

**NORTHGATE
MIDDLE/HIGH
SCHOOL**



**STUDENT HANDBOOK
2012 - 2013**

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**NORTHGATE SCHOOL DISTRICT
2012 – 2013 CALENDAR**

Monday, August 27, 2012	First Day of School
Friday, August 31, 2012	No School
Monday, September 3, 2012	Labor Day – No School
Monday, September 10, 2012	Act 80 In-Service Day – No School
Monday, October 8, 2012	Columbus Day – In-Service / No School
Tuesday, November 6, 2012	Act 80 In-Service Day – No School
Thursday, November 21, 2012 - Friday, November 23, 2012	Thanksgiving Break – No School
Monday, November 26, 2012	Act 80 In-Service Day – No School
Monday December 24, 2012 - Tuesday, January 1, 2013	Winter Break – No School
Monday, January 21, 2013	Martin Luther King Holiday – In-Service / No School
Monday, February 18, 2013	Presidents’ Day / In-Service / No School
Wednesday, March 27, 2013	Act 80 In-Service Day – No School
Thursday, March 28, 2013	In-Service / Senior Project Presentation Day / Seniors Only
Friday, March 29 - Monday, April 1, 2013	Spring Break – No School
Monday, May 27, 2013	Memorial Day – No School
Monday, June 3, 2013	Seniors Last Day / Commencement
Tuesday, June 4, 2013	Last Day of School
Wednesday, June 5, 2013	In-Service / Staff Only

ADMINISTRATION / OFFICE PERSONNEL

SUPERINTENDENT

Dr. Joseph Pasquerilla.....732-3300 Ext. 2110

PRINCIPAL / ATHLETIC DIRECTOR

Mr. Bryan Kyle732-3300 Ext. 1001

DEAN OF STUDENTS

Mr. Richard Hurley732-3300 Ext. 1101

GUIDANCE COUNSELORS

Mrs. Laura Hartzell (Grades 10, 11 & 12).....732-3300 Ext. 1012

Mr. Bryan Talbert (Grades 7, 8 & 9)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/Attendance.....732-3300 Ext. 1001

Mrs. Judy Chamberlain, Guidance Secretary732-3300 Ext. 1012

Mrs. Judy Collins, Dean of Students'/Athletic Secretary.....732-3300 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 2012 - 2013 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. START 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 2 or 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.

ATTENDANCE

ATTENDANCE GUIDELINES

Excused Absences

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 two (2) school days of the student's return. This excuse must indicate the reason for the absence and be signed by the parent/guardian and submitted no later than the second day after the student returns from the absence. If such an excuse is not submitted to the homeroom teacher on or before the second 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 Absences

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 homeroom teacher 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 homeroom teacher no later than the second 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:

1. After a student has been absent five (5) days, the parent/guardian will receive a letter requesting a conference regarding their child's absence.
2. After a student has been absent ten (10) days, the parent/guardian will receive a "Doctor's Excuse" letter explaining that all future absences will require an excuse from a physician.
3. Subsequent absences not accompanied by a doctor's excuse will be considered illegal absences. If the student is illegally absent three (3) times after the "Doctor's Excuse" letter, the parent/guardian will receive a letter stating that the District Magistrate will be notified.
4. If there are extenuating circumstances regarding your child, the parent/guardian may appeal to the Principal the notification to the District Magistrate. An appeal form may be obtained in the Middle/High School Main Office.
5. In the event of excessive absence, the Principal may request notification and a hearing before the District Magistrate.

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.

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.

WITHDRAWALS

If, for any reason, a student must withdraw from school, he/she reports first to the Attendance Office. An exit conference will be required with the child's guidance counselor. Information will be provided concerning the necessary procedure and forms for which the student is responsible. *Special Notation* – A withdrawal form must be signed by each of the student's teachers, the librarian, nurse and a parent/guardian and then returned to the Attendance Office. Final clearing of all withdrawals requires the signature of the Principal or his designee. Exit interviews will be scheduled with the Principal as part of the final withdrawal process.

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.

TARDINESS

Section 1

Any secondary student arriving after homeroom period begins (8:05 a.m.) must report to the Attendance Office for an admit slip. Failure to do so will result in disciplinary action. A student will also face in-school suspension and possible firmer discipline if he or she fails to report to the Attendance Office upon arrival at school. No one is permitted to enter late and go directly to class. This regulation will be strictly enforced. When a student is tardy to class because a teacher delayed him/her, he/she should secure a pass from that teacher. If the tardiness to class is unexcused, no pass will be issued and he/she must report to class without a pass. There is no degree of tardiness – a student is either on time or tardy and subject to the consequences.

*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.

