NORTHGATE
SCHOOL DISTRICT
Middle / High School

STUDENT HANDBOOK

Grades 7 -12

NORTHGATE SCHOOL DISTRICT

2026-2027

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ADMINISTRATION/OFFICE PERSONNEL

A FULL STAFF DIRECTORY CAN BE FOUND AT NORTHGATESD.NET

Northgate Middle/Senior High School
589 Union Ave., Pittsburgh, PA 15202
412-732-3300 – Ext. 3000
Fax: 412-734-8086

Office Hours: 7:30 am - 3:30 pm
Doors Open and Breakfast Begins: 7:45 am
Middle School Hours: 8:05 am - 3:08 pm
High School Hours: 8:10 am - 3:12 pm

District Office	Office Personnel	School Counseling & Nurse's Office
Dr. Caroline Johns Superintendent 412-732-3300 Ext. 2110 caroline.johns@northgatesd.net	Dr. Michael Amick Secondary Student Services Principal 412-732-3300 ext. 1001 michael.amick@northgatesd.net	Mr. Zach Burns School Counselor, Grades 10-12 412-732-3300 Ext. 1013 zachary.burns@northgatesd.net
Dr. Christopher Caton Director of Curriculum & Assessment Coordinator 412-732-3300 Ext. 1101 chris.caton@northgatesd.net	Dr. Nancy Bowman Secondary Instructional Principal 412-732-3300 Ext. 1001 nancy.bowman@northgatesd.net	Mrs. Stacy Gallagher School Counselor, Grades 7-9 412-732-3300 Ext. 1014 stacy.gallagher@northgatesd.net
Dr. Christina Garczewski Director of Student Services & Special Education 412-732-3300 Ext. 2000 Christina.Garczewski@northgatesd.net	Mr. Michael Wagstaff Secondary Assistant Principal & Director of Athletics 412-732-3300 Ext. 1001 michael.wagstaff@northgatesd.net	Ms. Sarah Pawlik Secondary School Nurse 412-732-3300 – ext. 1020 sarah.pawlik@northgatesd.net
Ms. Sarah Outly Administrative Assistant to Student Services 412-732-3300 Ext. 2000 sarah.outly@northgatesd.net	Mrs. Moniqueka Barron Athletic Administrative Assistant 412-732-3300 Ext. 1000 Moniqueka.Barron@northgatesd.net	Mrs. Linda Haag School Counseling Assistant 412-732-3300 – ext. 1012 linda.haag@northgatesd.net
	Mrs. Erika McAfee Attendance Administrative Assistant 412-732-3300 Ext. 1001 Erika.McAfee@northgatesd.net	

HIGH SCHOOL BELL SCHEDULE

Period	Class Times	Class Description	Period	Class Times	Class Description
8:10 a.m.	Bell Rings to Report to Homeroom				
HR	8:15-8:22 (7)	Homeroom	HR	Homeroom	Attendance and Announcements
Block 1	8:22-9:46 (84)	Academic Class	Period 1 and 2	8:22 - 9:46 (Block) OR 8:22-9:03 (Pd 1) 9:05-9:46 (Pd 2)	Algebra and ELA 9 are taught on a period schedule. Other classes are blocked.
WIN Time	9:49-10:19 (30)	"What I Need" (WIN) Tutoring, Homework help, goal setting.	Advisory	9:49-10:19 (30)	"What I Need" (WIN) Tutoring, Homework help, goal setting.
Block 2	10:22 - 11:46	Academic Class	Period 3 and 4	8:22 - 9:46 (Block) OR 10:22-11:03 (Pd 3) 11:05-11:46 (Pd 4)	Algebra and ELA 9 are taught on a period schedule. Other classes are blocked.
Lunch	**11:49-12:29 (40)**	**Lunch**	**Lunch**	**11:49-12:29 (40)**	**Lunch**
Block 3	12:32-1:52 (80)	Academic Class	Period 3	12:28-1:48 (80)	Academic Class; All classes are blocked
Block 4	1:55-3:15 (80)	Academic Class	Period 4	1:52-3:12 (80)	Academic Class; All classes are blocked
3:15 p.m.	High School Student Dismissal				

2 Hour Delay Bell Schedule- High School

HS Delay Schedule	Course Description
Outside Bell Rings at 10:10 10:15-10:20 (5)	Homeroom
10:20 - 10:50 (period 1-30) 10:52 - 11:22 (period 2-30)	Block 1 (62)
11:25 - 11:55 (period 3-30) 11:57 - 12:27 (period 4-30)	Block 2 (62)
12:30 - 1:10 (40)	Lunch
1:12 - 2:12 (60)	Block 3
2:15 - 3:15 (60)	Block 4

MIDDLE SCHOOL BELL SCHEDULE

Class Period	Class Description	7th Grade	8th Grade
Outside Bell Rings at 8:04 Period 1: 8:08- 8:18 (10)	HR	Homeroom	
Period 2: 8:22 - 9:02 (40)	Exploratory or Performing Arts Pathways 9 weeks / course	Health, Physical Education, Strategies for Academic Success, Studio Arts Chorus/Band	Manufacturing, Robotics, Drone Soccer, World Language Chorus/Band
Period 3: 9:06 - 9:46 (40)	Exploratory or Performing Arts Pathways 9 weeks / course	Computer Science, Materials & Fabrication, STEM, General Music	Computer Science, Health, Physical Education, Studio Arts
Period 4: 9:50-10:46 (56)	Core Academic Class 1	ELA, Math, Science, Social Studies (Year Long Class)	
Period 5: 10:50-11:46 (56)	Core Academic Class 2	ELA, Math, Science, Social Studies (Year Long Class)	
Period 6: 11:50-12:30 (40)	Focus Period	FOCUS PERIOD: Intervention, Remediation, Enrichment	
Period 7: 12:34-1:08 (34)	Lunch		
Period 8: 1:12-2:08 (56)	Core Academic Class 3	ELA, Math, Science, Social Studies (Year Long Class)	
Period 9: 2:12-3:08 (56)	Core Academic Class 4	ELA, Math, Science, Social Studies (Year Long Class)	
3:08 p.m.	Middle School Student Dismissal		

2 Hour Delay Bell Schedule- Middle School

MS Delay Schedule	Course Description
10:08-10:16 (8)	Homeroom
10:16 - 10:46 (30)	Elective
10:50 - 11:20 (30)	Elective
11:24 - 12:02 (38)	Core Academic Class 1
12:06 - 12:44 (38)	Core Academic Class 2
12:48 - 1:15 (27)	FOCUS
1:19 - 1:49 (30)	Lunch
1:53 - 2:29 (36)	Core Academic Class 3
2:33 - 3:08 (35)	Core Academic Class 4

SCHOOL DELAYS DUE TO INCLEMENT WEATHER

- The first weather cancellation functions as a true "Snow Day" with classes cancelled for the day. Any subsequent inclement weather days become online learning days where regular attendance and classwork rules apply.
- When conditions warrant, students, parents, and guardians should check our website at **www.northgatesd.net**, KDKA-TV, KDKA Radio or **www.kdka.com** for all school delays/closures.
- When school is delayed, make sure you leave home early enough to arrive 2 hours after the regular morning start time. The regular rules of tardiness and absences are applied to delayed openings.

STUDENT RIGHTS & RESPONSIBILITIES

(BOARD POLICY NO. 235)

- The Northgate School District does not discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability, or limited English proficiency in its educational programs, services, facilities, activities or employment policies as required by Title IX of the 1972 Educational Amendments, Titles VI and VII of the Civil Rights Act of 1964 as amended, Section 504 Regulations of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Section 204 Regulations of the 1984 Carl D. Perkins Act or any applicable federal statute.
- 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 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.

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 School District will make reasonable accommodations to its programs and 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.

NORTHGATE SHARED VISION, MISSION, & VALUES

Vision: Students First and Foremost

Mission: The Northgate School District provides a challenging academic program that prepares students to value learning, think critically and creatively and embrace diverse viewpoints. With a focus on developing the whole child, the district provides experiences that encourage the development of empathy, integrity and resilience to prepare all students to meet with success.

