

# **STATE COLLEGE AREA SCHOOL DISTRICT**

## **MIDDLE LEVEL**

### **2019-2020 STUDENT HANDBOOK**

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**MOUNT NITTANY MIDDLE SCHOOL**  
**656 Brandywine Drive**  
**State College, PA 16801**  
**(814) 272-4050**

Mr. Brian Ishler  
Principal

Mr. Alex Raup  
Assistant Principal

**PARK FOREST MIDDLE SCHOOL**  
**2180 School Drive**  
**State College, PA 16803**  
**(814) 237-5301**

Dr. Karen Wiser  
Principal

Mr. Larry Walker  
Assistant Principal

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

# WELCOME TO MOUNT NITTANY AND PARK FOREST MIDDLE SCHOOLS!

STATE COLLEGE AREA SCHOOL DISTRICT WEB PAGE:

[www.scasd.org](http://www.scasd.org)

MOUNT NITTANY MIDDLE SCHOOL WEB PAGE:

[www.scasd.org/Domain/704](http://www.scasd.org/Domain/704)

PARK FOREST MIDDLE SCHOOL WEB PAGE:

[www.scasd.org/Domain/831](http://www.scasd.org/Domain/831)



*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.*

## TABLE OF CONTENTS

Academic Integrity.....	14
Acceptable Use of Technology.....	12
Accident Insurance.....	7
Address Change.....	6
Alcohol, Drug, Tobacco and Vaporizers.....	27
Arrival at School.....	8
Attendance and Excuses.....	5
Bulletin Boards/Fliers.....	18
Bus Transportation.....	9
Cafeteria.....	14
Counseling Services.....	29
Cutting Class.....	10
<b>Discipline and Code of Conduct.....</b>	<b>20</b>
Dress Code.....	17
Driving To/From School.....	9
Educational Trips.....	5
Electronic Devices.....	14
Evacuation Drills.....	11
Food and Drink in School.....	18
Fun Events and Dances.....	18
Gum.....	17
Hall Safety.....	11
Homelessness.....	6
Honor Roll.....	15
Homework Club.....	16
Illness at School.....	8
Interscholastic Athletics.....	19
Intramural Activities.....	20
Late to School.....	9
Leaving School.....	9
Library.....	16
Lockers.....	11
Lost and Found.....	18
Main Office Phone Use.....	10
Medication.....	8
Motivational Resource Center (MRC).....	20
Period Nine.....	18
Report Cards.....	15
ROAR.....	4
Selling Items in School.....	17
Staying After School.....	10
Student Assistance Program (SAP).....	29
Student Records.....	7
Threats and Harassment.....	20
Toys.....	17
Visitors.....	10
Volunteers.....	10
Weapons.....	29
Withdrawals.....	7

# R.O.A.R.

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

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

## **ROAR POSITIVE REFERRALS**

ROAR positive referrals are designed to daily recognize and reinforce expected positive school-wide behaviors related to responsibility, organization, attitude, and respect. Students are acknowledged with specific verbal praise, ROAR Tickets, and special events and opportunities throughout the school year.

## **ROAR AWARDS**

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

## ATTENDANCE AND EXCUSES

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

If a student will be absent from school, their parent/guardian must call the school's safe arrival phone number and leave a voicemail message regarding the absence. **Please note, this phone call does not take the place of a written excuse.** Both middle schools send email notification for absentees.

It is the student's responsibility to make up any work after an absence. Parents/guardians should contact their child's guidance counselor for schoolwork if an extended absence due to illness is expected.

On the day the student returns from an absence, a written note signed by their parent/guardian should be given to the Main Office. **State law (House Bill 1907) requires an excuse for all absences to be submitted within 72 hours (3 days) of the date of the absence. Written, signed, and emailed notes to the Attendance Secretary can also be accepted so long as they are received within 72 hours (3 days).**

After three (3) unexcused absences, a first offense will be filed. This first offense serves as an official warning from the school district. After four (4) unexcused absences, the school will contact parents/guardians to set up a School Attendance Improvement Plan (SAIP) meeting. Subsequent unexcused absences will result in a second offense filed with the District Magistrate.

