email their counselor or make an appointment with one of the counseling staff assistants. The Counseling Department encourages all students to think seriously about their future vocations when selecting courses for their schedules. The primary role of the Counseling program is to address all students' academic, career and social/emotional development needs by offering comprehensive school counseling services that promote and enhance student success. The counseling offices offer the following services (among many others):

1. Assistance in planning the high school program/schedule.
2. Assistance in making post-secondary plans and the college application process.
3. Assistance in vocational planning.
4. Counseling for students with personal, social/emotional and academic concerns.
5. Help in facilitating Parent/Teacher communication/conferences re: student progress.
6. Referrals to outside agencies as needed.

Counselors are assigned to follow a grade for four years. The assignments for 2016 - 2017 are as follows:

- 9th Patricia Devecka (A-K) and Suzanne Jury-Lyke (L-Z)**
10th Alice Wechsler-Ball (A-K), Tanya Anderson (L-Z)
11th Paul Brigman (A-K) and Bethany Chamberlain (L-Z)
12th Steve Guthoff (A-K) and Jack McCurdy (L-Z)

CTC/Home School Visitor: Cindy Sergeant

Head Counselor (grades 9-12): Susan Marshall

Delta/Virtual/RIT: Andrea Larson

PARENT CONFERENCES

Parents/guardians are urged to contact teachers about any questions regarding their child's school work. Appointments for conferences with teachers, counselors and/or principals may be made by calling the counseling office at 231-1130 (North Counseling) and 231-5050 (South Counseling). Parents are encouraged to email their child's teacher directly with any specific concerns, set up a meeting with their teacher and counselor if the issue persists, and then finally contact your grade level administrator if you need further services or support.

COUNSELING SERVICES

Counseling services are an integral part of the total educational process. The services provided by the counseling staff are designed to help each student develop the knowledge, skills and self-reliance needed to make good decisions and to make personal, social and academic adjustments. Counselors are also helpful to students who are experiencing conflicts.

Little Lion Ambassadors is a group of students who assist the counseling department. The mission of Little Lion Ambassadors is to assist new families and students as they transition to our high school. The Ambassadors participate in orientations and provide tours for families. Students are selected to be Little Lion Ambassadors at the end of 9th grade and participate in workshops designed to teach them personal skills that will assist students who need help in the high school.

Student Assistance Program (SAP) is program that helps students who are having problems in school because of issues that may involve drugs, alcohol or emotional problems. SAP is team. Referral forms are available in the counseling offices. Referrals may be anonymous. Upon referral the team gathers information, determines if the student does need help and develops a plan of action utilizing both school and community resources.

IMH: Integrated Mental Health Services Integrated Mental Health (IMH) Services are available through the school mental health program to students, families, and faculty/staff in the State College Area School District. IMH services are dedicated to providing comprehensive mental health services that are strengths-based, developmentally appropriate, data driven, youth guided and family focused. Services primarily include as confidential and NOT disciplinary.

SCHEDULE CHANGES

Schedule changes will be made during the school year for the following reasons only:

- system error on schedule
- medical reasons
- add course in place of study hall (within the set time frame)
- successful completion of summer course
- too few classes scheduled (6 block minimum on A/B block)
- missing a course required for graduation
- missing a prerequisite for a course
- previously failed a course with a teacher
- change due to formal program change

- change in level of a subject

Extenuating circumstances may be considered when a request change does not meet the above criteria. Students must attend classes on their schedules until an official schedule change has been made with his/her counselor. Students must return all books and materials to the teacher of the course that is dropped. A meeting with your counselor and the *Course Change Request Form* must be completed in the counseling office to begin the process of consideration for a schedule change.

COURSE WITHDRAWALS

Any student may drop a semester long class through the tenth week and a yearlong class through the nineteenth week with no record on the transcript. Should a student choose to drop a course after the above time period, a “W” plus the grade attained at the time of the drop will be recorded on the student’s transcript. The grade attained at the time of the drop will not be figured in the student’s G.P.A. The student must maintain the required number of class contact hours. Credit is not given for dropped courses. Any student wishing to drop a course should make an appointment with his/her counselor.

WITHDRAWAL PROCEDURES

Any student who needs to withdraw from school should begin the withdrawal procedure by contacting the main office and the counseling office, preferably two weeks in advance of leaving, with a note from the parent. The student can receive a withdrawal form from the main office and have it signed by each teacher after all books and materials issued during the year have been returned.

COURSE TRANSFER

When a student transfers from an advanced to a non-advanced course, his/her grades/percentages will reflect the weight of the advanced course calculated with the non-advanced grade. For example, if a student takes 5 weeks of an advanced course earning a 65% and decides to change levels to a non-advanced course, the grade will reflect the weight and transfer as 75%. This allows the student to carry earned credit for an increased workload and more difficult content.

* Students will not be permitted to transfer from a non-advanced course to an advanced course beyond the 4th week of school without receiving teacher input and administrative approval and the use of the *Course Change Request Form*.

HOMEBOUND INSTRUCTION

If a student experiences a disability or an extended illness, a parent may request homebound instruction through the principal. In order for the school district to obtain approval from the State for homebound instruction, certain information must be submitted relative to each individual case. Please contact your assigned school counselor and building administrator for more information.

ACADEMIC PROGRESS REPORTS

If a student is having difficulty in any subject and/or is in danger of failing, parents and/or guardians will be notified by the teacher. At mid-marking period, the parent/guardian of each student that has a D or E (marking period or cumulative) will receive an email from the teacher (counselor will also receive a copy) as a notification of the concern. Information on how to contact the teacher will be included and further communication with that teacher is encouraged. Parents/guardians of seniors will also be informed at the end of each marking period of failing or incomplete grades in any subject that is required for graduation.

GENERAL EDUCATION DEVELOPMENT (GED)

The GED test is an alternative way to obtain a high school diploma. Students are eligible for GED classes after the age of 18 and between the ages of 16 and 18 if they have withdrawn from school and meet certain other requirements. Students who withdraw from school are NOT eligible to participate in graduation ceremonies. For more information, please see your school counselor.

DANCE REGULATIONS

Any student organization planning a dance must obtain permission from the faculty sponsor or advisor. The representative students, together with the advisor, will meet with the principal and arrange for final approval after working out the details, including chaperones, police, etc. This must be accomplished at least two weeks prior to the anticipated date of the dance. There must be approved adult chaperones at each school-sponsored dance. The activity sponsor/advisor will be in attendance and may have parents and/or other teachers to assist him/her. All State High students will be required to present their student identification card for admission. State High students requesting to bring a non-State High student to the dance must obtain a form from the main office. These guest students must be attending another high school. **No guest over the age of 20 will be permitted into any dances.** Middle school students are not allowed to attend dances. The guest permission form must be completed and returned one week prior to the dance. Students may not be allowed to enter the dance later than one hour after the start time or leave more than one-half hour prior to the end of the dance.

AFTER SCHOOL EVENTS

After school events are provided for the students and at times for the community as a whole. Conformity to the accepted school standards is expected of all in attendance. Any deviation from this will result in the removal of the individual from the event. If the individual involved is a student at State College Area High School, he/she will also be subject to the provisions of the Discipline Code.

BEHAVIOR AT SOCIAL FUNCTIONS/DANCES

Students are expected to observe the rules and regulations of the school at all extra-curricular activities. Students who leave a school activity early must leave the school grounds. Students will not be permitted to leave the school building and re-enter.

DETENTION POLICY

Students are expected to complete work, read, write etc. during after school detentions and ISS. Sleeping and/or listening to music are not allowed. If a student skips a detention, the original duration of the detention will be doubled.

DRUG AND ALCOHOL POLICY

The State College Area School District has a policy with the goal of eliminating the improper use of drugs and behavior-altering substances in our schools and on school property. The policy provides for instructional programs as an integral part of the school curricula and district services providing short-term counseling and referrals to outside agencies through the school counselors, Student Assistance Teams, school nurses and school psychologists. Pennsylvania law and school district policy ensure students' rights to privacy and confidentiality in dealings with drug and alcohol situations. The district set the following standard of conduct for students: No students 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, or at any school-related function or school sponsored activity. Procedures for handling incidents in which the standard of conduct is not met are set and followed in all drug involvement cases. The actions and consequences taken are specifically indicated for each level of violation. Please refer to level IV consequences for details.