Core Values:

- **Challenging Academics**: We believe academic success for all students begins by developing foundational skills in reading and mathematics. Through a systematic approach, we meet each student's individual learning needs, and build environments that raise the bar for all students to think critically and take ownership of their learning.
- **Northgate Way:** We take pride in our schools and our community. We are proud to provide a high quality education in a nurturing environment, and we value the support of our community. We reflect the Northgate school culture by positively communicating and engaging in relationships that reflect our core mission and values.
- **Empower Students and Staff:** We value the diverse perspectives of our students and encourage them to confidently use their voice. We value the expertise of our staff and seek their input into our educational programming.
- **Value Diversity:** We view our diversity as an asset. We recognize that everyone brings unique, individual strengths to the school community. We develop opportunities for all stakeholders to see connections between themselves, school curriculum, and the district.
- **Whole-Child Focus:** We support the development of the physical, mental and unique talents of our student population through extra curricular opportunities (PBIS, the Chill Project, arts, athletics, clubs). We prioritize the full scope of a child's developmental needs and advance educational equity. Our whole child approach understands that students' education and life outcomes are dependent upon their access to deeper learning opportunities in and out of school, as well as their school environment and relationships.
- **Emphasis on Relationships:** We build healthy, strong relationships and care for each other. We strive to know each other's story and perspective. We treat others with courtesy, respect, and dignity. We view every interaction as an investment in improving relationships. We celebrate each other's successes.
- **Welcoming Environment:** We strive to make everyone feel welcomed and valued in our schools. This starts with the first greeting on the phone or in the office. We listen and ask questions to seek clarity when a colleague, parent, or student expresses a need. We take ownership and accept responsibility for making sure needs are met.
- **Community Allies:** We value community partnerships and recognize that it takes a village to enact the mission of the District and collectively "We" (parents/ guardians, faculty, staff and the broader community) can help students realize their potential and become good citizens.

SCHOOL WIDE POSITIVE BEHAVIOR INTERVENTION & SUPPORTS (PBIS)

The mission of the Northgate PBIS Program is 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.

Who is involved in the PBIS Process?
School-wide PBIS requires a collaborative team consisting of:

- All school personnel to include: Administration, Teachers, Counselors, Nurses
- Paraprofessionals, Custodial and Cafeteria Staff, Front Office Personnel
- Support personnel such as School Improvement Facilitators, etc.
- Special Education personnel such as Behavior Specialist, Lead Teachers, etc.
- Parents and School Visitors

What is a School-wide PBIS Plan?
The school-wide PBIS Plan includes the following steps:

- Expectations are clearly and positively defined.
- Behavioral expectations are taught to all students and staff.
- Appropriate behaviors are acknowledged.
- Behavioral errors are proactively corrected.
- A database for keeping records and making decisions is established.
- Data-based monitoring and adaptations to the plan are regularly conducted.



WE ARE THE FLAMES:

Focused - Students remain focused on their social and academic goals.

Leaders - Students showcase strong skills used to motivate others in positive ways.

Accountable - Students are accountable for their choices.

Motivated - Students set goals and make decisions in order to achieve success.

Extraordinary - Students go above and beyond to create a positive school culture.

Safe - Students promote a safe and healthy environment at all times.

PBIS EXPECTATIONS

	FOCUSED	LEADERS	ACCOUNTABLE	MOTIVATED	EXTRAORDINARY	SAFE
HALLWAY	Be on time. Maintain focus.	Appreciate displays. Keep the hallways clean.	Use appropriate language and volume. Be considerate of others and your school building. Hoods down. Phones & backpacks in lockers.	Interact with others appropriately.	Present yourself with respect and dignity. Create a culture of kindness.	Walk and keep your hands to yourself. Keep food/drink in your locker until lunch.
CLASSROOM	Be on time. Maintain focus on learning objectives.	Appreciate the faculty. Work collaboratively.	Be prepared. Be an independent thinker and worker. Hoods down. Phones & backpacks in lockers.	Work on personal and academic goals.	Be resilient. Create a culture of kindness.	Stay in your assigned area. Keep your hands to yourself. Keep food/drink in your locker. Use materials properly.
CAFETERIA	Be on time.	Appreciate the cafeteria staff. Keep the cafeteria clean.	Wait your turn in line. Use appropriate language and volume. Phones & backpacks in lockers..	Interact with others appropriately. Manage your time wisely.	Create a culture of kindness.	Stay in your assigned area. Keep all food in the cafeteria.
BATHROOM	Use the restroom, wash your hands and return to class promptly.	Report inappropriate behavior. Keep the bathroom clean.	Use appropriate language and volume.	Use the bathroom only for its intended purposes.	Create a culture of kindness.	Keep your hands to yourself. Respect student privacy.

	FOCUSED	LEADERS	ACCOUNTABLE	MOTIVATED	EXTRAORDINARY	SAFE
CAMPUS OUTDOOR AREAS	Use the assigned location properly. Move with purpose.	Keep the area clean.	Use appropriate language and volume. Respect others and the school property.	Interact with others appropriately.	Present yourself with respect and dignity. Create a culture of kindness.	Walk and keep your hands to yourself. Stay on sidewalks. Follow traffic laws.
OFFICES	Schedule appointments as required.	Appreciate the faculty. Keep the area clean.	Be purposeful in your visit. Use appropriate language and volume. Phones & backpacks in lockers.	Comply with adult instruction. Interact with others appropriately.	Be resilient. Create a culture of kindness.	Keep your hands to yourself.
DIGITAL SPACES	Maintain focus on learning objectives.	Report any inappropriate behavior.	Treat computer hardware with care. Be mindful of your digital footprint.	Maintain appropriate academic interactions.	Seek and achieve personal success. Create a culture of kindness.	Respect student privacy. Follow technology usage guidelines.
AUDITORIUM	Maintain focused attention.	Appreciate all participants. Keep the area clean.	Use appropriate language and volume. Respect others, their property, and the school property. Phones & backpacks in lockers.	Interact with others appropriately. Encourage all participants.	Present yourself with respect and dignity. Create a culture of kindness.	Keep your hands to yourself. Enter and exit quickly and quietly. Follow faculty directions.
LOCKER ROOMS	Be on time.	Report any unsafe, inappropriate, or threatening behaviors.	Be prepared. Respect others and school property. Maintain hygiene.	Interact with others appropriately.	Model sportsman-like behavior. Create a culture of kindness.	Keep your hands to yourself. Respect student privacy.

ACADEMIC INFORMATION

NORTHGATE COURSE CATALOG

- Click here to view the full academic course offerings at Northgate Middle School

PROGRESS REPORTS & REPORT CARDS

- Parents/guardians will be notified when a progress report is available using Parent Portal after the first 4 ½ weeks of every 9 week grading period.
- Parents/guardians can access a student's current progress at any time using Parent Portal.

HONOR ROLL

- Honor Roll will be calculated after each quarter. 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%

GRADES

- Grades will be issued based on performance each nine (9) weeks. The final report card will be emailed to parents & guardians. It will also be available in the Parent Portal.
- Descriptions of grades will be issued for courses:

Letter Grade	Percentage	Description
A	90 - 100%	Superior Achievement
B	80 - 89%	Above Average Achievement
C	70 - 79%	Average Achievement
D	60 - 69%	Below Average Achievement
F	50 - 59%	Failing
I		Incomplete (converts to F if work is not completed within 2 weeks of the end of the grading period)

ADDING AND DROPPING A COURSE

- Middle school students have a fixed schedule, with the exception of choosing to take Performing Arts (Band or Choir). Band and Choir are the only courses that can be added or dropped from the middle school schedule. These classes can only be dropped at the end of a grading period with approval from the principal.
- High school students can drop a class with 5 days of the start of the semester. Any courses dropped after 5 days will be recorded as withdrawn/failing unless otherwise determined by the building principal.

REVIEW OF INSTRUCTIONAL MATERIALS

- 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.

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.
- Plagiarism and cheating are strictly prohibited in all work pertaining to school. A failing grade 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 building 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.
- The use of artificial intelligence (AI) tools to generate, complete, rewrite, or substantially alter an assignment and then submitting the work as one's own is considered plagiarism/cheating unless the teacher has explicitly authorized the use of AI for the assignment. Please refer to *Northgate School District's Policy 815.1: Generative Artificial Intelligence in Education*.

MEDIA CENTER/LIBRARY

- Media Center is open to students, with teacher permission, from 8:05 a.m.-3:05 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.

TEXTBOOKS

- When a textbook is issued to a student, the student should write their 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.

GRADUATION CEREMONY, DIPLOMAS, AND TRANSCRIPTS

- Students who have not fulfilled all of their graduation requirements by the date senior grades are due to the guidance counselor will not receive a diploma on graduation day.
- Official transcripts can be requested by emailing the guidance office secretary.

ATTENDANCE

(BOARD POLICY NO. 204)

EXCUSED ABSENCES

- Students are required by law to be in full attendance each school day unless absent for an approved reason.
- The student's parent or guardian needs to send to school a written excuse for each absence within three (3) school days of the student's return. 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 main office.

