Northgate School District

Faculty Handbook for K–12 Teachers

Introduction

A copy of all school district policies and procedures is available on the District's website (www.northgatesd.net). It is each teacher's responsibility to understand and follow these policies. If you have questions, please consult your Building Principal.

TABLE OF CONTENTS

NORTHGATE SCHOOL DISTRICT	1
EXPECTATIONS FOR THE INSTRUCTIONAL ENVIRONMENT	3
EDUCATING STUDENTS WITH DISABILITIES	5
SUPERVISION AND STUDENT ATTENDANCE	7
DISCIPLINE AND BEHAVIORAL EXPECTATIONS	9
CONDITIONS OF CLASSROOMS	10
PROFESSIONAL RESPONSIBILITIES	11
COMMUNICATION WITH FAMILIES	15
LEGAL IMPLICATIONS	16
SOCIAL MEDIA	16
TRANSPORTING STUDENTS	17
TECHNOLOGY	17
EMERGENCY PROCEDURES	23
MANDATED REPORTING RESPONSIBILITIES	24
INJURY AT WORK	25
BUILDINGS & GROUNDS	27
TOBACCO FREE ENVIRONMENT	28
VISITORS TO THE BUILDINGS	28
NORTHGATE APPAREL & LOGO GUIDELINES	29
APPENDIX A	30

Expectations for the Instructional Environment

Academic Standards

- Curriculum and lessons must align with PA Core standards.
- Standards should be communicated to students and families, with relevant standards displayed in the classroom.

Differentiated Instruction

- Adapt instruction to meet individual student needs, including remediation and enrichment.
- Collect and use individualized student data to differentiate instruction. This applies to all students, in addition to students with Individualized Education Plans.

Lesson Plans

- **Elementary & Secondary:** Weekly lesson plans are due by Monday at 8:15 a.m., including Learning Goals, Learning Activities and Assessment (formative and summative) or next regular school day in the event that the Monday is a holiday.

Grading

- Grades are entered into PowerSchool within one week of assignment due date.
- If a student's grade drops below a "C", the teacher will contact parent/guardian and document communication attempts. If the student has an IEP, the case manager will be immediately notified.
- If a student is failing, a meeting will be scheduled with the parent/guardian, teacher, guidance counselor, caseload manager and administration.

Instructional Time

- Instruction begins at scheduled time and continues until dismissal.
- Use of videos/movies must align with standards and be approved if over 20 minutes or rated above certain levels. Parental consent is required for movies rated above "G" (elementary) or "PG-13" (secondary).

Classroom Management

- Implement strategies to enforce school rules and maintain a positive learning environment.
- Address any student not conforming to regulations. If a pattern of behavior issues occurs, the teacher will contact the parent and document.

Procedures for Class Periods

- Admit only scheduled students, dismiss promptly, and distribute passes if holding students late.

Observations and Evaluations

- Tenured teachers: minimum one formal observation annually; option to participate in Differentiated Supervision Plan.
- Non-tenured teachers: minimum two formal evaluations annually.
- Formal evaluations announced; informal visits unannounced.

Educator Effectiveness: Act 13 of 2020

Pre-observation conference:

"Comprehensive classroom observation." An observational classroom visit that includes a preconference and postconference between an evaluator and an employee which may be conducted by telephone or videoconferencing. Upon the mutual agreement of both an evaluator and a professional employee, the requirement of a postconference may be waived for extenuating circumstances, if the evaluator places written documentation of the comprehensive classroom observation in the professional employee's file. If the extenuating circumstances are raised by the evaluator, a professional employee who does not receive a postconference shall not receive a rating of needs improvement or failing on the comprehensive classroom observation component of an evaluation. The requirement of a postconference shall not be waived for a temporary professional employee.

Walk throughs:

"Classroom walk-through." An observational classroom visit by an evaluator to observe an employee for the purpose of gathering evidence and artifacts to inform the employee's rating.

Classroom walk-throughs:

The classroom observation and practice models component under subsections (a)(1), (b)(1) and (c) may include the use of multiple classroom walk-throughs in an academic year to gather evidence and artifacts to inform the professional employee's or temporary professional employee's ratings under subsections (a)(1)(ii) and (iii), (b)(1)(ii) and (iii) and (c)(2) and (3). Classroom walk-throughs used to inform the ratings for a professional employee or temporary professional employee under this subarticle shall ensure that specific observations are based only on factors that are present or witnessed by the evaluator during the walk-through. Classroom walk-throughs shall be used to gather evidence in addition to, not in place of, data gathered during one or more comprehensive classroom observations except when defined by a plan of differentiated supervision.