Section 2

Tardiness and Class Cutting

A. Student Tardiness to School

No matter what time a student arrives at school after the official tardy bell (8:05 a.m.) sounds, the student will be recorded as tardy.

1. Excused Tardy

Students must present an excuse to the Attendance Office when entering the school after 8:05 a.m. Approved reasons for being tardy 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

2. Unexcused Tardy

Examples of unexcused tardies:

- Oversleeping
- Car trouble

If a student does not present a valid excuse to the Attendance Office upon entrance of the school, the tardy shall be marked as unexcused. Each tardy to school will result in an automated phone call made to the student's home. The following disciplinary procedures will be followed by the Principal/Assistant Principal/Dean of Students:

1 Unexcused Tardy	No Discipline
2 Unexcused Tardies	Warning
3 Unexcused Tardies	Parent/Guardian Letter
4 Unexcused Tardies	Office Detention
5 Unexcused Tardies	Office Detention
6 Unexcused Tardies	In-School Suspension & Parent/Guardian Contact
7 Unexcused Tardies	In-School Suspension & Parent/Guardian Contact
8 Unexcused Tardies	In-School Suspension & Parent/Guardian Contact
9 Unexcused Tardies	In-School Suspension & Parent/Guardian Contact
10 Unexcused Tardies	In-School Suspension & Citation to District Magistrate

In the event of excessive tardies, the Principal may request notification and a hearing before the District Magistrate.

*Tardies to school are cumulative throughout the school year. If a student exceeds the 10th tardy the process will repeat.

B. Tardies to Class

All students will be admitted to class after the late bell sounds. Teachers will report tardiness to the appropriate administrator. The Principal/Assistant Principal/Dean of Students will adhere to the following:

1 Tardy	No Discipline
2 Tardies	Warning
3 Tardies	Parent/Guardian Letter
4 Tardies	Office Detention
5 Tardies	Office Detention
6 Tardies	In-School Suspension
7 Tardies	In-School Suspension
8 Tardies	Out-of-School Suspension / Parent/Guardian Conference

The process will repeat for each nine-week grading period.

C. Cutting Class

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 their teacher – spending the class period in the restroom is inexcusable.

- Any student tardy more than five (5) minutes will be charged a class cut.
- Excessive class cutting and leaving the building will result in in-school suspension.
- Students cutting the entire day (illegal absence) will be assigned in-school suspension.
- 1st Cut – “F” for all work missed and office detention.
- 2nd Cut – “F” for all work missed and in-school suspension
- 3rd Cut and beyond – “F” for all work missed and either in-school or out-of-school suspension
- If class cutting becomes frequent, the parent/guardian will be notified and an informal hearing held.

EARLY DISMISSAL

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 early dismissals must be pre-approved by the Principal, his designee or the Attendance Office. Each request must be in the form of a parent/guardian note stating the date and reason for the early dismissal and must be submitted to the Attendance Office between 8:00 a.m. and 8:10 a.m.

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.

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.

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.

ACADEMIC

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.

Schedule and Credit

Physical education (P.E.) classes will be offered on a semester basis five days a week rather than two days a week throughout the year. As a result, the credit earned and averaged for Quality Point Average purposes is a .5 value.

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. *Reminder:* Gym must be passed each year to be eligible to graduate. 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.

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.

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*
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*

DISCIPLINE

DISCIPLINARY STRUCTURE

LEVEL I

Level I misconduct involves minor misbehavior on the part of the student which impedes orderly classroom procedure, or interferes with the orderly operation of the school and/or school sponsored activities.

These behaviors are to be handled by the individual staff member; however, such misbehavior may be indicative of a problem that should be referred to appropriate support staff.

An accurate record of the offense, intervention and disciplinary action must be submitted by the staff member.

Reoccurrence of the misbehavior may require a referral to the administration for further intervention and disciplinary action.

Examples of Level I Behaviors:

- Classroom disruption (minor)
- Classroom tardiness
- Disrespectful language or gesture (minor)
- Non-defiant failure to carry out directions
- Bullying/Cyberbullying
- Cheating*
- Hallway disruptions (minor)
- Insubordination related to classroom expectations
- Consumption of food or beverages outside the cafeteria

*Note: Student should receive a “0” grade, parent should be notified and administration should be notified in writing. See page 29 for further information.

Listed below are options available to staff members for Level I discipline:

- Verbal reprimand
- Student conference
- Special assignment
- Behavioral contract
- Conference with student/teacher/counselor
- Conference with parent/student/teacher
- Teacher assigned and monitored detention

After the above disciplinary options have been exhausted, the discipline may proceed to Level II.

LEVEL II

Level II involves behavior whose frequency or seriousness disrupts the learning climate of the school or school sponsored activity.