Approved reasons for absence are listed below:

- Illness
- Physical injury
- Bereavement
- Observance of a bonafide 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)

CUMULATIVE EXCUSED ABSENCES

- A student may have up to ten (10) total days absent in a school year that are excused by a parent or guardian note. After a student reaches ten (10) total absences, any additional absence must be verified with a doctor's note to be considered excused.

UNEXCUSED ABSENCES

- If a proper excuse is not submitted to the office within three school days of the absence, the absence will be considered unexcused.

HABITUALLY TRUANT

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

- Upon the third absence without a completed/submitted Attendance Excuse form, the following procedures will be followed by the Attendance Office:
    1. The parent/guardian receives a notice of third unlawful absence by mail providing "official notice of the 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.
    2. The School District shall coordinate a Student Attendance Improvement Plan (SAIP) Conference as per Pennsylvania State Code to discuss the cause of the child's truancy and develop and mutually agreed upon Student Attendance Improvement Plan (SAIP) to resolve truant compulsory attendance requirements as they pertain to both the student and the parent/guardian. 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.
    3. At the end of the conference all parties should sign a comprehensive SAIP 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 support from the school and community organizations, an outline of family/parent and student responsibilities, and levels of performance monitoring that include rewards and consequences.
    4. If unexcused absences occur after the SAIP meeting, a truancy citation may be filed with the local magistrate. 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.

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

TARDY/LATE TO SCHOOL

- Middle school students arriving after 8:05 a.m. and high school students arriving after 8:15 a.m. must report to the Attendance Office for an admit slip.
- No one is permitted to enter late and go directly to class. Failure to report to the Attendance Office upon arrival at school may result in disciplinary action.
- 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.
- Students must present a valid, written excuse to the Main Office when entering the school late. Approved reasons for being tardy/late to school are listed below:

    - Observance of religious holiday in accordance with the student's religious beliefs
    - Healthcare from licensed practitioner
    - Approved school activity
- There is no degree of tardiness – a student is either on time or tardy. Excessive tardiness to school may result in disciplinary action and/or negative impact on academic performance.
- Students who are tardy after 9:00 a.m. will not be eligible to participate in any extracurricular activities, practices, games, or social events on that day. If the event occurs on a Saturday, the student must be in attendance by 9:00 a.m. on Friday. Exceptions will only be made at the discretion of administration.

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*** or via an email to the attendance secretary at attendance@northgatesd.net 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 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 pass through the main office and use the doors in the main lobby to exit the building. Students must carry the written Early Dismissal form with them when leaving.
- If it is felt that a student is abusing this procedure, verification will be required that the early dismissal was legitimate. If the time taken was not legitimate, this will be recorded as an unexcused absence.

ILLNESS WHILE AT SCHOOL

- Students who become ill during school must report, with a 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 they have 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 school 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.

HOMELESS STUDENTS

- Under McKinney Vento all school districts are responsible for identifying students experiencing homelessness and connecting them with the resources needed to ensure academic success.

- Who is considered homeless?
    - Children or youth living in a shelter, transitional housing, hotel/motel, vehicle, campground, on the street or doubled up with friends or family due to a lack of alternate resources are considered homeless. An unaccompanied homeless youth is a child or youth that is not in the care of their parent or legal guardian and meets the definition of homeless under McKinney Vento.

- Where can students experiencing homelessness attend school?
    - The law indicates that homeless students have the right to remain in their of school origin (the school they attended at the time of the homeless episode or last school attended) through the end of the school year in which they find permanent housing, provided it is in the child/youth's best interest.

    - If through consultation between the school and the family and/or unaccompanied youth it is determined that remaining in the school of origin is not in the student's best interest, then the student has the right to immediately enroll in the school that non-homeless students living in the attendance area in

which the child/youth is actually living are eligible to attend, even if they do not have all of the required documentation. Additionally, unaccompanied homeless youth have the right to immediately enroll in school, even if they do not have a legal guardian present.

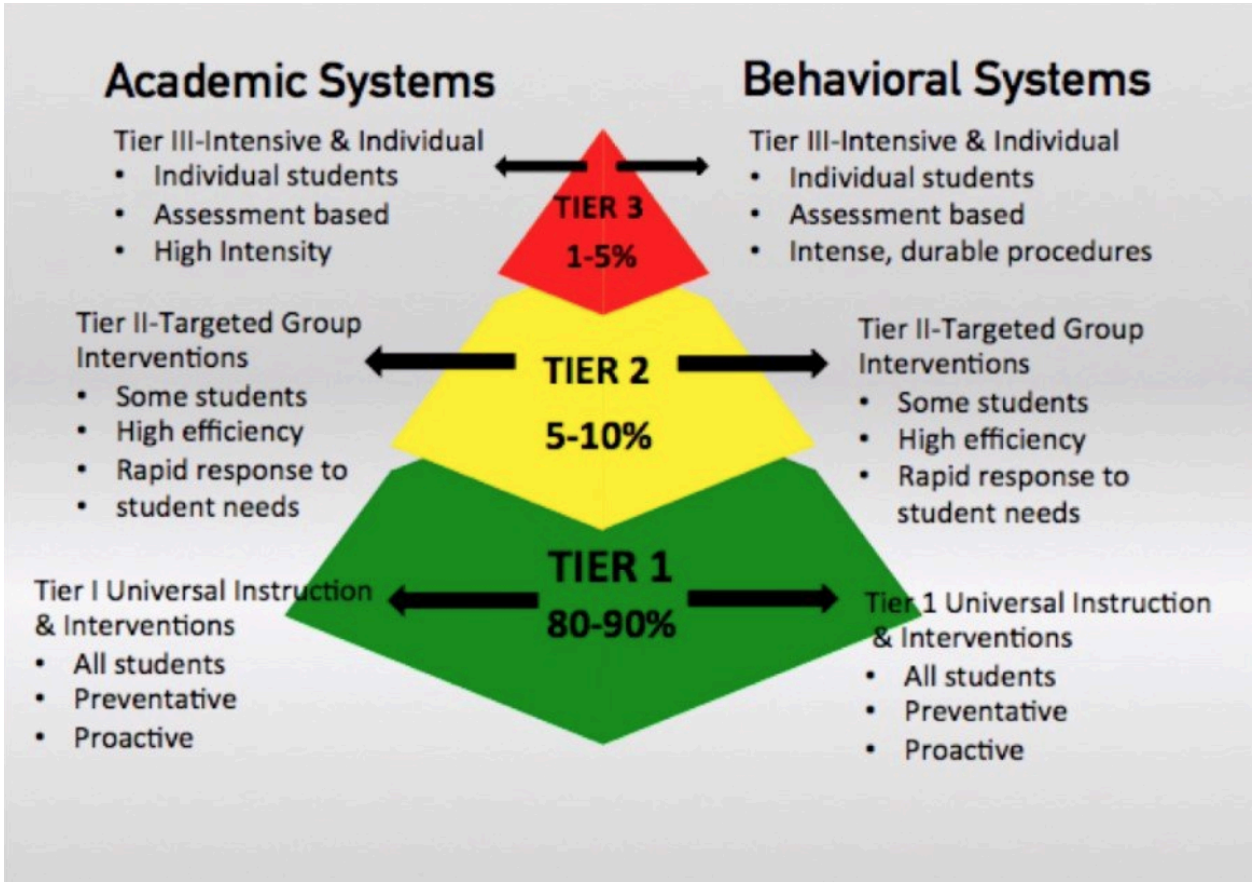
- What supports can school districts provide to homeless students?
    - Homeless students are eligible for supports and services to remove barriers to educational success. This may include transportation to the school of origin, free meals, referrals to physical/mental health providers, clothing to meet school requirements, access to school supplies and resources, assistance with credit recovery, tutoring supports, expedited evaluations and assistance to participate in school activities including parent engagement opportunities, sports, club, etc.

- Homeless Dispute Process
    - If at any time there is a disagreement about homeless status or best interest for school placement, the district will notify the family in writing of their determination that the family/unaccompanied youth is ineligible for McKinney Vento services. At this time, the district will provide the family/unaccompanied youth with the ability to dispute their determination. Throughout the dispute process, the child/youth, including unaccompanied youth, will continue to be educated in the school of origin or immediately enrolled in the school they are seeking enrollment in until the dispute process is finalized. Transportation will continue throughout the dispute process. All disputes will be sent to the ECYEH Regional Coordinator who will issue a determination. If any party is unhappy with the determination, they can elevate the dispute to the state coordinator.