EDUCATIONAL NETWORK GUIDELINES

ACCEPTABLE USE POLICY/NETWORK GUIDELINES

The State College Area School District (SCASD) strives to provide the most up-to-date technologies and information possible, recognizing their potential to enhance learning. However, network use involves many ethical questions and issues. Parents and guardians are urged to discuss school district policies (on our district website) and procedures as well as the proper and ethical use of networks before approving their use by a child.

All uses of the school district network facilities are intended to support and advance the school district's educational mission or other purposes as deemed appropriate by the Board of School Directors. Access accounts for networks in the State College School District are governed by the policies and procedures established by the board of school directors. Individuals applying for and accepting a USER ID, are making a commitment to adhere to those policies and to conduct themselves according to the highest standards.

USE GUIDELINES

Access to inappropriate material as defined by school policy is prohibited. Generation and/or transmission of any material in violation of any federal, state, or district regulation is prohibited. This includes, but is not limited to: violation of copyrights; using other protected materials without permission of the author, using threatening, obscene or racist language or material. Network administrators and supervising faculty members have the discretion to determine inappropriate use. Violations may result in loss of privileges pursuant to school discipline and/or legal action. These guidelines will be revised and updated as needed.

USER IDS

Computer network accounts assigned to individuals consist of a unique User ID code and password combination. Users are not permitted to share accounts or passwords. Accounts will provide access to electronic mail, information and news, access to databases and web sites. All accounts will be issued for limited time frames. Accounts will be reviewed and extended as needed.

SECURITY

Users will be responsible for keeping individual accounts secure by keeping passwords secret and by using the client software provided by SCASD servers. The district has installed several security measures to ensure appropriate usage. Any user(s) who has a history of computer misuse may be denied access to an account. Use of encryption technology must be done with prior approval by the network administrator. Users who believe they have identified a security problem, must notify an appropriate authority with the details of the problem as soon as possible.

LIABILITY

The State College Area School District does not guarantee service nor is it responsible for damaged or incorrect data. Use of any information obtained on the Internet or other network services must be undertaken at the individual's own risk. The school district shall not be held liable for the actions of individuals who choose to violate the acceptable uses of the network. In addition, each user and/or user's parent(s) or guardians(s) shall indemnify State College Area School District and hold it harmless from and against any damage, liability, loss, or deficiency arising out of or resulting from the user's use and/or misuse of the network.

VANDALISM

Vandalism includes any attempt to harm any hardware or software, or the data of another user of the network. This includes, but is not limited to the uploading or creation of viruses, worms or trojans. Unauthorized attempted entry to any computer system is grounds for cancellation of a user's account, and could be referred to the appropriate legal authorities. In addition, if a student "deliberately" breaks another student's device, the offending student will be responsible for the repair/replacement cost of the damaged device.

PRIVACY

E-mail is not guaranteed to be secure. The user should assume that communications sent via a network should be thought of as communications sent via post card. The SCASD provides no facilities for secure communications. In addition, SCASD may access e-mail and/or files stored in user accounts where there is reason to suspect misuse.

NETWORK ETIQUETTE

Users of SCASD network and computer systems are expected to follow accepted network etiquette procedures at all times. For more information, please reference the district's [one to one handbook](#).

ELECTRONIC DEVICE PROCEDURE

The school administration recognizes that electronic communication devices can be beneficial and used for educational purposes. However, ordinary use of electronic communication devices in school situations that disrupts and interferes with the educational process is not acceptable. For the purposes of this rule, an electronic communication device include cell phones, iPods, personal computers, mp3 players and any other telecommunications or computer device that emits an audible signal, displays a message, or otherwise summons or delivers a communication (e.g., Blackberry, Palm Pilot, etc.). If the device is used inappropriately, teachers may confiscate the device for the instructional period only and it should be returned at the end of the period. Teachers

hold the right to implement their own classroom policy regarding electronic devices. Students whose electronic device(s) repeatedly cause a disruption/distraction to instruction will receive consequences from their teacher. Teachers may request that all electronic devices be turned off during assessments (presentations, tests, quizzes, speeches, etc). Students should schedule their cell phone communications with friends and family members for the class change times only. Teachers will follow the discipline hierarchy for classroom disruption. Refer to level I offenses.

~No student may record the class in any fashion unless they have informed the teacher/class and have written permission from the teacher and the recording device is visible to everyone in the classroom.

~No student may record, take or distribute inappropriate (i.e. nudity, sexually suggestive, illegal activities, vulgar gestures, etc) pictures during any school related activity.

EMERGENCY STUDENT INFORMATION FORM

At the beginning of the school year, all parents should log into the Home Access Center to make sure that their child's emergency contact information is correct. Please update information immediately if there is a change of guardianship, address, phone number or any other information. **It is critical that the school have updated emergency contact information for your child.**

FIRE DRILLS

1. When a fire alarm is heard, the students are to move quickly and quietly without talking, running or pushing to the nearest emergency exit and then proceed away from the building as directed. It is mandatory that students from class remain together.
2. During a drill, an exit may be closed to simulate a condition which could happen during an actual fire. If a regular exit is blocked, teachers will direct the students to the nearest available exit.
3. The exit procedure will be posted near the door of each room.
4. The bell will sound the "All Clear Signal" at which time the students will return quietly to their assigned classrooms.

FITNESS CENTER CERTIFICATION

All students must be fitness certified before they can use the Fitness Center. The certification provides students with basic knowledge of fitness theory along with practical exercise skills. The fitness lessons themselves consist of classroom lecture as well as demonstrations, practical instruction and application in the Fitness Center.

Physical Education Certification: The certification is offered in two phases. The *Level One* course offered in 9th grade physical education will introduce basic fitness theory, anatomy and exercise technique and culminates with a practical exam. The *Level Two* course offered in 10th grade will expand on the material introduced in Level One, offer additional instruction in exercise program design and culminates with a written exam.

- Students must pass the Level One certification in 9th grade class to qualify for after school participation at the Fitness Center.
- Students must pass Level Two certification in 10th grade to retain their qualification to use the facility.
- Any exercise training that the student may have done with parties outside the school, while offering valuable experience, will not be considered a substitute for the high school's PE fitness curriculum or certification.

Fitness Center Pre-certification: Students in 9th or 10th grade who have not yet obtained Level 1 certification and would like to participate at the Fitness Center with their athletic team or as part of the Fitness Club must take the Pre-certification course which is offered through the Department of Community Education.

Important: Students who pass the Pre-certification course prior to earning Level 1 or Level 2 certification in their 9th or 10th grade PE class will earn fitness center participation privileges, but these students must subsequently pass the required certification in PE class in order to retain those privileges. Also, any student that will be entering 9th grade can take the pre-certification class beginning in June.

Students graduating in 2017 who are already certified will retain their fitness certification and do not have to complete any additional coursework.

Pre-certification courses will be offered several times throughout the school year. Information about the after school certification course schedule will be disseminated in the following ways:

- Announcement by the Department of Community Education.
- Postings on the Fitness Center website: www.scasd.org/fitnesscenter.
- Broadcast through the high school morning announcements.
- Promotion by the Athletic Department and in PE/Health classes.

More information about fitness certification and student participation at the Fitness Center can be found on the fitness center website: www.scasd.org/fitnesscenter.

FUNDRAISING

Before a school-sponsored activity can sell any product in the school or community, it must secure approval from the Student Activities Office. No products are to be sold by individuals during school hours without prior administrative approval. Contact Mrs. Pechtold to secure permission.

GRADING POLICIES

The school year is divided into two semesters with report cards issued every nine weeks. Report cards also show the number of days the student has been absent. **Grades are rounded to the nearest whole number.** The marking system is as follows:

A+	= 98-100%	C+	= 78-79
A	= 92-97	C	= 72-77
A-	= 90-91	C-	= 70-71
B+	= 88-89	D+	= 68-69
B	= 82-87	D	= 62-67
B-	= 80-81	D-	= 60-61

To compute the grade point average (GPA), use the following numerical values,

<u>Mark</u>	<u>Numerical Value</u>
A+, A, A-	4
B+, B, B-	3
C+, C, C-	2
D+, D, D-	1
E	0

Multiply the numerical value of the grade received for each course by the credit for that course, total these values from all courses and then divide this number by the total number of credits.

