

## **SCASD MIDDLE and HIGH SCHOOL CODE OF CONDUCT**

The State College Area School District believes that improved 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:

- Abide to reasonable standards of socially acceptable behavior
- Respect the rights, person, and property of others
- Positively engage in course curriculum and with others

To ensure a safe learning environment, students are expected to have appropriate behavior, attendance and a willingness to contribute to overall school safety: ["If you see something, say something."](#) Detentions, suspensions and possible expulsion from school could result when students are in violation of code of conduct.

- ❖ 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.
  
- ❖ We encourage student participation in athletics, extra-curricular activities, and co-curricular activities. The student's participation in these activities and the reputation of the school are dependent, in part, on the student's conduct as an individual.

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, needs and investigation.

Please note: Board policy [216 - Records](#) under Section VI: permits parents/caregivers to request a review of their child's record. Through this process, student records can be amended.

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**CONSEQUENCE OVERVIEW** *\*The Code of Conduct is not all-inclusive and a student committing an act of misconduct not listed will still be subject to the authority of the principal or designee.*

### **LEVEL SYSTEM**

SCASD recognizes the effectiveness of restorative approaches and other progressive disciplinary measures that build positive relationships. These interventions are a shift away from overly harsh and punitive disciplinary responses. Instead, they are intended to educate students about the harm caused by their actions while seeking to reunite them with the school community.

The categories shown are designed to guide teachers and administrators in using appropriate interventions and responses at all grade levels to teach and motivate students to exhibit positive behaviors.

The below listed 'potential actions' are options for teacher and administrative use. Teachers and administrators select the most appropriate options to meet the needs of the student and situation.

## **CONSEQUENCES OF VIOLATING CLASSROOM/SCHOOL RULES**

We expect our students to understand what the classroom/school rules are and to know how to avoid infractions. As a result, consequences will vary based on the severity of the conduct and the number of incidents. Repeated incidents/violations may result in more serious consequences.

As a safety measure, we encourage all our students, faculty and staff to visibly display their school-issued identification when entering the building.

<b>LEVEL</b>	<b>Behavior</b>	<b>May Look Like / Sound Like</b>	<b>Consequences</b>
I	<p>Inappropriate behavior that is disruptive or hinders other's learning</p> <p>Dress code violations Please refer to <a href="#">Dress and Grooming Policy 221</a> <a href="#">Religious attire</a></p> <p>Wearing of items to conceal identity, eyes, or face (non-masks)</p>	<ul style="list-style-type: none"> <li>● Yelling, screaming</li> <li>● Disruptive / distracting to others</li> <li>● Non-adherence to classroom/building rules or norms</li> <li>● Use of cell phones or devices in middle school.</li> <li>● Use of cell phone or device in school when prohibited by school personnel</li> <li>● Inappropriate dress (drug, alcohol, illegal activities advertised or promoted, symbols of hate)</li> <li>● Inappropriate/revealing attire</li> <li>● Wearing of gang-affiliated clothing/accessories, inappropriate masks</li> </ul>	<ul style="list-style-type: none"> <li>● Engage in conversation about the behavior with the student</li> <li>● Explain the "why"</li> <li>● Expectation: find a solution strategy</li> <li>● Issue a verbal warning</li> </ul>
II	<p>Elevated Level I offense</p> <p>Parking violations (High School Only)</p> <p>Public displays of affection</p>	<ul style="list-style-type: none"> <li>● Parking in restricted or non-student areas (High School Only)</li> <li>● Inappropriate or intimate behaviors on campus or at school-related events               <ul style="list-style-type: none"> <li>○ Prolonged hugging</li> <li>○ Kissing</li> <li>○ Groping</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Revisit previous discussion with the student and the solution strategy</li> <li>● Submit a referral: issue and assign a detention</li> <li>● Notify the parent / guardian</li> <li>● Notify the counselor</li> </ul>
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"> <li>● Accessing staff offices, desks, or belongings</li> <li>● Accessing restricted areas or rooms</li> <li>● Entering any door other than the main entrances, after the school day starts</li> <li>● Allowing unauthorized access into the school through ANY door other than the main entrances</li> <li>● Gambling activity</li> </ul>	<ul style="list-style-type: none"> <li>● Discuss behavior with the student, document notes, and discuss solution strategy</li> <li>● Submit a referral: issue and assign a 1 day ISS</li> <li>● Notify the parent / guardian as well as notify the counselor</li> </ul>

