

**NORTHGATE
MIDDLE/HIGH
SCHOOL**



**STUDENT HANDBOOK
2017 - 2018**

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**NORTHGATE SCHOOL DISTRICT
2017 - 2018 CALENDAR**

Thursday, August 24, 2017	First Day of School
Friday, September 1, 2017	No School
Monday, September 4, 2017	Labor Day – No School
Monday, October 9, 2017	Columbus Day – In-Service / No School
Tuesday, November 7, 2017	Election Day – Parent/Teacher Conference Day – No School
Wednesday, November 22 - Monday, November 27, 2017	Thanksgiving Break – No School
Friday, December 22, 2017 - Monday, January 1, 2018	Winter Break – No School
Monday, January 15, 2018	Martin Luther King Holiday – In-Service / No School
Monday, February 19, 2018	Presidents’ Day / No School
Thursday, March 29, 2018 - Monday, April 2, 2018	Spring Break – No School
Monday, May 28, 2018	Memorial Day – No School
Monday, June 4, 2018	Seniors Last Day / Commencement
Tuesday, June 5, 2018	Last Day of School

ADMINISTRATION/OFFICE PERSONNEL

SUPERINTENDENT

Dr. Caroline Johns.....732-3300 Ext. 2110

PRINCIPAL / ATHLETIC DIRECTOR

Mr. Bryan Kyle732-3300 Ext. 1001

DEAN OF STUDENTS

Mr. Jonathan Nikolajski732-3300 Ext. 1101

GUIDANCE COUNSELORS

Mrs. Stacy Gallagher (Grades 7, 8 & 9)732-3300 Ext. 1012

Mr. Bryan Talbert (Grades 10, 11 & 12)732-3300 Ext. 1012

NURSE

Mrs. Cyndie Kuhlber.....732-3300 Ext. 1020

SCHOOL RESOURCE OFFICER

Sgt. Michael Hudson.....732-3300 Ext. 1011

OFFICE STAFF

Mrs. Dana Bloom, Principal's Secretary/Attendance732-3300 Ext. 1001

Mrs. Diane Burns, Guidance Secretary.....732-3300 Ext. 1012

Ms. Abigail Rose, Dean of Students'/Athletic Secretary732-3300 Ext. 1000

NORTHGATE SCHOOL DISTRICT COMPLIANCE STATEMENT

Compliance Statement

The Northgate School District will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. For information regarding grievance procedures, services, activities, programs and facilities that are accessible to and usable by handicapped persons or, for inquiries regarding compliance with the above nondiscriminatory policies, please contact the Coordinator of Special Services, 591 Union Ave., Pgh., PA 15202. Phone – 412-732-3300, ext. 2000. Northgate S. D. will make reasonable accommodations to its programs & services to assure access to all persons. If, because of a disability, you require an accommodation, please contact the Coordinator of Special Services, Americans with Disabilities Act Coordinator – 412-732-3300, ext. 2000.

VISION STATEMENT

Northgate School District

We believe that every child can learn and must learn. Each student will demonstrate proficiency in reading, writing, mathematics and computer literacy, while nurtured in a safe, caring and stimulating environment. We believe that a high performing student is the product of vital interacting forces within the school community, including a dedicated staff, a challenging curriculum, a productive school culture, parents who are partners in education and a community that offers learning opportunities, human resources and support. Finally, we cherish in each child both mind and heart. The core values of honesty, integrity, responsibility and respect for others will permeate the school community, encouraging each student to grow in knowledge and virtue.

NORTHGATE HIGH SCHOOL

ALMA MATER

WE SINCERELY OUR VOICES BLEND,
AS THROUGH LIFE WE TURN EACH BEND, SONGS OF CHEER AND WORTHY
PRAISE TO ALMA MATER RAISE.

GUIDE US THROUGH PATHWAYS THAT WE TREAD AS THROUGH OUR LIVES WE
GO, AND HELP US CHOOSE THE WORTHY STEPS THAT LEAD US AS WE GROW.

THROUGH THE YEARS WE WILL EVER BEAR THOUGHTS OF THEE AS OUR LIVES
WE SHARE. TREASURE ALWAYS WITH DEEPEST PRIDE OUR DEAR OLD
NORTHGATE HIGH.

WE ARE A POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS) SCHOOL

PBIS is a proactive approach to school-wide discipline. It focuses on creating and sustaining an environment for achieving important social and learning outcomes while preventing problem behaviors through a collaborative team approach. The PBIS team analyzes discipline-related behavioral patterns and responds to them by teaching the positive behaviors expected of our students.

Northgate Middle/High School PBIS Mission Statement

To create and maintain an effective learning environment by establishing behavioral supports and the social culture needed for all students in our school to achieve social, emotional and academic success.

Our School-Wide Expectations

At the Northgate Middle/High School, students have rights and privileges as well as responsibilities. While the school has an obligation to provide an education for all students, we have set high standards for students to conduct themselves in a way that is respectful and helps to build a climate essential for learning. Students can expect school staff to reinforce the following school-wide expectations:

- Respect Yourself and Others
- Respect Learning
- Respect the School Environment

NORTHGATE MIDDLE/HIGH SCHOOL

2017 - 2018 BELL SCHEDULE

REGULAR BELL SCHEDULE - 42 MINUTE PERIODS:

8:00	--	OUTSIDE BELL
8:04	--	WARNING BELL
8:05 - 8:10	--	HOMEROOM
8:14 - 8:56	--	1ST PERIOD
9:00 - 9:42	--	2ND PERIOD
9:46 - 10:28	--	3RD PERIOD
10:32 - 11:14	--	4TH PERIOD

“A” Lunch	“B” Lunch	“C” Lunch	Period
11:18-11:48 LUNCH	11:18-12:00	11:18-12:00	5th
11:52-12:34	12:04-12:34 LUNCH	12:04-12:46	6th
12:38-1:20	12:38-1:20	12:50-1:20 LUNCH	7th

1:24 - 2:06	--	8TH PERIOD
2:10 - 2:52	--	9TH PERIOD

BELL SCHEDULE WHEN A 10:00 A.M. OCCURS:

OUTSIDE BELL	10:00
WARNING BELL	10:04
HOMEROOM	10:05 - 10:10
PERIOD 1 or 3	10:14 - 10:42
PERIOD 2 or 4	10:46 - 11:14

Resume normal bell schedule and order of periods at the conclusion of Period 4 at 11:14 a.m.

*Please check our website at www.northgate.k12.pa.us, KDKA-TV, KDKA Radio or www.kdka.com for all school delays/closures.

STUDENT RIGHTS AND RESPONSIBILITIES (Board Policy 235)

The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of district students. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association, in accordance with Board policy and school rules.

Attendant upon the rights established for each student are certain responsibilities, which include regular attendance; conscientious effort in classroom work and homework; conformance to Board policies and school rules and regulations; respect for the rights of teachers, students, administrators and all others who are involved in the educational process; and expression of ideas and opinions in a respectful manner.

It shall be the responsibility of the student to:

1. Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
4. Assist the school staff in operating a safe school.
5. Comply with federal, state and local laws.
6. Exercise proper care when using district facilities, school supplies and equipment.
7. Attend school daily and be on time to all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
10. Report accurately in student media.
11. Not use obscene language in student media or on school property.

Violations of this policy may result in disciplinary action, consistent with the Code of Student Conduct and Board policy.

SCHOOL/CLASS ATTENDANCE

Excused Absence(s)

Students are required by law to be in full attendance each school day unless absent for an approved reason. State Law requires that a student's parent or guardian send to school a written excuse for each absence within three (3) school days of the student's return. This excuse must indicate the reason for the absence and be signed by the legal parent/guardian of record with the school district. Excuses written by non-custodial parents or emergency contacts will not be accepted. If such an excuse is not submitted to the Main Office on or before the third day, the absence(s) shall be marked as unexcused.

Approved reasons for absence are listed below:

- Illness
- Physical injury
- Bereavement
- Observance of a bona fide religious holiday in accordance with the student's religious beliefs
- Healthcare from a licensed practitioner when it is not practical or possible to receive care outside of school hours
- Approved school activity or field trip
- Out-of-school suspension

Unexcused Absence(s)

Examples of unexcused absences are listed below:

- Oversleeping
- Automobile failure
- Failure to produce written excuse(s) within outlined time period for day(s) absent

When the student returns to school, he/she must present to the Main Office a written excuse completed and signed by the parent/guardian including: date(s) of absence, reason for absence, child's name and parent/guardian's signature. Notes from doctors or hospitals, if applicable, should be attached to the written notice.

Excuses must be turned in to the Main Office no later than the third day after the student returns to school or the absence will be considered illegal.