In addition, parents/guardians will receive an attendance letter in the mail after ten (10) days of recorded absences. This does not include absences with accompanying doctor notes or absences for approved educational trips. Upon receipt of this letter, a doctor's excuse will be required for future absences.

**State legislation stipulates that students and/or their parents/guardians may be fined for chronic attendance issues. Please reach out to the school's Attendance Secretary with specific questions about attendance procedures, absences for religious holidays, etc.**

**MNMS Attendance: 272-4228**

**PFMS Attendance: 272-8553**

## EDUCATIONAL TRIPS

1. A total of ten (10) school days in any academic year will be excused for educational trips. Additional absences for trips will be unexcused unless an exception is granted by Central Office administration.
2. For trips of **four (4) or more days**, parents/guardians are asked to notify the school with at least **two (2) weeks advance written notice**.  
For trips of **three (3) or less days**, parents/guardians are asked to notify the school with at least **three (3) days advance written notice**.
3. Parents/guardians should provide a written request for such educational trips. They can download a copy of the educational trip request form. The Attendance Secretary will provide the student with the necessary forms to be signed by teachers to make arrangements for missed work. Students are asked to check their teachers' websites if they are unsure about an assignment. Trip forms are available under the "For Families" tab on both schools'

homepages.

4. Upon returning from a trip, students will be given a specified number of days to make up the missed work. This number is equivalent to the number of days of the trip.
5. When **unexcused** absences do occur, teachers are not required to provide assignments, make-up work, tests, and/or quizzes.

### **ADDRESS CHANGE**

The respective building's Attendance Secretary should be notified of any changes to a student's address, telephone number, or parent/guardian email addresses. The phone number for the Attendance Secretary at Mount Nittany is 272-4228 and Park Forest is 272-8553.

### **HOMELESSNESS**

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

#### **1. Homeless children and youth definition:**

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

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

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

## **WITHDRAWALS**

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

## **STUDENT RECORDS**

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

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

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

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

## **ACCIDENT INSURANCE**

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

## MEDICATION

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

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

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

Students must have a doctor’s note on file in the Nurse’s Office if they are unable to participate in Physical Education classes.

**MNMS Nurse: 272-8785**

**PFMS Nurse: 272-8556**

## BECOMING ILL DURING SCHOOL

If a student becomes ill or injured during the school day, they should secure a pass from their teacher and report to the Nurse’s Office. Phone calls home regarding illness/injury **must** be made through the Nurse’s Office. **Students are not allowed to text, email, or call to arrange a pick-up.** If deemed necessary and appropriate, the certified school nurse will assist in making arrangements for the student to be picked up for any health-related issues.

## ARRIVAL AT SCHOOL

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



## LATE TO SCHOOL

If a student is late coming to school, they must report directly to the Attendance Secretary for a late pass. Parents/guardians are to provide the Attendance Secretary with a note explaining the reason for the late arrival. Notes stating that a student overslept and/or missed the bus are not typically considered legitimate excuses for tardiness. **If a student accrues five (5) unexcused late passes during a semester, detention will be issued.**

## BUS TRANSPORTATION

Free transportation is provided for a student if they live more than 1.5 miles from school. **This is a privilege, not a right**, which a student earns through respectful, mature behavior. All school rules apply door to door. For everyone's safety, expected bus behaviors must be demonstrated. The school bus driver is authorized to enforce these expected behaviors, which must be adhered to within the policies set by the State College Area School District. In addition, all buses are under video surveillance and this footage can be pulled at any time by administration.

**Students must get on and off at their assigned stop.** Prior to riding another bus, a student must bring a written request from their parent/guardian to the Attendance Secretary **in the morning** to obtain a special bus pass. Students are to give this pass to the bus driver. If the Transportation Department deems a bus filled to capacity, the Main Office staff will no longer issue a pass for that bus.