- What if I think that I am eligible for services under McKinney Vento?— Please contact one of the following individuals:
    - Northgate School District Homeless Liaison: Christina Garczewski, Director of Student Services, 412-732-3300 ext. 2000.

    - If you require further assistance, please contact: Storm Carmara, State Coordinator Education for Children and Youth Experiencing Homelessness Program Pennsylvania Department of Education 333 Market Street, 5th Floor Harrisburg, PA 17126-0333 (717) 772-2066.

MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)



At Northgate Middle/High School, we utilize the MTSS Process to support students both Academically and Behaviorally. The process is broken into three Tiers:

- Tier 1: serves all students, and roughly 80-85% of students are successful when Tier 1 supports and interventions are functioning as intended.
- Tier 2: serves roughly 10-15% of students who need more academic or behavioral support.
- Tier 3: serves roughly 5% of students who need intensive academic or behavioral support.

It is important to note that Tiered supports are fluid and flexible. Interventions are in place and tailored to the needs of individuals or groups of students when they need them.

BEHAVIOR INTERVENTION PROCESSES

TIER 1 BEHAVIOR REFERRAL: MINOR REFERRAL

- In the classroom, teachers will issue a Minor Referral in PBIS Rewards referral system for students who are not meeting the FLAMES Expectations, and contact the student's parent or guardian.
- If the behavior continues, a second Minor Referral will be submitted and a teacher detention will be issued as well as further parent contact.
- Upon each third Minor Referral from the same teacher or staff member, a Major Referral will also be submitted to the principal. The principal will then meet with the student about the referral and assign an appropriate consequence from the possibilities listed below.

TIER 2 BEHAVIOR REFERRAL: OFFICE REFERRAL

- Teachers will call/contact the parent of a student each time a Major Referral is made to inform the parent of the student's choice, as well as what occurred that prompted the referral.
- Teachers will then submit the referral in the PBIS Rewards referral system to the principal.
- The principal will then meet with the student about the referral and assign an appropriate consequence from the possibilities listed below.

TIER 3 BEHAVIOR REFERRAL: IMMEDIATE INTERVENTION NEEDED

- Tier 3 Referrals require immediate attention from either the principal, school counselor, mental health professional, school nurse, or law enforcement.
- The intervention will be conducted in order to address the behavior and ensure the safety of the student or students directly involved in the situation, as well as the safety of others in the school building.
- Any 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 may result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and action by the School Board.
- Parents or guardians will be contacted as soon as possible, once everyone is safe and secure, and the principal has had time to gather information to understand the entirety of the situation.
- A letter will also be forwarded with the infraction and disciplinary action taken.
- **All serious violations of the Criminal Code, such as disorderly conduct for fighting or possession of a controlled illegal substance, will be referred to appropriate authorities through a citation to the magistrate.**

	Tier 1 Behavior Referral Minor Referrals	Tier 1 Consequences (the consequences listed below are possible options)
Focused Students remain focused on their social and academic goals.	• Students are talking with other classmates during instruction. • Students do not arrive to class on time. • Students do not appropriately take ownership of their academic responsibilities during class, advisory, or focus period.	• Parent Contact • Teacher Assigned Detention • Lunch Detention
Leaders Students showcase strong skills used to motivate others in positive ways.	• Students do not follow directions from the teacher. • Students are not contributing members of a collaborative group. • Students demonstrate disrespect toward teachers or classmates.	
Accountable Students are accountable for their choices.	• Students have phones out during class instead of being locked in the locker. • Students have earbuds in their ears in the classroom or hallway. • Students use school issued Chromebook for non-educational or inappropriate purposes.	
Motivated Students set goals and make decisions in order to achieve success.	• Students are not using time appropriately in the classroom. • Students are not putting forth appropriate effort into the class work.	
Extraordinary Students go above and beyond to create a positive school culture.	• Students' actions disrupt the learning environment for other students. • Students use inappropriate language not directed at a teacher or student.	
Safe Students promote a safe and healthy environment at all times.	• Students do not keep their hands to themselves. • Students are running in the hallway, classroom, cafeteria. • Students have food outside of the cafeteria or lobby. • Backpacks & coats are not kept properly locked in lockers. • Students are wearing hoods in the hallways and in the classrooms.	

	Tier 2 Behavior Referral PBIS Office Referral	Tier 2 Consequences (the consequences listed below are possible options)
Focused Students remain focused on their social and academic goals.	• Students are consistently and intentionally talking with other classmates over the teacher as already documented by Minor Referrals. • Students consistently and intentionally talk out of turn as already documented by Minor Referrals • Students are consistently more than 5 minutes late to class without an E-Hall Pass as already documented by Minor Referrals. • Students choose to cut class or not report to their assigned class or location.	• Lunch Detention • After school detention 45 mins - 80 mins • Office Assigned Detention • Conference with parent/guardian, student, administrator, or counselor • Saturday Detention • 1-3 days in-school suspension– parental contact by letter/telephone • 1-3 days out-of-school suspension – parental contact by letter/telephone • Informal Hearing with parent/guardian, student, administrator following 3 or more days of out of school suspension • Restrictions of Privileges: o Technology (Chromebook, Ear Bud/AirPod, or Cell Phone) o Cafeteria Use / Seating o E-Hall Pass Usage o Personalized, specific dress code o Social/Athletics Suspension • Referrals to Support Systems: o Student Assistance Program (SAP) o Guidance Groups o Multi-Tiered Systems of Support (MTSS) o AHN School Based Therapy o Functional Behavioral Assessment (FBA) o Collaborative Problem Solving (CPS)
Leaders Students showcase strong skills used to motivate others in positive ways.	• Students yelling, arguing, talking back, to the teacher. • Students harass another student or staff member in school verbally or via social media / technology. • Students continually demonstrate disrespect toward teachers or classmates as already documented by Minor Referrals.	
Accountable Students are accountable for their choices.	• Students continually have phones out during class instead of being locked in the locker as already documented by Minor Referrals. • Students continually have earbuds in their ears in the classroom or hallway as already documented by Minor Referrals. • Students continually use school issued Chromebook for non-educational or inappropriate purposes as already documented by Minor Referrals.	
Motivated Students set goals and make decisions in order to achieve success.	• Students are continually not using time appropriately in the classroom as already documented by Minor Referrals. • Students are continually not putting forth appropriate effort into the class work as already documented by Minor Referrals.	
Extraordinary Students go above and beyond to create a positive school culture.	• Students' actions continually disrupt the learning environment of other students as already documented by Minor Referrals. • Students use aggressive or foul language directed at a teacher or student. • Students engage in vandalism or destruction of property.	
Safe Students promote a safe and healthy environment at all times.	• Students continually not meeting F.L.A.M.E.S. expectations regarding hoods, backpacks, coats, food, running as already documented by Minor Referrals. • Students continually demonstrate behaviors that are extremely disruptive to the educational process as already documented by Minor Referrals. • Students making threats toward individual people or verbal arguments between students • Students engage in a physical altercation with another student.	

	• Students possess any tobacco substance or device.	