If a student does not present a written excuse, the following procedures will be followed by the Principal:

Parent/guardian receives notice of third unlawful absence by mail providing "official notice of child's third illegal absence." Attached to this notice will be penalties for violation of compulsory attendance requirements as they pertain to both the student and the parent/guardian, including information that three days after giving such notice, the student or parent/guardian who again violates the compulsory attendance requirements shall be liable without further notice. The school district shall coordinate a school/family conference to discuss the cause of the child's truancy and develop and mutually agreed upon Truancy Elimination Plan (TEP) to resolve truant behavior. Issues to be reviewed at the school/family conference include the appropriateness of

the child's education environment, current academic difficulties, physical or behavioral health issues and family/environment concerns. At the end of the conference all parties should sign a comprehensive TEP that is agreed to by the school representative, the child and the parents and/or family. The plan could include assessing academic and social/health supports from the school and community organizations, an outline of family/parent and student responsibilities and levels of performance monitoring that include rewards and consequences.

Subsequent Unlawful / Unexcused Absence(s)

After agreeing to a TEP, or if there is not agreement on a truancy elimination plan and three (3) days have passed since the parent/guardian received the official notice of the child's third illegal absence, if a child is unlawfully absent, at any point within the school year, an official notice of unlawful absence will be sent home. The purpose of this correspondence is to inform the child's parent/guardian that the child has violated the TEP or, if there is not a TEP, to inform the child's parent/guardian that the child has again violated the compulsory attendance requirements and advise the parent/guardian that a citation will immediately be sent to the magisterial district judge. To ensure the parent/guardian receives the notice, the notice will be sent through certified mail. After this step, the school is not obligated to inform parents in writing of absences and all future incidents of truancy will be referred directly to the magisterial district judge.

Habitually Truant (PA School Code)

The School Code defines habitually truant as absence for more than three (3) school days or their equivalent following the first notice of truancy given after a child's third unlawful absence.

Cumulative Lawful/Excused Absence(s)

A maximum of ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten (10) cumulative days require a doctor's excuse.

TARDY/LATE TO SCHOOL

Procedures

Any secondary student arriving after 8:05 a.m. must report to the Main Office for an admit slip. No one is permitted to enter late and go directly to class. This regulation will be strictly enforced. Failure to report to the Main Office upon arrival to school may result in disciplinary action. There is no degree of tardiness – a student is either on time or tardy.

*It is the sole responsibility of the student to secure all missed class work/assignments. Failure to secure missed class work/assignments will result in a zero for all missed assignments.

*All tardies/lates to school, excused or unexcused, will result in an automated phone call to the parent/guardian.

Excused Tardy/Late

Students must present a valid, written excuse to the Main Office when entering the school after 8:05 a.m. Approved reasons for being tardy/late to school are listed below.

- Illness
- Physical injury
- Bereavement
- Observance of a bona fide religious holiday in accordance with the student's religious beliefs
- Healthcare from licensed practitioner
- Approved school activity

Unexcused Tardy/Late

Examples of unexcused tardies/lates are listed below.

- Oversleeping
- Car trouble

TARDY/LATE TO CLASS

All students will be admitted to class after the bell sounds to begin the class period. Teachers will report tardiness under five (5) minutes to class to the appropriate administrator. Students providing a written pass by an administrator or faculty member will not be reported as tardy to class.

Excessive unexcused tardies/lates to class during a nine-week term may result in a letter to the parent/guardian, then disciplinary action (office detention, in-school suspension, out-of-school suspension).

CUTTING/SKIPPING CLASS(ES)

Illness and/or a written administrative excuse are the only valid reasons for not reporting to class or study hall. **If a student becomes ill, he or she must report to the School Nurse with a pass from his or her teacher – spending the class period in the restroom is inexcusable.**

- Any student tardy/late five (5) minutes or more to class without a valid, written pass will be charged a class cut.
- A class cut/skip will result in a zero score for all work collected, done, or assigned during the cut/skipped class(es).
- Infrequent class cuts may also result in office detention.
- Frequent class cuts/skips may also result in in-school and/or out-of-school suspension.
- Leaving the building without or before an approved early dismissal will result in in-school and/or out-of-school suspension.
- Guidance counselors may notify parents/guardians of excessive class cutting/skipping.

SKIP DAY

It is the position of the Northgate School Board and the Administration that an absence on this day is not advised nor sanctioned. "Skip day" represents an illegal absence from school and the absence will be recorded as illegal on the student's record. Students will receive "F" grades in all classes for the day and will not be permitted to make-up missed work for credit. Any illegal absence from school is a violation of the State Law and is ultimately the responsibility of the parent/guardian.

EARLY DISMISSAL

All early dismissals must be pre-approved by the Principal, his designee or the Attendance Office. Each request must be in the form of a signed note from the legal parent/guardian of record stating the date, time and reason for the early dismissal and must be submitted to the Attendance Office between 8:00 a.m. and 8:30 a.m. ***Early dismissal requests will not be accepted by anyone other than the legal parent/guardian of record.*** Once an early dismissal has been granted, it is the sole responsibility of the student to secure all missed class work/assignments ***prior*** to leaving the building. Failure to secure missed class work/assignments will result in a zero for all missed assignments.

An early dismissal request may be questioned by school authorities and may be denied if it fails to meet the legal requirements. When questionable, a parent/guardian will be required to sign the student out of the building in the Attendance Office. Identification in the form of a driver's license (or another form of picture identification) may be required.

All students leaving the building due to an early dismissal must use the doors in the main lobby to exit the building. Students must carry the written *Early Dismissal Form* with them when leaving.

If it is felt that a student is abusing this procedure, verification will be required that the early dismissal was legitimate. If the time taken was not legitimate, this will be recorded as an unexcused absence.

ILLNESS

Students who became ill during a school session must report, with a signed hall pass, to the Nurse's Office or the Main Office when the Nurse is available. Transportation for students who must be excused from school due to illness or accident is the responsibility of the parent/guardian. Students are not permitted to leave the building without the approval of the Nurse or the Principal. Students may not report to the Nurse's Office during change of class time unless they have a pass from the teacher of their next class.

MAKE-UP WORK

When an absence is due to an illness or another excusable cause, the student shall be permitted to make-up the work missed. It is the responsibility of the student to see each of his/her teachers and arrange for all make-up work.

The policy for make-up work will be one more day of make-up than the number of days of absence. That is, if the student is absent 1, 2, 3, 4 or 5 days then he/she has 2, 3, 4, 5 or 6 days, respectively, in which to complete make-up work.

In cases of prolonged absence (more than one week) the teacher and the student should agree upon a reasonable time limit for make-up work when the pupil arranges for the make-up work; however, in all cases, the maximum time shall be nine (9) weeks. Also, for prolonged absences, it is the parent's/guardian's responsibility to arrange for make-up work and tutoring through the guidance counselors.

Students who are present in school but do not attend class because of a scheduled event are required to collect all assignments missed before the scheduled event. Otherwise, the student will lose his/her make-up privileges. Make-up privileges will be denied when a student's absence is deemed illegal.

A.W. BEATTIE CAREER CENTER ATTENDANCE POLICY

1. Eight Absences – A Guidance Counselor will meet with the student and discuss the lack of attendance at A.W. Beattie Career Center.
2. Fifteen Absences – The student will be required to meet with his/her Guidance Counselor and the Principal regarding his/her lack of attendance at A.W. Beattie Career Center. Additionally, a communication, via telephone and U.S. Mail will be sent to the student's parent/guardian outlining the student's absences at A.W. Beattie Career Center.
3. Twenty Absences – The student will be required to meet with his/her Guidance Counselor and the Principal regarding his/her lack of attendance at A.W. Beattie Career Center and the student will be made aware that he/she will be withdrawn from A.W. Beattie Career Center if he/she accumulates twenty-five absences (the parent/guardian will be informed via telephone and U.S. Mail).
4. Twenty-Five Absences – The student will be immediately withdrawn from A.W. Beattie Career Center upon Administrative review.

PERSONALLY OWNED DEVICES

***It is the responsibility of the student to secure his or her personally owned device(s) when choosing to bring it to school. DO NOT LEAVE THESE DEVICES UNATTENDED AT ANY TIME.**

ELECTRONIC DEVICES (Board Policy No. 237)

Purpose

The School Board adopts this policy in order to maintain a safe and secure environment for students and employees.

Definitions

A personally owned device (P.O.D.) shall include all existing and emerging technology devices that can take photographs, record audio or video; input text, upload and download media; and transmit or receive messages or images. Examples of a personally owned device shall include,

but is not limited to: MP3 players and iPods; iPads, Nooks, Kindle, and other tablet PCs; laptop and netbook computers; personal digital assistants (PDAs), cell phones and smart phones such as BlackBerry, iPhone, or Driod, as well as any device with similar capabilities.

Students are not permitted to use personally owned devices (p.o.d.) during the school day unless directed by a teacher for educational purposes. If a p.o.d. is seen by a faculty member, the following will occur:

- 1st Offense – Verbal warning.
- 2nd Offense – P.O.D. will be taken and held in the main office. The student may pick it up at the end of the day.
- 3rd Offense – P.O.D. will be taken and held in the main office. A parent/guardian must come to the school to retrieve the P.O.D.

Educational purposes include classroom activities, career development, and communication with experts, homework, and limited high-quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

Inappropriate communication includes, but is not limited to, the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students; information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If a student is told to stop sending communications, that student must cease the activity immediately.