Records

- Teachers are responsible for keeping accurate records of daily/class attendance and academic achievement for each student.
- Teachers are to call the office if a student is not in class and not marked absent for the day.
- Students must **never** be delegated the responsibility of maintaining attendance or academic records on behalf of teachers.

Educating Students with Disabilities

Faculty are required to review Individual Education Plans (IEPs) and 504 Plans for students assigned to them **prior to the start of the school year**.

Free Appropriate Public Education (FAPE)

Free Appropriate Public Education (FAPE) is an educational right of all children in the United States guaranteed by the Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act (IDEA). Under IDEA, FAPE is defined as an educational program that is individualized to a specific child, meets that child's unique needs, provides access to the general curriculum, meets grade-level standards established by the state, and from which the child receives educational benefit. To provide FAPE, schools must provide education, including specialized instruction and related services, that prepares the child for further education, employment, and independent living.

Least Restrictive Environment (LRE)

- Students with learning and other disabilities receive services in the Least Restrictive Environment (LRE) as required by law.
- The district provides a continuum of services to meet individual student needs in the least restrictive environment.
- This continuum may vary yearly or semesterly depending on student needs.

Individuals with Disabilities Education Act (IDEA)

- IDEA is the federal law protecting students with learning and other disabilities.
- Key provisions include the right to FAPE, placement in the LRE, and parent participation, along with safeguards to ensure enforcement.
- Teachers must read every IEP assigned to them prior to the first student day and implement the specially-designed instructional (SDI) plan it outlines.
- For questions, contact the student's case manager or building principal.
- All IEPs/504s are placed in EdInsight; teachers are responsible for reviewing the students on their roster.

Inclusion

- All identified students participating in general education must have appropriate adaptations and modifications implemented.
- General education teachers must understand and apply all provisions in the student's IEP, GIEP (Gifted IEP), or Section 504 Accommodations Plan.
- Building administrators may require teachers to sign off confirming they have reviewed and understand the "Specially-Designed Instruction" section of the IEP. Specially designed instruction (SDI) means adapting content, methodology, or delivery of instruction to address the unique needs resulting from the child's disability and ensuring access to the general curriculum so the student can meet state educational standards.
- This applies to all identified learning, emotional, speech, hearing, and gifted support students.

IEP Documents

- Teachers must be familiar with and implement the IEP, 504 plan, or other behavioral plans as presented. This includes collaborating between special and general education faculty to understand the recommended strategies.
- Questions and concerns should first be directed to the student's case manager, then to the building principal, counselor, or Director of Pupil Services.

Supervision and Student Attendance

Supervision of Students

- Take attendance at the start of each class and the school day, maintaining records in PowerSchool.
- Notify the attendance office immediately if a student is absent but not listed.
  Tardy students must be managed in accordance with school policy; first-class tardies require a tardy slip.
- Actively monitor students during assigned duties.
- No unsupervised student groups allowed in school buildings at any time.
- All groups using rooms must have a responsible sponsor present.
  If leaving the classroom, arrange supervision with a nearby teacher; notify the office immediately if leaving the building.

Procedures for Class Periods

- Admit only scheduled students and dismiss promptly unless important information is shared.
- Issue passes if holding students late.
- Do not dismiss students early without principal approval.

Student Activities Outside the School Building

When taking students outside of the school building for any reason (e.g., outdoor lessons, activities, or physical education):

- Faculty and staff must notify the main office and the building principal before exiting the building.
- A school radio must be taken to ensure continuous communication with the office or administration. Radios are available in the school office.
- Upon returning to the building, faculty and staff must again notify the main office and building principal that they and the students are back inside.
- This protocol ensures the safety and accountability of all students and staff during the school day and supports effective emergency response if needed.

Assemblies

- Attend assemblies with your students and set behavioral expectations beforehand.
- Faculty are required to sit with their class during assemblies. Monitor students during assemblies and address behavior as needed.