A system of weighted grades for “advanced” courses is practiced in this school district. This means that the numerical value of a grade in each advanced course is increased by one point. For example, A=5, B=4, C=3 and D=2. **Weighted grades are used to compute a student’s grade point average.** The criterion for honor roll is a GPA of 3.0 for honors and 3.5 for high honors. Courses may be coded as “modified curriculum” if a student is required to master fewer learning outcomes than are stated in the course requirement. Coding of courses and grades must be distinguished from awards and recognition efforts. The attainment of those honors should be equally available to all students based upon the same criteria, and if the criteria include grades without respect to course content, grades must form the basis for honors recognition.

Lab courses (i.e. AP Physics, Adv. Chem, and Adv Chem 2) that meet more frequently in one semester compared to another will be weighted accordingly. The midterm and final will together count as 10% of your course grade. For example, if your class meets more frequently during the

first semester, the first and second marking periods will each be worth 30% of your total grade and the third and fourth marking periods will each be worth 15% of your total grade.

Students are ineligible for honor roll status if they receive a grade of D or lower or any incompletes, regardless of the GPA.

FINAL GRADES

A final grade will be given for all courses. The final grade will be determined by averaging the points received by a student for each nine-weeks grading period plus the final exam grade.

PROMOTION GUIDELINES

In order for students to be promoted to the next grade in school, the following credits must be achieved:

- 9th grade into 10th: 4.5 credits
- 10th grade into 11th: 9.5 credits
- 11th grade into 12th: 14.5 credits

GRADUATION REQUIREMENTS

To graduate from the State College Area School District, students must successfully complete the academic credits distributed across the following areas. 22.5 credits (in the appropriate categories as outlined are required for graduation. A graduation project and a minimum of 20 hours of community service are also required for graduation. Any student who wants to participate in the commencement ceremony at the end of the senior school year must meet all graduation requirements prior to the ceremony.

SUBJECT AREA	CREDITS REQUIRED
English	4.00
Social Studies	4.00
Science	3.00
Mathematics	3.00
Physical Education	1.80
Health Education	1.00
Driver Safety Education	.20
Electives	5.50 Chosen from any area of student interest or concentration
Graduation Project	P

Community Service	P (20 hours)
Total Credits Earned	22.50

GIFTED SERVICES/LEARNING ENRICHMENT

SCASD GIFTED SUPPORT SERVICES

GIFTED PUBLIC NOTICE

Annual Public Notice of Gifted Education Services and Programs and Notification of Rights Under the Family Educational Rights and Privacy Act.

It is the responsibility of the Pennsylvania Department of Education to ensure that gifted children residing in the Commonwealth who are in need of specially designed instruction, are identified, located, and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Act Amendments of 1997 (IDEA '97).

The IDEA '97 requires each state educational agency to publish a notice to parents, in newspapers or other media, before any major identification, location, or evaluation activity. The IDEA '97 requires this notice to contain certain information. Another federal law, the Family Educational Rights and Privacy Act of 1974 (FERPA), which protects confidentiality, requires educational agencies to notify parents annually of their Confidentiality rights. The State College Area School District (SCASD) fulfills the above duties with this annual notice.

GIFTED EDUCATION SERVICES AND PROGRAMS

The SCASD is required by the IDEA '97 to provide a free appropriate public education to school age children who have been identified as gifted and in need of specially designed instruction.

GIEP

School age children who have been identified as gifted and are in need of specially designed instruction must be described in a Gifted Individualized Education Program (GIEP).

SCREENING

Each educational agency must establish and implement procedures to locate, identify, and evaluate school age students suspected of being eligible for gifted education. The State College Area School District provides a variety of opportunities for the screening and evaluation of students “thought to be gifted”. All schools in the district have an identified Gifted Support/Learning Enrichment Teacher (GS/LE). The GS/LE teacher works with school staff to provide screening and review data. Parents may request GS/LE consideration through the building principal. The GS/LE process can recommend learning enrichment opportunities, further screening and/or a referral for a gifted multidisciplinary evaluation (GMDE).

The screening activities include, but are not limited to: Level 1 - review of group based data in the areas of literacy and math (cumulative records, enrollment records, health records, and report cards); hearing screening; motor screening; and speech; and speech and language screening and Level 2 – Group ability IQ screening, Kauffman’s Brief Intelligence Test and teacher input.

Except as indicated above or otherwise announced publicly, screening activities take place in an ongoing fashion throughout the school year. If parents need additional information about the purpose, time and location of screening activities, they should call or write to their Building Principal or the Director Of Gifted Support/Learning Enrichment for the SCASD:

EVALUATION

When screening indicates that a student may be eligible for gifted education, the SCASD will seek parental consent to conduct an evaluation. "Evaluation" means procedures used in the determination of whether a child is gifted and the nature and extent of the specially designed instruction and related services that the child needs. The term procedures used selectively with an individual child and does not mean basic tests administered to or procedures used with all children.

This evaluation is called gifted multidisciplinary evaluation (GMDE). It is conducted by a multidisciplinary team (MDT) which includes a teacher, other qualified professionals who work with the child, and the parents. The GMDE process must be conducted in accordance with specific timelines and must include protection in evaluation procedures. For example, tests and procedures used as part of the multidisciplinary evaluation may not be racially or culturally biased.

The GMDE process results in a Gifted Written Report (GWR). This report makes recommendations about a student's eligibility for gifted education and the need for specially designed instruction. Once parental consent for evaluation is obtained, the school has timelines and procedures specified by law which it must follow.

Parents who think their child is eligible for specially designed instruction may request at any time that SCASD conduct a GMDE. Requests for a GMDE should be made in writing to the Gifted Education Contact person. If a parent makes an oral request for a GMDE SCASD shall provide the parent with a form for that purpose.

Parents also have the right to obtain a gifted independent education evaluation (GIEP). SCASD must provide to parents on request information about where a GIEP may be obtained. Under certain circumstances, a GIEP may be obtained at public expense.

EDUCATIONAL PLACEMENT

The determination of whether a student is eligible for specially designed instruction is made by the Gifted Individualized Education Program (GIEP) team. A single test or procedure may not be the sole factor in determining that a child is exceptional. The GIEP team must include at least three members in addition to the parent (s). Other required members include at least one regular education teacher of the child (if the child is, or may be participating in the regular education environment), at least one gifted education teacher, or where appropriate, at least one gifted education provider, and a representative of SCASD acting as the LEA. If the student is determined to be eligible for specially designed instruction, the GIEP team develops a written education plan called a GIEP. The GIEP shall be based on the results of the gifted multidisciplinary evaluation. The GIEP team may decide that a student is not eligible for specially designed instruction. In that instance, recommendations for educational programming in regular education may be developed from the GWR.

A GIEP describes a student's current educational levels, goals, objectives, and the individualized programs and services which the student will receive. GIEPs are reviewed on an annual basis. The GIEP team will make decisions about the type of services, the level of services, the level of intervention, and the location of intervention.

Placement must be made in the least restrictive environment in which the student's needs can be met with specialized instruction.

SCASD LEARNING ENRICHMENT SERVICES

The State College Area School District's program for advanced learners and talented students is called the Learning Enrichment Program and was established during the 1986-1987 school year. The program provides opportunities to all advanced learners based on the students' demonstrated skills, interest or aptitudes in various Interest areas. These areas include but are not limited to: Linguistic/Word, Mathematical/Number, Environmental/Nature, Spatial/Picture, Musical/Music, Bodily-Kinesthetic/physical, Interpersonal/People and Intrapersonal/Self. The Learning Enrichment Program structure is patterned after the Enrichment Triad Model developed by Dr. Joseph Renzulli of the University of Connecticut. The program model is especially suitable for the unique student populations of the State College Area School District and compatible with the mission statement and organizational and instructional goals. It consists of three levels of enrichment services and activities provided for specific populations ranging from the total school population to an individual student.

ANNUAL NOTICE OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The SCASD protects the confidentiality of personally identifiable information regarding its eligible, thought to be eligible, and protected handicapped students (if not protected by IDEA '97) in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and implementing regulations as well as IDEA '97 and its implementing regulations.

“EDUCATIONAL RECORDS”: Means those records which are directly related to a student, and are maintained by the School District or any party acting for the District.

“PERSONALLY IDENTIFIABLE” means that the data or information includes, but is not limited to (a) the name of a student, the student’s parent/guardian or other family member; (b) the address of the student or the student’s family; (c) a personal identifier, such as the student’s social security number or student number; (d) a list of personal characteristics, which would make the student’s identity easily traceable; or (e) other information, which would make the student’s identity easily traceable.