Examples of an unacceptable device in this policy shall include, but is not limited to gaming devices or consoles, laser pointers, modems or routers, and televisions.

Authority

Personally owned devices are permitted for use during the school day for educational purposes and/or in approved locations only.

The district shall not be liable for the loss, damage, misuse, theft of any personally owned device brought to school.

The district reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred.

Guidelines

Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyberbullying and will not be tolerated. Any cyberbullying that is determined to disrupt the safety and/or well being of the school is subject to disciplinary action.

All district students shall review this policy and associated technology guidelines before students utilize any school and/or personally owned devices. The district reserves the right to restrict student use of district-owned technologies and personally owned devices on school property or at school-sponsored events.

Students must be aware of appropriateness of communications when using district or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students.

The Board expressly prohibits use of personally owned devices in locker rooms, restrooms, and nurses office.

Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in discipline including, but not limited to, suspension, criminal charges, and expulsion.

Personally owned devices used in school are not permitted to connect to the Internet through a 3G, 4G, or other content service providers. Personally owned devices must access the Internet via the district's content filtered wireless network.

GUIDANCE AND ADMINISTRATIVE REFERRALS

REFERRAL SYSTEM

All efforts shall be made by teachers to keep students in the classroom setting. Likewise, all efforts will be made to return a student to the educational setting as quickly as possible if it is necessary to remove a student from class.

Guidance Referral

An immediate guidance referral must be made in the following urgent situations:

- Self-inflicted physical harm
- Suicide threats or ideations
- Reports or signs of abuse/neglect
- Sexual/racial/ethnic/religious harassment

NOTE: Contact office staff or the nurse if a guidance counselor cannot be reached.

The following non-urgent situations should also be referred to guidance.

- Reoccurring cases of peer conflict/bullying/cyber-bullying*
- Grade issues*
- Reoccurring behavior issues*
- Signs of sadness, depression, anxiety, et.
- Other behaviors inconsistent with age appropriateness

*These should be referred after teacher interventions have been exhausted.

The guidance counselors will determine if there is a need for administrative involvement for all referrals.

Teachers and faculty members are mandated reporters and will need to contact and work with the appropriate authorities in cases of abuse and/or neglect.

Administrative Referral

Administrative referrals will only be accepted after the proper steps have been taken by teachers or if the behavior falls into the *Immediate Administrative Referral* category.

Once an administrative referral has been made, the resulting intervention/discipline is at the administrator's (or the person appointed by the administrator) discretion.

Levels of Intervention/Discipline

Classroom/Teacher – Teachers must intervene and document.

- | | |
|-----------------------------------|---|
| -Tardiness | -Inappropriate language/swearing |
| -Class cuts** | -Cell phone/technology violation |
| -Failure to be prepared | -Food/beverages |
| -Cheating***/forgery/lying | -Minor vandalism/property damage |
| -Peer conflict/verbal argument | -Distracting behavior |
| -Bullying | -Failure to carry out directions/expectations |
| -Disrespect toward students/staff | in classroom/hallway/cafeteria |

Examples of intervention/discipline:

- Classroom management techniques
- Conference/meet with student(s)
- Parent/guardian contact
- Restorative practices
- “0” score for class cuts (work done, collected, assigned on day of cut) and cheating
- Loss of privilege(s)
- Detention(s)* - lunch, before-school, after-school monitored by teacher
- Confiscation of device/object (device/object returned to student at end of class, school day, or only to parent/guardian)

***Teacher detention** – The teacher must notify the parent/guardian of the reason, date, and time when issuing detention. If the student fails to appear, a second attempt will be made. After the second missed detention, the teacher will make an administrative referral regarding the detention. The teacher must provide documentation of contact with the parent/guardian for both attempts when making an administrative referral regarding detention. The administrator/dean will determine the disciplinary action.

****Class cuts** – The parent/guardian must be notified of a class cut in addition to other teacher intervention used.

*****Cheating** – The parent/guardian must be notified of an incident of cheating. The incident must also be presented, in writing, to the principal.

Continued Behavior – This level involves the continuation of the previous behaviors over an extended period of time where documented interventions/discipline measures are used by the teacher. The following steps must be taken before a discipline referral can be completed.

1. The teacher has exhausted all interventions and disciplinary measures available to him/her over an appropriate period of time.
2. The student is referred to the guidance counselor. The teacher must provide documentation of all interventions/disciplinary actions taken.
3. A meeting with the parent/guardian is requested by the guidance counselor and teacher.
4. The meeting is held with the parent/guardian, student, guidance counselor, teacher(s), psychologist, and administrator/dean to discuss behaviors and determine further interventions/discipline.

Examples of interventions/discipline:

- Meeting with parent/guardian, student, teacher(s), guidance counselor, administrator/dean
- Behavior contract
- Restorative practices
- Detention(s) – lunch, before-school, after-school
- In-school suspension (1-3 days)
- Out-of-school suspension (1-3 days)
- Loss of privileges for a period of time (ex. sports/activities, driving, in-school privileges)
- Confiscation of device/object (device/object returned to student at end of school day or only to parent/guardian)
- Other interventions/discipline deemed appropriate by administrator/dean/guidance counselor/psychologist

Immediate Administrative Referral – Staff must notify the office immediately and provide a **detailed, written discipline referral** for the following infractions.

Immediate office referrals include the following:

- | | |
|--------------------------------|--|
| -Alcohol/drugs/paraphernalia | -Possession or distribution of pornography/sexting |
| -Tobacco/vapor cigarettes | -Bomb threats/arson/causing false alarms |
| -Weapons | -Terroristic threats |
| -Physical fight | -Threats of violence toward staff |
| -Assault | -Profane language directly aimed at staff |
| -Major physical aggression | -Major vandalism/property damage |
| -Combustibles | -Witnessed theft/extortion |
| -Gambling | -Parking violations |
| -Trespassing during suspension | -Driving to school without authorization |

Examples of interventions/discipline:

- Meeting with parent/guardian, student, teacher(s), guidance counselor, administrator/dean
- Behavior contract
- Restorative practices
- Detention(s) – lunch, before-school, after-school
- In-school suspension (1-3 days)
- Restitution
- Informal hearing with principal to determine further discipline
- Loss of privileges for a period of time (ex. sports/activities, driving, in-school privileges)
- Confiscation of device (device returned to student at end of school day or only to parent/guardian)
- Other interventions/discipline deemed appropriate by administrator/dean/guidance counselor/psychologist

Common Areas/Cafeteria/In-Route To and From School – This level involves behaviors displayed outside of the classroom.

Depending on the situation, the intervention/discipline will be addressed by a teacher, guidance counselor, psychologist, dean, and/or administrator.

Examples of behaviors correlate with the behaviors listed in the above levels.

Examples of interventions/discipline:

- Restorative practices
- Detentions – lunch, before-school, after-school monitored by teacher
- Parent/guardian contact by teacher
- Meeting with parent/guardian, student, teacher(s), guidance counselor, administrator/
dean
- Behavior contract
- Assigned seat in cafeteria
- Restitution
- Detention(s) – lunch, before-school, after-school
- In-school suspension (1-3 days)
- Out-of-school suspension (1-3 days)
- Informal hearing with principal to determine further discipline
- Superintendent/school board review to determine further discipline
- Loss of privileges for a period of time (ex. sports/activities, driving, in-school privileges)
- Confiscation of device (device returned to student at end of school day or only to parent/
guardian)
- Other interventions/discipline deemed appropriate by administrator/dean/guidance
counselor/psychologist

IN-SCHOOL SUSPENSION

Northgate Middle/High School's in-school suspension program is designed to address inappropriate school behavior in a constructive manner. The goal of the in-school program is to provide counseling to identify and replace a student's negative behavior while maintaining the student's education, ultimately attempting to return the student to the regular classroom setting as quickly as possible.

A student may be assigned to the in-school suspension program in partial-day, full-day, or multiple-day increments. The students will be expected to abide by the in-school suspension classroom rules, complete all assigned school work, and successfully participate in counseling. The student will return to the regular classroom setting and may be allowed to participate in extracurricular activities upon successful completion of the program.

Classroom teachers will provide work for the duration of time that a student is serving in-school suspension. The student will be given one assignment at a time.

Teachers from various subject areas are assigned to supervise the program. The teachers will provide academic help and encouragement to the students serving in-school suspension.

OUT-OF-SCHOOL SUSPENSION

Teachers will send assignments for a student serving out-of-school suspension to the guidance office. The assignments can be picked up by a parent/guardian so the student can complete them during the suspension.

A student serving out-of-school suspension is not permitted to be on school property during the assigned suspension. Special exception to this protocol may be made by an administrator, for example, in the case of state testing.

A student may not engage as a spectator or participate in any extracurricular activity during the calendar day(s), as well as weekend days/school holidays if applicable, that he/she is to serve the out-of-school suspension. For example, if a student is to serve out-of-school suspension on Friday and the suspension carries over to Monday of the following week, the student is not permitted to engage as a spectator or participate in any extracurricular activity during the weekend.

The suspended student is required to meet with his or her guidance counselor (and any other pertinent staff members) before returning to his or her regular classes.