Field Trips

- Any activity that requires students to leave campus is considered a field trip.
- Students not attending the field trip must receive alternative instruction planned by the classroom teacher.
- No field trips during standardized testing in the tested grades.
- Overnight trips require Board approval and 6 weeks' notice to the building principal. Written Field Trip Request form must be submitted to the building principal at least 4 weeks before the trip.
- Take and submit attendance prior to departure from school, upon arrival at the field trip location, prior to departure from the event and upon return to school.

Discipline and Behavioral Expectations

Overview

Discipline in the Northgate School District is a shared responsibility aimed at maintaining an orderly, safe environment where students can learn and feel comfortable, secure, and respected.

Expectations and Communication

- Students must be informed of the academic and behavioral expectations held for them.
- Teachers should clearly communicate their classroom requirements, procedures, rules, rewards, and consequences.
- As educators, it is essential to model and promote respect and responsibility at all times.

School-Wide Positive Behavior Interventions and Supports (SWPBIS)

- SWPBIS promotes teaching and reinforcing behavioral expectations. PBIS lessons will be taught by teachers, and expectations will be reviewed and reinforced throughout the year.
- Elementary: SPARK (Safe, Present, Accountable, Respectful, Kind) with SPARK tickets for recognition.
- Secondary: FLAMES (Focused, Leaders, Accountable, Motivated, Extraordinary, Safe) with PBIS points.
- Consequences are logical, restorative, and instructional where possible.
  Detailed information is available in building-specific SWPBIS Handbooks.

Student Cellular Devices

- Students may bring their cellular devices to school, but they must remain in their lockers and be powered off during school hours.
- Students choosing to bring their cellular devices to school do so at their own risk. The district is not responsible for personal devices that are lost, stolen or damaged.

Removing Students from Class

- Students should not be placed in hallways for discipline.
- Contact the office or counselor for assistance with disruptive students.
- Follow-up documentation/referral to administration is required.

Conditions of Classrooms

- Maintain neat, organized classrooms that support student learning.
- Close classroom doors and keep handles locked during instruction; use door magnets.
- Do not obstruct windows or heating registers.
- Lights must be on during instructional time. Turn off lights when rooms are vacant.
- Have students clean workspaces and floors.
- Keep faculty rooms clean; students are not permitted in faculty rooms.
- Report repairs and cleaning issues promptly via FMX.
- Appliances, candles, air fresheners and string lights are prohibited in classrooms. Items may not be hung from the ceiling and lights may not be covered.

The following items are ***prohibited*** in classrooms due to fire code and requirements of the district's insurance company:

Decorative lighting (any lighting not provided and installed by the district)

String lights	Free-standing lamps
LED strip lights	Plug-in signs
Appliances	Refrigerators
Freezers	Coffee Pots
Air fryers	Crock pots
Plug-in air fresheners	Space heaters
Light Fixture Coverings (all types)	Curtains

Ceiling Hung Decor (including materials covering lights)

Door window coverings

Inventory

- Maintain an up-to-date inventory of textbooks, materials, software, and technology.
- Do not move equipment without administrator approval.
- Submit updated inventories to the building principal (and the technology director for devices) before summer break.

Textbook Distribution

- Issue textbooks to all students and record book numbers.
- Document damages before distribution; students write their name and class in pencil.
- Discourage damaging or marking books; disciplinary action will be taken for defacement.
- Inform students they are responsible for lost or damaged books and may be charged for replacement.

Disposal of Unused Materials

- Do not discard textbooks or equipment without listing items and submitting to building principal and facilities manager.

Professional Responsibilities

Certification

- All employees are responsible for maintaining the appropriate certifications and endorsements required for their assignment.
- It is the employee's responsibility to ensure their certification remains active and in compliance with state and district regulations.

Clearance Requirements

Individuals applying for paid positions in the Northgate School District will receive a clearance information sheet (Appendix A) and are expected to apply for the required background checks prior to employment.

- The Confidential Administrative Assistant to the Superintendent typically oversees the collection of necessary clearances.
- No employee may begin working until all clearances have been submitted and reviewed by the Superintendent or designee.
- If any questions arise regarding clearances, the employee may not start until the documentation is reviewed and approved by the School District Solicitor.
- All clearance documents will be securely stored at the Central Office.
- Act 153 clearances must be renewed every five years. It is the responsibility of the employee to ensure timely renewal and submission to the Central Office.