## BEING DRIVEN TO/FROM SCHOOL

If a student's parent/guardian drives them to school **between 8:15 and 8:40 AM**, or picks them up **between 3:15 and 4:00 PM**, they must **use the Main Parking Lot (designated by the flagpole) at Mount Nittany Middle School or the Pool Parking Lot or Upper Parking Lot at Park Forest Middle School**. This will ensure the safety of our students as they exit and board their buses.

## LEAVING SCHOOL DURING SCHOOL HOURS

If a student's parent/guardian needs them to be excused before the regular dismissal time, they must send a note with their student on the day they need to be excused early. Before homeroom, the student must take this note to the Attendance Secretary, and they will be given a pass. Then, the student must show this pass to the teacher whose class they are leaving. The student is to report to the office at the appropriate time. Students can help us from interrupting classes by remembering to report to the office at their designated dismissal time. Both schools understand that last-minute appointments, etc. may arise. In these cases, the student will be dismissed from class upon parent/guardian arrival at school. **A parent/guardian must come in to the office to sign their student out.**

## **CUTTING CLASS**

Cutting class is a serious offense. A student will receive a “zero” for all work due that period with no opportunity for making up missed work.

## **STAYING AFTER SCHOOL**

If a student stays after school, they must be supervised by a teacher, or be participating in an intramural or after-school activity. They will be asked to leave the building if unsupervised. If they miss the bus, they must go to the appropriate office and wait for their parent/guardian for pick up.

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

Students are permitted to remain after school, with parent/guardian permission, to watch PIAA sporting events, and they are responsible for their behavior. Students must remain in the designated space for the particular sporting event they are staying after to attend. All school rules apply. Students currently assigned to the RIT Program are not allowed to be on either middle school campus to watch any athletic events or participate in any activities. Students not following expected behaviors for after school events, may be asked to leave and may lose the privilege of attending these events.

## **VISITORS**

All visitors are required to park in designated parking spaces and sign in at the Main Office. Office staff will follow procedures for admittance. **Student visitors are not permitted to shadow other students during school hours.**

## **VOLUNTEERS**

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

## **MAIN OFFICE PHONE USE**

There is a phone available in the Main Office for students to use. Students must obtain permission to use the office phone to call home. **Students are not permitted to call their parents/guardians during the school day using their personal cell phones.**

## EVACUATION DRILLS

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

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

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

## STUDENT LOCKERS

Lockers are school property. The use of them is a privilege, not a right. Students should have no expectation of privacy. Students have the right to be present if their locker needs to be searched, unless there is a reasonable suspicion that their locker contains a threat to the health and safety of students and staff.

Students are asked to not share their locker combinations. If a locker combination does not work, students should notify their homeroom teacher or one of the secretaries in the Main Office. Students should not hit, kick, purposefully jam, damage, or disfigure their locker door or the inside of their locker. **Backpacks and coats must be kept in lockers during the school day. Drawstring bags used for gym clothes must also be kept in lockers and should only be on a student's person to and from Physical Education class.**

## HALL SAFETY

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

## **ACCEPTABLE USE OF TECHNOLOGY**

Under the District's one-to-one technology plan, users enrolled in grades K-12 at State College Area School District will receive equipment for education use in school and/or at home. This equipment is the property of the State College Area School District, and is on loan to the student for the current academic school year.

The use of State College Area School District (also called "the District" in this document) networks and computing systems is a privilege that requires users to adhere to policies and procedures established by the District. See [SCASD Online Acceptable Use Policy No. 815](#), [SCASD Policy No. 814](#), [SCASD Policy No. 708](#), [SCASD Policy No. 249](#), [SCASD Policy No. 248](#) and [SCASD 1:1 Handbook](#).

### **Terms and Conditions:**

All users (including parents/guardians) must comply with the terms and conditions of this document. The use of this technology is for educational purposes. Users are responsible for using the technology and all related programs, files, accounts, and equipment in an ethical and legal manner.