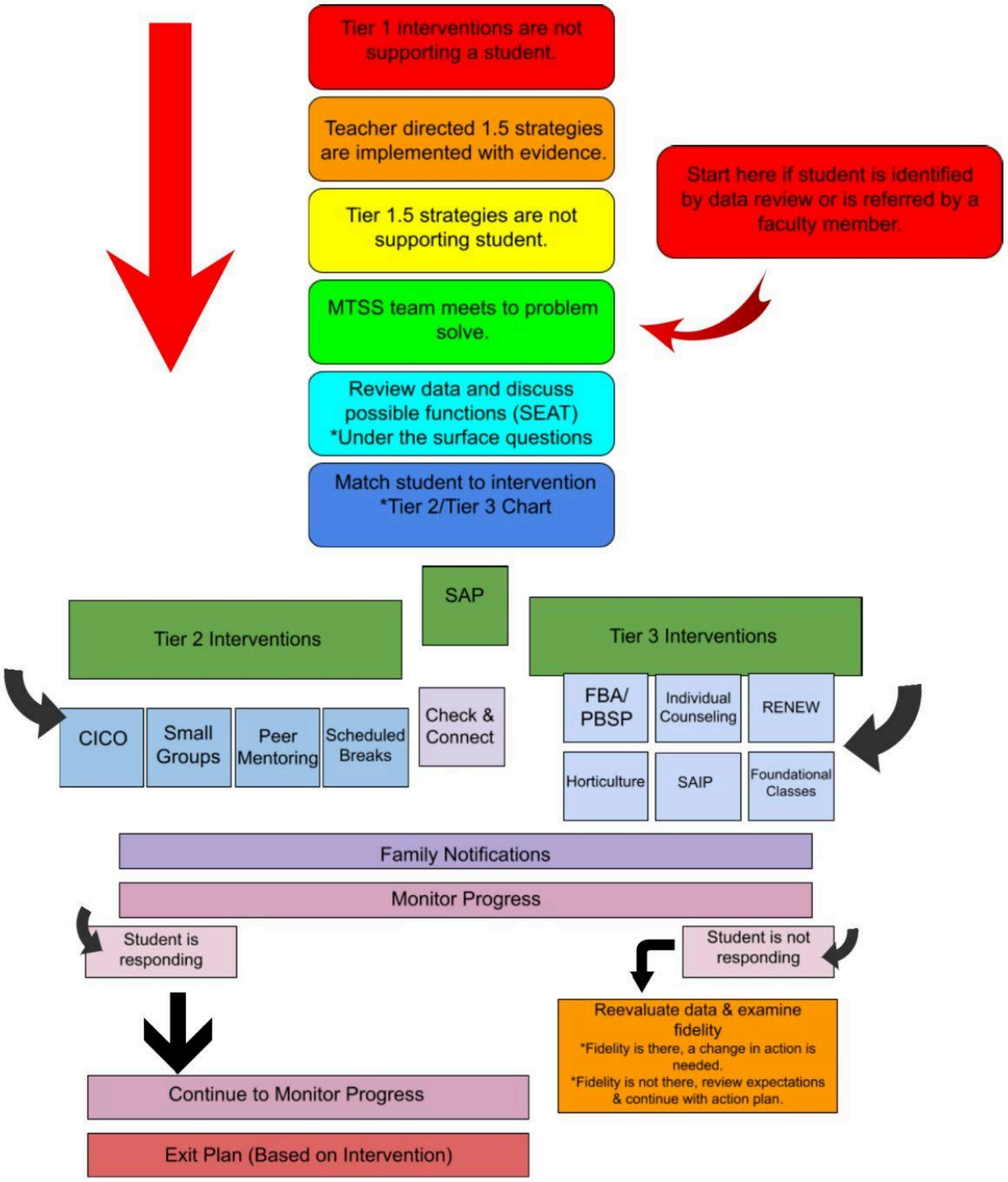
TIER 3 BEHAVIOR REFERRAL: IMMEDIATE ADMINISTRATIVE ACTION

	Tier 3 Behavior Referral Immediate Administrative Action	Tier 3 Consequences (the consequences listed below are possible options)
Focused Students remain focused on their social and academic goals.	• Students are engaged in verbal or physical actions in the classroom that create a significant disruption to the learning of others and the students need to be immediately removed from the classroom.	• 1-3 days out-of-school suspension– parental contact by letter/telephone • 10 days out-of-school suspension – parental contact by letter/telephone. An informal hearing may lead to increased consequences. • Referral to the appropriate law enforcement office • Confiscation of technology device by staff member and submission to office • Social/Athletics Suspension • Mandatory enrollment in the Northgate Online Learning Academy • Placement in alternative public school • Expulsion from the School District • Referrals to Support Systems: o Student Assistance Program (SAP) o Guidance Groups o AHN School Based Therapy o Functional Behavioral Assessment (FBA) o Collaborative Problem Solving (CPS) • Possession of a weapon shall be handled in accordance with Section 13-1317.2 of the PA School Code • Vaping offenses result in Saturday detention, parent conferences, and/or referral to the magistrate or community service and/or Smokeless Saturday classes.
Leaders Students showcase strong skills used to motivate others in positive ways.	• Students are engaged in verbal or physical actions in the classroom that create a significant disruption to the learning of others and the students need to be immediately removed from the classroom.	
Accountable Students are accountable for their choices.	• Students' inappropriate use of technology accessing inappropriate, unsafe, or illegal materials requires the student to be removed from the classroom and the device confiscated and turned over to law enforcement if necessary.	
Motivated Students set goals and make decisions in order to achieve success.	• Students' lack of effort is causing the student to risk failing the class.	
Extraordinary Students go above and beyond to create a positive school culture.	• Students are engaged in verbal or physical actions in the classroom that create a significant disruption to the learning of others and the students need to be immediately removed from the classroom.	
Safe Students promote a safe and healthy environment at all times.	• Students initiate a physical altercation with another student. • Students possess any controlled, illegal substance or are under the influence of an illegal substance. Possessing or using a vape • Students possess a weapon • Students making specific verbal or written threats toward specific people or the school that create an unsafe environment.	

Although the consequences above are available for discipline, **the specific discipline will be determined by an investigation of the incident by the building principal and consistent with board policy and all local, state, and federal laws.**

NORTHGATE
SCHOOL DISTRICT
Students First and Foremost

Northgate MTSS Tier 2 and 3 Flowchart



CONSEQUENCE & INTERVENTION DESCRIPTIONS

At Northgate, our primary goal is to teach and reinforce positive behaviors while supporting every student's growth. Through our Multi-Tiered System of Support (MTSS), we provide the structure and resources needed to help students develop strong FLAMES behaviors. Our MTSS team works to review student academic, behavioral, & social/emotional needs and develop a plan of support. While we prioritize teaching and support, there are consequences for behaviors that disrupt learning or safety. These are paired with restorative practices that help us understand the root cause of the behavior, repair any harm done, and work together to ensure the behavior does not continue.

JUST DISCIPLINE

Northgate partners with the Just Discipline Project from the University of Pittsburgh to help create a positive school climate. The program focuses on building strong relationships with all students (Tier 1) and using restorative practices to support students when challenges arise (Tier 2). Our goal is to keep students in school, strengthen relationships, and help them learn from their mistakes.

TEACHER ASSIGNED DETENTION: Tier 1 Consequence

Teacher assigned detention is held with the assigning teacher before or after school for a minimum of fifteen (15) minutes. The teacher assigning the detention will communicate date and time of the detention to the student and the parent/guardian. 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.

LUNCH DETENTION: Tier 1/2 Consequence

Lunch detention may be assigned as deemed appropriate by a teacher or an administrator. Students will be required to report to a designated location for lunch.mStudent's lunch will be brought from the cafeteria to the designated location.

OFFICE ASSIGNED DETENTION: Tier 2 Consequence

Office detention may also be assigned as deemed appropriate by an administrator. Office detention takes place from 7:20 - 8:05 a.m. or 3:15 - 4:00 p.m. Students are not permitted to participate in extracurricular activities until detention is served.

CHECK IN / CHECK OUT (CICO): Tier 2 Intervention

Participating students will check in and out with a mentor each day on targeted goals. During check-in, students will meet with their mentor and review FLAMES expectations & goals for the day. Teachers will fill out ratings of each FLAMES expectation for the class period and review them with the student when possible. Students will check out with their mentor and complete a self-rating on how their day went. Mentors will review data at the end of the day/in the morning

and discuss with students (comparing teacher and student rating). Data will be entered by the mentor into PBIS Rewards. Mentors will email the form home to parent(s) on a daily basis.

COLLABORATIVE PROBLEM SOLVING (CPS): Tier 2/3 Intervention

This is a meeting between a student and the MTSS Team to develop a collaborative, skill building plan. The CPS approach is proven to reduce challenging behavior, teach kids the skills they lack, and build relationships with the adults in their lives.
Click here to read more about the Collaborative Problem Solving process.

STUDENT ASSISTANCE PROGRAM (SAP): Tier 2/3 Intervention

The Pennsylvania Student Assistance Program (SAP) is a systematic team process used to mobilize school resources to remove barriers to learning. SAP is designed to assist in identifying issues including alcohol, tobacco, other drugs, and mental health issues which pose a barrier to a student's success. The primary goal of the Student Assistance Program is to help students overcome these barriers so that they may achieve, advance, and remain in school. While Student Assistance Programs exist in other areas of the country, the structure and operation of the program in Pennsylvania is a unique expression of an integrated model serving the needs of Pennsylvania families and students.

IN-SCHOOL SUSPENSION (ISS): Tier 2 Consequence

Students can be assigned a half day or full day of in-school suspension. Students will report to the designated room at the start of the suspension and remain there for the duration of their suspension. The student's teachers will provide assignments. Breakfast and lunch will still be available to students, but lunch will occur in the ISS room. No students may engage as a spectator or participate in any extracurricular activity during the calendar day(s) they serve the in-school suspension.