DETENTION

Detention may be issued by a teacher, counselor, dean, or administrator. Detention may be held before school, during lunch, or after school.

A student is expected to bring school assignments and/or appropriate reading materials to engage with during the detention.

The detention must be honored before taking part in any extracurricular activity.

Failure to report to assigned detentions will result in further interventions/discipline.

POSSESSION OF WEAPONS OR FACSIMILE

Weapons and replicas of weapons, including toys, are forbidden on school property, while traveling to and from school or at school-sanctioned events.

Weapons shall include, but are not limited to, the following: firearms, knives, metal knuckles, straight razors, explosives or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.

“Dangerous weapon” means any weapon, device, instrument, material or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury.

Any loaded or unloaded firearm or dangerous weapon possessed on or about a person while on District property is subject to seizure or forfeiture and will automatically be turned over to the police.

Consequences:

- Incidents of anyone possessing weapons shall be documented and reported to the appropriate authorities, including parents or legal guardians when appropriate, and to the police chief.
- Immediate suspension will be in force and due process hearings arranged. Expulsion may be recommended.
- Proper disciplinary and/or legal action will be taken against individuals who possess weapons and with anyone who assists possession in any way.

For purposes of this policy, school property means the school, school grounds, school buses or any premises, grounds or vehicles used for official school purposes.

The Superintendent has the right to oversee and judge the discipline process and weapons violations.

USE OF TOBACCO PRODUCTS

The Northgate School District is committed to protection of the public health and comfort of all parties by requiring and controlling tobacco use in its school buildings, buses and on school property owned or leased by the District. To this end, and to be in compliance with Act 168 of 1988 and Act 145 of 1996, the District has enacted this Tobacco Use Policy.

All students enrolled in a course of study in the District, including pupils age eighteen (18) or over, are strictly prohibited from engaging in tobacco use or possession of tobacco products in school buildings and buses and on school property owned or controlled by the District. School property includes all of the grounds and parking facilities adjacent to the District's school buildings.

For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form, and e-cigarettes and/or vapor cigarettes.

Penalties for tobacco use by pupils:

1. Legal Penalty
 - a. Possession : In 1996, the Pennsylvania Legislature approved, and Governor Thomas Ridge signed into law, Act 145 of 1996, subjecting students to potential criminal prosecution for possession of tobacco. Under this amendment to the State's Criminal Code, a pupil – any student between the ages of 6 and 21 enrolled in school – who possesses or uses tobacco in a school building, school bus or on school property owned, leased or under the control of a school district, commits a summary offense.
 - b. Student violators are subject to prosecution initiated by the local school district and shall, upon conviction, be sentenced to pay court costs plus a fine of not more than \$50.00 for the benefit of the school district in which the offending pupil resides. In lieu of imposing a fine, courts may admit offenders to an Adjudication Alternative Program (such as a community service or counseling). Act 145, though, expressly states that a summary offense under this legislation will neither be a criminal offense of record, be as a criminal act, nor be placed on the criminal record of the offender.

2. Suspensions
 - a. Students found using tobacco outside the school buildings on school property or at school activities shall be suspended as per current disciplinary guidelines.
 - b. A violation of the Smoking Policy in school buildings shall carry with it an automatic three (3) day suspension on the first offense and the option of participating in the Smokeless Saturday Program (see below) in lieu of a citation. If the Smokeless Saturday Program option is not chosen, a citation will be issued. Continued violations carry more stringent consequences that may lead to expulsion.

Any faculty member who witnesses cigarette smoke coming from a restroom stall has the authority to report the student(s) to the office for further disciplinary action. In short, if there is smoke coming from a stall, the student(s) will be referred to the office for smoking violations.

Smokeless Saturday Program

The Smokeless Saturday Program is an intensive one-day awareness/cessation program that is designed to teach students about all aspects of their tobacco use, motivate them to quit and give them the skills to quit. Smokeless Saturday is held at a neutral site away from the school and trained non-school professionals facilitate it.

ALCOHOL AND OTHER DRUG ABUSE

Possession , use or abuse of any alcohol, drug, narcotic, look alike substance or other health-endangering compound on school grounds or at school-sponsored activities for the first time shall be subject to the following action(s):

1. Parents or guardians shall be immediately contacted by building administration and the student shall be sent home or removed from the school for medical attention if necessary. If parents or guardians cannot be reached, the decision to get medical attention for the student or to isolate the student from other students shall be made by school administration.

2. The police department having jurisdiction over the area in which the school is located shall be notified by the Building Principal or his/her designee and that student shall be referred for appropriate action.

3. The student initially will be given a suspension if necessary for a minimum of three (3) days during which time an informal hearing will be scheduled.
4. Within the three (3) day suspension period above, an informal hearing shall be held with the student and his/her parents or guardians.

DISTRIBUTION

If a student is caught distributing an illicit substance there will be a temporary suspension, followed by an informal hearing. The minimum will be a ten (10) day out-of-school suspension with automatic referral to the School Board, which could result in expulsion.

VIOLATION OF SUBSTANCE ABUSE GUIDELINES AT SCHOOL SPONSORED FUNCTION

If a student violates any portion of the Northgate Board Policy and Administrative Guidelines as they relate to substance abuse at a school sponsored function the student will be appropriately disciplined, which may include referral to local authorities.

POSSESSION OF DRUG PARAPHERNALIA

Possession of drug paraphernalia with the intent to use, sell or transfer will subject the student to the appropriate disciplinary actions of Northgate's Board Policy and Administrative Guidelines.

Note: In all of the above, parent or guardian notification will occur as soon as possible.

INAPPROPRIATE COMMENTS/ACTIONS

Individuals may be suspended for one (1) to ten (10) days for inappropriate comments or actions. These comments or actions include, but are not limited to, causing bodily harm or intimidation.

Profanity and inappropriate gestures towards any professional employee will result in:

- First Offense – Three (3) day suspension and possible outside legal actions.
- Second Offense – Three (3) day suspension plus informal hearing with additional days of suspension and possible outside legal actions.

FOOD IN HALLWAYS/CLASSROOMS

Food and beverages are **NOT** permitted in the classrooms or hallways. Except for normal lunches, any eating or drinking in any area of the building without the expressed permission of the Principal or his designee is prohibited.

DRESS CODE

An important objective of the School District is to promote a school environment that is conducive to learning and one that fosters responsible attitudes and habits reflecting community values. Therefore, acceptable standards of modesty shall be maintained. Articles deemed

unacceptable in the school building under this objective are as follows: outer garments, jackets, pullovers, etc., may not be worn throughout the normal school day unless administrative permission is extended for unusual circumstances. Gym shorts and **excessively short, tight or immodest shorts or skirts are not permitted. All shorts and skirts must be fingertip length.** Tube tops, cut-offs, tank tops, halter tops, “spaghetti straps,” etc., are not permitted. **All shirts must be able to be tucked in!** (Torso and shoulders must be covered) Clothing or jewelry displaying indecent writing, profanity, depictions or allusions to drugs, alcohol and sex, including slogans, are inappropriate and may not be worn. Headwear of any nature is prohibited in the building except with prior approval of the Principal or his designee. Immodest garments in terms of design or fit may not be worn in the normal course of the school day. Dress must not interfere with the educational process or the rights of others. Apparel of or relating to designation of gang membership, affiliation or promotion is prohibited. Trousers, pants and shorts are to be worn at the *waist level*.

Clothing should not, in any manner, affect the safety or the welfare of the wearer or other students. The following restrictions apply: Footwear must be worn at all times, a high standard of cleanliness must be maintained and dress must comply with all health and safety codes.

Students wearing unacceptable clothing may be sent home for a change of clothes and/or receive further disciplinary action as deemed necessary by the Principal or Assistant Principal. Multiple violations will necessitate in-school suspension or out-of-school suspension.

FIGHTING

Incidents of aggressive behavior compromising the safety and welfare of others, including fighting, will result in a minimum penalty of three (3) days in-school or out-of-school suspension following fact-finding. Should a student be involved in a second episode, a hearing will be scheduled to determine his or her future educational status.

GAMING

No gaming, gambling or wagering is permitted in school, on school property or at school events.

STUDENT HARASSMENT

Harassment is defined as any verbal, written, visual or physical act(s) of a sexual nature or conduct designed to reduce the dignity of that individual with respect to race, color, creed, religion, national origin, gender, age or disability. Harassment is further defined as offensive, intimidating, unwelcome actions that could reasonably be taken as objectionable by another individual.

Harassment is strictly forbidden and will not be tolerated. Harassment of any student(s) by any other student(s) or any member of the staff is contrary to the School’s commitment to provide a physically and psychologically safe environment in which to learn. Additionally, such actions are a violation of Federal and State Law.

Harassment violators shall be subject to suspension or expulsion procedures.

