

**NORTHGATE  
MIDDLE/HIGH  
SCHOOL**



**STUDENT HANDBOOK**

## ADMINISTRATION / OFFICE PERSONNEL

### Superintendent

Dr. Caroline Johns 732-3300 x 2110

### Principal/Athletic Director

Mr. Bryan Kyle 732-3300 x 1001

### Assistant Principal

Mrs. Nicole Smith 732-3300 x 1000

### Counselors

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

Mr. Brian Talbert (Grades 10, 11 & 12) 732-3300 x 1012

### Nurse

Mrs. Malla Mizikowski 732-3300 x 1020

### School Resource Officer

Sgt. Michael Hudson 732-3300 x 1011

### Office Staff

Ms. Gail Trust, Building Secretary 732-3300 x 1001

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

Mrs. Eileen Shamonsky, Athletic Secretary/Attendance Officer 732-3300 x 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  
BELL SCHEDULE  
(Normal Day)**

8:00	Outside Bell
8:04	Warning Bell
8:05 - 8:10	Homeroom
8:13 - 8:55	1 <sup>st</sup> Period
8:58 - 9:40	2 <sup>nd</sup> Period
9:43 - 10:25	3 <sup>rd</sup> Period
10:28 - 11:10	4 <sup>th</sup> Period
11:13 - 11:55	5 <sup>th</sup> Period
11:58 - 12:40	6 <sup>th</sup> Period
12:43 - 1:25	7 <sup>th</sup> Period
1:28 - 2:10	8 <sup>th</sup> Period
2:13 - 2:55	9 <sup>th</sup> Period

**BELL SCHEDULE  
(10:00 a.m. Start)**

10:00	Outside Bell
10:04	Warning Bell
10:05 - 10:10	Homeroom
10:13 - 10:40	1 <sup>st</sup> or 3 <sup>rd</sup> Period*
10:43 - 11:10	2 <sup>nd</sup> or 4 <sup>th</sup> Period*

Resume normal bell schedule and order of periods at the conclusion  
of 2<sup>nd</sup> or 4<sup>th</sup> Period at 11:10 a.m.

\*These periods will be rotated to give equal time.

\*Please check our website at [www.northgate.k12.pa.us](http://www.northgate.k12.pa.us), KDKA-TV, KDKA  
Radio or [www.kdka.com](http://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 be submitted on the approved Northgate School District Attendance Excuse form indicating the reason for the absence and be signed by the legal parent or guardian of record with the School District. If applicable, documentation from licensed medical practitioners or hospitals should be attached to the Attendance Excuse form. 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 and considered illegal. *(A printable copy of the Northgate School District Attendance Excuse form is available on the District's website and copies are also available in the Middle/High School Main Office.)*

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
- College visits (Juniors and Seniors only)

### **UNEXCUSED ABSENCE(S)**

Examples of unexcused absences are listed below:

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

Upon the third absence without a completed/submitted Attendance Excuse form, the following procedures will be followed by the Attendance Office:

The parent/guardian receives a 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 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 a 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 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 the equivalent following the first notice of truancy given after a child's third unlawful absence.

#### **Cumulative Lawful/Excused Absence(s)**

A maximum of ten (1) 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 at 8:05 a.m. must report to the Attendance 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 Attendance Office upon arrival to school will result in disciplinary action. There is no degree of tardiness – a student is either on time or tardy.

\*Students who arrive after 8:05 a.m. will not be allowed to participate in any extracurricular activities for the day of their tardy, with the exception of those who immediately present an excuse from a doctor upon arrival. Tardy time for students who attend A.W. Beattie Career and do not utilize the District provided transportation Center is 10:28 a.m.

\*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.

### **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:

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

## **TARDY / LATE 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**

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.**

- The teacher will notify the parent/guardian when a student cuts class.
- All class cuts will be referred to the appropriate school administrator.
- A class cut/skip will result in a zero score for all work collected, done, and/or assigned during the cut/skipped class(es).
- 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.

## **EARLY DISMISSAL**

All early dismissals must be pre-approved by the Attendance Office. Each request must be on the approved Northgate School District Attendance Excuse form and indicate the student's name, grade, reason for the early dismissal, and be signed by the legal parent/guardian of record with the school district and must be submitted to the Attendance Office between 7:30 a.m. and 9:00 a.m. Students enrolled in and attending A.W. Beattie Career Center must submit early dismissal requests upon arrival. ***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 valid 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.

\*The approved Northgate School District Attendance Excuse form can be found on the Northgate Middle/High School website under the Forms heading for printing and copies are available in the Middle/High School Main Office during normal school hours.

## **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 not 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 other 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, Kindles, and other tablet PCs; laptop and netbook computers; personal digital assistants (PDAs), cell phones and smart phones such as BlackBerry, iPhone, or Droid, 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 student refuses to surrender his/her p.o.d. they must contact his/her parent/guardian in order to leave school.