IV	Participating in or initiating a school disturbance or prank	<ul style="list-style-type: none"> <li>• Malevolent school disturbance</li> <li>• Any act placing others in unwanted fear or disorder</li> <li>• Creating a disturbance that severely interrupts the school day</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss behavior with the student, document notes, and discuss solution strategy</li> <li>• Notify the parent / guardian as well as notify the counselor</li> <li>• Submit a referral: issue and assign a 3 day OSS</li> <li>• Notify and conference with the parent / guardian</li> <li>• Notify the counselor as well as appropriate administration and support staff</li> <li>• Possible removal of activities: picnic, trip, prom, graduation</li> </ul>
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- *Police notification may be possible depending on the severity of the infraction.*

## **CONSEQUENCES OF COMPUTER/DEVICE/NETWORK INFRACTIONS**

We expect our students to understand what the computer/device/network expectations are and to know how to avoid infractions. As a result, consequences will vary based on the severity of the conduct and the number of incidents. Repeated incidents/violations may result in more serious consequences. (For repeat offenses, please refer to [Appendix A](#)). **At the middle level, cell phones, communicating smart devices, and wireless earbuds are not permitted to be used in school.** These devices should be turned off and kept in a student’s backpack or locker.

<b>LEVEL</b>	<b>Behavior</b>	<b>May Look Like / Sound Like</b>	<b>Consequences</b>
I	Inappropriate use of district or personal technology	<ul style="list-style-type: none"> <li>Using equipment for non-educational purposes</li> </ul>	<ul style="list-style-type: none"> <li>Engage in conversation about the behavior with the student</li> <li>Explain the “why”</li> <li>Expectation: find a solution strategy</li> <li>Issue a verbal warning</li> </ul>
II	Inappropriate use of district or personal technology that requires IT attention  Repeated inappropriate use of district or personal technology	<ul style="list-style-type: none"> <li>Changing computer hardware or software configurations</li> <li>Installing unauthorized software on a SCASD device</li> <li>Use of unauthorized personal devices on the SCASD Network</li> <li>Using Google chat or other platform for non-educational purposes or in a disruptive manner</li> </ul>	<ul style="list-style-type: none"> <li>Revisit previous discussion with the student and the solution strategy</li> <li>Submit a referral: issue and assign a detention</li> <li>Notify the parent / guardian</li> <li>Notify the counselor</li> </ul>
III	Computer or file hacking or mishandling  Using another person’s account information for personal gains  Flagrant inappropriate use of electronic devices  Use of unapproved chat programs on district devices and during	<ul style="list-style-type: none"> <li>Circumventing the school filter</li> <li>Accessing sites not approved by SCASD</li> <li>Unauthorized access to any system that is password controlled</li> <li>Using another’s lunch account, computer account, ID, or Google information</li> <li>Engaging in inappropriate use of Google Chat/creation of large chats</li> <li>Taking of unsolicited pictures or videos of students or staff</li> <li>Accessing administrative privileges without authorization</li> </ul>	<ul style="list-style-type: none"> <li>Discuss behavior with the student, document notes, and discuss solution strategy</li> <li>Submit a referral: issue and assign a 1 day ISS</li> <li>Notify the parent / guardian as well as notify the counselor</li> <li>Possible suspension of laptop use and/or restrictions placed on account</li> </ul>

	instructional time		
IV	<p>Using electronic devices to view, pass, or transmit sexual or disturbing content of any sort. This includes fights.</p> <p>Downloading copyrighted material.</p>	<ul style="list-style-type: none"> <li>• Possession and/or distribution of nude, semi-nude, or lewd photographs and/or video.</li> <li>• Use of a device to commit another infraction, ie: threats, harassment, extortion</li> <li>• Possession and/or use of illegal software that allows for downloading of copyrighted materials (ie: movies, games, videos, music, shows)</li> <li>• Unauthorized use of software or actions intending to compromise the security of the SCASD network or another user's account</li> <li>• Accessing and/or using another person's (student, teacher, personnel) SCASD accounts.</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss behavior with the student, document notes, and discuss solution strategy</li> <li>• Submit a referral: issue and assign a minimum of 3 days OSS</li> <li>• Notify and conference with the parent / guardian</li> <li>• Notify the counselor as well as appropriate administration, support staff and police.</li> <li>• Possible suspension of laptop use and/or restrictions placed on account</li> </ul>

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

## CONSEQUENCES OF INAPPROPRIATE LANGUAGE OR CONDUCT

We expect our students to understand what the appropriate language or conduct rules are and to know how to avoid infractions. As a result, consequences will vary based on the severity of the conduct and the number of incidents. Repeated incidents/violations may result in more serious consequences.