“DIRECTORY INFORMATION” Information not generally considered harmful or an invasion of privacy is disclosed. This includes, but is not limited to:

1. Name, address & telephone number
2. Field of study
3. Weight & height of athletes
4. Previous school most recently attended
5. Photographs
6. Date & place of birth
7. Participation in officially recognized activities & sports
8. Dates of attendance, degree & awards
9. Primary language

10. I.D. number, user I.D., or other unique personal identifier used by the student for electronic systems, but only if the I.D. number is used in conjunction with a password or other factor known or possessed only by the user.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. Parents have the right to inspect and review a child's education record. SCASD will comply with a request to inspect and review education records without unnecessary delay and before any meeting regarding a GIEP or any due process hearing, but in no case more than 45 days after the request has been made. Requests should be submitted in writing, indicating the records the parents wish to inspect, to the school principal or other designated school official. Parents have the right to a response from the school to reasonable requests for explanations and interpretations of the records. Parents have the right to request copies of the records. While SCASD cannot charge a fee to search for or to retrieve information, it may charge a copying fee as long as it does not effectively prevent the parents from exercising their right to inspect and review the records. Parents have the right to appoint a representative to inspect and review their child's records. If any education record contains information on more than one child, parents have the right only to inspect and review the information relating to their child.
2. If parents think information in an education record is inaccurate, misleading or violates the privacy or other rights of their child, they may request amendment of the record. Requests should be in writing and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. SCASD will decide whether to amend the record and will notify the parents in writing of its decision. If SCASD refuses to amend a record, it will notify the parents of their right to a hearing to challenge the disputed information. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.
3. SCASD will inform parents when personally identifiable information is no longer needed to provide educational services to a child. Such information must be destroyed at the request of the parents. Parents have a right to receive a copy of the material to be destroyed. However, a permanent record of a student's name, address, and telephone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without the limitation. "Destruction" of records means physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable.
4. The school will provide, upon request, a listing of the types and locations of education records maintained, the school officials responsible for these records, and the personnel authorized to see personally identifiable information. Such personnel receive training and instruction regarding confidentiality. The school keeps a record of parties obtaining access to education records, including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.
5. Parents have the right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. "Consent" means: the parent (s) have been fully informed regarding the activity requiring consent, in their native language or other mode of communication; they understand and agree in writing to the activity; and they understand that consent is voluntary and maybe revoked at any time, information may be disclosed without consent to school officials with legitimate educational

interests. A school official is a person employed by the SCASD school, as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); state agency representative, person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Directory information may be released without parent consent. Parents have the right to refuse to let an agency designate any or all of the above information as directory information.

6. Upon written request, SCASD discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
7. Parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by SCASD to comply with the requirements of FERPA. Complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

MODE OF COMMUNICATION

The content of this notice has been written in straight-forward, simple language. If a person does not understand any of this notice, he or she should ask the Learning Enrichment contact for an explanation. SCASD will arrange for an interpreter for parents with limited English proficiency. If a parent is deaf or blind or has no written language, the school district will arrange for communication of this notice in the mode normally used by the parent (e.g., sign language, Braille, or oral communication).

For more information you may contact the State College Area School District or visit the PDE Gifted Education website.

HOMEWORK / MAKE UP WORK POLICY

State College Area High School homework: foundational beliefs and expectations

Belief statement:

State College Area High School believes that homework is an integral and valuable part of the educational process. Homework success is enhanced by cooperation between students, teachers, and parents.

Purpose:

Homework is designed to reinforce and review the concepts and content learned in the classroom, prepare or study for assessments, and introduce important content for upcoming lessons.

For students:

- Homework is an opportunity for students to engage in self-reflection and to assess their own needs.
- Maintaining a calendar of assignments and due dates correlates with higher levels of assignment completion.
- Seeking clarification from teachers when confused or unclear about homework and/or expectations can improve student success.

- Homework typically takes longer, and may not be as effective, when completed while students are engaging with social media and other technology prone to cause distraction.

For parents:

- It is most effective when parents and guardians consistently provide a supportive environment for students to work independently.
- Parents and guardians can be meaningful partners in helping students learn to allocate their time wisely, meet their deadlines, and develop good personal study habits.
- Open communication between parents and students regarding homework is an important part of the educational process. Parents are encouraged to address any initial concerns related to the course/homework directly with the instructor

Student Make Up Work Procedure:**Absences**

In the event that a student is absent from class the student will make arrangements to submit his/her work, take a test/quiz, and get assignments that were missed.

- It is the student's responsibility to check teacher websites and / or contact the teacher for work. Students are expected to make up all work missed within a time period not to exceed the total number of days absent from that specific class. Thereafter, a 10% deduction may be taken for each class meeting day the assignment / assessment is late following the student's absence from class.
 - Example: Student is out Monday (A), Tuesday (B), and Wednesday (A). Student will get A day work on Friday, and it will be due two classes later on Thursday. Student will get B day work on Thursday, and it will be due Monday.
 - Students are strongly encouraged to make up missed work and keep up with assignments while they are out.
 - Extensions may be given at the discretion of the classroom teacher.

Unexcused Absences

If a student cuts class and is unaccounted for in the attendance system, s/he cannot earn higher than half of the credit that was earned for the assignment. The assignment/assessment is due the class period that the student returns to class.

Late Work

It is the expectation that all students will turn in assignments on the given due date. Late work is an assignment not turned in by the established due date/class period. Students have up to three class periods past the due date to turn in a late assignment. Ten percent will be deducted for each class period that the assignment is late. A student who turns in the assignment more than three class periods past the due date will receive half of the credit that they earned on the assignment. In order to receive credit for late work a student must turn in any late work one week prior to the end of the marking period in which the assignment was given.

ISS POLICY

Mission Statement:

The ISS room is designed to help the overall school climate by:

1. Helping students recognize the effects of and take responsibility for their actions.
2. Allowing the student population their right to learn in a secure, distraction free environment.
3. Trying to use all of the school's resources to make the school safe and meaningful for all students.
4. Attempting to repair the harm that has been done with all parties involved so that the student can successfully reintegrate into the classroom.

Behavioral Expectations:

1. Students will work to complete assignments from their teachers during ISS hours.
2. Students will not sleep or put their head down during ISS hours.
3. Students will not get out of their seats without permission from the ISS staff.
4. Students will not distract or disrupt other students by talking or making unnecessary noise.
5. Students may not leave the room without permission from ISS staff or an administrator.
6. If using a computer, it must be for school work.
7. Students may not eat or drink anything without permission from ISS staff or an administrator.
8. Students will cooperate fully with the ISS staff and follow instructions promptly.
9. Students will be respectful to everyone in their words, behavior, and attitude.
10. Students will be respectful to all property.
11. No electronic devices (ie. phones, ipods) are permitted without permission of the ISS staff.

Assignments:

Students are responsible for contacting their teachers of the ISS placement and will ask for class work to be emailed or sent to the ISS room. Students are expected to complete class work in ISS and will be evaluated as to how they complete this goal. If students complete their assigned work or none is provided, the ISS staff will provide work. Students will be actively engaged in productive work during their entire time in ISS. Students will complete a period by period progress sheet indicating the work they did during that period.

LABORATORY SAFETY

Laboratory activities are essential components of many of our classes. Following safe procedures is crucial. Safety in the laboratories is essential for the wellbeing of students and staff. Thus, students must practice safe use of chemicals materials and equipment in the lab. General safety instructions, presented by the teacher, must be followed at all times. Students will be required to sign a safety contract to participate in lab activities. **Students must wear approved safety goggles at all times, as directed by the teacher. Students are expected to provide their own**

goggles. They can be purchased through the ROAR Store and use them throughout their tenure in the district. Spills or accidents must be reported to the teacher immediately. Students demonstrating unsafe practices or negligence may be removed from laboratory activities or the course. Disciplinary consequences may also be applied.

LIBRARY

HOURS OF OPERATION

The libraries are open during normal school hours (Monday - Friday.) In addition, students may use the North library after school during tutoring hours (when available.)

If students need additional time outside of these hours, they may make prior arrangements with the librarian.

24/7 ACCESS

The libraries' online catalog, book renewals, e-books, and other valuable resources are available to students 24/7 through the library web page.