Confidentiality

- All staff must comply with the Family Educational Rights and Privacy Act (FERPA).
- Student and employee information is to be treated as confidential and only shared with individuals who have a legitimate educational interest.
- Under no circumstances should personally identifiable information be discussed casually or shared with unauthorized individuals.

Faculty Absences and Substitute Procedures

- Report absences via Frontline Aesop before 6:30 am on the day of absence.
- For emergencies after 6:30 am, notify the building principal and secretary by phone call and/or text.
- Provide detailed lesson plans for substitutes, covering entire periods.
- Maintain an emergency folder with rosters, student notes, substitute plans, and Standard Response Protocols.

Daily Work Hours and Sign-In

- Faculty are expected to be in the building for the full contractual day (8:00 a.m.-3:30 p.m.)
- Designated planning periods must be used for professional duties, such as lesson planning, preparing instructional materials, collaborating with colleagues, or communicating with parents.
- Faculty may leave the building during their lunch period, but must sign out and sign in at the main office.
- Any other need to leave the building during school hours must be approved in advance by the building principal.

Duties

- Teachers assigned supervisory duties must be in their designated area on time and are responsible for student supervision during that time.
- If assigned a duty during a planning period, appropriate documentation should be submitted to the office for class coverage as outlined in the Collective Bargaining Agreement.

Identification and Access Cards

- Each employee will be issued an identification badge, access fob, and necessary keys. Faculty and staff are required to wear their identification badge at all times.
- These items must be secured at all times.
- Lost, stolen, or damaged items must be reported immediately to the building principal, who will notify Buildings and Grounds for replacement.

Professional Appearance

- Northgate faculty are role models and are expected to dress professionally, following a business casual standard.
- Participation in themed dress days is encouraged, but should still align with district standards.
- Faculty and staff are encouraged to show their Northgate pride by wearing their Northgate spirit wear on Fridays. This includes Northgate t-shirts and athletic wear.
- T-shirts and Athletic wear can be worn on certain days of the year, as determined by the building administration.

  The following items are not permitted:

  Hats

  Flip-flops

  T-shirts (does not include House t-shirts)

  Leggings/yoga pants

  Athletic wear (e.g., sweatpants, gym shorts)

  Torn or distressed clothing (including jeans)

  Wireless earphones/AirPods during class or supervision

  *Shorts may be worn during the warmer weather but should be business casual (i.e. khaki, linen, etc.)

Professional School Community

- Faculty members are expected to collaborate and communicate openly with their colleagues and the administration.
- Teachers may bring concerns or suggestions to the administration at any time to promote a cooperative and cohesive working environment.

Attendance at School Functions

- Faculty are encouraged to attend student activities such as performances, athletic events, ceremonies, and dances.
- Participation in these events helps foster positive relationships with students and the school community.

Administrative Assistant/Secretarial Work

- School secretaries are directed to complete tasks assigned by the administration or their designee only.
- Teachers should not assign tasks to secretaries without prior approval from the building principal.

Communication With Families

- Return all parent communications within 48 hours during normal working hours/days; keep copies.
- Document phone calls, emails and written communication via Apps in EdInsight.
- Use district-provided email accounts for school business only, adhering to Acceptable Use Policy #815.
  Check voicemail daily and return parent calls within 48 hours during normal working hours/days.

Legal Implications

Throughout the school term, various issues may arise with parents and students that have potential legal implications.

- If a parent, guardian, attorney, or student contacts you regarding matters such as:
    - Child custody
    - Guardianship
    - Legal residence
      Child abuse (report to the administration and ChildLine)
    - Or similar legal concerns, please refer that individual to the building principal immediately.
- The School District has established policies governing personnel and district operations.
    - Before engaging in any activity or making statements or personal commitments to students, parents, media, or others in the school community:
        - Ensure you are familiar with district policies related to the matter.
        - Consult district policies to avoid legal or procedural issues.

Social Media

All forms of social media must be used responsibly. Employees must be mindful that their online presence reflects on the Northgate School District, even when using personal accounts outside of work hours.

- Posting unfavorable or inappropriate content about colleagues, students, or other district employees may result in disciplinary action.
- The use of personal social media accounts is prohibited during instructional time and while supervising students.
- Employees are encouraged to use discretion and professionalism with all social media activity and to keep all accounts private. Even when off duty, you are perceived as a representative of the school community.
- Staff should not follow or accept friend requests from current students on personal accounts.
- Do not create student-facing platforms without written principal approval.