<b>LEVEL</b>	<b>Behavior</b>	<b>May Look Like / Sound Like</b>	<b>Consequences</b>
I	Refusal to comply with reasonable request	<ul style="list-style-type: none"> <li>• Ignoring, arguing, failing to follow directions</li> <li>• Refusing to follow directions in classroom, cafeteria, and/or other school spaces</li> </ul>	<ul style="list-style-type: none"> <li>• Engage in conversation about the behavior with the student</li> <li>• Explain the “why”</li> <li>• Expectation: find a solution strategy</li> <li>• Issue a verbal warning</li> </ul>
II	<p>Actions intended to defy a request by an adult or undermine the authority of an adult</p> <p>Unacceptable language, gestures, or actions</p>	<ul style="list-style-type: none"> <li>• Refusing to follow directions in classroom, cafeteria, and/or other school spaces</li> <li>• Throwing of food/liquids</li> <li>• Use of profane language</li> <li>• Using or demonstrating vulgar, perverse, harassing, and/or offensive language or gestures</li> <li>• Leaving the classroom without teacher’s permission</li> </ul>	<ul style="list-style-type: none"> <li>• Revisit previous discussion with the student and the solution strategy</li> <li>• Submit a referral: issue and assign a detention</li> <li>• Notify the parent / guardian</li> <li>• Notify the counselor</li> </ul>
III	<p>Elevated Level II offense</p> <p>Recurring offensives after repeated unsuccessful interventions</p> <p>Forgery / Counterfeiting</p> <p>Verbal assault of a student or staff member</p>	<ul style="list-style-type: none"> <li>• Repeated refusal to comply with reasonable requests</li> <li>• Failure to report to the office upon request</li> <li>• Failure to follow school Code of Conduct</li> <li>• Providing false information, documentation, or forgery (lying, forged notes)</li> <li>• Abusive language, verbal or written</li> <li>• Using or demonstrating vulgar, perverse, and/or offensive language or gestures directed at school personnel</li> <li>• Refusal to accurately identify yourself to any faculty or staff</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss behavior with the student, document notes, and discuss solution strategy</li> <li>• Submit a referral: issue and assign a 1 day ISS</li> <li>• Notify the parent / guardian as well as notify the counselor</li> </ul>
IV	<p>Elevated Level III offense</p> <p>Refusal to comply with a search request by authority</p>	<ul style="list-style-type: none"> <li>• Refusal to comply with a lawful search of their person or property by an authorized school employee (see student searches)</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss behavior with the student, document notes, and discuss solution strategy</li> <li>• Notify and conference with the parent / guardian</li> </ul>

	[automatic 10 day OSS]		<ul style="list-style-type: none"><li>• Submit a referral: issue and assign a 10 day OSS</li><li>• Notify the counselor as well as appropriate administration and support staff</li></ul>
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- *Police notification may be possible depending on the severity of the infraction.*



## **CONSEQUENCES OF STUDENT FIGHTING/SAFETY/ASSAULT**

Our school is safer when we all work together. It is our expectation that students will report information regarding concerns pertaining to school safety. If you see something, say something. We expect our students to understand what the student fighting, safety, assault rules are and to know how to avoid infractions. As a result, consequences will vary based on the severity of the conduct and the number of incidents. Repeated incidents/violations may result in more serious consequences. Any video/audio recording of a fight will result in disciplinary consequences.

<b>LEVEL</b>	<b>Behavior</b>	<b>May Look Like / Sound Like</b>	<b>Consequences</b>
I	Unwanted play or behavior; or throwing of objects	<ul style="list-style-type: none"> <li>• Throwing snowballs, paper, objects, etc.</li> <li>• Elbowing, poking, pulling someone's bookbag, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Engage in conversation about the behavior with the student</li> <li>• Explain the "why"</li> <li>• Expectation: find a solution strategy</li> <li>• Issue a verbal warning</li> </ul>
II	Disregard for safe driving practices or procedures (handled by office)  Recurring offensives of unwanted play or behavior	<ul style="list-style-type: none"> <li>• Reckless play that can lead to injury</li> <li>• Reckless driving and/or excessive revving of a vehicle engine (High School Only)</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion with the student and the solution strategy</li> <li>• Submit a referral: issue and assign a detention</li> <li>• Notify the parent / guardian</li> <li>• Notify the counselor</li> <li>• Possibility of having parking permit revoked (high school only)</li> </ul>
III	Student fighting  Physical act of aggression  Flagrant inappropriate use of electronic devices  Using electronic devices to record, view, pass, or transmit disturbing content, of any sort	<ul style="list-style-type: none"> <li>• Fighting or physical retaliation</li> <li>• Any action in a confrontation other than retreat or guarding</li> <li>• Actions involving serious physical contact where injury may occur</li> <li>• Taking of unsolicited pictures or videos,</li> <li>• Recording or distribution of audio or video of a fight</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss behavior with the student, document notes, and discuss solution strategy</li> <li>• Notify the parent / guardian as well as notify the counselor</li> <li>• Submit a referral: issue and assign a minimum of 3 days OSS</li> </ul>
IV	Repeated student fighting  Physical assault  Reckless endangerment	<ul style="list-style-type: none"> <li>• Students involved in more than 1 fight</li> <li>• An unlawful attack by one person on another</li> <li>• Intentionally, knowingly, or recklessly causing bodily injury</li> <li>• Reckless driving that results in bodily injury or endangerment</li> </ul>	<ul style="list-style-type: none"> <li>• More than one student fight results in automatic Superintendent hearing.</li> <li>• Discuss behavior with the student, document notes, and discuss solution strategy</li> <li>• Notify and conference with the parent / guardian</li> <li>• Notify the counselor as well as appropriate administration and support staff and police</li> </ul>