<http://www.scasd.org/hslibrary>

HELPFUL PAGE: A SCASD GoogleDoc with remote passwords to databases is available on the pages above. In addition the SCASD Research Guide is located at <http://www.scad.org/research>

ACCESS DURING LUNCH HOURS

South - Students permitted with a pass from the library

North - Students permitted, but space may be limited

ID CARDS

Students will be issued a picture ID card each year. Should a student forget their ID, a temporary card will be issued for a fee of \$1.00. The first - time replacement (should they lose their ID) cost is \$3.00; additional replacements cost \$5.00.

STUDY HALL USE/ATTENDANCE

Students wishing to use the library during study hall should report directly to the library before the period begins. Students are expected to remain in the library for the entire period.

STUDENT RESPONSIBILITY FOR LIBRARY MATERIALS

Students can check out most books for a three-week period of time. Reference books, magazines and reserve materials can be checked out on a limited basis. Materials can be renewed unless someone else has placed a reserve on the item(s).

Students are responsible for any items checked out. A fine of 25 cents per day is made for overnight materials not returned on time. Damaged and any unreturned items will be assessed a replacement fee in accordance with the State College Area District Library policy. .

Student library obligations are carried over from one year until the next. Thus, overdue books, fines and payment for lost books from a previous year are still the obligation of the student the following school year.

LOCKERS

ALL LOCKERS ON SCHOOL PREMISES ARE THE SOLE AND EXCLUSIVE PROPERTY OF THE STATE COLLEGE AREA SCHOOL DISTRICT AND ARE UNDER THE SUPERVISION AND REGULATION OF THE SCHOOL AT ALL TIMES.

The locker is provided to the student for storing school-related items. The school has an obligation to insure that the locker is properly used and not used for the storage or keeping of any item which is illegal, against school rules, or which jeopardizes the health, safety and welfare of the students, faculty, school property or the educational process. Students are permitted to use their own locks on the locker(s) assigned to them provided that the combination(s) or master key for each lock has first been filed with the Administration office of the building in which the locker is situated.

It is recommended that the students do not bring large sums of money or valuables to school. The school is not responsible for articles that are lost or stolen from the individual or his/her school locker.

STUDENTS SHOULD NOT CONSIDER A LOCKER AS PRIVATE PROPERTY. LOCKERS ARE SUBJECT TO BEING OPENED, EXAMINED, INSPECTED OR SEARCHED AT ANY TIME UNDER PROPER SUPERVISION OF SCHOOL OFFICIALS. SCHOOL OFFICIALS MAY ACCESS STUDENT LOCKERS AT ANY TIME FOR UPKEEP AND TO MAKE GENERAL REPAIRS AS NEEDED WITHOUT NOTICE TO THE STUDENTS.

LOST AND FOUND

Students who find lost articles are asked to take them to the office where the owner can claim them. If you lose something report it immediately to security or the main office.

NURSE'S OFFICE

Any student who is ill during the school day should report to the school nurse after first obtaining a pass from the teacher whose class the student will be missing. After 30-45 minutes, the nurse will reassess the student and determine the necessity of the student remaining in the nurse's office. The parent/guardian will be contacted if the nurse determines that the student's condition warrants notification. When the nurse is not available, students should report to the Main Office. Students returning to class from the nurse's office must have a pass signed by the nurse.

MEDICATIONS

The nurse will administer ONLY medications which are physician prescribed. This includes both prescription and non-prescription (over the counter) medications. Medications to be administered by the nurse will be stored in the Nurse's Office. **The medication must be provided in the original pharmacy or product labeled container, and a completed medication request form (HS-27) signed by the physician and the parent/guardian is required. For OTC (over the counter) medications, per standing order of the school physician, an HS-27/OTC form must be completed and signed by the parent/guardian.** As specified on the HS-27/OTC form, these medications will also be stored in the Nurse's Office.

Students may ONLY carry and self-administer INHALERS, INSULIN/DIABETIC SUPPLIES, and/or EPI-PENS. The nurse must be notified, and a medication request form (HS-27 self) must be completed and signed by the physician and the parent/guardian. To self medicate, a student must demonstrate that he/she is capable and will be responsible. If you have any questions about this information, please contact your school nurse.

Medication forms are available in the Nurse's Office or on-line at <http://www.scasd.org> (click Services--click Health Services-- click Health Forms in left column), or on the **Nurses' Webpage:**

- HS-27, for Prescription and Non-Prescription Medication
- HS-27 (Self), for Inhalers, Insulin/Diabetic Supplies, Epi-pens
- HS-27/OTC, for Over the Counter Medication, per standing orders of school physician

If a student shares for free or for payment any of his/her medication (over the counter or prescription) it will be dealt with on a case-by-case basis as a potential violation of the State

College Area School District Drug and Alcohol Policy. The student will receive appropriate consequences and no longer be permitted to self-medicate.

HEALTH SCREENING

According to a Pennsylvania state mandate, all students will have health screening for height, weight, body mass index, and vision each year. Eleventh graders and students new to the district must also have a hearing screening.

Students may choose to have their health screening individually. If any student prefers individual screening, he/she needs to see the Certified School Nurse in their building to schedule a time. Parents/Guardians may choose to have their son/daughter excused from Health screening, by providing a signed note to the Certified School Nurse.

PHYSICAL EXAMS

In addition to the health screenings, eleventh grade students and new students are required to have a physical examination. The examination may be completed by your family physician at your expense, or by the school physician (scheduled during school hours) without charge. Private physicals for eleventh grade students may be completed anytime from the first day of tenth grade through the end of the eleventh grade school year to satisfy the examination requirement. **Private physical exam report forms are available in the nurse's office or on-line at <http://www.scasd.org>.**

PHYSICAL EDUCATION

Students (9-12) are required to participate and pass physical education classes as mandated by the Pennsylvania Department of Education. A change of clothes is required when participating in the physical education classes. This change will include appropriate dress for indoor and outdoor activities. Clean athletic shoes are required. Physical education teachers reserve the right to determine appropriate attire prior to each unit (i.e. loose fitting shorts, sweat pants, t-shirts and warm clothing for outdoor activities). Students should not bring valuables to the locker room or to class. iPods and cell phones should be **stored in a secure locker**. The Physical Education staff is not responsible for lost or stolen items.

When a student is unable to participate in regular physical education classes for a physical or other compelling reason, a doctor's excuse will be submitted to the PE teacher. The excuse will give the nature of the injury or illness, length of time to be excused from regular physical education classes and a description of the activities in which the student can participate (including exercises that can help in rehabilitation). When a doctor's excuse is submitted, the student may be offered an alternative program, different from the regular physical education program.

POSTERS AND DISPLAY CASE MATERIALS

All posters and signs must be approved and signed by an administrator. Posters will be for school-related functions only. **Persons posting the signs and posters are responsible for their removal and for clean-up of the area used.** Candidates for class officers should check with class advisors or administrators concerning the number and size of signs to be posted. Information may be posted only on the cork strips, tile walls or glass. Posters should not be taped, glued or stapled to other surfaces in the display case or walls. Once the posters have served their purposes, they should be removed by the sponsor or student organization.

Images viewed by the general public and student population should reflect our high standards and educational purpose and be respectful to all those who use the school building. Therefore, images that are displayed in hallways and spaces of the school used by the general public must not depict content that could be viewed as advocating or promoting sex, drugs, nudity, violence, or hatred, nor be vulgar or obscene in nature. The display of such pictures or messages is in violation of school policy and those who post them are subject to disciplinary action.

PROLONGED EVACUATION

In the event of an emergency where we will need to be out of the building for a long period of time, you will be directed to go to the designated safe location. If you are in the South Building, the designated location is the State College YMCA on W. Whitehall Rd. If you are in the North Building, the designated location is the Our Lady of Victory School on Westerly Parkway. From there, you will either be sent back to the school or you will be sent home from the designated location.

RESTROOM PRIVILEGES

To maximize instructional time it is recommended that students use the restroom between periods. If an emergency necessitates using the restroom during a class or study hall, the following procedures should be observed:

1. Follow procedure established by the teacher.
2. Use the restroom closest to their classroom.
3. Carry a hall pass when leaving the classroom.

Please report any restroom damage or malfunction that you see immediately to any staff member.

SAFETY AND SECURITY

In the event of a threat inside or outside of the school such as armed intruder, bomb threat, fire, threatening person, and/or severe weather conditions, please remain quiet and calm and follow the described district protocol.