Transporting Students

- Staff may not transport students in their personal vehicle. Staff must use school vans and must have prior approval as a designated driver for the district.
- Any faculty/staff member who will be driving the school van, must provide a copy of their driver's License to the Business Manager and receive confirmation that they have been added to the district's insurance. When the license expires, a copy of the new one must be submitted.
- If an emergency situation arises or it becomes absolutely necessary for a staff member to transport a student, the following must be on file before transport occurs:
    - Written/verbal parental permission for each student being transported
    - Administrative approval
    - No student should be transported without prior documentation. These safeguards are in place to protect students and staff.

  *The staff member must be an approved driver for the district.

Under NO CIRCUMSTANCES may a person transport a student who is not an approved driver for the district.

Technology

Faculty and staff are responsible for the appropriate use of School District computers and communications resources, and for taking reasonable precautions to secure the information and equipment entrusted to them. This includes reporting inappropriate use and breaches of computer security. Employees must follow policies and practices to ensure responsible and secure technology use. Full details are outlined in School Board Policy #815 – Acceptable Use of Internet and Technology.

Network Acceptable Use Policy

- All staff are required to comply with Policy #815.
- Violations may result in suspended access privileges, disciplinary action, or termination.
- Non-school related internet and email use must be limited to planning periods, breaks, lunch, or off-duty hours.

Classroom Technology

- Devices assigned to classrooms (e.g., phones, computers, displays, document cameras) are district property tied to the room or position, not the employee.
- Technology must be returned at the end of each school year.
- Non-mobile technology must remain in assigned rooms, even if a teacher's room assignment changes.

Cell Phones / Telephones

- A telephone is provided in each classroom for professional use.
- Personal cell phones must not be used during instructional time or while supervising students (e.g., recess), except when used for official district business (e.g., two-factor authentication).

Two-Factor Authentication

- District accounts, including Google Workspace and Microsoft accounts, must be secured with two-factor authentication (2FA).
- Staff unwilling or unable to use personal devices for 2FA will be provided with an alternative method.

Copier Use

- Copiers are provided for staff use only.
- If the copier jams or malfunctions, notify the building secretary immediately. Do not leave the machine without reporting the issue.
- Students are not permitted to use copiers without principal approval.
- Copier use is limited to school-related purposes.

Data Security and Confidentiality

- All student and staff data must be treated as confidential.
- Do not allow unauthorized access to district systems or data, including by students, staff, or external individuals.

Technology Requests

- Submit requests through FMX (https://northgatesd.gofmx.com)
    - FMX is accessed using your Google account

*Do not contact technology staff directly via phone or email for support requests.

Data Retention

- All content in the district's Google Workspace is retained and subject to right-to-know requests for 1,095 days (3 years).
- No data stored in the district's system is private.
- Do not use district accounts for private or personal business.

Prohibited Conduct – Electronic Communications

Definition: Electronic communications include email, messaging, and social media.

- All communications with students must be professional and for educational purposes only.
- District email or approved platforms must be used for any student communication.
- Coaches and advisors must communicate with entire teams or groups (not individual students) and the parents/guardians, unless for medical or academic reasons — in which case the principal (and Athletic Director, if applicable) must be copied.

Investigations and Misconduct

- Allegations of inappropriate electronic conduct will be investigated.
- Individuals who provide false information or obstruct investigations may face disciplinary consequences.

Staff / Student Electronic Communication

- Staff-to-student communication via websites or social media is permitted only with principal/designee approval.
- Approved communications must be visible to the full class/group, parents, and the building principal.
- All email communications must go through the school district email system and must remain professional in nature.
- Non-approved one-on-one electronic communications are prohibited.
- Violations of these provisions may result in disciplinary action, up to and including dismissal or revocation of privileges for staff, volunteers, student teachers, or contractors.

Resources Access Information

- Email (Google/Chromebook login):
  Username: firstname.lastname@northgatesd.net (ex. john.doe@northgatesd.net)
  Password: Flames#surname (ex. Flames#DOE)
- IMPORTANT: You must set up 2-step verification at account.Google.com under security. This ensures compliance with our cyber insurance.