			<ul style="list-style-type: none"><li>• Submit a referral: issue and assign an automatic minimum 5 day OSS</li></ul>
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- *Police notification may be possible depending on the severity of the infraction.*

## **CONSEQUENCES OF SERIOUS INFRACTIONS**

We expect our students to understand what serious infractions are and to know how to avoid infractions. As a result, consequences will vary based on the extent of the incident and the degree of intentionality/number of incidents:

<b>Behavior</b>	<b>May Look Like / Sound Like</b>	<b>Consequences</b>
Extortion	<ul style="list-style-type: none"> <li>● Obtaining something through force or threats</li> <li>● Threatening someone through violence, property damage, or harm to reputation</li> </ul>	<ul style="list-style-type: none"> <li>● Discuss behavior with the student, document notes, and discuss solution strategy</li> <li>● Notify and conference with the parent / guardian</li> <li>● Notify the counselor as well as appropriate administration and support staff</li> <li>● Submit a referral: issue and assign an automatic minimum 5 day OSS</li> </ul>
Arson Causing or risking a catastrophe	<ul style="list-style-type: none"> <li>● Unlawful, intentional damage or attempt to damage any real or personal property by fire or incendiary device</li> <li>● Setting a fire by match, lighter, fireworks or other</li> <li>● Providing aid, counsel or pay toward arson</li> <li>● Activating a fire alarm or armed intruder whistle</li> <li>● Tampering with a fire extinguisher, whistle, surveillance, or safety device</li> </ul>	<ul style="list-style-type: none"> <li>● Discuss behavior with the student, document notes, and discuss solution strategy</li> <li>● Notify and conference with the parent / guardian</li> <li>● Notify the counselor as well as appropriate administration and support staff</li> <li>● Submit a referral: issue and assign a 5 day OSS</li> </ul>
Possession of and/or use of weapons or look-alikes Please refer to <a href="#">Weapons Policy 218.1</a>	<ul style="list-style-type: none"> <li>● Possession of and/or use of weapons or look-a-likes on school property or at a school sponsored event</li> <li>● “Weapons” are defined in Policy 218.1 and 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</li> <li>● Possession of ammunition, bullets, casings, shell casings or look-alikes.</li> </ul>	<ul style="list-style-type: none"> <li>● Discuss behavior with the student, document notes, and discuss solution strategy</li> <li>● Notify and conference with the parent / guardian</li> <li>● Notify the counselor as well as appropriate administration and support staff</li> <li>● Submit a referral: issue and assign a 10 day OSS, with Superintendent hearing for the possibility of expulsion.</li> </ul>

Terroristic Threats	<ul style="list-style-type: none"> <li>• 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</li> <li>• Place any person or public in fear of imminent serious bodily injury</li> <li>• Threats to commit any offense involving violence</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss behavior with the student, document notes, and discuss solution strategy</li> <li>• Notify and conference with the parent / guardian</li> <li>• Notify the counselor as well as appropriate administration and support staff</li> <li>• Submit a referral: issue and assign an automatic minimum 10 day OSS</li> </ul>
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- *Police notification may be possible depending on the severity of the infraction.*
- *Individuals and their family have the option of an informal hearing for any suspension over 5 days of OSS with the building principal.*
- *All 10 day OSS will be sent to the Superintendent for a hearing to determine the possibility of expulsion.*

**CONSEQUENCES CHART FOR TOBACCO/ELECTRONIC SMOKING DEVICES (LEVEL 3 VIOLATION): SEE [Smoking/Tobacco Policy 222](#)**

For consequences using illegal substances, please see the Drug and Alcohol Consequence Chart below.