OUT-OF-SCHOOL SUSPENSION (OSS): Tier 2/3 Consequence

A student serving out-of-school suspension is not permitted to be on school property during the assigned suspension. No student may engage as a spectator or participate in any extracurricular activity during the calendar day(s), as well as weekend days/holidays if applicable, they serve the out-of-school suspension.

CHECK AND CONNECT (CC): Tier 2/3 Intervention

At the core of Check & Connect is a trusting relationship between the student and a caring, trained mentor who both advocates for and challenges the student to keep education at the forefront. Students in Check and Connect are assigned a trained mentor teacher who they meet with weekly for at least 20 minutes to review the Weekly Monitoring Form (attendance, behavior, course performance data).

FUNCTIONAL BEHAVIORAL ASSESSMENT (FBA): Tier 2/3 Intervention

A school team works on the FBA. The team is led by a person trained in understanding behavior, like a school psychologist or a behavior specialist. The FBA team may also include teachers, school staff, service providers, the student, and their family. When an FBA is complete, the school should have a good idea of what's causing the behavior and how to help. The next step is to create a behavior intervention plan (BIP) with strategies and interventions to improve the behavior. Over time, the plan may change depending on the student's needs.

RENEW: Tier 3 Intervention

RENEW is designed to help students who are at risk of dropping out due to school and environmental barriers. Aims to help students increase self awareness, develop short and long-term goals, and establish connections. This is a long-term, 1 to 2 year intervention program.

CHILL PROJECT

We are proud to partner with Allegheny Health Network to bring AHN Chill Project™ to our school. Through this program, students receive monthly Tier 1 lessons focused on mindfulness, stress management, and social-emotional wellness, and also have access to The Chill Room™, a space created to help students learn to regulate and manage emotions. This space and curriculum are designed to help all students build healthy coping skills and emotional awareness. For students who may need additional support beyond these lessons, the Chill Project™ also offers school-based outpatient therapy (billed through insurance) to address specific needs and promote overall well-being.

AHN SCHOOL BASED THERAPY: Tier 3 Intervention

Students are matched with an AHN school-based therapy or outpatient support services. Students are assigned a specific number of sessions per week or month.

WHAT I NEED (WIN) ADVISORY TIME

WIN (What I Need) Time is a dedicated intervention and enrichment period that provides students with daily opportunities for personalized academic and social-emotional support. As part of our Multi-Tiered System of Supports (MTSS) framework, WIN Time ensures that every student receives the right support at the right time based on individual needs, strengths, and goals.

WIN Time is grounded in data and student ownership. Using grades, classroom assessments, diagnostic data, attendance information, and teacher observations, students collaborate with teachers and principals to identify areas for growth and set goals. Students are active participants in the process, reflecting on their progress and developing plans to help them succeed both academically and personally.

Different students have different needs. WIN Time offers a variety of supports and opportunities. Students may receive extra help from teachers, participate in Math, Science, and English Language Arts tutoring, complete homework and missing assignments, or engage in targeted IXL and Keystone preparation lessons. These supports provide students with additional time, practice, and instruction to build skills and achieve their goals.

WIN Time also recognizes success in school requires social-emotional growth in addition to academic achievement. As part of our MTSS framework, students have access to small group counseling, Chill lessons focused on self-regulation and coping strategies, and monthly counseling and principal-led lessons. Students in grades 7 through 10 receive targeted lessons that address important developmental topics and school success skills, while students in grades 11 and 12 participate in activities and supports designed to help them prepare for postsecondary education, careers, and life after graduation.

In addition to intervention and support opportunities, WIN Time provides students with opportunities to connect, explore interests, and build relationships. Friday Club Days offer enrichment activities that foster school connectedness, engagement, and a sense of belonging within the Northgate school community.

WIN Time is more than a study hall or intervention period. It is a structured learning environment and a key new element of Northgate's MTSS framework. All school rules and expectations remain in effect during WIN Time. The flexibility of the period requires students to demonstrate personal responsibility and self-management while making productive use of their time.

SCHOOL BOARD POLICIES - BEHAVIOR & DISCIPLINE

Note: In all situations listed in this section, parent or guardian notification will occur as soon as possible.

SUSPENSIONS AND EXPULSIONS (BOARD POLICY NO. 233)

- The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations.

POSSESSION OF WEAPONS OR FACSIMILE

- Weapons and replicas of weapons, including toys, are forbidden on school property, while traveling to and from school or at school-sanctioned events.
- Weapons shall include, but are not limited to, the following: firearms, knives, metal knuckles, straight razors, explosives or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.
- "Dangerous weapon" means any weapon, device, instrument, material or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury.
- Any loaded or unloaded firearm or dangerous weapon possessed on or about a person while on District property is subject to seizure or forfeiture and will automatically be turned over to the police.
- Consequences for possession of a weapon:
    - 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 enforced 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 AND TOBACCO VAPING 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 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 vaping devices
- Legal consequences for possessing or using tobacco or vaping product:
    - 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.
    - 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.
- School consequences for possessing or using tobacco, nicotine, or vaping product:
    - A first offense violating the Smoking Policy in school buildings will result in progressive discipline as determined by the principal. First offense results in Saturday school detention and parent contact. A second offense results in 1-day OSS and a parent conference. Administration reserves the right to file a citation with the magistrate for any incident of tobacco use or vaping on school property.
    - Students violating this policy outside the school buildings on school property or at school activities may be suspended from future after-school activities.
- To ensure a safe, tobacco- and drug-free environment for all students, the school administration reserves the right to search students, lockers, and personal property if there is reasonable suspicion of items such as tobacco, vaping products, weapons, or other prohibited materials. Our top priority is the safety and well-being of every

student, and these measures help us maintain a secure and supportive school community.

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):
    - Parents or guardians will 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 administration.
    - 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.
    - The student initially will be given a suspension if necessary for a minimum of three (3) days. Within the three (3) day suspension period, an informal hearing will be scheduled and 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.

DRESS CODE

- An important objective of the School District is to promote a school environment conducive to learning and one that fosters responsible attitudes and habits, reflecting community values while also respecting a student's right to express themselves in the way that they dress. Students are expected to respect the school community by dressing

appropriately for the K-12 educational environment. 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. Clothing or jewelry displaying indecent writing, profanity, depictions or allusions to drugs, alcohol, and sex, including slogans, are inappropriate and may not be worn. Apparel of or relating to designation of gang membership, affiliation or promotion is prohibited. The following dress code requirements will be enforced:

  - Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
  - Clothing must cover areas from one armpit across to the other armpit, down to the thighs and tops must have shoulder straps.
  - If a person's shirt does not cover the navel area, then some type of coverup must be worn.
  - Clothing must cover undergarments.
  - Fulfillment of the dress code must accommodate clothing worn by students as an expression of religious beliefs (head scarves, for example) and worn by students with disabilities (protective helmets, for example).
  - Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards exist.
  - Specialized courses may require specialized attire, such as sports uniforms or safety gear.
  - Due to safety concerns with identifying students and concerns about engagement in school, hoodies are not to be worn over the head at any time.
  - Articles deemed unacceptable in the school building under this objective are as follows: winter coats, thick jackets, bulky pullovers, hoods covering a student's head, may not be worn throughout the school day unless administrative permission is extended for special circumstances.

- Dress must not interfere with the educational process or the rights of others and clothing should not affect the safety or welfare of the wearer or other students. Students wearing unacceptable clothing may be presented with school owned replacement garments or may be sent home for a change of clothes. Multiple violations may necessitate appropriate disciplinary measures as deemed necessary by the principal. School-directed changes to a student's attire or grooming should be the least restrictive and disruptive to the student's school day. Any school dress code enforcement actions should minimize the potential loss of educational time.
- Dress code procedure: When a student is not in compliance with the dress code, the teacher or faculty member will send the student to the nurse without confrontation. Simply say, "the nurse needs to see you." The teacher or faculty member will then send the nurse a message to alert her why the student is being sent to the office.