TRAUMATIC EVENTS:

An event in which a crisis exists which requires an immediate response

DECLARATION OF A TRAUMATIC EVENT:

May be determined by any member of the administration, staff, faculty, or student body when evidence concludes such to be the case

DECLARATION OF THE END OF A TRAUMATIC EVENT:

A building or central office team member will declare the end of a Traumatic Event when the team concludes such to be the case

For more information on Armed Intruder Protocol, please see: <http://www.scasd.org/Page/29536>

SEARCHES

GENERAL SEARCHES

It is the policy of the State College Area School District to conduct, in certain circumstances, periodic searches of the lockers located in the school facilities. School authorities may search a student's locker and seize any illegal or unauthorized items or materials, including but not limited to, weapons, knives, firearms, ammunition, firecrackers, smoke bombs, or any other incendiary or explosive device; tobacco products, "look-a-likes" and paraphernalia; drugs or controlled substances, drug use paraphernalia, or "look-a-likes" in any form; alcohol or "look-a-likes" in any form; obscene materials; stolen property; any other poisonous or harmful material or item.

Searches may include, but are not limited to, the utilization of a certified police drug detection dog, or any other device deemed useful in protection of the health, safety, and welfare of the school population. Before School District personnel open a locker or search a car, a student shall be notified and given an opportunity to be present, but not to stop the search. Any and all lockers and cars parked on school property may be searched and any contents therein can be seized. Any contraband or unauthorized items or materials discovered can be seized and may be the subject of disciplinary action and/or criminal charges.

INDIVIDUALIZED SEARCHES

Where school authorities have a reasonable suspicion that a student's clothing, possessions, backpacks, cars on school property, locker, electronic devices, etc. contains materials which pose a threat to the health, welfare, and safety of students, faculty, administration, visitors and /or school property, any student and any student's locker(s) may be searched without proper warning or, in the case of a student's locker, without the presence of the student. If these certain circumstances arise, the student and ANY and ALL contents of the locker may be subject to search, including but not limited to items such as coats, book-bags, purses, gym-bags, containers or any other object where the contents may be kept. Any contraband or unauthorized items or materials discovered can be seized and may be the subject of disciplinary action and/or criminal charge. Refusal to comply with a search request by authority will result in an automatic 10 day OSS.

SECURITY IN TECHNOLOGY

Users will be responsible for keeping individual accounts secure by keeping passwords secret and by using the client software provided by SCASD servers. The district has installed several security measures to ensure appropriate usage. Any user(s) who has a history of computer misuse may be denied access to an account. Use of encryption technology must be done with prior approval by the network administrator. Users who believe they have identified a security problem, must notify an appropriate authority with the details of the problem as soon as possible.

SEXUAL HARASSMENT

The State College Area School District has policies prohibiting the sexual harassment of students and employees in the school district. The policies state in part:

The State College Area School District will not tolerate any behavior by administrators, faculty, staff or students, which constitutes sexual harassment of a student. In addition, it is the responsibility of all administrators and supervisory personnel, faculty, staff, and students to report any conduct that is perceived to be sexual harassment. This policy is in compliance with provisions of Title IX of the Civil Rights Act of 1964 prohibiting sex discrimination.

Sexual harassment lowers morale and is damaging to the work environment; it is also illegal. This policy is in compliance with the Civil Rights Act of 1964 as amended, Equal Employment Opportunity Commission regulations published as 29 CFR Sec. 1604, and guidelines adopted by the Pennsylvania Human Relations Commission.

The policy sets guidelines for procedures for dealing with situations involving possible sexual harassment, including unwelcome sexual advances, unwelcome sexual requests, or unwelcome conduct of a sexual nature when the conduct has the effect of unreasonably interfering with one's performance or creating an intimidating, hostile or offensive work or learning environment.

SCHOOL SPIRIT/PEP RALLIES

School spirit accompanies every phase of school activities, whether it is sports, music events, academic contests or daily schoolwork. School spirit is a feeling of loyalty to our school. Each of us must contribute to it to possess it, and, because we are a part of it and have helped to make it what it is, we have a common bond - a feeling of togetherness and of belonging.

School spirit is that feeling which will keep the memories of our high school days precious to us throughout the years. At all times - in the classroom, in the halls, in lunch, at the games - school spirit is teamwork. Let's strive to make each year at State College Area High School a better year than the one before. A special schedule will be followed on pep rally days so that no classes are missed.

PEP RALLY SCHEDULE:

Day A			Minutes	Day B			Minutes
1	8:10 AM	9:36 AM		5	8:10 AM	9:36 AM	
2	9:44 AM	11:04 AM		6	9:44 AM	11:04 AM	
3	11:12 AM	1:08 PM		7	11:12 AM	1:08 PM	
4	1:16 PM	2:36 PM		8	1:16 PM	2:36 PM	
Pep Rally	2:46 PM	3:16 PM	30	Pep Rally	2:46 PM	3:16 PM	30

(Students take backpacks/belongings and head immediately to the North gym.)

SMOKING AND TOBACCO POLICY

In compliance with Pennsylvania Act 145 (1996) a student will be fined for possessing tobacco or tobacco products even if the student is not using them. The first time a student is found in violation of this policy, the student will be given the choice of paying the fine (plus court costs) to the district magistrate or attending a Smoking Cessation Program. In addition tobacco use and possession is a level III school rule violation with consequence of 1 day of ISS. Subsequent offenses will be sent directly to the magistrate for prosecution and receive school consequences as per the consequence hierarchy.

The use of E-Cigarettes, Vaporizers, and/or any device that mimics the use of a cigarette is not permitted and is subject to the same school consequences as if being in possession of a cigarette.

SPECIAL EDUCATION SERVICES

ANNUAL PUBLIC NOTICE

The State College Area School District provides a variety of opportunities for the screening and evaluation of students thought to have disabilities. In kindergarten all students receive screenings on readiness as well as standardized indicators of early literacy. All Elementary schools in the district have an identified and trained Instructional Support Team (IST). The Instructional Support Team works with school staff to provide screening in various areas (cognitive, emotional, social, motor, vision and hearing). Parents may request IST consideration through the building principal.

The IST process can recommend interventions, further screening and/or a referral for multidisciplinary evaluation (MDE) for special education services for a student with a disability.

MDE can be requested at any level by school teams and/or parents. Parental requests should be made in writing to the building principal. Requests for screening and/or evaluation of students in preschool settings should be directed to the preschool provider who, in turn, will contact the Preschool Program Supervisor of the Central Intermediate Unit #10. Requests for screening and/or evaluation of students in non-public schools should be directed to the Nonpublic School Director/Principal who, in turn, will contact the district Special Education Office.

Special education services are provided to exceptional students under IDEA Federal Regulations Part 300 and Chapter 14 of the Pennsylvania Special Education Regulations. Special education is defined as specially designed instruction to meet the needs of an exceptional student including specially designed instruction that is the following:

(1) Conducted in the classroom, in the home, in community settings, in hospitals, in institutions and in other settings. (2) Provided in an instructional or skill area, including physical education, speech and vocational education. A specially designed program of instruction is available for a student who meets one of the categorical exceptionalities: autism deaf-blindness, deafness, emotional disturbance, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, visual, impairment including blindness and who needs a specially designed program of instruction.

Parents or teachers may refer students for a multidisciplinary evaluation if a student is thought to need special education services. The district conducts screening to identify students who may need special education through health screenings, group intelligence tests and achievement tests. Regularly scheduled Child and Pupil Study Teams as well as Student Assistance Teams, and Instructional Support Teams review student records and teacher reports for relevant information. These activities are ongoing during the school year.

Related services such as occupational therapy, physical therapy orientation and mobility training and specialized transportation are available as deemed appropriate by the Multidisciplinary Evaluation Team and Individual Education Plan Team. Transition Services, Extended School Year Services, and Assistive Technology Services are provided according to the Pennsylvania Special Education Standards and Regulations.

Behavior Intervention Plans include a variety of techniques to develop and maintain skills that will enhance an individual student's or young child's opportunity for learning and self-fulfillment. Potential causes of behavior problems, such as physical or medical conditions, environmental

factors, staffing and program concerns, shall be reviewed and addressed prior to the development of a behavior intervention plan. For each eligible student or young child who exhibits behavior problems which interfere with the student's ability to learn, including students identified as seriously emotionally disturbed, the IEP shall include provisions for a program of behavior management. Positive rather than negative measures shall form the basis of behavior intervention plans. Aversive techniques, restraints or discipline procedures may not be used as a substitute for a behavior intervention plan.