### **General Conditions of Use:**

- Users must return equipment upon request by the State College Area School District. If a student withdraws from the State College Area School District before the end of the school year, all equipment must be returned to the District prior to the date of withdrawal. If the equipment is not returned before withdrawing from the District, SCASD has the right to charge the student for the full replacement cost of the equipment. For unpaid fines and fees, the District may seek full restitution (repayment) through collection efforts by a third party. The District may also file a report of stolen property with the local law enforcement.
- In grade levels participating in device take home, students must take equipment home each night. Families not wishing to participate may contact the District to opt-out and the equipment will be turned in at a predetermined location at the end of each school day and picked up at the start of the school day.
- Users are responsible for charging their device's battery before the start of the school day.
- Users are not to deface or destroy the equipment. Including, but not limited to, the removal or damage of equipment identification labels.
- Students are permitted to use your district account only for school purposes during appropriate times and as allowed by the classroom teacher or staff member.

### **Using the Internet and Email:**

- All use of Internet resources should be in accordance with the District's Policy No. 815, Online Acceptable Use Policy. Users may also be accountable for content accessed and downloaded at home and brought into the school network.
- Users should use district assigned email for educational purposes only.

- Keep communications school-appropriate.
- Don't engage in personal attacks or harassment. Inform a teacher or a staff member if they receive an inappropriate email or message.
- Use clear, concise, and appropriate language.
- Respect privacy (yours and everyone else's). Do not repost a message without the permission of the person who sent it. Don't share personal information.
- Your district email can be monitored and reviewed. Please use email appropriately.

**Safety and Security:**

- Students must not share login information or protected information with anyone. IT Services will never ask students for their password; therefore, any requests for password identification must be considered fraudulent.
- Users are not permitted to add, delete, or modify other user accounts in any way.

**Privacy:**

- Users have no expectation of confidentiality or privacy with respect to any usage of district owned equipment, regardless of whether that use is for district-related or personal purposes.
- The District may, without prior notice or consent, log, supervise, access, view, and monitor the use of student devices at any time for any reason related to the operation of the District. By using district-owned equipment, programs and/or network, users agree to such access and monitoring of their use.

**Care and Handling of Equipment:**

- Students are responsible for the general care of their equipment issued by the District. In the event of accidental, negligent, malicious, or willful damage to the equipment, the parent/guardian will be responsible for repairs or replacing the equipment at full cost. Users who willfully cause damage to school property shall be subject to disciplinary measures and may be prosecuted and punished under the law. Parents and guardians of users shall be held accountable for student actions. See the District One-to-One Program Handbook.
- In the event that a device is stolen, users must file a police report of stolen property and provide that report along with notification of the stolen device to the school officials.

**Consequences of Violating This Agreement:**

- A violation of the above terms and conditions may result in a restriction of technological resources and/or other discipline under the Code of Conduct.
- In cases of extreme or illegal violations, legal action may be taken against the student and/or other participants under the law.

## **ELECTRONIC DEVICES**

Cell phones, smartwatches, wireless headphones, and all other personal electronic devices are not to be used during school hours (**8:30 AM to dismissal**). These devices must be stored silently in the student's locker, not on their person. Wired headphones are permitted to be used only when given permission by a teacher or staff member to do so.

## **CAFETERIA**

Schoolwide expected behaviors are posted in the cafeteria. During lunch periods, students should report directly to the cafeteria and, after being served, immediately find a seat. The cafeteria staff determines maximum seating capacity at each table. If there are announcements during lunch, please remain silent so everyone can hear them.

When students are done eating, they should clean up their table, properly dispose of their garbage, return their tray, and go back to their initial seat. Students should remain seated until they are dismissed and are not to leave the cafeteria unless they have appropriate permission.

Prices for breakfast, lunch, and milk are posted on the food service website at [www.scasd.org](http://www.scasd.org).

## **ACADEMIC INTEGRITY**

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

Students must turn in their own original work, free of plagiarism, fabrication, and forgery. They are not permitted to submit the same work for two or more courses without permission from the teachers.

## REPORT CARDS

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

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

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

Exceptions to repeating a year might be:

1. Students who may have repeated a grade previously;
2. Students who would receive little or no benefit from repeating the grade due to a limited capacity to learn;
3. Students who successfully complete an approved "summer school" program.