Violation	Consequences
<ul style="list-style-type: none"> <li>● Possession of tobacco, tobacco products, or paraphernalia or look-alikes (including e-cigarettes, vaporizers)</li> <li>● Not in use</li> <li>● SAP Referral</li> </ul>	<ul style="list-style-type: none"> <li>● Vape Educate and/or Ripple Effects course</li> <li>● 1 day In School Suspension (ISS) if student does not complete the course within 2 weeks</li> </ul>
<ul style="list-style-type: none"> <li>● Reasonable suspicion of use of tobacco, tobacco products, or paraphernalia or look-alikes (including e-cigarettes, vaporizers)</li> <li>● 2nd offense and cooperative</li> <li>● SAP Referral</li> </ul>	<ul style="list-style-type: none"> <li>● 2 days of ISS</li> </ul>
<ul style="list-style-type: none"> <li>● Reasonable suspicion of use of tobacco, tobacco products, or paraphernalia or look-alikes (including e-cigarettes, vaporizers)</li> <li>● 3rd offense or uncooperative</li> <li>● SAP Referral</li> <li>● Distributing, sharing, selling, and/or attempting to deliver tobacco, tobacco products, or paraphernalia or look-alikes (including e-cigarettes, vaporizers)</li> </ul>	<ul style="list-style-type: none"> <li>● 3 days of ISS</li> </ul>

- ***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.***

**CONSEQUENCES CHART FOR DRUG AND ALCOHOL (LEVEL 4 VIOLATION) : See [Drug/Alcohol Policy 227](#)**

Violation	Consequences
<ul style="list-style-type: none"> <li>● Reasonable suspicion of possession, use, or is under the influence of controlled substance (drugs/ or alcohol)</li> <li>● Possession of paraphernalia, including look-alikes</li> <li>● Not under the influence</li> </ul>	<ul style="list-style-type: none"> <li>● Mandatory search</li> <li>● 3 days OSS</li> <li>● SAP referral</li> <li>● Mandatory D&amp;A assessment</li> <li>● Police notification</li> </ul>
<ul style="list-style-type: none"> <li>● Being under the influence of a controlled substance</li> <li>● Confirmed possession of a controlled substance</li> <li>● 1st offense and cooperative</li> </ul>	<ul style="list-style-type: none"> <li>● Mandatory search</li> <li>● 5 days OSS</li> <li>● SAP referral</li> <li>● Mandatory D&amp;A assessment</li> <li>● Police notification</li> </ul>
<ul style="list-style-type: none"> <li>● 2nd offense of a controlled substance</li> <li>● 2nd offense of reasonable suspicion of possession, use, or is under the influence of drugs and/or alcohol, including look-alikes</li> <li>● Uncooperative</li> <li>● Distributing, sharing, selling, and/or attempting to deliver drugs and/or alcohol</li> </ul>	<ul style="list-style-type: none"> <li>● Mandatory search</li> <li>● 10 days OSS</li> <li>● SAP referral</li> <li>● Mandatory D&amp;A assessment</li> <li>● Police notification</li> </ul>

- *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.*
- *All 10 day OSS will be sent to the Superintendent for a hearing to determine the possibility of expulsion.*

**INFORMAL HEARING**

Initial notification of suspension and possible informal hearing will occur within 24 hours of discussion of incident investigation with the student.

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

## **CONSEQUENCE OF LACK OF SCHOOL ATTENDANCE**

We expect our students to understand what the attendance expectations are. As a result, consequences will vary based on the extent of their attendance infraction and the degree of intentionality/number of incidents:

<b>Behavior</b>	<b>May Look Like / Sound Like</b>	<b>Consequences</b>
Tardy to class; loitering and/or misuse of a hall pass  Tardy to school	<ul style="list-style-type: none"> <li>• Arriving after the start of the class without a valid excuse</li> <li>• Hanging around aimlessly in the hallway</li> <li>• Lagging behind between class</li> <li>• Arriving to school after the start time</li> </ul>	<ul style="list-style-type: none"> <li>• Engage in conversation about the behavior with the student</li> <li>• Explain the “why”</li> <li>• Expectation: find a solution strategy</li> <li>• Issue a verbal warning</li> <li>• The 3rd late to a class will result in a detention</li> <li>• 4 tardies to school will result in detention (high school only)</li> </ul>
Unexcused Absence from a class  Failure to attend an assigned after school detention (handled by office)	<ul style="list-style-type: none"> <li>• Unexcused absence for the entire period</li> <li>• Class cut</li> <li>• Not attending or failing to inform staff of a conflict to attend after school detention (handled by office)</li> </ul>	<ul style="list-style-type: none"> <li>• Revisit previous discussion with the student and the solution strategy</li> <li>• Submit a referral: issue and assign a detention</li> <li>• Notify the parent / guardian</li> <li>• Notify the counselor</li> </ul>
Student is in an area outside of the school boundaries	<ul style="list-style-type: none"> <li>• Leaving school grounds during the school day or school function</li> <li>• Leaving campus w/o a parent note (High School Only)</li> <li>• Leaving campus w/o a parent sign-out (Middle School Only)</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss behavior with the student, document notes, and discuss solution strategy</li> <li>• Submit a referral: issue and assign a 1 day ISS</li> <li>• Notify the parent / guardian as well as notify the counselor</li> </ul>

## **CONSEQUENCES OF DISCRIMINATION, HARASSMENT AND BULLYING/CYBERBULLYING**

The State College Area School District is committed to providing to all students access to equitable educational programs and activities in a safe, positive learning environment that is free from all forms of bullying, harassment and discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, marital status, pregnancy, or handicap/disability.

All members of the SCASD community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Discriminatory conduct and harassment, including bullying, violates the dignity of individuals and will not be tolerated. These behaviors are inconsistent with the educational and programmatic goals of the District and are prohibited on school grounds, at school-sponsored activities

and on any conveyance providing transportation to or from a school entity or school-sponsored activity.

Acts of discrimination, harassment or bullying should be immediately reported to the teacher, counselor, or principal.

We expect our students to understand what discrimination, harassment, and bullying are and to know how to avoid these behaviors. As a result, consequences will vary based on the extent of the behavior and the degree of intentionality and/or the number of incidents. Some actions that occur outside of school may be beyond the school's jurisdiction and disciplinary reach.

[Policy 103.2 - Nondiscrimination, Harassment, and Related Inappropriate Conduct - School and Classroom Practices](#)

[Policy 249 - Bullying](#)

When harassment and/or bullying, as defined in [Policies](#), occurs whether in person or through electronic means, 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, symbols representing hate
- 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
- stalking
- extortion

<b>Behavior (During SCASD school functions)</b>	<b>May Look Like / Sound Like</b>	<b>Consequences</b>
Inappropriate or unwanted physical, spoken, or electronic behavior.	<ul style="list-style-type: none"> <li>● Physical – Hitting, kicking, pushing, shoving, getting another person to hurt someone, etc.</li> <li>● Spoken – Slurs, name-calling, teasing, taunting, gossiping, spreading rumors, etc.</li> </ul>	<ul style="list-style-type: none"> <li>● Contact administration and issue student referral</li> <li>● Notify the parent / guardian</li> <li>● Notify the counselor</li> <li>● Consequence/solution strategy will vary based on severity and specific incident</li> </ul>



	<ul style="list-style-type: none"> <li>• Electronic Behavior that occurs by the misuse of electronic or communication devices such as email, instant-messaging, text messages, blogs, photo and video posting and sharing, chat rooms, bash boards and social media or other websites.</li> <li>• Other – Threatening, obscene gestures, isolation, exclusion, stalking, etc.</li> </ul>	
<p>Repetition of inappropriate physical, spoken, or electronic unwanted behavior.</p>	<p>Repetition of:</p> <ul style="list-style-type: none"> <li>• Physical – Hitting, kicking, pushing, shoving, getting another person to hurt someone, etc.</li> <li>• Spoken – Slurs, name-calling, teasing, taunting, gossiping, spreading rumors, etc.</li> <li>• Cyberbullying - Bullying that occurs by the use of electronic or communication devices such as email, instant-messaging, text messages, blogs, photo and video posting and sharing, chat rooms, bash boards and social media or other websites.</li> <li>• Other – Threatening, obscene gestures, isolation, exclusion, stalking, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Revisit previous discussion with the student and the solution strategy</li> <li>• Contact administration and issue student referral</li> <li>• Notify the parent / guardian</li> <li>• Notify the counselor</li> <li>• Consequence/solution strategy will vary based on severity and specific incident</li> </ul>
<p>Series of persistent or pervasive actions that interfere with the education of another student.</p> <p>See Policies <a href="#">103</a> and <a href="#">249</a></p>	<p>Repetition of above or sharing of:</p> <ul style="list-style-type: none"> <li>• Insensitive remarks</li> <li>• Threats or bullying, including cyber bullying</li> <li>• Pushing, shoving, or unwarranted physical contact</li> <li>• Title IX Consultation and/or Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Revisit previous discussion with the student and the solution strategy</li> <li>• Contact administration and issue student referral</li> <li>• Notify the parent / guardian</li> <li>• Notify the counselor</li> <li>• 3 days OSS</li> <li>• Notify the parent / guardian as well as notify the counselor</li> </ul>