The State College Area School District does not discriminate against Protected Handicapped Students. Such students are assured equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate. It is the policy of the school district to provide a free and appropriate public education to each student with disabilities within its jurisdiction, regardless of the nature or severity of the handicap. It is the intent of the district to ensure that students with disabilities within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be considered handicapped under this policy even though they do not require services pursuant to the Federal Individuals with Disabilities Education Act (IDEA) and the corresponding Pennsylvania Special Education Regulations. Written service agreements may be developed annually in order to detail necessary services for students with disabilities under section 504. The State College Area School District Policy on Confidentiality of Student Records and the Pennsylvania Special Education Regulations section addressing confidentiality protects rights of students and parents.

Questions concerning any matters relative to Special Education Evaluation, Identification, Programs, Services, Due Process rights of students and parents or the Surrogate Parents Program, should be directed to the Special Education Office at 231-1072. For further information about child identification, screenings, referral for evaluation, or public awareness, please contact the Special Education Office in writing at 154 West Nittany Avenue, State College, PA 16801 or by phone at 231-1072/4172. Questions about written service agreements for Protected Handicapped Students should be directed either to the Director of Learning Enrichment/Student Services at 231-1054.

The State College Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, disability, age, or religion 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 Director of Human Resources, Compliance Officer, State College Area School District, 131 West Nittany Avenue, State College, PA 16801, (814) 231-1051.

STUDENT GOVERNMENT AND SENATE ELECTIONS

STUDENT GOVERNMENT: Student Government is a representative democracy run and managed by students. It is designed to give students a say in school policy and rules. Government is the voice of the student body. Five positions are available, but there are some qualifications.

QUALIFICATIONS: (Student Government Constitution, Article IV, Section IV, Amendment II)

President: Must be a junior or senior, must have been a member of the General Assembly or an officer the preceding year.

Vice-President: Cannot be a freshman, and must have been a member of the General Assembly the entire preceding year.

Treasurer: No prerequisites.

Corresponding Secretary: No prerequisites.

Recording Secretary: No prerequisites.

STUDENT SENATE: Each grade has a senate and this body handles the spirit and social functions of our school. Student Senate coordinates homecoming, the dance marathon, proms and dances. Four positions are available per class and the only qualification is to be a member of the class you seek to represent. These positions are President, Vice-President, Treasurer, and Secretary.

STUDENT PARKING PROCEDURES

Due to construction, we will only be offering parking to seniors and students who are enrolled in the following classes Clinical Observations, Nurse Aide Training, and Health Professions. Applications can be found on the website through the "Student Parking Application" link below. If more parking becomes available, students will be notified through email at the beginning of the next semester.

Seniors can access the parking application by going to the following link: [Student Parking Application](#). This link will be available approximately one week before school begins. Once you fill out the application, please bring the following items to Jason Walker at the High School North Main Office **beginning the first day of school:** confirmation email, valid driver's license, and payment of \$60 to get your parking permit. Please make checks payable to SCASD. If we are

unable to accommodate all seniors with parking, we will issue parking permits on a first come, first serve basis.

The following information will be needed for the application process:

- Student ID
- Email address of parent or guardian
- Valid Driver's license (NO applications will be accepted without a photo driver's license)
- Vehicle information
- Signing off on the parking pass rules

Students with outstanding fines will be unable to receive a parking permit until the fine is paid in full.

Temporary parking passes will be available to students with a pre-approved parent note for the reason of medical appointments during school hours.

Possession of a parking pass does not guarantee a parking space.

Please report any change to vehicle information to security office. **Permits are not transferable.**

STUDENT PARKING GUIDELINES:

Student parking at State College Area High School is a **PRIVILEGE** that requires adherence to rules listed.

* Please note that if you decide to drive to school, it becomes your responsibility to get to school on time.

(The following rules must be followed or your parking permit will be revoked. Any student who has had their parking pass revoked for two weeks, two or more times will have their parking pass permanently revoked. There is no refund for revoked permits.)

- Parking permits **must** be displayed in the rear view mirror whenever you are parked on school grounds.
- You **may not** sell or transfer your parking pass to another student.
- Park in the red painted spaces **ONLY** at the North building.
- Lock and vacate the vehicle upon arrival to school. State College Area School District is not responsible for articles lost or stolen from vehicles, or to any damage to or from any vehicle while parked on school property.
- Provide proper ID when leaving school grounds.
- Weapons may not be brought onto school grounds.
- State College Area High School reserves the right to search vehicles while parked on school property when deemed necessary for reasonable suspicion.

- Students will have their parking pass revoked for two weeks for the following offenses: Driving recklessly, leaving school without permission, and being disrespectful to the parking lot monitor
- Students will have their parking pass revoked for remainder of the semester if they obtain 3 unexcused absences or unexcused 80 or more periods.
- Students suspended for any level 4 violation will have their parking pass revoked for the rest of the year.
- Students who park without a parking pass will receive parking citation on their windshield. No notification other than a windshield citation will be given. On the third violation, the car will be towed at the owner's expense.

STUDY HALLS

Study halls are for study; therefore, all students must have study or appropriate reading materials. Disruptive behavior will not be tolerated. Students desiring to see a teacher other than their study hall teacher can report directly to that teacher. Remember, if you are not in your assigned study hall, you will be marked absent. Please make sure the teacher of the class you're attending marks you with them to ensure that you do not receive a cut slip.

SURVEILLANCE CAMERAS

State High has surveillance cameras located inside and outside the building to support our efforts to maintain a safe and secure school environment while protecting individuals and their property from harm. Video surveillance may be used in proceedings related to law enforcement for purposes authorized by district policy, the School Code and related laws. Students observed by video surveillance in acts which break school district policy, procedures, or disciplinary guidelines will be subject to the consequences or sanctions imposed for violating those policies, procedures or disciplinary guidelines. Surveillance footage is for administrative use only.

TEXTBOOKS AND SCHOOL ISSUED EQUIPMENT

Textbooks and School Issued Equipment are furnished by the School District and all students must assume full responsibility for the care of the books and equipment assigned to them. Books and calculators, etc., are issued by the subject teacher and must be returned to the same teacher upon completion of the school year or withdrawal from school. If these items are not returned, the student will be assessed a prorated cost for their replacement. **LOSS DUE TO THEFT OR OTHER CIRCUMSTANCES WILL NOT BE ACCEPTED AS AN EXCUSE FOR NON-PAYMENT.** If a student has an outstanding fine for loss of textbook and/or school issued equipment, they will be unable to apply for a parking permit until the fine is paid in full.

If a student pays for a lost item and it is found and returned, a refund will be made to the student. If an item is damaged, the student is required to pay damage charges up to the original price of the item, depending on the degree of damage and the condition of the item when it was issued. If a textbook is misused, a fine will be imposed. If a textbook is lost, the student will pay the current cost of replacing the same textbook.

TUTORING CENTER

The Tutoring Center is an integral part of the student support services offered by the School District to assist all students in grades 9-12. It exists for the benefit of students seeking assistance in both math and science. The main function of the Tutoring Center is to assist the student, on a one-to-one basis, in understanding and applying the basics to solve specific problems. Students may also use the Tutoring Center facilities to work on group projects. The Tutoring Center, located in room 303 in the South Building trailer, is readily available every school day from 8:15 am to 3:20 pm. So, when a student encounters difficulty with any class concepts and/or homework in any of their math and/or science classes, students and/or parents are urged to contact the Tutoring Center so that assistance can be provided free of charge. The Tutoring Center can be reached by calling 272-7870 or by coming directly to the Tutoring Center during the student's lunch period and/or study hall.

VISITORS

GUIDELINES FOR CLASSROOM AND PROGRAM SITE VISITATIONS

Statement of Purpose.

The State College Area School District (“District”) encourages parents and guardians to make informed decisions about the programs and services recommended for, or to which the District has assigned, their children. Informed decision-making could involve visiting a recommended or assigned classroom or program site. The District also encourages parents to become involved in the ongoing education and development of their children and recognizes that occasional classroom or program site visits can promote effective parental involvement.

The interest that parents and guardians often have in visiting classrooms and program site must, however, be weighed against the disruption and distraction that often accompanies such visitations. Many children require a high level of consistency and predictability and low levels of visual and auditory distraction to learn and develop. The purpose of this policy is to establish rules that recognize the need of parents and guardians to make informed decisions about the education of their children without compromising unnecessarily the rights of other children to a stable, safe, and disruption-free learning environment.