Procedures:

1. Any student who feels that he or she has been the subject of alleged harassment must contact the school Principal, Dean of Students, Guidance Counselor or School Resource Officer as soon as the alleged conduct occurs, or otherwise as soon as possible after the incident. This report can be oral or written, but the complaining student must submit a written and signed statement of the complaint within three (3) days of the initial report.
2. Upon receipt of the written complaint, the Principal, Dean of Students, Guidance Counselor or School Resource Officer will contact the person who initiated the alleged harassment, and inform the person on the basis of the complaint, as well as provide the opportunity to respond in writing to the allegations set forth in the complaint.
3. The Principal, Dean of Students, Guidance Counselor or School Resource Officer will conduct an investigation of the factual allegations of the complaint as expeditiously as possible. Witnesses (if any) will be interviewed when appropriate. The complainant and the individual identified as the person charged with alleged harassment will also be interviewed. All of the information obtained in the Principal's, Dean of Students', Guidance Counselor's or School Resource Officer's investigation will be kept in confidence.
4. If it is determined that harassment by a student has occurred, appropriate disciplinary action will be taken. Violations by students will be dealt with according to the guidelines of student conduct/behavior/interventions. The severity and frequency of the offense, or other relevant conditions surrounding the incident, will determine the discipline.
5. It must be recognized that an individual's failure to report an incident of harassment within ten (10) days of its occurrence may impair the School's ability to investigate and deal with any unlawful harassment. Similarly, an individual's failure to submit a written complaint within three (3) days of his or her verbal report of harassment addressing the alleged unlawful activity may affect the credibility of the person making the charge. If the individual against whom the complaint of harassment is filed fails to respond to the complaint within seven (7) days of notification by the School, the School may, nevertheless, pursue the investigation of the complaint and impose appropriate discipline.
6. Cases that involve charges against a student will be subject to the student discipline policies and procedures and all applicable State and Federal Laws.

BULLYING/CYBERBULLYING (Board Policy No. 249)

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation. Detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.

3. Substantial disruption of the orderly operation of the school.

Bullying is defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

The Board prohibits all forms of bullying by district students.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall monitor implementation of this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
1. Information on the development and implementation of any bullying prevention, intervention or education programs.

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website, if available.

Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Consequences For Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

References:

School Code – 24 P.S. Sec. 1302-A, 1303.1-A
State Board of Education Regulations – 22 PA
Code Sec. 12.3
Board Policy – 000, 218, 233, 236

USER POLICY FOR INTERNET ACCESS, SYSTEMS ACCESS AND COMPUTER EQUIPMENT

The use of the Internet is a privilege, not a right. Any inappropriate use will result in a suspension of the privilege and may result in school suspension/exclusion and/or legal action. Inappropriate use of the Internet, systems access and computer equipment includes, but is not limited to:

- Use of the Internet for an illegal purpose or for unauthorized access to systems, software or data.
- Activities that interfere with the ability of others to effectively use the Internet or other facilities connected to the network.
- Commercial usage.
- Playing games or to participate in competitions, chat rooms or instant messaging is prohibited, unless they are for educational purposes in that classroom.
- Use of school technology on the Internet for fraudulent or illegal copying, communication, taking or modification of material in violation of the Federal, State and local laws is prohibited.

- Use of computers to create or send abusive or obscene messages, pictures, images or drawings.
- Attempts to break into a file or system by circumventing security procedures are prohibited.
- Downloading or copying from or to the network is a violation of copyright and/or licensing agreements.
- Unauthorized use of school equipment or network resources is prohibited.

Violators shall incur the consequences ranging from suspension, restricted use of computers, possible removal from class, restitution, possible expulsion and civil or criminal prosecution.

VANDALISM

Tax dollars are expended each year to provide the student body with the most pleasant environment possible. It is the civic responsibility of each of us to keep our school clean and attractive for everyone. Students committing vandalism will be subject to suspension and/or expulsion. Students are also responsible for restitution for any damage they cause.

DISPLAY OF AFFECTION

Excessive displays of affection (kissing, embracing, etc.) are prohibited in school. Violators will be referred to the Administration for appropriate action.

ACADEMIC/EXTRACURRICULAR/ATHLETIC

HOMEWORK POLICY

It is the policy of the Northgate School District that homework shall be an integral part of the educational program in grades K through 12. It is the philosophy of the School District that an appropriate and reasonable amount of homework enhances achievement.

PLAGIARISM/CHEATING

Plagiarism is defined as taking or imitating the ideas, thoughts or language of another and representing them as one's original work. It is imperative that all work submitted by a student be representative of his/her own ideas, thoughts and especially language capability. Cheating is deliberately giving or receiving improper assistance on assignments or tests. Therefore, plagiarism and cheating are strictly prohibited in all work pertaining to school. A grade of "F" or "0" will be awarded for any submitted work which is found to be the work of another (student, author, encyclopedia, etc.) and can result in suspension and/or removal from the class at the recommendation of the teacher and at the discretion of the Principal. Teachers will use software to identify plagiarism.

If the ideas, thoughts or language from another source must be used in the work being done, it is the student's responsibility to footnote or annotate the information appropriately.

PHYSICAL EDUCATION REGULATIONS

Dress Code

The Northgate Board of School Directors passed an official resolution requiring that students wear prescribed clothing in physical education classes. This action was taken in response to concerns the professional staff advanced in curricular meetings concerning health, safety and welfare considerations. Mandatory dress guidelines are as follows: *white or gray t-shirt, or top, red shorts or sweatpants, appropriate athletic shoes and socks.*

Note: Failure to comply will result in no credit given to the student on each occasion.

Accountability for Credit

Students who fail to properly dress for physical education classes or fail to participate in them five (5) times in a given semester will be rescheduled for physical education in a future semester if possible. The practice of just standing or sitting around while others take gym class will not be permitted or tolerated on an on-going basis. Exceptions predicated on documented evidence from a physician or administrative excuse may be granted depending on information forwarded. Individuals who secure an excuse from a physician and/or an administrator will not be required to participate in P.E. class. Individuals who procure an excuse will be given a written assignment. Students are permitted to complete the assignment in the Library at the discretion of the Physical Education teacher. Individuals, with excuses, who do not participate in P.E. class and do not complete the required assignments, will not receive credit for the P.E. class. No credit for the course will be earned should a student be withdrawn due to dress or participation guidelines stated.

Reminder: Physical education is a requirement for graduation.

Other Considerations

Locks are permitted on gym lockers during class time and must be removed at the end of the period. Students should remove all possessions from the lockers at the end of each gym class.

Personal articles, such as watches and money, should not be kept in lockers. Such articles should be given to the teacher for safekeeping during class. Make sure that you carefully comply with this regulation. Remember that it is your responsibility to check valuables in secure areas afforded by your teacher.

Students should make-up any legal absences or suffer the consequences of a lower grade or failure. Failures will repeat gym during an additional period rescheduled during the school day the following year.

It is the student's responsibility to contact the teacher and arrange for make-ups. When a student is blocked out by an unusual scheduling problem, special arrangements will be made with the teacher through the guidance department. (All students involved in extracurricular activities are required to dress and participate on days of events, unless otherwise notified.) Disciplinary action may be instituted including restrictions placed on participation in extracurricular activities should physical education classes be missed without a sanctioned excuse.

When a student is on an authorized school field trip or activity, no make-up class will be required and no reduction in grade will occur.

Make-up gyms can be completed after school Monday through Thursday from 3:00 – 3:30 p.m., or by appointment in the morning at 7:30 a.m.

MEDIA CENTER/LIBRARY

The Media Center is open to students for use from 7:30 a.m. – 3:30 p.m.

Students may use the media resources for research and/or recreational reading. Use of the computers will follow the guidelines stated in the Acceptable Use Policy signed by each student.

Books circulate for three (3) weeks and periodicals for one (1) week. Both may be renewed. Reference books do not circulate. A fine of five (5) cents per day will be charged on overdue books. If a book is lost, the student is responsible for the cost of replacing the book.

USE OF THE MEDIA CENTER/SCHOOL LIBRARY

Students in a study hall who have a need to use the library will have two options:

1. BROWSING PASS

If a student needs to take out a book or look at a magazine, the study hall teacher will issue a pass to the library. This will be considered a “browsing pass.” The student will be allowed to stay for 15 minutes and then they will return to their study hall.

2. RESEARCH PASS

If a student needs to do research for their entire study hall period, they need to obtain a “library research pass” from the library. The student will report to study hall, show this pass to the study hall teacher and then report to the library for the duration of the period. Students remain in the Media Center all period unless they are asked to report back to study hall because of inappropriate behavior.

TEXTBOOKS – HARD COVER

When a textbook is issued to a student, he/she should write his/her name in ink on the inside cover. Loss or damage of a book should be reported to the teacher immediately. If the book is not found within three (3) days, a new one will be issued. The student will be financially responsible for the reasonable replacement value of the lost book as determined by the teacher, Principal or designee.

EXTRACURRICULAR ACTIVITIES – GRADE ELIGIBILITY

In order to be eligible for interscholastic competition, a Northgate student athlete may fail only one (1) scheduled course. Also, a Northgate student athlete must have passed at least four (4) full-credit subjects or the equivalent. A student whose work in any grading period does not meet the above standard shall be ineligible to participate. Eligibility shall be cumulative from the

beginning of a grading period and shall be reported on a weekly basis. At the end of the school year, the student's final grades in his/her subjects, rather than his/her grades from the last grading period, shall be used to determine the eligibility for the following fall athletic season.