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 the 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 the 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.

# 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. Recurrence of 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
- Cheating\*
- Hallway disruptions (minor)
- Insubordination related to classroom expectations
- Class cuts

\*Note: Students should receive a “0” grade, parent/guardian should be notified and administration should be notified in writing.

Listed below are the 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 activities.

These infractions may result from the continuation of Level I behaviors and require the intervention of personnel on the administrative level or other 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\*
- 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
- Minor harassment violations
- Physical confrontation (minor)
- Failure to attend Teacher-Assigned After-School Detention
- Public display of affection
- Unauthorized use of personally owned devices
- Gambling

\*Initial minor dress code violations will be attempted to be resolved by conference with student and guidance counselor, school nurse or administrator. 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 III 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 whose behavior threatened 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 faculty member
- 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 or 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

## **TEACHER DETENTION**

Teacher Detention is held before and after school for thirty (30) minutes. Arrival for morning detention is anytime between 7:15 a.m. and 7:30 a.m., and runs for thirty (30) minutes after the student checks in at detention. The thirty (30) minute morning detention must be served by 8:00 a.m. After school detention is from 3:00 p.m. until 3:30 p.m. Be prompt and bring schoolwork to do. Teacher 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.

## **OFFICE DETENTION**

Any student missing a teacher-assigned detention will be assigned a one hour detention after school from 3:00 p.m. until 4:00 p.m. Office detention may also be assigned as deemed appropriate by an administrator. Students are not permitted to participate in extracurricular activities until detention is served.

## **EDGE (Encouragement, Direction, Guidance, Education)**

Students who are assigned EDGE will remain in the designated room for a determined period assigned by an administrator. As much make-up work should be completed by the conclusion of the time assigned to EDGE. Students will need to comply with all faculty instructions in order to successfully complete their EDGE assignment.

## **IN-SCHOOL SUSPENSION (ISS)**

Students who are assigned a full day of ISS will report to the designated room at the start of the school day and remain there until the school day ends. The student's teachers will provide assignments. The student will be able to order a bagged sandwich lunch from the cafeteria service. No student may engage as a spectator or participate in any extracurricular activity during the calendar day(s) that he/she is to service the in-school suspension.

## **SCHOOL ACTIVITIES AND OUT-OF-SCHOOL SUSPENSIONS**

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. No student may 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 an 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 on Saturday or Sunday.

## **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 or 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 the 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.

**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 the 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.*

### **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: winter coats, thick jackets, bulky 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 the 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. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race,

ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification. 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 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 appropriate disciplinary measures.**

## **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 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 harassment must contact the school Principal, Assistant Principal, 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, Assistant Principal, Guidance Counselor or School Resource Officer will contact the person who initiated the 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, Assistant Principal, 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 harassment will also be interviewed. All of the information obtained in the Principal's, Assistant Principal's, 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 a 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
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### **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 illegal purposes 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

### 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. \*Official Northgate team apparel such as warm-ups or sweatpants are also acceptable.*

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 – HARDCOVER**

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 eligibility for the following fall athletic season.

## **ACTIVITIES, CLUBS AND ORGANIZATIONS**

\*Denotes Middle School Participation

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
Girls' Soccer	

### Sports – Winter

Boys' & Girls' Swimming	Girls' Basketball
Middle School Wrestling*	Wrestling
Boys' Basketball	7 <sup>th</sup> & 8 <sup>th</sup> Grade Boys' Basketball

### Sports – Spring

Baseball	Middle School Boys' & Girls' Swimming*
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## **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 8:05 a.m., without prior approval by the Principal or a doctor's excuse.*

## **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)  
Girls' Soccer

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 on school premises, and to seize such possessions if, in either such case, there is a reasonable suspicion 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.

Please report any restroom damage or maintenance problems 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 a doctor's note and signed elevator key acceptance form.

### **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 hall pass from the teacher to leave the classroom.

### **FOOD SERVICE CHARGE PROCEDURES (Effective August 2019)**

#### **Meal Payments**

Parents have four options to monitor and make payments to their student's meal accounts:

#### Pay Online

Pay online at [www.payschoolscentral.com](http://www.payschoolscentral.com). View your child's purchase history and make payments. Payments can be set up automatically or add money as needed. A convenience fee will be charged at the time of payment. Payments will update to your account within 24-48 hours but may be as quickly at 30 minutes. You can set up an alert to notify you when your student's meal account has fallen below the amount you have specified. We recommend you set

up the low balance reminder at \$10.00 to provide families with enough time to add additional funds.

#### Pay By Cash

Students may hand cash to the cashier during breakfast or lunch service. When sending in cash for K-6 grade students, please place the cash in an envelope with your child's name and have them give it to their teacher.

#### Pay By Check

When sending a check for students in grades K-6, please have your student hand the check to their teacher. Those students in grades 7-12 may hand the check to the cashier during breakfast or lunch service. Make checks payable to "Northgate Cafeteria Fund" and please record your student's name and student ID number of the check. We recommend you place your check in an envelope with your student's information.