<p>Harassment and Sexual Misconduct</p> <p>Discrimination, Harassment, Sexual and/or Gender-Based Harassment, and Related Inappropriate Conduct - School and Classroom Practices - Policy 103</p> <p>Lewd/indecent exposure of the body or body parts</p> <p>Harassment; sexual identity, sexual orientation, racial, ethnic, and/or gender identity</p>	<ul style="list-style-type: none"> <li>• Any unwanted touching of a sexual nature</li> <li>• Using digital platforms to send sexually suggestive texts, emails, or other communications</li> <li>• Slurs, symbols representing hate, hate speech</li> <li>• A threatening strike, kick or physical contact</li> <li>• Title IX Consultation and/or Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss behavior with the student, document notes, and discuss solution strategy</li> <li>• Notify and conference with the parent / guardian</li> <li>• Notify the counselor as well as appropriate administration and support staff</li> <li>• Minimum 5 day OSS</li> </ul>
<p>Severe harassment/bullying or sexual, racial, ethnic, and/or gender intimidation</p>	<ul style="list-style-type: none"> <li>• Making a severe threat towards a group or individual</li> <li>• Sexual contact or other unlawful sexual behavior or conduct</li> <li>• Title IX Consultation and/or Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Automatic minimum 10 day OSS with possible expulsion.</li> </ul>

- *Police notification may be possible depending on the severity of the infraction.*
- *All 10 day OSS will be sent to the Superintendent for a hearing to determine the possibility of expulsion.*

## CONSEQUENCES OF CHEATING OR PLAGIARISM

### **Definitions of Cheating**

Cheating includes, but is not limited to, a student copying an assignment or test and submitting it as their own; allowing someone to copy an assignment or test and submit it as their 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.

### **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 their 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.

<b>Behavior</b>	<b>May Look Like/Sound Like</b>	<b>Consequence</b>
Small-scale cheating or plagiarism	<ul style="list-style-type: none"><li>• Unauthorized collaboration on assignments</li></ul>	Grading Consequences: <ul style="list-style-type: none"><li>• grade reduced by one letter grade if resubmitted or</li></ul>

	<ul style="list-style-type: none"> <li>• Copying small or ungraded classroom assignments</li> <li>• Inaccurate or uncited paraphrasing or borrowing of another's words</li> <li>• Using a cheat sheet or any other means of getting information</li> </ul>	<ul style="list-style-type: none"> <li>• "zero" on the work with the possibility of re-submitting it or doing an alternative assignment for 60% of the highest grade possible</li> </ul> <p>Disciplinary Outcomes:</p> <ul style="list-style-type: none"> <li>• Discuss behavior with the student</li> <li>• Discuss and find a solution strategy</li> <li>• Issue a verbal warning</li> <li>• Notify the parent/ guardian</li> </ul>
<p>Medium-scale cheating or plagiarism</p> <p>Repeated small-scale cheating or plagiarism within an assignment</p>	<ul style="list-style-type: none"> <li>• Inaccurate paraphrasing or direct borrowing of others' words (without the use of quotation marks and direct reference of individual)</li> <li>• Inventing or falsely attributing the sources used in a paper or other work.</li> <li>• Submitting one assignment for two courses without permission of both instructors. (The work will count for one course only)</li> <li>• Repeated offense</li> </ul>	<p>Grading Consequences:</p> <ul style="list-style-type: none"> <li>• grade reduced by one letter grade for the work or</li> <li>• "zero" on the assignment with the possibility of re-submitting it or an alternative assignment for 60% of the highest grade possible</li> </ul> <p>Disciplinary Consequences:</p> <ul style="list-style-type: none"> <li>• Discuss behavior with the student and develop a solution strategy</li> <li>• Submit a referral: issue and assign a detention</li> <li>• Notify the parent / guardian</li> <li>• Notify the counselor</li> </ul>
<p>Large-scale cheating or plagiarism. Repeated Level II offense</p>	<ul style="list-style-type: none"> <li>• Direct borrowing of others' words (without the use of quotation marks) 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.</li> <li>• 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.</li> <li>• Repeated offense</li> </ul>	<p>Grading Consequence:</p> <ul style="list-style-type: none"> <li>• "zero" on the assignment without the possibility of re-submitting it for a replacement grade or</li> <li>• possibility of resubmission of assignment or an alternative assignment for maximum 60% of the highest grade possible</li> </ul> <p>Disciplinary Consequences:</p> <ul style="list-style-type: none"> <li>• student/parent/grade-level administrator conference</li> <li>• Submit a referral: issue and assign 2 detentions or 1 day of ISS</li> <li>• No competition or participation in extracurricular activities for one week. Attendance/practice are permitted.</li> <li>• Online learning students may receive a zero for the course and be removed from the program or barred from taking additional online classes.</li> </ul>