EXTRACURRICULAR ACTIVITIES

(*Denotes Middle School Participation)

Activities, Clubs and Organizations

Art Club	National Art Honor Society
Yearbook Staff*	Audio Visual Club*
Middle School Science Club*	Cheerleading* (Fall and Winter)
Stage Crew*	National Honor Society
High School Student Council	SADD
Middle School Student Council*	Weight Lifting Club

Music Activities

Middle School Chorus*	High School Concert Band
High School Concert Choir	Middle School Concert Band*
Majorettes, Drill Team, Color Guard	Marching Band (Grades 8-12)

Sports – Fall

Boys' & Girls' Cross Country	Middle School Football*
Middle School Girls' Basketball*	Volleyball
Football	Golf

Sports – Winter

Boys' & Girls' Swimming	Girls' Basketball
Middle School Wrestling*	Wrestling
Boys' Basketball	7 th & 8 th Grade Boys' Basketball

Sports – Spring

Baseball	Middle School Boys' & Girls' Swimming*
Boys' & Girls' Track	Middle School Girls' Volleyball*
Track	Softball*

STUDENT COUNCIL RULES

Rules of election:

1. Each candidate must have and maintain at least an overall grade point average of 65% for the school year.
2. Every candidate must have a good attendance record. This will be verified by the Attendance Office (Mrs. Bloom).
3. Every candidate must have a good discipline record. This will be verified by the Principal (Mr. Kyle).
4. The petitions will be reviewed. If any improper names are found, the petition is void.

5. Name placement on the ballot in an election will be determined by lot. The same procedure will determine the winner in the event of ties.
6. No proxy votes or write in votes will be accepted in any election. You must be in homeroom the day of the election to vote. You will not be able to vote if you are late or absent the day of the election.
7. The Election Committee, under the supervision of the advisors or their designees, will count votes.
8. The election for Student Council Officers will take place in the spring of each year. Newly elected officers will hold joint office with their predecessors immediately following the election and therefore are bound by the guidelines of being a Student Council Officer.
9. Signs and slogans must be approved by the Election Committee before use.
10. All candidates must make a speech before the student body at our election assembly. Speeches must be approved by the Election Committee before the assembly.

ATHLETIC PHILOSOPHY

It is the objective of the School District to provide its students with the opportunity to participate in interscholastic athletics while maintaining the priority that the student meets his/her academic potential. It is to this end that the District wishes to achieve this goal through the cooperative efforts of the students, parents/guardians, coaches, counselors, faculty and administration.

ATHLETIC CODE OF CONDUCT

Every time Northgate participates in a competitive way, we are evaluated in all aspects of the competition – players, students and adults. We would hope that all involved demonstrate sound sportsmanship at all times and do their share to uphold the name of Northgate in a positive, exemplary way.

Those people who do not demonstrate acceptable behavior will be removed from the contest and restricted from attending future athletic events.

PIAA (ATHLETICS) ATTENDANCE

A student who has been absent from school during a semester for a total of twenty or more days shall not be eligible to participate in any athletic contest until he/she has been in attendance for a total of sixty school days following the twentieth day of absence, except that where there is an excused absence due to death in the immediate family or of a near relative as defined in Section 1154 of the Public School Code of 1949, as amended, court subpoena, quarantine, or to attend a religious activity/function which the church requires its members to attend, or an excused absence of five or more school days due to the same confining illness or injury, such excused absence may be waived from the application of this rule by the Principal. Attendance at summer school does not count toward the sixty days required. When computing total days absent during a semester, days absent during a period of suspension shall count as part of the twenty-day absence total in a given semester.

Participation in Extracurricular School Events

Students are not permitted to participate in extracurricular school events on the day of an absence or on a day when a tardy was recorded beyond 8:56 a.m., without prior approval by the Principal.

TRI-ATHLETE CRITERIA

Student Athletes must participate in three-sports during the school year in order to receive recognition.

Fall Sports

Girls' and Boys' Cross Country (Varsity and Middle School)

Football (Varsity and Middle School)

Volleyball

Golf

Middle School Girls' Basketball

Fall Cheerleading (Varsity and Middle School)

Winter Sports

Girls' and Boys' Swimming (Varsity)

Wrestling (Varsity and Middle School)

Boys' Basketball (Varsity and Middle School)

Girls' Basketball (Varsity)

Winter Cheerleading (Varsity and Middle School)

Spring Sports

Baseball

Softball (Varsity and Middle School)

Boys' and Girls' Track (Varsity)

Middle School Girls' and Boys' Swimming

Middle School Girls' Volleyball

MISCELLANEOUS

PERMISSION FOR USE OF THE SCHOOL DISTRICT LOCKERS

For the convenience and security of the students, students are granted permission by the School District to place their personal property within the lockers. However, the School District prohibits the use of such lockers for storage of any article, the possession or control of which by the student, would violate Federal, State or local law or would violate School Board Policy.

It is the policy of the School District, that the School District shall not conduct any search of any student's locker unless the Building Principal, or a person authorized by the Building Principal to act on the Principal's behalf, has a reasonable belief that a student's locker contains an article,

the possession of which by a student, would be in violation of Federal, State or local law, or would be in violation of School Board Policy.

SEARCH AND SEIZURE

The Administrative Staff has the right and authority to search a student's possessions on school property, his/her locker and any boxes and other containers brought by the student upon school premises, and to seize such possessions if, in either such case, there is a reasonable suspicion that that a student is involved in any criminal activities such as the possession of or use of dangerous weapons, the possession, sale or other transfer or exchange of, or use of unauthorized drugs or controlled substances or alcoholic beverages or any other acts of misconduct which seriously disrupt the health, safety and/or welfare of fellow students, teachers, administrators, other school personnel or members of the public.

Reasonable Suspicion – means that there are reasonable grounds for suspecting that a student's locker and/or possessions will contain or include evidence that the student has violated or is violating either the law of those rules of the School District which affect the health, safety and/or welfare of fellow students and/or any other persons on school property. Reasonable suspicion further is defined as a conclusion arrived at by a reasonable, prudent and conscientious person from the facts at hand; it is not caused by such improper motives as dislike for the student or malice but only from the facts which are known. If the facts as known lead a reasonable, prudent and discreet person to conclude that a student has illegal material on school property or on his/her person, or among his/her possessions, this is a reasonable suspicion.

It is prohibited for any student, while at school or on school property, to possess or have on his/her person or in a locker or container, any illegal material, to use, to sell or in any manner to transfer, exchange or otherwise dispose of any illegal material, or to engage in any conduct which will or may seriously disrupt the health, safety and/or welfare of fellow students and/or any other persons on school property.

If the student uses force to resist, the police shall be called immediately.

The Principal or his designee may search the possessions and/or locker and/or container of a specific student, or groups of students, if reasonable suspicion exists for the search. The Principal or his designee may search vehicles.

The Principal shall have authority to institute appropriate disciplinary action concerning any student violating the Northgate Search and Seizure Policy and/or these Administrative Procedures and to cause the same to be carried out.

RESTROOM POLICY

The restrooms in the school are provided for the benefit of all students. They are to be used only for the intended purpose.

1. Students are not to loiter or linger in the restroom.
2. The Administration and teaching staff will monitor the restrooms.
3. Keep your restrooms clean and orderly. Be respectful of others who use the restrooms. Remember that this is your school.
4. The first floor restrooms in the hallways leading to the pool area are for 7th and 8th graders only.

5. The first floor restrooms beside the Nurse's Office are for freshmen, sophomores, juniors and seniors only.
6. You must have an Honors Restroom Card to use the restrooms on the second floor.

Please report any restroom damage or maintenance problem immediately to the Main Office. Failure to adhere to these guidelines will result in disciplinary action and the restriction of lavatory privileges.

USE OF ELEVATOR

The elevator is provided to meet the needs of students whose physical status is limited and/or where special circumstances are unique. No students are to use the elevator except those with permission secured from the Main Office.

FIRE AND WEATHER EMERGENCY DRILLS

Drills (phased evacuations) are necessary by law and are conducted for the safety of the student body. Strict observance of the teachers' instructions must be expected of all. Avoid talking and move quickly – when you move slowly, the safety of others behind you is jeopardized.

Anyone who deliberately pulls a fire alarm without cause will be subject to firm disciplinary action including suspension, expulsion and/or legal prosecution in the Commonwealth Courts.

HALL PASSES

All students must obtain a yellow hall pass from the teacher to leave the classroom.

FOOD SERVICE CHARGE PROCEDURES (Effective August 2017)

Manage Your Student's Lunch Account

Parents/guardians are responsible for keeping their student's lunch account funded to allow purchases in the school cafeteria. Payments are made by check or cash sent to the school cafeteria. Make checks payable to Northgate Cafeteria Fund and include your student's name on the check.

Free & Reduced

If you need assistance to pay for your student's meals, you are encouraged to apply for the free/reduced school meals.