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

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

## HONOR ROLL

Seventh and eighth grade students can earn honor roll if they have a cumulative grade point average of 3.0 or higher (based on internal calculation) at the end of each marking period. GPAs are not published in middle school.

## **HOMWORK CLUB**

If a student is struggling with homework completion, they may be referred to Homework Club after school. If a student feels they need extra help in general, they may also choose to attend after-school Homework Club with written parent/guardian permission. Homework Club meets Tuesday and Thursday from 3:45-6:00 PM. Homework Club permission forms can be obtained online.

## **MIDDLE SCHOOL LIBRARIES**

### **MNMS Library**

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

### **PFMS Library**

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

### **Library Hours**

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

### **Library Catalog**

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

By logging into their library account, a student can see a list of books they have checked out, identify due dates, and renew and reserve books.

### **Circulation Policy**

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

### **Subscription Databases**

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

- **Britannica School**
- **FactCite**
- **Image Quest**
- **NoodleTools**
- **NoveList**
- **POWER Library**
- **World Book Student**



## **DRESS CODE**

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

1. Apparel must not interfere with the education process or the rights of others.
2. Apparel must not be destructive to school property.
3. Apparel must comply with all health and safety regulations. Shoes must be worn at all times.
4. The wearing of hats, hoods, bandanas, masks and other headwear is prohibited in the building unless administrative approval has been granted.
5. Any clothing or jewelry with printed material that may be considered obscene, offensive or inappropriate for school is prohibited.
6. Sharp, studded apparel is prohibited because of the potential danger to others and property.
7. Chains are prohibited.
8. Since we are a drug, alcohol, and tobacco-free school district, we do not permit the wearing of items that advertise or promote the use of drugs, alcohol or tobacco products.
9. Pajamas and slippers are only permissible for designated school events.

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

## **TOYS**

Toys of any kind are only to be used during unstructured times and will be confiscated if they become a distraction to instruction or other students or are being used inappropriately.

## **SELLING ITEMS IN SCHOOL**

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

## **GUM**

Because we take great pride in our clean schools, we do not allow students to chew gum at any time while in the school building or traveling to and from school.

## FOOD AND DRINK IN SCHOOL

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

## PERIOD NINE

The final period of each day will be devoted to activities, remediation, enrichment, and advising. On Day 1, students will participate in ROAR activities centered on social emotional learning, community building, and bullying prevention. On Days 2, 4, and 5, students may choose to work on school work or meet with one of their teachers for extra help or to explore areas of a subject on their own. In addition, a teacher may request student attendance on a specified day. On Days 3 and 6, students may choose their activity and participate in cocurricular, extracurricular, or exploratory opportunities.

## BULLETIN BOARDS/FLIERS

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

## LOST AND FOUND

Lost and found items are kept near the Main Office. Students should make sure their valued personal items are locked in their school or gym locker. **The school district is not responsible for any lost or stolen items.**

## FUN EVENTS AND DANCES

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

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

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

## INTERSCHOLASTIC ATHLETICS

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

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

### Interscholastic Sports Offerings:

#### **Fall**

Football  
Boys' Soccer  
Girls' Soccer  
Girls' Volleyball  
Cheerleading

#### **Winter**

Wrestling  
Boys' Basketball  
Girls' Basketball  
Cheerleading

#### **Spring**

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

## CONDUCT AT ATHLETIC EVENTS

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

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

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

## INTRAMURAL ACTIVITIES

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

### Possible Intramural Offerings:

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

## DISCIPLINE INFORMATION

Schools are designed for learning. Maintaining expected and responsible behaviors is an integral part of the overall learning process. Schools have the right and responsibility to enforce these behaviors for the good of the entire student population. For many students, making mistakes and dealing with the consequences is part of this process.

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

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

Disciplinary consequences may vary from a warning to an out-of-school suspension to expulsion. The severity of a situation and/or the number of previous incidents will dictate the degree of the consequence. **Administrators have the right to use discretion when applying the Code of Conduct on a case-by-case basis.**

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

## THREATS AND HARASSMENT

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

## **SEXUAL HARASSMENT**

No student or employee should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. If a student believes that he/she has been harassed, the student should immediately contact an administrator or their counselor.