- This account will be used to access the following websites:
  Clever - clever.com
  EdInsight - northgate-pa.myedinsight.com
  GoGuardian - account.goguardian.com
  Raptor - apps.raptortech.com
  Technology and Maintenance requests - FMX - northgatesd.gofmx.com
  Vector Solutions Training Platform - https://northgatestudents-pa.safestudents.com/login

Microsoft (Windows login/o365):
Username: firstname.lastname@northgatesd.net (ex. john.doe@northgatesd.net)
Password: NGSDFlames#1

Powerschool (https://northgatesd.powerschool.com/teachers)
Username: firstname.lastname (ex. john.doe)
Password: NorthgateYear (ex Northgate2025)

Copiers
Scan your fob and use your firstname.lastname and your Google password

Desk Phone Emergency Instructions

All of the regular phones in the building have paging capabilities. Teachers and faculty should NOT use the page alert system to have students return to their class or to make regular announcements. If there is a need for assistance, any teacher or faculty member can page the system. In order to page the system, you should follow the following steps:

1. Dial 0222100100 then click checkmark. (You'll hear another dial tone)*
2. Dial 01# and wait for the regular announcement tones.

*There there is a shortcut for this number pinned at the top of the directory as well.

Teachers and faculty should feel confident in paging for any of the following reasons:

- An administrator is needed for a fight, medical emergency, or similar:
    - Call “Administrators are needed in _____ location.” Repeat.
    - You may also want to call a HOLD. The following are some examples of when a school might initiate a Hold:
        - An altercation in a hallway;
        - A medical issue that needs attention;
        - Unfinished maintenance operation in a common area during class changes.

    - Call “Hold in your room or area. Clear the Halls. Hold in your room or area. Clear the Halls.” Explain that there is a non-threatening incident in _____ location.

- An active threat to the whole building is present. The following are a few examples of when a school or emergency dispatch might call for a LOCKDOWN.
    - Dangerous animal within a school building
    - Unknown person in the building
    - A violent intruder
    - Report of a weapon
    - Active assailant
- Call “Lock Down, Locks, Lights, Out of Sight” and describe the exact threat and current location.
- All phones are also capable of dialing 911. If a phone calls 911, administrators are notified.

Defective Lithium Ion Battery Handling Procedures

During the course of business, Northgate Staff may come into contact with either laptop batteries (Lithium Ion) or cell phone / iPad batteries (Lithium Polymer or Lithium Ion). When working with batteries, be watchful for bulging or physical damage to the battery pack, as this can indicate problems. If Lithium Ion batteries’ internal components are exposed to oxygen or moisture, a fire may occur.

Battery fires are considered Class B fires (if they are not Lithium Metal) or Class D (if they contain Lithium Metal). This document outlines the procedures for handling thermal events (such as heat or bulging) or fires. Given the variety of batteries used at Northgate, do not use fire extinguishers to extinguish a battery fire, as they could worsen the fire. Water introduced to Lithium fires can produce Hydrogen Fluoride, a dangerous gas.

Note: Fumes from a Lithium Ion fire are toxic and must not be inhaled. Battery fires should be contained as quickly as possible.

Overheating or Slightly Bulging Battery Procedure

1. Identify: If you encounter a battery that is overheating or has a slight bulge:

- Do not charge or continue using the device or battery.
- Monitor the battery/device for further signs of distress (e.g., increased heat or bulging).

2. Notify:

- Technology Coordinator
- Building Principal

Suspected Thermal Runaway Event (Severely Bulged, Hot, Smoking) Procedure

1. Identify: If you suspect a thermal runaway is occurring (e.g., the battery is severely bulging, emitting smoke, or hissing):

- Do not handle the battery or device without protective equipment (such as work gloves). Protective Gloves are kept in each location indicated below.
- Be prepared to use the sand containment procedure.

2. Contain with Sand:

- Place the battery/device in one of the sand buckets located in each building
    - Bellevue – Room 11
    - Avalon – Room 10
    - MHS - Room 109, Room 203, Receiving
- Cover the battery/device with sand until it is completely covered.

3. Notify:

- Technology Coordinator
- Building Principal

4. Dispose:

- Arrange for immediate disposal of the affected hardware at a battery recycler locally.

Lithium Ion Battery Fire Procedure

1. Fire Alarm and Evacuation: If an active fire occurs:

- Immediately pull the nearest fire alarm.
- Evacuate the building following standard evacuation protocols.
- Do not attempt to use any fire extinguishers or attempt to handle the fire.