Negative Balance Policy - Secondary

Secondary school students (grade levels 7-12) will be afforded the ability to charge four (4) full lunches, up to \$10.80. When the charge level reaches \$10.80 the student will not be denied a lunch but will be supplied with a peanut butter and jelly sandwich, fruit, vegetable and milk

which will be charged to the student's account. This replacement lunch will be served until the charge is paid in full. Secondary students will be notified, at the point of service, that they have entered into a negative balance and by a letter sent home at the end of the month.

Secondary students are also permitted to charge ala carte items (snacks and second lunches) up to \$10.80. if you do not want your child to have ala carte items, please contact the food service office at (412) 732-3300 x 1009 and we will put a note on the student's account.

*Any student in the above referenced procedure who has a peanut allergy will receive a cheese sandwich instead.

Account lunch balance information is available for grades 7-12 on the parent portal by clicking on "Balance" under the navigation bar to the left.

On May 1st of each school year the charge balance for students will be reduced to \$5.00. Any student with a negative \$5.00 balance will follow the procedures listed above.

LUNCH IDENTIFICATION NUMBERS

We employ a computerized meal service system. The purpose of the system is to allow parents to pre-pay for their children's meals. In addition, students who are entitled to free or reduced priced meals will be identified to the computer system in a completely confidential manner. This will allow students to participate in the subsidized meal program without embarrassment. All students must have their student ID number daily to obtain a lunch.

Lunches can be purchased for \$2.60/day. Reduced lunches are .40/day. Breakfast prices are \$1.10/day and reduced breakfast is .30/day. To participate in the subsidized program you must fill out an application stating your income and the number of people in your household. Application forms are available in the Middle/High School Main Office.

CAFETERIA PRICES

Secondary Lunch	\$2.70
Secondary Lunch - Reduced	.40
Adult Lunch	\$3.15
Hot Entrée, Pizza, Hamburger, Cheeseburger, Hoagie, Sandwich or Large Salad	\$1.25

BREAKFAST PRICES

Student	\$1.10
Student – Reduced	.30

CAFETERIA BEHAVIOR

The cafeteria is a pleasant and clean place to eat. It is a student's responsibility to observe and practice proper etiquette and good manners. Cutting in line, throwing food, panhandling and leaving trash at the table will not be tolerated. Students are not permitted to leave the building during lunch periods. Lunch is a class and the same rules apply.

ASSEMBLIES

Each student is to remain with his/her assigned homeroom during assemblies. The homeroom teacher will take roll. If a student is not properly accounted for, he/she will be charged with cutting.

Be considerate of fellow students by remaining quiet so that all can hear the presentations from the stage. Show appreciation by applauding. Shouting, yelling, whistling, etc., will not be tolerated.

SCHOOL BUS SAFETY

Students are subject to the same disciplinary guidelines while riding on a school bus as they are while attending Northgate Middle/High School. Also, students are to follow all instructions of the bus driver. Any violation of these guidelines may result in the loss of transportation privileges as deemed necessary by the school administrator.

DRIVING/PARKING REGULATIONS AND MOTOR VEHICLE SEARCHES

The primary concern of the Board and Administration with regards to the operation of motor vehicles on District property is the health, safety and welfare of all District students and the fostering of an educational environment. No student of the Northgate School District shall operate a motor vehicle upon school premises without prior written permission from the Building Principal. Applications for parking permits are available in the Middle/High School Main Office and must be completed and returned before a permit is issued.

Student vehicles, while on District property, are subject to plain view inspections by any District employee. The Building Principal may also conduct a physical inspection of any student motor vehicle on District property when, in his/her judgment, there exists reasonable grounds to suspect that illegal or unauthorized materials are contained within the motor vehicle or that the motor vehicle contains items which may be a threat to (1) the health, safety and welfare of any student, employee or visitor of the School District or (2) the School District's facilities or property. The student will be informed prior to the physical inspection of the student vehicle. For the mutual protection of students, staff and property, the undersigned agree to abide by all the rules and regulations established by Northgate School District, some of which are:

1. Return the completed application to the High School Main Office.
2. Automobile insurance, vehicle registration and valid driver's license must be presented with the application. (A photocopy will be kept on file)
3. The parking tag will be properly displayed on the vehicle rear view mirror while on school property.
4. Park only in assigned lot prior to, during or after school.
5. Observe the 15 mile per hour speed limit on all school property.
6. Faculty members are assigned to control conditions in the student lot; you must respond to all faculty requests.
7. Excessive absences or tardiness and/or major violations of the High School Code of Conduct will result in loss of parking permit and driving privileges.
8. Violation of Northgate Driving Rules/Regulations may result in vehicle being towed at the owner's expense from the Northgate parking lot.

DRIVING TO/FROM A.W. BEATTIE CAREER CENTER

Students are discouraged from driving to A.W. Beattie Career Center due to the district provided transportation. Individuals who want to drive to A.W. Beattie must secure permission from Northgate and A.W. Beattie Administrations. Students driving to A.W. Beattie must adhere to all A.W. Beattie and Northgate Middle/High School driving regulations. Students are reminded that loitering in the parking lot is not permitted and once students leave the Northgate parking lot, they are not permitted to return until they have attended A.W. Beattie classes on that day. Individuals who drive cannot transport other students without Administrative approval.

BULLETIN BOARDS

There are non-classroom bulletin boards in the school designated for general announcements. No student is to place any announcement or poster on any bulletin board unless pre-approved and initialed by the Principal or his designee. Tape is not to be used on the walls and/or bulletin boards. Magnets, tacks and adhesive tabs are available in the Main Office.

SCHOOL INSURANCE

School accident insurance is made available to students at a group rate, which lowers the premium considerably.

PA announcements will be made to all students at the beginning of the year regarding the availability of student insurance. Students may obtain brochures in the Middle/High School Main Office. Should you have any questions or concerns with respect to the policies offered and their procurement, please contact Ms. Abby Rose in the Northgate Middle/High School Main Office at (412) 732-3300 x 1000.

Parents are advised to read the insurance brochure carefully because, like all insurance policies, there are exclusions. Any expenses that occur and are exclusions under the policy are the financial responsibility of the parent.

Note: The School District will provide insurance for all students participating in middle or high school interscholastic athletics because these activities are excluded from the regular school student insurance.

MEDICATION PROCEDURE

Every effort should be made to administer medication at home. If it becomes necessary for a student to receive prescription medication during the school day, a special medication form must be filled out by the attending physician and signed by the parent. These forms are available in the Nurse's Office.

Non-prescription medication (including Advil/Tylenol) will be given at the Nurse's discretion and only with parental permission.

All medications must be supplied by the parent and kept in the Nurse's Office. All prescription medication must be in the original labeled pharmacy container. All non-prescription medications must be in original packaging and labeled with the student's name.

VISITORS TO THE SCHOOL

Visitors are cordially welcomed at Northgate Middle/High School for appropriate and legitimate reasons. It is policy that they request a visitor's pass. You must follow the visitor's pass policy. All visitors are expected to sign-in at the Main Office and receive a visitor's pass. If an intruder is in the building without a visitor's pass they will be handled as a trespasser. They will be asked to leave the school premises and if they are not cooperative, local authorities will be called. Students are not permitted to request a visitor's pass for a friend who does not attend Northgate. These requests will be denied.

DELIVERIES

During the school day, students may only receive items that are delivered to the Main Office. This includes books, materials, homework and clothes. **Students are not permitted to receive or bring fast food (commercial food of any kind) into the school during the school day.**

WALKING TO AND FROM SCHOOL

Students are to use the public thoroughfares only. Walking through private property is a violation of the rights of the property owner and may result in arrest for illegal trespass.

The main entrance and exit to school by pedestrian traffic is Glaser Avenue. Students walking to school are not to enter the school grounds via Union Avenue and Century Drive. Students are not permitted to ride bicycles to school.

WITHDRAWALS

If, for any reason, a student must withdraw from school, his/her parent/guardian of record must report to the Main Office to sign a withdrawal form. Information regarding the student's new address and school district is required for completion of the withdrawal form. Final clearing of all withdrawals requires the signature of the Principal or his designee.

DELAY IN SCHOOL HOURS DUE TO INCLEMENT WEATHER

When conditions warrant, students, parents and guardians should listen to KDKA (1020 AM) Radio for any possible delay in starting the school day. Be careful that you listen for "Northgate" and do not confuse Northgate with the city schools or schools with names sounding similar to Northgate. You may also check online at www.KDKA.com. Select *School Closings and Delays* for an accurate listing of any delay/cancellation.

When school is delayed, make sure you leave home early enough to arrive at the 10:00 a.m. starting time because the regular rules of tardiness and absences are applied to delayed openings. When it is necessary to be absent on any delay day, bear in mind you are missing class work that will require make-up work if your absence is an excused one.

A.W. Beattie Career Center determines their own delays/cancellations. Students who attend Beattie should listen to KDKA Radio for any possible delay/cancellation information. This information can also be obtained on their website, www.beattietech.com. If Beattie is delayed or cancelled, bus transportation will not be provided and students should report to Northgate Middle/High School in time for their 4th period class.