## **MOTIVATIONAL RESOURCE CENTER**

The Motivational Resource Center (MRC) is used for in-school suspension, lunch detention, and for a quiet place to complete or catch up on work.

# CODE OF CONDUCT

## Level 1 - Classroom Managed

Minor Problem Behavior	Definition
1-1 Disrespect	Student delivers low-intensity, socially rude or dismissive messages to adults or students.
1-2 Defiance	Student engages in brief or low-intensity failure to follow directions or talks back.
1-3 Disruption	Student engages in low-intensity, but inappropriate disruption.
1-4 Physical Contact/ Physical Aggression	Student engages in non-serious, but inappropriate physical contact.
1-5 Tardy	Student arrives at class after the bell (or signal that class has started).
1-6 Inappropriate Language	Student engages in low-intensity instance of inappropriate language.
1-7 Property Misuse	Student engages in low-intensity misuse of property.
1-8 Technology Violation	Student engages in non-serious, but inappropriate (as defined by school) use of cell phone, music/video players, camera, and/or computer.

Minor Problem Behavior	Action Steps
<b>1st</b>	<ul style="list-style-type: none"> <li>● Verbal redirection</li> </ul>
<b>2nd</b>	<ul style="list-style-type: none"> <li>● Teacher or staff member reviews and reteaches expected behaviors with student</li> <li>● Teacher or staff member contacts the student's family via phone or email <b>and notifies/copies student, counselor, and assistant principal</b></li> </ul>
<b>3rd</b> <b>4th</b> <b>5th</b> <b>6th</b>	<ul style="list-style-type: none"> <li>● Teacher or staff member reviews and reteaches expected behaviors with student</li> <li>● Teacher or staff member submits a referral in SWIS</li> <li>● Administrator conferences with student</li> <li>● Administrator determines next steps/assigns consequences               <ul style="list-style-type: none"> <li>○ Time Out/Detention OR</li> <li>○ In-School Suspension OR</li> <li>○ Loss of Privilege OR</li> <li>○ Time in Office OR</li> <li>○ Restitution/Community Service</li> </ul> </li> <li>● Administrator finalizes SWIS documentation and follows up with the student's family and teacher/staff member</li> </ul>
<b>Notes</b>	<ul style="list-style-type: none"> <li>● Administrator may be brought into an issue with a student prior to the third problem behavior as needed</li> <li>● Administrator discretion may be used depending upon the severity of the incident and/or the student's disciplinary record</li> <li>● Consequences will increase if minor problem behaviors continue to occur</li> <li>● Minor problem behaviors will typically be handled class by class unless problem behaviors are occurring across multiple classes or locations</li> </ul>

## Level 2 - Office Managed

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

Major Problem Behavior	Action Steps
<b>1st</b>	<ul style="list-style-type: none"> <li>● Teacher or staff member alerts administrator of major problem behavior</li> <li>● Administrator conferences with student</li> <li>● Administrator determines next steps/assigns consequences                             <ul style="list-style-type: none"> <li>○ Time Out/Detention OR</li> <li>○ In-School Suspension OR</li> <li>○ Loss of Privilege OR</li> <li>○ Time in Office OR</li> <li>○ Restitution/Community Service</li> </ul> </li> <li>● Administrator completes SWIS documentation and contacts the student's family</li> </ul>
<b>2nd</b> <b>3rd</b> <b>4th</b>	<ul style="list-style-type: none"> <li>● Teacher or staff member alerts administrator of major problem behavior</li> <li>● Administrator conferences with student</li> <li>● Administrator helps to facilitate necessary interventions and determines next steps/assigns additional consequences                             <ul style="list-style-type: none"> <li>○ Time Out/Detention OR</li> <li>○ In-School Suspension OR</li> <li>○ Loss of Privilege OR</li> <li>○ Restitution/Community Service</li> </ul> </li> <li>● Administrator completes SWIS documentation and contacts the student's family</li> </ul>
<b>Notes</b>	<ul style="list-style-type: none"> <li>● Administrator discretion may be used depending upon the severity of the incident and/or the student's disciplinary record</li> <li>● Consequences will continue to increase as major problem behaviors continue to occur</li> </ul>