These infractions may result from the continuation of Level I behaviors and require the intervention of personnel on the administrative level or other so specified persons. **Teachers are required to: 1) Discuss all disciplinary referrals with students, 2) Communicate appropriately with parent or guardian prior to submitting referral and 3) Turn referral in to the Main Office.**

A proper and accurate record of the offense is documented by the staff member and the student is referred to the administration for appropriate disciplinary action.

The staff member meets with the student to review documentation and assign appropriate disciplinary consequences.

The teacher/parent/student is informed of the action.

A proper and accurate record of the offense and the disciplinary action is maintained with a copy forwarded to the teacher.

Examples of Level II Behaviors:

- Forgery (minor)
- Verbal fighting
- Presence in unauthorized area of building/campus
- Trespassing during suspension
- Continuation of unmodified Level I behaviors
- Minor destruction of school property (consequence includes restitution)
- Spitting
- Dress code violation* (see page 23)
- Possession and/or use of lighters, matches and/or other tobacco paraphernalia
- Bullying/Cyberbullying
- Inappropriate language not directed at a person
- Driving to school without authorization
- Parking violations
- Safety violations
- Minor harassment violations
- Physical confrontation (minor)
- Failure to attend Teacher-Assigned After-School Detention
- Public display of affection
- Unauthorized use of personal radios/cassettes/pages/lasers/cell phones/Ipods (see page 25 for specific consequences)

*Initial minor dress code violations will be attempted to be resolved by conference with student and dean/administrators. Subsequent violations will result in further disciplinary consequences.

Listed below are possible consequences available to the administrator for Level II discipline:

- Office detention
- Conference with parent/guardian/student/administrator
- 1-3 days out-of-school suspension – parental contact by letter/telephone
- Loss of driving privileges for two weeks
- 1-3 days in-school suspension
- Required conference with parent/guardian/student/administrator for reinstatement
- Other referrals as deemed appropriate by the administration
- Proceed to Level II disciplinary action
- Confiscation of device by staff member and submission to office
- Device is only returned to parent/guardian

LEVEL III

Level III misconduct involves behavior on the part of the student that includes acts directed towards persons/property, impedes orderly classroom procedure and/or interferes with the orderly operation of the school and/or school sponsored activities.

These infractions may result from the continuation of Level II behaviors but more frequently may be construed more serious in nature and require the immediate intervention of personnel on the administrative level. **Teachers are required to: 1) Discuss all disciplinary referrals with student, 2) Communicate appropriately with parent or guardian prior to submitting referral and 3) Submit referral to the Main Office.**

Those acts that are criminal in nature may automatically be referred to the appropriate law enforcement office.

Disciplinary actions will be taken in all cases and parents or guardians will be informed by letter of the infraction.

Level III suspensions are imposed on students who behaviors threaten the safety and well-being of the students and staff. No person has the right to threaten or harm anyone in our school.

Examples of Level III Behaviors:

- Physical fighting*
- Assault
- Use of profane/obscene abusive language or gestures directed at a person
- Open defiance of a member of the staff
- Disrespect toward a member of the staff or visitor to the School District
- Harassment (major or continued)*
- Extortion
- Ethnic intimidation
- Forgery (major)
- Truancy
- Violation of drug and alcohol policy
- Theft (consequences include restitution – circumstances reviewed as major or minor)
- Possession or distribution of pornographic materials
- Continuation of unmodified Level II behavior
- Possession and/or use of tobacco products including lighters and matches
- Lying to faculty, staff or administration
- Bullying/Cyberbullying

*Incidents involving these offenses will result in issuance of a citation.

Listed below are possible consequences available to the administrator for Level III discipline:

- 1-3 days in-school suspension and parent contact by letter/telephone
- 1-3 days out-of-school suspension – parental contact by letter/telephone
- Required conference with parent/guardian/student/administrator/counselor for reinstatement
- 10 days out-of-school suspension – parental contact by letter/telephone
- Superintendent review
- Proceed to Level IV discipline

Although the consequences above are available for discipline, the specific discipline will be determined by an investigation of the incident and consistent with policies and procedures.

LEVEL IV

Level IV misconduct involves behavior on the part of the student that includes acts of violence directed towards persons/property that pose a threat to the health, safety, welfare and/or morals of others in the school and/or materially disrupts the educational environment. Included in Level IV violations are unmodified Level I, II and III actions that result in the immediate removal of the student from the school, the intervention of law enforcement authorities and action by the Board of School Directors.

Parents or guardians will be contacted by telephone as soon as possible. A letter will also be forwarded with the infraction and disciplinary action taken.

Examples of Level IV Behaviors:

- Physical assault on a staff member
- Violation of Weapons Policy
- Inciting so as to cause a riot
- Drug and Alcohol Policy violations
- Causing false alarms
- Major destruction of property (consequences include restitution)
- Vandalism (major)*
- Possession and/or use of explosive devices
- Terroristic threats
- Arson, bomb threats
- Threats to staff members

*Incidents involving these offenses will result in issuance of a citation.