2. Notify:

- Building Principal
- Director of Safety and Security
- Technology Coordinator

Emergency Procedures

- It is everyone's responsibility to ensure the safety and well-being of our students while on School District property. Emergency drills using the Standard Response Protocol (SRP) shall be conducted throughout the school year to ensure that all individuals on campus are familiar with safety procedures.
- Doors must never be propped open.
- Employees must refer to SRP posters and building-level guidance for emergency instructions.
- All staff are responsible for knowing and consistently applying emergency procedures as provided by school administrators.
- Emergency School Closings/Delays
    - The District will utilize its All-Call System to notify employees of any delays or closings.
    - The message will include your expected reporting time.
    - Staff should listen carefully to ensure understanding of expectations.
    - If hazardous conditions arise, the District understands that staff may also be delayed.

Fire Drill Information

- The purpose of fire drills is to prepare students and staff for safe evacuation in the event of an actual fire.

Fire Drill Rules and Procedures

Only the principal or designee is authorized to initiate a fire drill.
In an actual emergency, the person detecting the fire must immediately activate the alarm.

Teachers are to:

- Promptly direct students to line up and exit quietly and orderly.
- Ensure that windows are closed, lights are off, and the classroom door is closed once everyone has exited.
- Bring the class roster and take attendance at the designated safe area.
- Ensure students do not talk, push, or laugh during the evacuation.
- Return to the building only when the "all-clear" signal is given by the principal.

Missing or Relocated Students:

- If a student is missing from your class once you've reached the safe area, notify the principal immediately.
- If a student was sent elsewhere during the time of the drill/fire, this must also be reported to the principal upon arrival at the assembly area.

Mandated Reporting Responsibilities

All school employees are mandated reporters under Pennsylvania's Child Protective Services Law (CPSL). This means that any employee who has reasonable cause to suspect that a child is a victim of abuse is legally obligated to report it immediately. Even if you think it may have been previously reported, you should err on the side of reporting it again.

What Must Be Reported

- You must report suspected:
    - Physical abuse
    - Sexual abuse or exploitation
    - Emotional abuse
    - Serious physical neglect
    - Child-to-child abuse, including incidents on school property or during school-sponsored events.

How to Report

- Immediately contact ChildLine at 1-800-932-0313 or submit a report electronically at www.compass.state.pa.us/cwis.
- Notify the school principal or designated administrator that you are making the report.
- Submit a written report (CY-47 form) to the Children and Youth Services agency within 48 hours of the oral report. Your administrator can assist with this process.

Employee Protection and Confidentiality

- Your identity as a mandated reporter is confidential and protected under the law.
- You are immune from liability when making a report in good faith.
- Failure to report suspected abuse may result in criminal penalties, professional discipline, and/or termination of employment.

Training Requirements

All school employees are required to complete Act 126 Mandated Reporter Training every five years. Documentation of completed training must be submitted to the District's Human Resources department. The school district will provide information and access to the training.

If you have any doubts about whether to report something—report it. The law does not require you to prove abuse occurred, only that you suspect it based on reasonable grounds.

Arrests

An educator who is arrested or convicted of a crime shall report the arrest or conviction to the Superintendent in writing within seventy-two (72) hours of the occurrence. Failure to comply with the reporting requirements may result in professional disciplinary action.

Injury at Work

Accident Reporting

- All teachers and staff members who are injured on the job must **immediately file a report** with both the school nurse and the building principal.
- Even if the injury does not appear serious, a report must still be filed, and the appropriate form(s) must be completed.

Reporting Requirements

- **Work-related injuries must be reported within 24 hours.**
- Accident report forms are available in all **Main Offices** and **Nurse's Office**.
- If medical attention is needed, you must treat with a provider listed on the **WorkPartners Physician Panel**, which can be obtained from the **Business Office**.

- Employees are required to treat with a **panel provider for the first 90 days** following the injury.
- After 90 days, employees may choose their own physician.
- **Failure to report the injury** or **failure to treat with a panel provider** within the required timeframes may result in your claim **not being paid**.

Medical Emergencies

- If you experience a medical emergency due to a work-related injury, you may seek treatment at the **nearest hospital or medical facility**.
  Once the emergency is resolved, you **must return to a provider on the WorkPartners panel**.