- Teachers will work collaboratively with building level administrators on issues of academic Integrity. Turnitin and Google Version History may be used as evidence of plagiarism/cheating.

### **CONSEQUENCES OF DEFACING SCHOOL PROPERTY/VANDALISM/THEFT**

We expect our students to understand what defacing school property/vandalism/theft are and to know how to avoid it. As a result, consequences will vary based on the extent of the property damage/vandalism/theft and the degree of intentionality/number of incidents.

#### **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.

<b>Behavior</b>	<b>May Look Like / Sound Like</b>	<b>Consequences</b>
<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"> <li>• Theft of property</li> <li>• Theft of property lost or mislaid</li> <li>• Writing on walls, desks, floors or property</li> <li>• Altering of property</li> <li>• Negligent damage to property or devices</li> <li>• Malevolent destroying or defacing of property</li> <li>• Reckless disregard for property</li> </ul>	<p>1 day ISS</p>

<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"> <li>● Theft of property</li> <li>● Theft of property lost or mislaid</li> <li>● Writing on walls, desks, floors or property</li> <li>● Altering of property</li> <li>● Negligent damage to property or devices</li> <li>● Malevolent destroying or defacing of property</li> <li>● Reckless disregard for property</li> </ul>	<p>2 days ISS</p>
<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"> <li>● Theft of property</li> <li>● Theft of property lost or mislaid</li> <li>● Writing on walls, desks, floors or property</li> <li>● Altering of property</li> <li>● Negligent damage to property or devices</li> <li>● Malevolent destroying or defacing of property</li> <li>● Reckless disregard for property</li> </ul>	<p>3 days ISS</p>
<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"> <li>● Theft of property</li> <li>● Theft of property lost or mislaid</li> <li>● Writing on walls, desks, floors or property</li> <li>● Altering of property</li> <li>● Negligent damage to property or devices</li> <li>● Malevolent destroying or defacing of property</li> <li>● Reckless disregard for property</li> </ul>	<p>3 days OSS</p>

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

## **GLOSSARY**

**School Personnel**: Refers to all teachers, counselors, secretaries, paraprofessionals, cafeteria staff, custodians, bus drivers and all other building employees.

**School Resource Officer (SRO)**: The SRO is an active member of the state college, Ferguson Township or Patton Township Police Force who is assigned to one or more schools in our district. The SRO ensures that their assigned schools are safe by collaborating with administration and faculty during each school day. SROs can also respond to emergency situations that could arise in a school.

**Detention**: Staying after school (or in an assigned area during the school day such as lunch) for an assigned period of time.

**In-School Suspension (ISS)**: The removal of a student within the school building from their regular education program into an identified classroom within the school building.

**Out of School Suspension (OSS)**: The removal of a student from the school building for 1 to 10 days at a time.

**Expulsion**: The removal of a student from their regular school program by the Superintendent or Superintendent Designee for 45 school days or more. A student may only be recommended for expulsion if temporary expulsion is inadequate to address the behavior and the student's presence in the school constitutes an imminent threat of serious harm to other students or staff. An expulsion may be permanent if the behavior results in serious injury or places others in substantial risk of serious injury or death.

**Ripple Effects**: Ripple Effects is an online educational program used in middle school and high school to help students learn from poor choices that result in disciplinary consequences. This program is most frequently used in the MRC and IST rooms  
[HTTPS://RIPPLEEFFECTS.COM/](https://rippleeffects.com/)

**Appendix A**- increase level of behavior- resource for teachers

**The State College Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, gender identity, ancestry, national origin, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, and Americans with Disabilities Act. For information regarding civil rights, grievance procedures and services, or activities and facilities that are accessible to and usable by disabled persons, contact the Compliance Officer, State College Area School District, 240 Villa Crest Drive, State College, PA 16801 (814-231-1051).**