Listed below are the disciplinary consequences for Level IV offenses:

- 10 days out-of-school suspension with possible recommendation to the Board of School Directors for expulsion
- All violations of the Criminal Code will be referred to appropriate authorities

OFFICE DETENTION

Detention is held before school from 7:30 a.m. until 8:00 a.m. and after school from 3:00 p.m. until 3:50 p.m. Be prompt and bring schoolwork to do. Detention is the least stringent form of disciplinary action. Assigned detention must be honored first before any other activity. All students must bring textbooks or other learning materials to assigned detention locations. Anyone who chooses not to attend an office detention will be assigned Saturday detention.

EDGE (Encouragement, Direction, Guidance, Education) – IN-SCHOOL SUSPENSION

This means the student remains in the EDGE room the entire day under the supervision of the EDGE teacher. The student's teachers will provide assignments. As much make-up work should be completed by the conclusion of the time assigned to EDGE. No student may engage as a spectator or participate in any extracurricular activity during that period for which he/she is suspended. Students in EDGE will not be granted early dismissals without approval of the Principal or his designee.

SCHOOL ACTIVITIES AND SUSPENSIONS

Any student suspended out-of-school is not permitted to participate in extracurricular activities until he/she returns to school (i.e., if you are suspended on Friday you are not permitted to participate until Monday or whenever you return to school). Attendance at any school function is prohibited while serving an out-of-school suspension. In the case of EDGE (in-school suspension), students may participate when the EDGE assignment is completed (at the end of the school day).

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.

Tobacco use means:

1. Possession of tobacco products used for smoking or smokeless tobacco products.
2. Smoking tobacco or using smokeless tobacco in any form in school buildings or buses or on school property.

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 or Assistant Principal 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 or Assistant Principal 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 or Assistant Principal 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 or Assistant Principal'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.
3. 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

ELECTRONIC DEVICES

Radios, headphones, CD players, MP3 players, pagers, mobile phones or any type of electronic equipment are not to be carried or used in the school building during regular school hours (8:05 a.m. – 2:52 p.m.). All such items must be stored in student lockers or in the Main Office between these hours. If a student is in possession of any above mentioned items, they will be confiscated and turned into the office. Items will be returned only to a parent or guardian. **Note: Lasers are not permitted on school property or at any school function.**

Besides the possibility of theft or damage, the policy is designed to prevent distraction and disruption of the educational process. If you have a specific need to be in possession of any of the above named items, you must request and have a meeting with the Principal's designee to receive permission.

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.

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.

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.

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 \$2.20/day. Reduced lunches are .40/day. Breakfast prices are \$1.00/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	\$2.20
Secondary Lunch - Reduced	.40
Adult Lunch	\$3.00
Hot Entrée, Pizza, Hamburger, Cheeseburger, Hoagie, Sandwich or Large Salad	\$1.25

BREAKFAST PRICES

Student	\$1.00
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.

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.***

PHONE USAGE

A pay phone is provided for student use to make personal calls during class change time and after school hours. The phone is not to be used during class time except for an emergency with prior approval from the Main Office. No electronic pagers, mobile phones or other personal communication devices are permitted for use in the school building unless approval is granted by the Principal.

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.

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.

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.

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. Lipke).
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.

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.

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.

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 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.

DISPLAY OF AFFECTION

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

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 Mrs. Judith Collins 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.

GUIDANCE

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
50 – 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 26.0 credits for the 2012 and 2013 graduating classes, 26.5 credits for the 2014 graduating class and 27 credits for the 2015 graduating class.

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.

GRADUATION REQUIREMENTS (High School Minimum)

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

CLASS	2016	2015	2014	2013
English	4.0	4.0	4.0	4.0
Social Studies	4.0	4.0	4.0	4.0
Mathematics	4.0	4.0	4.0	4.0
Science	4.0	4.0	4.0	4.0
Computer Applications I	1.0	1.0	1.0	1.0
Communications	.5	.5	.5	.5
Personal Finance	.5	.5	.5	-
Computer Applications II	.5	.5	.5	.5
Physical Education .25 – 9 th Gr. .5 – 10 th , 11 th & 12 th Gr.	2.0	2.0	1.75	1.75
Health	.5	.5	.25	.25
Total	21.0	21.0	20.5	20.0
*Electives	6.0	6.0	6.0	6.0
TOTAL	27.0	27.0	26.5	26.0

It is the responsibility of each student to maintain a personal record of courses taken and passed to be aware of requirements for graduation. A student cannot rely solely on others to keep him/her informed of promotional status.

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.