GUIDANCE

SUICIDE AWARENESS, PREVENTION AND RESPONSE

The Board is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; establish methods of prevention, intervention, and response to suicide or suicide attempt; and to promote access to suicide awareness and prevention resources.

In compliance with state law and regulations, and in support of the district's suicide prevention measures, information received in confidence from a student may be revealed to the student's parents/guardians, the building principal or other appropriate authority when the health, welfare or safety of the student or any other person is deemed to be at risk.

The district shall utilize a multifaceted approach to suicide prevention which integrates school and community-based supports.

The district shall notify district employees, students and parents/guardians of this policy and shall post the policy on the district's website.

ADDING AND DROPPING A COURSE

Schedule changes for the academic year will be processed during the first ten (10) days of school if deemed educationally sound. Changes should be initiated with the student's assigned guidance counselor. No other amendments to a schedule may be made, without consequences, unless appropriately substantiated by written documentation and ultimately approved by the Building Principal.

CLASS RANK

Students are graded on a numeric grading scale. These percentages are as follows:

90 – 100%	= A
80 – 89%	= B
70 – 79%	= C
60 – 69%	= D
0 – 59%	= F

Class rank is cumulative and is computed using all grades earned while attending Northgate High School. The official ranking is completed at the end of each academic year. The grade earned in a course taken for make-up is recorded in addition to the grade originally earned in that course; however, credit is granted only once. Summer school grades become part of the record for the following school term and will not affect class rank until the end of the next school year.

Students electing advanced and identified accelerated courses have an opportunity to improve their class rank on the weighted scale. The extra weight is given to courses by increasing the quality point value of the grades earned in the course. There will be five (5) additional percentage points added to the grade. The courses receiving this additional credit are English Honors, Social Studies Honors, Physics, Calculus and Accounting III.

Advanced Placement (AP) courses are college-level courses taught in high school. All AP courses will have ten (10) additional percentage points added to the grade. These courses include AP U.S History, AP European History, AP English Literature and Composition, AP Chemistry, AP Physics, AP Calculus, AP Biology, AP English Language and Composition and AP Statistics.

NATIONAL HONOR SOCIETY

National Honor Society recognizes students for academic achievement, character, leadership and service. Students in grades 10-12 with an NPA of 87.5% or higher are invited to complete a personal information form. To be considered for acceptance, students must have at least 30 hours of community service in the 12 months prior to application, proof of leadership and have upstanding character determined by teacher evaluations. Candidates are voted on by a faculty committee. The National Honor Society is nationally recognized as the most prestigious honor a student can achieve during their high school career.

COUNSELING

Each student is assigned a counselor. Students are requested to go to the Guidance Office during non-class time unless a counselor has requested otherwise. The time for impromptu visits is during study hall periods. A pass should be obtained from the Guidance Secretary prior to your visit and shown to your study hall teacher prior to going to the Guidance Office. Students are also encouraged to visit the guidance counselors after dismissal.

PARENT/TEACHER CONFERENCES

Parents/guardians are encouraged to keep in contact with their child's teachers. If there is a need to meet with your child's teacher, please adhere to the following:

1. Contact your child's counselor at (412) 732-3300 x 1012.
2. Please inform your child's counselor that you would like to schedule a meeting with your child's teacher(s).
3. The counselor will establish a convenient meeting time for all parties.

If the parent/guardian is not satisfied with the parent/teacher conference, then a meeting can be scheduled with the Principal. Mrs. Dana Bloom, the Building Principal's secretary, may be contacted at (412) 732-3300 x 1001 to schedule a meeting time for all individuals.

PROGRESS REPORTS

A progress report will be sent home after the first 4 ½ weeks of every 9 week grading period and a parental conference may be requested at that time. Parents/guardians, should they desire, may request a weekly progress report thereafter based on the quality of the student's work.

GRADES

The best way to avoid failure is to, at all times, work to your ability and contact your teacher immediately for special help when you feel you are having difficulty.

Incomplete grades may change the final average to "failing." Regardless of a student's average, any course may be failed by not meeting course requirements. Our entire grading system is based on the premise that one is held accountable for completing all requirements.

Note: Courses dropped after ten (10) days at the beginning of a semester may result in a withdrawal and an "F" grade.

GRADING POLICY

<u>Numeric Grade</u>	<u>Evaluation</u>
90 – 100	Superior Achievement
80 – 89	Above Average
70 – 79	Average
60 – 69	Below Average
50 – 59	Failing
I	Incomplete
W/P	(Withdrawal/Pass) Passing
W/F	(Withdrawal/Fail) Failing

Grades will be issued based on performance each nine (9) weeks. The final report card will be mailed.

Core Subjects Only

English, Science, Social Studies and Mathematics – Final examinations will be scheduled and required. The grade weight for each nine-week grading period for core subjects will be 22% of one's grade. The final exam's value is 12%.

Each nine-week grading period	$22\% \times 4 = 88\%$
Final examination grade	$\frac{12\% \times 1 = 12\%}{100\%}$

GRADUATION ELIGIBILITY AND COMMENCEMENT

Northgate Seniors who have met the following requirements will be eligible for graduation and participation in Commencement. The requirements include the following: successfully meeting all Commonwealth of Pennsylvania educational requirements consisting of a Culminating Project, attaining a proficient level or above as a junior or senior on the Pennsylvania System of School Assessment (PSSA), meeting all Northgate Board of Education requirements which include successfully completing, with a passing mark, the required courses and earning a minimum of 24.5 credits for the 2018, 2019, 2020 and 2021 graduating classes.

GRADUATION REQUIREMENTS

The minimum high school graduation requirements as set forth by the Pennsylvania Department of Education and the Northgate School Board are as follows:

CLASS	2021	2020	2019	2018
English	4.0	4.0	4.0	4.0
Social Studies	4.0	4.0	4.0	4.0
Mathematics	3.0	3.0	3.0	3.0
Science	3.0	3.0	3.0	3.0
Computer Applications I	--	--	--	--
Computer Applications II	.5	.5	.5	.5
Personal Finance	.5	.5	.5	.5
Communications	--	--	--	--
Physical Education (.5 – Grades 9-12)	1.0	1.0	1.0	1.0
Health	.5	.5	.5	.5
Total	16.5	16.5	16.5	16.5
*Electives	8.0	8.0	8.0	8.0
TOTAL	24.5	24.5	24.5	24.5

KEYSTONE EXAMS

For current Seniors (Class of 2018), students who do not achieve proficiency on all three of the Keystone exams must participate in “supplemental instruction: that allows them to demonstrate proficiency within the content area(s) assessed by the Keystone exams, per Northgate School District Board Policy 217. Supplemental instruction can include formal scheduled coursework and/or asynchronous online learning opportunities.

For current Junior (Class of 2019) and all underclassmen, achieving proficiency on all three Keystone exams is a state-level graduation requirement that supersedes district-level graduation requirements. Students who do not achieve proficient scores by the spring of their Junior year will be required to complete the state-level project-based-assessment during their Senior year. This assessment is administered and scored by the Pennsylvania Department of Education.

HONOR ROLL

An Honor Roll will be published every grading period including the names of all students who have an 85% or higher grade average. All courses will be included in calculating grade averages in proportion to the particular amount of credit given each course. The Honor Roll will be as follows:

Distinguished Honors	95% - 100%+
High Honors	90% - 94.99%
Honors	85% - 89.99%

Note: Students achieving three consecutive certificates in Distinguished Honors will receive a certificate of distinction at the awards program in May.

WHEN ALL ELSE FAILS

When all else fails, report to the Guidance Office. Students who are in doubt about an immediate responsibility to any regulation should report to the Guidance Office for the information needed. For example, if a teacher tells a student to report to him/her after school and the student cannot locate the teacher or if a student cannot locate the detention room, etc., he/she should play it safe by reporting to the Guidance Office and being on record that he/she is trying to do what is right and proper.

REVIEW OF INSTRUCTIONAL MATERIALS BY PARENTS/GUARDIANS AND STUDENTS

Upon request by a parent/guardian or student, the district will make available existing information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.

The following conditions shall apply to any request:

1. To assist the school district in providing the correct records to meet the needs of the requesting party, the request must be in writing, setting forth the specific material being sought for review.
2. The written request will be sent to the building principal or designee.
3. The district will respond to the parent/guardian or student within ten (10) school days by designating the time and location for the review.
4. The district may take necessary action to protect its materials from loss, damage or alteration and to ensure the integrity of the files, including the provision of a designated employee to monitor the review of the materials.
5. No parent/guardian or student shall be permitted to remove the material provided for review or photocopy the contents of such file. The taking of notes by parents/guardians and students is permitted.

No more than one (1) request per semester may be made by any parent/guardian or student for each enrolled child.

Under federal law, the rights provided to parents/guardians to inspect any instructional materials used as part of the student's educational curriculum transfer to the student when the student turns eighteen (18) years old or is an emancipated minor. These rights do not transfer under state law; therefore, parents/guardians retain their rights to access information about the curriculum and to review instructional materials.