GAMING/GAMBLING

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

STUDENT HARASSMENT

- Harassment is defined as any verbal, written, visual or physical act(s) of a sexual nature or conduct designed to reduce the dignity of that individual with respect to race, color, creed, religion, national origin, gender, age or disability. Harassment is further defined as offensive, intimidating, unwelcome actions that could reasonably be taken as objectionable by another individual.
- Harassment is strictly forbidden and will not be tolerated. Harassment of any student(s) by any other student(s) or any member of the staff is contrary to the School's commitment to provide a physically and psychologically safe environment in which to learn. Additionally, such actions are a violation of Federal and State Law.
- Harassment violators shall be subject to suspension or expulsion procedures.
- Procedures:
    - Any student who feels he or she has been the subject of alleged harassment must contact the school Principal, School Counselor or School Resource Officer as soon as the alleged conduct occurs, or otherwise as soon as possible after the incident. Upon receipt of the written complaint, the Principal, School Counselor or School Resource Officer will contact the person who initiated the alleged harassment, and inform the person on the basis of the complaint, as well as provide the opportunity to respond in writing to the allegations set forth in the complaint. The district will notify the compliance officer to ensure appropriate steps are taken.
    - The Principal, School Counselor or School Resource Officer will conduct an investigation of the allegations of the complaint as quickly as possible. Witnesses will be interviewed when appropriate. The complainant and the individual identified as the person charged with alleged harassment will also be interviewed. All of the information obtained by the Principal, School Counselor or School Resource Officer during the investigation will be kept in confidence.
    - If it is determined harassment by a student has occurred, appropriate disciplinary action will be taken. Violations by students will be addressed according guidelines of student conduct/behavior/interventions. The severity and frequency of the offense, or other relevant conditions surrounding the incident, will determine the discipline.
    - 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 address any unlawful harassment. Similarly, an individual's failure to submit a written complaint within three (3) days of a verbal report of harassment addressing the alleged unlawful activity may affect the credibility of the person making the charge. If the individual against whom the complaint of harassment is filed fails to respond to the complaint within seven (7) days of notification by the school, the school may pursue the investigation of the complaint and impose appropriate discipline.
    - Cases that involve charges against a student will be subject to the student discipline policies and procedures and all applicable State and Federal Laws.

DISCRIMINATION/TITLE IX SEXUAL HARASSMENT AFFECTING STUDENTS (BOARD POLICY NO. 103)

- Authority: The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.
- The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.
- The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district sponsored programs or activities, including transportation to or from school or school-sponsored activities.
- Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

DATING VIOLENCE (BOARD POLICY NO. 252)

- **Purpose:** The purpose of this policy is to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of the district and is prohibited at all times.
- **Definitions:** Dating partner shall mean a person, regardless of gender, involved in an intimate relationship with another person, primarily characterized by the expectation of affectionate involvement, whether casual, serious or long-term. Dating violence shall mean behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person's dating partner.
- **Authority:** The Board encourages students who have been subjected to dating violence to promptly report such incidents. The district shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any student who violates this policy.
- **Title IX Sexual Harassment and Other Discrimination:** Every report of alleged dating violence that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full

participation of the Compliance Officer and Title IX Coordinator. If, in the course of a dating violence investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged dating violence.

- **Discipline of Student Convicted or Adjudicated of Sexual Assault:** Upon notification of a conviction or adjudication of a student in this district for sexual assault against another student enrolled in this district, the district shall comply with the disciplinary requirements established by state law and Board policy.
- **Complaint Procedure:** When a student believes that they have been subject to dating violence, the student is encouraged to promptly report the incident, orally or in writing, to the building principal, school counselor, or classroom teacher. The building principal shall conduct a timely, impartial, and comprehensive investigation of the alleged dating violence. The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation. If the investigation results in a substantiated finding of dating violence, the building principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Student Conduct. The district shall document the corrective action taken and, where not prohibited by law, inform the complainant.
- This policy on dating violence shall be:
    - Published in the Code of Student Conduct.
    - Published in the Student Handbook.
    - Made available on the district's website, if available.
    - Provided to parents/guardians.

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:
    - Substantially interfering with a student's education.
    - Creating a threatening environment.
    - Substantially disrupting the orderly operation of the school.
- Bullying, as 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.

HAZING (BOARD POLICY NO. 247)

- The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

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.

TECHNOLOGY

SCHOOL ISSUED CHROMEBOOKS

Click here to link access technology information about school issued devices.

PERSONALLY OWNED DEVICE POLICY (CELL PHONES) (BOARD POLICY NO. 237)

- Students are not permitted to have their phones or personal devices in classrooms or while in the hallways. Phones and personal devices should be locked in students' lockers.
- If students have a personal device out in class or in the hallways, staff member will instruct the student to bring the device to the principal's office.
    - 1st Offense: Device returned to locker; staff calls home and submits referral
    - 2nd Offense: Device remains in the office for one week, office referral, detention is assigned.
    - 3rd Offense: Office referral, Device remains in the office until parent pick-up and parent/administrator/student conference
    - Continued phone possession will result in additional consequences.
- It is the responsibility of the student to secure his or her personally owned device (POD) when choosing to bring it to school. DO NOT LEAVE THESE DEVICES UNATTENDED AT ANY TIME.
- **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 (POD) shall include all existing and emerging technology devices that can take photographs, record audio or video; input text, upload and download media; and transmit or receive messages or images. Examples of a personally owned device shall include, but is not limited to: MP3 players and iPods; iPads, Nooks, Kindle, and other tablet PCs; laptop and netbook computers; personal digital assistants (PDAs), cell phones and smartphones such as BlackBerry, iPhone, iWatches, or Droid, as well as any device with similar capabilities.
- 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:
    - 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 the nurse's 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.

INTERNET

- Access to the Internet will enable students to use thousands of libraries and databases. Within reason, freedom of speech and access to information will be honored. Families should be warned some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. To that end, Northgate Schools support and respect each family's right to decide whether or not to apply for access.
- Violations of this policy by students will be handled within the guidelines of the student code of conduct/demerit policy. Violations may result in a loss of access as well as other disciplinary or legal action (as outlined in the Discipline Policy.) Multiple offenses may result in the loss of all district computer privileges.
- The following are some examples of inappropriate behavior:
    - Sending or displaying offensive messages or pictures
    - Using obscene language
    - Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
    - Harassing, insulting, or attacking others
    - Damaging or modifying computers, computer systems, or computer networks
    - Violating copyright laws
    - Using others' passwords
    - Trespassing in others' folders, work, or files
    - Intentionally wasting limited resources

- Employing the network for commercial purposes, financial gain, or fraud
- Installation of unapproved software – Chat instant message programs
- Modifying software settings
- Creating public email accounts

SCHOOL COUNSELING

COUNSELING

- Each student is assigned a school counselor. Mrs. Stacy Gallagher is the School Counselor for students in Grades 7, 8, and 9 and Mr. Zachary Burns is the School Counselor for grades 10, 11, and 12. Students are expected to go to the School Counselor Office during non-class time unless a counselor has requested otherwise. A pass should be obtained from the School Counseling Office Secretary prior to your visit and shown to your teacher prior to going to the School Counselor Office. Students are also encouraged to visit the school counselors after dismissal.

COLLEGE, CAREER, & LIFE READY PREPARATION

- Smart Futures Lessons
- Experiential Career Fair

SUICIDE AWARENESS, PREVENTION AND RESPONSE

- The Board of School Directors 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 utilizes 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.

ATHLETICS & EXTRACURRICULAR ACTIVITIES

HIGH SCHOOL ATHLETIC TEAMS

Fall Sports	Winter Sports	Spring Sports
Girls' & Boys' Cross Country	Wrestling	Girls' & Boys' Track
Football	Boys' Basketball	Softball
Girls' Volleyball	Girls' Basketball	Baseball
Fall/Football Cheerleading	Winter/Basketball Cheerleading	
Band	Girls' & Boys' Swimming	
Band Front		

MIDDLE SCHOOL ATHLETIC TEAMS

Fall Sports	Winter Sports	Spring Sports
Girls' & Boys' Cross Country	Wrestling	Girls' Volleyball
Football	Boys' Basketball	Girls' & Boys' Swimming
Girls' Basketball	Winter/Basketball Cheerleading	Softball
Fall/Football Cheerleading		Baseball
Band		Track & Field
Band Front		