#### Create Online Account/Pay By Check or Cash

We have many parents/guardians who would like to monitor their student's meal habits, but continue to send a check or cash in with the student. It is FREE to create an online account with [www.payschoolscentral.com](http://www.payschoolscentral.com) to monitor your student's eating habits and create low balance alerts. The only time you are charged a fee is if you choose to pay online. We recommend all families create an account to monitor spending.

It is the responsibility of the parent/guardian to pay for any accrued meal charges. For more information, please review the [Northgate Charging Guidelines](#).

### **Northgate School District Food Service and Meal Account Balance Procedures**

#### Purpose

- To establish fair and consistent rules regarding meal account charges and expectations of payment for service rendered
- To establish fair and consistent rules that allow the food service department to collect all monies due to the school district for meal service provided
- To build positive and clear communication between the district food service, school district staff, and the community regarding these guidelines

#### Payments

- It is the responsibility of the parents/guardians to monitor and keep students' meal accounts funded at all times
- An online account can be set up at [www.payschoolscentral.com](http://www.payschoolscentral.com) to monitor student balances
- If you are unable to pay for meals, please visit [www.compass.state.pa.us](http://www.compass.state.pa.us) for information regarding the free and reduced meal program

#### Negative Meal Account Balances

It is expected that student meal accounts be funded at all times. We do understand that occasionally negative balances can occur; therefore, the following rules will apply regarding charges to students' meal accounts:

- No student who requests a meal will be denied a main lunch option, unless the student's parent or guardian has provided a written request to the Food Service Department to withhold a school lunch or to not allow a la carte options. When documentation from the

parent or guardian has been provided, items can be removed from the student's tray at the register.

- A school meal option must include three of the five components; one must be a fruit or vegetable. The five lunch components are: Meat/Meat Alternative, Grain, Fruit, Vegetable, and Milk. Entrees consist of the Meat/Meat Alternative and Grain options (i.e., pizza slice, grill sandwich, salad bar or deli sandwich).
- When all components of a breakfast or lunch are not taken, the cashier must charge a la carte prices for the food items.
- Students will not be reminded at the register of their current balance. Students may request their balance from the cashier. All balance notifications will be sent to the parent/guardian.
- Meals served to students should not be removed or exchanged as a result of overdrawn meal accounts or free/reduced status. When a student with an overdrawn meal account has selected a meal or items and they do not have positive funds or cash to purchase, the student will be permitted to have the items without discussion. The meal and/or items will be charged to the child's meal account.
- When purchases are made with cash, change should be issued to the students except when the student asks for the balance to be applied to his/her meal account.
- In the event that a student's meal account is over -\$50.00 and two attempts have been made to collect the debt without response, the district will use a third party collection agency to complete the collection process.

#### End of Year Meal Account Balances

- Students in Grade 12 – All monies owed to the district food service must be paid in full prior to graduation.
- Students in Grades K-11 – If a positive or negative balance is left in student's account at the end of the school year, that balance will remain and carry over into the next school year.

#### **Free & Reduced**

If you need assistance to pay for your student's meals, you are encouraged to apply for the free/reduced school meals. Applications are available in the Middle/High School Main Office or online at [www.compass.state.pa.us](http://www.compass.state.pa.us).

#### **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 \$2.80/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	\$2.80
Secondary Lunch - Reduced	.40
Adult Lunch	\$3.35
Hot Entrée, Pizza, Hamburger, Cheeseburger, Hoagie, Sandwich or Large Salad	\$2.40

### **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**

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 Mrs. Eileen Shamonsky 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.

**Students may possess and use asthma inhalers and epinephrine auto-injectors when permitted in accordance with state law and Board policy.**

## **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.

## **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](http://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](http://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 4<sup>th</sup> 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 CIHS English, CIHS Social Studies, Physics, and Calculus.

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.

### **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

### Numeric Grade

### Evaluation

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 REQUIREMENTS

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

<b>CLASS</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>
English	4.0	4.0	4.0	4.0
Social Studies, including Government	4.0	4.0	4.0	4.0
Mathematics	3.0	3.0	3.0	3.0
Science, including Biology	3.0	3.0	3.0	3.0
Computer Applications II*	--	--	--	0.5

Computer Science Principles	1.0	1.0	1.0	--
Personal Finance*	--	--	--	0.5
Business Communications	.5	.5	.5	--
Physical Education (.5 – Grades 9-12)	1.0	1.0	1.0	1.0
Health	.5	.5	.5	.5
Total	17.0	17.0	17.0	16.5
*Electives	7.5	7.5	7.5	8.0
TOTAL	24.5	24.5	24.5	24.5

- Computer Apps II OR Computer Science Principles
- Personal Finance OR Business Communications

## **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 2020, 2021, 2022 and 2023 graduating classes.

## **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.*

## **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.**