### Level 3 - Office Managed

Major Problem Behavior	Definition
3-1 Abusive Language/ Inappropriate Language/Profanity	Student demonstrates inappropriate actions or delivers verbal messages that include swearing, name calling, or use of words in a derogatory way.
3-2 Bullying	The delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling.
3-3 Defiance/ Insubordination/ Non-Compliance	Student engages in refusal to follow directions or talks back.
3-4 Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay; and/or sustained out-of-seat behavior.
3-5 Fighting	Student is involved in mutual participation in an incident involving physical violence. Roughhousing and "play fighting" will be treated like a real fight.
3-6 Harassment	The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.
3-7 Inappropriate Display of Affection	Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult.
3-8 Inappropriate Location/ Out of Bounds Area	Student is in an area that is outside of school boundaries (as defined by school).
3-9 Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
3-10 Property Damage/Vandalism	Student participates in an activity that results in destruction or disfigurement of property. Vandalism is a violation of state law.
3-11 Theft	Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property.



### Level 3 - Office Managed cont.

Major Problem Behavior	Action Steps
<b>1st</b>	<ul style="list-style-type: none"> <li>● Teacher or staff member alerts administrator of major problem behavior</li> <li>● Administrator conferences with student</li> <li>● Administrator determines next steps/assigns consequences (Suggested: In-School Suspension: 1-2 days)</li> <li>● Administrator finalizes SWIS documentation and follows up with the student's family</li> </ul>
<b>2nd</b> <b>3rd</b> <b>4th</b>	<ul style="list-style-type: none"> <li>● Teacher or staff member alerts administrator of major problem behavior</li> <li>● Administrator conferences with student</li> <li>● Administrator determines next steps/assigns consequences (Suggested: In-School Suspension: 2-5 days)</li> <li>● Administrator finalizes SWIS documentation and follows up with the student's family</li> </ul>
<b>Notes</b>	<ul style="list-style-type: none"> <li>● Administrator discretion may be used depending upon the severity of the incident and/or the student's disciplinary record</li> <li>● Consequences will continue to increase as major problem behaviors continue to occur</li> <li>● Administrator may notify Superintendent, Assistant Superintendent, or School Resource Officer of any incident</li> </ul>

### Level 4 - Office Managed

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

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

## **ALCOHOL, DRUG, TOBACCO, AND VAPORIZER INFORMATION**

It is the goal of the State College School District to eliminate the improper use of drugs and behavior-altering substances. In doing so, we are cognizant of the state regulations and guidelines on “Students’ Rights and Responsibilities” and the necessity to create a climate of trust. However, we are equally determined to protect the school community as a whole, to ensure the absolute right to work in a safe environment; and to maintain an atmosphere that encourages learning, personal growth, and respect for democratic and human values. In order to accomplish this goal, it is necessary to provide ample instructional programs, effective and confidential counseling services, close communication with families, and high standards of conduct, with fair but firm penalties for drug involvement.

### **Standard of Conduct:**

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

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

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

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

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

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

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

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

### Alcohol and Drugs

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

### Tobacco and Vaporizers

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

## **WEAPONS**

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

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

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

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

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

## **COUNSELING SERVICES**

Counselors work with students, teachers, and families in order to make school more rewarding and the future less intimidating. Students can make an appointment to see their counselor before or after school, during study halls, or during the last period of the day. For a personal emergency, class time may also be used.

**MNMS Counseling: 272-5944**  
**<http://www.scasd.org/domain/741>**

**PFMS Counseling: 237-5304**  
**<http://www.scasd.org/domain/878>**

## **STUDENT ASSISTANCE PROGRAM**

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

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

The role of the SAP Team is to gather data on referred students, make decisions based on behaviors, locate appropriate referral sources, and provide follow up.

If a student has personal concerns or concerns about another student, they should complete an online referral or a referral card located in the library or Counseling Office. SAP referrals are anonymous.