MIDDLE SCHOOL/HIGH SCHOOL EXTRA-CURRICULAR ACTIVITIES

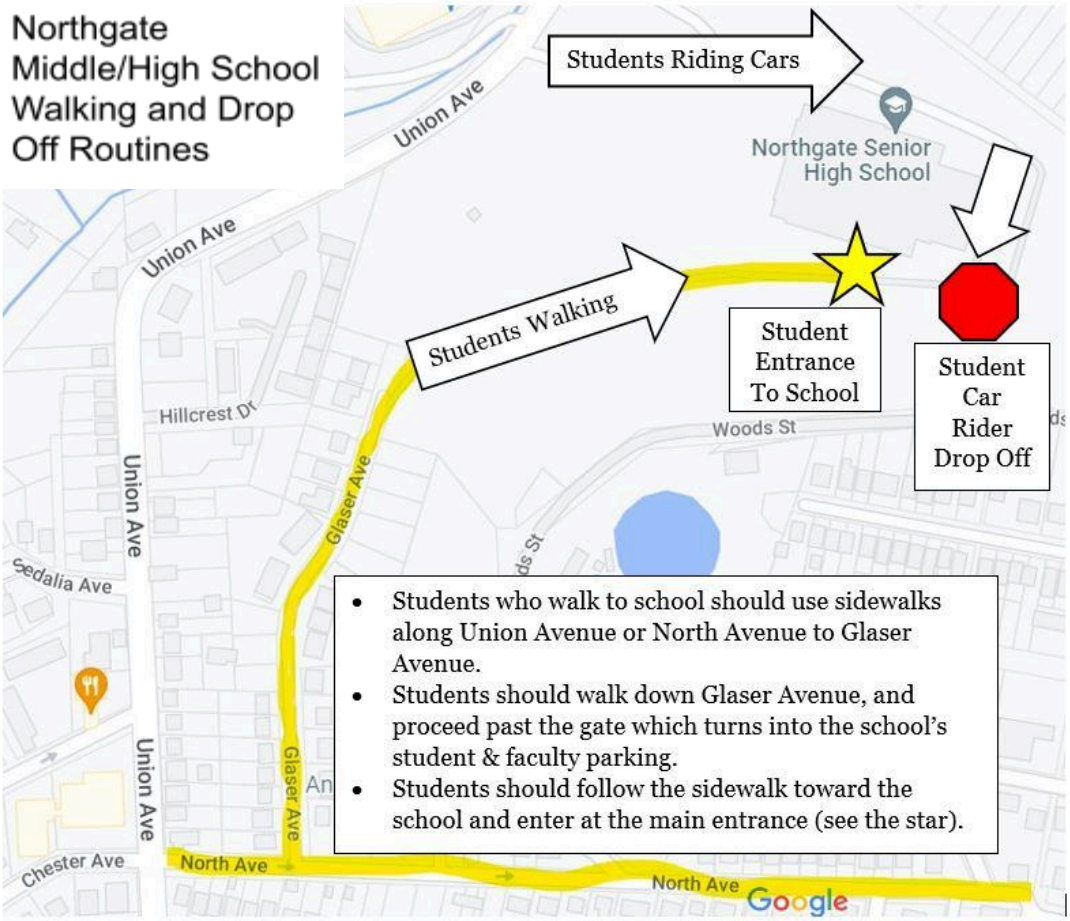
MIDDLE SCHOOL	HIGH SCHOOL
Art Club	Art Club
Audio Visual Club	Audio Visual Club
Choir	Choir
eSports Club	Entrepreneurship Club
Forensics Club	eSports Club
Journalism Club	Foreign Language Club
VOICES	Journalism Club
Spring Musical	National Honor Society
Student Council	Nerd Club
Weight Lifting Club (8th only)	VOICES
Yearbook	Spring Musical
	Student Council
	Weight Lifting Club
	Yearbook

Please refer to the Student Activities and Athletic Handbook for Eligibility and Participation Guidelines: Student Activities and Athletic Handbook

SAFETY PROCEDURES

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 via Union Avenue and Century Drive.



STUDENT DRIVERS

Students are permitted to drive to school, provided specific guidelines and expectations are met. Registration is required and parking locations are assigned. Students are NOT permitted to park in the spaces in front of the building. These spaces are assigned to teachers and available to visitors ONLY.

Information and forms to request a parking permit are available in the main office. Automobile insurance, vehicle registration, and a valid driver's license must be presented to complete the registration process. Written parent permission is required.

GUIDELINES FOR RIDING BIKES, E-BIKES, SCOOTERS, SKATEBOARDS, ETC. TO SCHOOL

Students are permitted to ride a bike, E-bike, scooter, skateboard, etc. to school as long as the following guidelines are met:

- **Wear a Helmet:** PA law requires all riders under 12 years of age to wear a helmet. The PA Dept of Transportation strongly recommends all individuals wear helmets when riding.
- **Solo Riders:** Only one person is allowed per bike or scooter. Carrying extra passengers makes the vehicle unstable and unsafe.
- **Follow PA Traffic Laws:** Stop at all stop signs, use hand signals to turn, and ride with the flow of traffic.
- **Age Limit:** In PA, riders must be at least 16 years old to legally operate an e-bike on public roads and paths.
- **Campus Rules:**
    - Dismount upon arriving on the walkway to the building.
    - Park and lock your vehicle at the bike rack. Vehicles are not permitted inside the school building for any reason.
    - Batteries will not be charged inside the school building.

PERMISSION FOR USE OF THE SCHOOL LOCKERS

- For the convenience and security of the students, students are permitted to place their personal property within the lockers.
- The School District prohibits the use of 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.
- 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 reasonable belief 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 containers brought by the student on school premises, and to seize such possessions if there is a reasonable suspicion 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 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.
    - Students are not to loiter or linger in the restroom.
    - The Administration and staff will monitor the restrooms.
    - 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 restroom privileges.

FIRE AND WEATHER EMERGENCY DRILLS

- Drills 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.

VISITORS TO THE SCHOOL

- Visitors are welcomed at Northgate Middle/High School for appropriate reasons. All visitors must 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.

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. Students are to follow all instructions of the bus driver. Any violation of these guidelines may result in the loss of transportation privileges.

CAFETERIA & FOOD SERVICE

FOOD SERVICE PRICING AND CHARGE PROCEDURES

- The Northgate School District participates in the Community Eligibility Provision (CEP) Program which provides a nutritious FREE breakfast and lunch to all children enrolled in the district regardless of family income.
- All meals meet federal and state guidelines. This program does not apply to extra entrees and ala carte items. Students must take 3 of the 4 items offered at breakfast, and 1 of those items must be a ½ cup fruit. At lunch, students must take 3 of the 5 items offered and 1 of those items must be a ½ cup fruit or vegetable.
- Students who wish to purchase an extra entree, one of our snack options, or milk must pay for them. Charging the sale of these items will not be permitted.

PAYMENT OPTIONS

- The Community Eligibility Provision Program does not cover the cost of extra servings, or ala carte items (snacks and beverages).
- It is FREE to create an online account with www.payschoolscentral.com. The parent/guardian can monitor student's eating habits and create low balance alerts. A fee is charged if you choose to pay online. We recommend all families create an account to monitor spending.
- **Pay Online:** View your child's purchase history and make payments at www.payschoolscentral.com. 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 as quickly as 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 to provide families with enough time to add additional funds.

- **Pay Cash:** Secondary students may hand cash to the cashier during breakfast or lunch service.
- **Pay By Check:** Make checks payable to the Northgate Cafeteria Fund and please record your student's name and student ID number on the check. Secondary students may hand the check to the cashier during breakfast or lunch service.
- It is the responsibility of the parent/guardian to pay for any previously accrued meal charges. For more information, please review the Northgate Food Services Policy.

NEGATIVE MEAL ACCOUNT BALANCES

- It is expected that student meal accounts be funded for extra servings or ala carte items. 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 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.
    - 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 Grades K-11 – If a positive or negative balance is left in a student's account at the end of the school year, that balance will remain and carry over into the next school year.

LUNCH IDENTIFICATION NUMBERS

- We employ a computerized meal service system. The purpose of the system is to allow parents to prepay for extra servings, or ala carte items. All students must have their student ID number daily to obtain lunch.

MEDICAL & INSURANCE INFORMATION

SCHOOL INSURANCE

- School accident insurance is made available to students at a group rate, which lowers the premium considerably.
- 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. Amy Pizzica in the Northgate Middle/High School Main Office at (412) 732-3300 Ext. 1001.
- 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.
- If you have questions regarding medication, please contact our school nurse, Sarah Pawlik, at (412) 732-3300 Ext. 1020.

USE OF ELEVATOR

- The elevator is provided to meet the needs of students whose physical status is limited and/or where special circumstances are unique. No students are to use the elevator except those with permission secured from the Main Office. Students who need assistance carrying materials may have only one other student ride the elevator with him or her. Elevator keys must be signed in at the start of each day and returned to the office at the end of each day. Any student caught abusing the elevator policies will face disciplinary consequences.

NORTHGATE
SCHOOL DISTRICT
Middle / High School

Student Handbook
STUDENT AND PARENT/GUARDIAN SIGNATURE FORM

Please complete the Google Form below, acknowledging that you have read and understood the policies, procedures, and expectations described in the **Northgate Middle/High School Student Handbook.**

Please complete the
Handbook Acknowledgement form
By Thursday, September 3, 2026