Classrooms and Program Site that are Subject to Visitation.

A parent or guardian, or a person with appropriate professional expertise designated by a parent or guardian, may visit a classroom or program site when (a) the District has specifically recommended that classroom or program for their child; (b) the District has assigned the child to that classroom or program; or (c) the child is currently placed in that classroom or program.

Scheduling-Advance Notice.

Parents or guardians must arrange visitations at least 3 to 5 school days in advance with the principal of the building in which the classroom or program is located or, in the case of a special education program or gifted service, with the respective Director of Special Education or Learning Enrichment/Gifted Education. All visitors including parents or guardians wishing to observe the program, their child, and/or outside agency support personnel may be requested to complete a Visitor Observation Request Form prior to an observation or visitation.

Scheduling-Time.

The following shall apply to the timing of visitations, other than visitations that are by teacher invitation as part of a planned parent activity:

- Visits shall not exceed one hour of silent observation in areas where children are receiving instruction or are participating in activities;
- The total number of visits to any one classroom or program site shall not exceed 1-2 observations for any one child during any month; and

- Timing of visits shall be determined by the District, in its sole discretion, depending on such factors as the type and intensity of planned instruction or activities, the susceptibility of individual students to the disruption known or likely to be caused by the visit, the stated purpose of the visit, the number of adults the visit will place in the room at the same time, and the total amount of traffic in the classroom at or near the time of the visit.

Conditions of Visitations

The following conditions shall be observed for all

- All Visitors must sign in at the office and obtain a visitors pass. Visitors shall consist of not more than two parents, legal guardians, grandparents, or surrogate parents, or one appropriately qualified professional designated by the parents, at any one time;
- Parents or guardians must identify in writing the name, address, telephone number, and professional credentials of, and must sign a release permitting the disclosure of personally-identifiable information to, any appropriately-qualified professional that they have designated to visit the classroom or program site of their child;
- A building administrator may assign a district staff member other than the teacher, assistant teacher, or related service provider working with the child to accompany any visitor;
- Visitors shall refrain from conversation and from interaction with children, staff and other personnel during the period of classroom and program observation. Cell phones should be on silent and any necessary phone conversations would need to occur outside of the classroom.
- The District staff member accompanying a visitor or the staff member responsible for the classroom or program may, in his or her sole discretion, terminate a visit at any time if, in the judgment of that staff member, the visit is significantly disrupting children, staff, or the learning process or becomes a threat to the health, safety, or welfare of children or staff;
- During the visit, all visitors shall remain in such locations within the classroom or program site as are designated by the accompanying District staff member, or the staff member responsible for the classroom;
- Questions or concerns about a visit or about anything observed during a visit must be addressed to the accompanying District staff member or, by appointment, to the building administrator or the staff member responsible for the classroom, before or after the visit and outside the presence of children or working staff members; and
- District staff shall not share with any visitor personally identifiable information concerning any students other than the student who is the subject of the observation.
- For reasons of safety and the smooth operation of the school, those not obtaining a pass, those who are on school grounds without permission, and those who have been denied permission to be on school grounds will be considered to be trespassing. Trespassers may be prosecuted.

In response to extraordinary circumstances, or to comply with the requirements of law, regulation or order, the District may waive any timeline or condition established in these guidelines. No waiver given in accordance with this section shall be deemed to establish a revision or modification, or to establish a policy, practice, or custom contrary to the terms and conditions of these guidelines.

WEAPONS POLICY (REFER TO LEVEL IV OFFENSES)

PURPOSE

It is the policy of the State College Area School District that all students will attend schools that are safe, secure and free from the threat of harm. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law.

AUTHORITY

The State College Area School District prohibits possession of weapons and replicas of weapons in any school district building, on school property, at any public conveyance providing transportation to or from school or a school sponsored activity. If weapons are found in the schools, the District will take all appropriate steps to remove the weapons and carry out the relevant provisions of Act 26 of 1995.

Act 26 of 1995 states that any student violating the law will be expelled from school for a period of not less than one (1) year. Such expulsion shall be given in conformance with formal due process proceedings required by law and District policy. Discipline short of expulsion for one (1) year is legal only when recommended by the Superintendent of Schools. The Superintendent's decision to recommend a modification of the one (1) year expulsion will be made on a case-by-case basis. In the case of an exceptional student, the Superintendent shall take all the necessary steps to comply with the Individuals with Disabilities Act.

DEFINITIONS

1. "Weapons" shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, and rifle. "Weapons" shall include any other tool, instrument, implement, or replica of a weapon used in a threatening manner and/or capable of inflicting serious bodily harm.
2. "School Property" shall mean any public school grounds, any school sponsored activity or any conveyance providing transportation to or from a school entity or school sponsored activity.
3. "Possession" shall mean having the weapon on his or her person. An individual will also be deemed to be in possession of a weapon if the weapon is found in his or her personal property (e.g., backpack, purse, gym bag) or in a place where the individual exercises control (e.g., vehicle or locker).

GUIDELINES

1. The District will provide information annually to students, parents, and staff about the policy regarding weapons and the consequences that are specified as part of the laws of the Commonwealth.
2. The District will take steps to investigate thoroughly incidents involving the possession of weapons and take steps to remedy the situation when reasonable suspicion is established.
3. The District will cooperate fully with law enforcement officials when an incident occurs involving an act of violence or possession of a weapon on school property. Reports of incidents will be communicated to the appropriate law enforcement officials, in accordance with the Memorandum of Understanding to be developed between the District and local law enforcement pursuant to the terms of Act 26 of 1995.
4. The provisions of this law do not apply to a weapon that is possessed and used in conjunction with a lawful supervised school activity or class or a weapon that is unloaded and is possessed by an individual while traversing school property for the purpose of obtaining access to public or private lands used for lawful hunting, if the entry on school premises is authorized by school authorities.
5. The District has the legal responsibility to report at the end of the school year to the Department of Education, Office of Safe Schools, reportable discipline incidents as defined by the state. We are required to report the following information: age, grade, name, state ID of student; name and address of school; offense type; and circumstances surrounding the incident which can include: type of weapon or drug; sanction imposed by the District; notification of law enforcement; remedial program involved; parental involvement required; and arrests, convictions and adjudications.

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 persons with disabilities, contact the Compliance Officer, State College Area School District, 131 West Nittany Avenue, State College, PA 16801, (814) 231-1051.

APPENDIX A

HOW CAN I TELL IF MY FRIEND OR I HAVE A SUBSTANCE ABUSE PROBLEM?

- 1.) Do you or your friend ever lose time from school due to drinking alcohol or using drugs? Y OR N
- 2.) Do you or your friend use drugs to feel more comfortable, forget about worries or studies, or to build self-confidence? Y OR N
- 3.) Do you or your friend use substance alone? Y OR N
- 4.) Do you or your friend ever feel guilty because of substance use? Y OR N
- 5.) Have you or your friend ever gotten in trouble at home or school for substance use? Y OR N
- 6.) Do you or your friend do without other things or borrow money in order to get the substance? Y OR N
- 7.) Do you or your friend feel a sense of power when using substances? Y OR N
- 8.) Have you or your friend lost friends since beginning to use the substance? Y OR N
- 9.) Have you or your friend started hanging out with a heavy substance abusing crowd? Y OR N
- 10.) Do you or your friend use the substance until it is all gone? Y OR N
- 11.) Does your friend turn off studies or lectures about substance use? Y OR N

IF YOU ANSWERED YES TO TWO OR MORE OF THESE QUESTIONS PLEASE FILL OUT THE REFERRAL FORM BELOW. THE STUDENT ASSISTANCE REFERRAL FORM SHOULD BE FILLED OUT ANYTIME THERE IS A CONCERN ABOUT A FRIEND. PLEASE USE THIS FORM AND DROP IT IN THE "CONFIDENTIAL BOX" LOCATED IN THE COUNSELING OFFICE.

STATE COLLEGE AREA SCHOOL DISTRICT STUDENT ASSISTANCE TEAM

***CONFIDENTIAL* REFERRAL FORM**

DATE:

STUDENT:

*REASONS FOR CONCERN:

**PLEASE RETURN TO THE STUDENT ASSISTANCE PROGRAM MAILBOX IN THE
COUNSELING OFFICE. THANK YOU.**