Filing the Claim

- After completing the accident form, **email a copy to Butler Associates** so they can file the claim with WorkPartners and obtain a claim number for you.
- The **insurance information** that the provider will need for billing is listed at the top of the WorkPartners Physician Panel sheet.
- **Retain a copy of this panel sheet** and bring it to the medical provider along with your claim number.

Incident vs. Injury

- If no actual injury occurs and it is only an incident (i.e., no treatment is required), complete an **Incident Report**.
- Incident Report forms are available in each building's Main Office.

Buildings and Grounds

PURCHASES / SUPPLIES

- All supplies and services must be requisitioned through the main office.
- Any item ordered for which the school is liable must be approved **prior to placing the order** by submitting a requisition signed by an administrator.
- This applies to all departments, clubs, classes, etc.
  Items purchased with personal funds **cannot be reimbursed**.
- Purchase Order Request Forms are available online:
  Purchase Order Request Forms – Northgate Staff EIC

CONDITIONS OF THE SCHOOL BUILDING

- Teachers should report any unsafe or unhealthy building or grounds conditions to the principal.
- A **maintenance work request** must also be submitted for such issues.

Custodial & Maintenance Requests:

- Submit online: northgatesd.gofmx.com
- Instructions:
  Custodial & Maintenance Requests – Northgate Staff EIC

GENERAL SUPPLIES

- Request general supplies through the FMX system:
  Supply Requests – FMX Portal
  Instructions – General Supplies Requests

FACILITY USE REQUESTS

- Any use of school facilities outside the daily schedule must be requested and approved in advance.

- Submit facility use requests online:
  Facility Use – FMX Portal Facility Reservations – Northgate Staff EIC

CLEANING CHEMICALS

- Only cleaning products purchased and provided by the **Northgate School District** may be used in the building.
- Many students and staff have medical sensitivities; **strong perfumes, bleach, or unapproved cleaners are prohibited**.
- There are regulatory requirements tied to chemical use; **bleach should not be used for daily cleaning or disinfecting**.

KEYS

- Keys for doors, desks, and file cabinets should be kept on a **dedicated school-use-only key ring**.
- Key Use Guidelines:
    - Lock your classroom door when you leave.
    - Lock your desk at the end of the day.
    - Keep all keys on your designated key ring.
    - **Never issue or loan keys to students.**
    - **Return all keys to the building secretary at the end of the school year.**

TOBACCO FREE ENVIRONMENT

All uses of tobacco products in any form are prohibited in any School District owned facility or property, vehicle, or at School District sponsored or regulated events.

VISITORS TO THE BUILDINGS

- Any person entering the premises of a school must **report to the principal or designee** and state the purpose of the visit. The visitor(s) will be registered via Raptor and issued a visitor's nametag.
- This procedure **does not apply to routine deliveries or scheduled maintenance visits**.
- A student who is **not enrolled** in the school or **not accompanied by a parent or guardian** is prohibited from visiting a school unless otherwise approved by the principal.
- **Parents or guardians** are invited and welcome to visit the schools; however, to avoid interrupting the daily instructional program:
    - Parents should request conferences **after school hours** or during the instructional employee's **planning period**.
    - Parents or guardians must **sign in at the principal's office** and be issued a **visitor's badge** upon arrival.

Northgate Apparel & LOGO Guidelines

NORTHGATE APPAREL

- The following guidelines are to be followed to ensure consistency and proper representation of the Northgate School District:
    - Any **athletic apparel** must be approved by the **high school principal** or **athletic director** prior to ordering and purchase.
    - Apparel must follow the district's Branding Guidelines.
    - Any **school-based apparel** must be approved by the appropriate **building principal** before ordering and purchase.

Fundraising

- Fundraisers must be approved by the superintendent and building principal.
- All money collected is handled through the building principal's office.
- Teachers must not keep money in classrooms or cars.
- Fundraising by non-school groups on school property is prohibited.

APPENDIX A

Clearance Information Sheet for Employees / Paid Coaches

Current/New Hires and Potential Hires

When a candidate is considered for hire, they are given the following clearance requirements:

Act 34 – Criminal History

- Apply online at: https://epatch.pa.gov/home
- Once your results are available:
  - Click on the Control # and then select **Certification Form** to access your clearance results.
  - Print **two copies**: one for your records, one for the District.
- If not applying online, the paper form (SP4-164 for employees) can also be found under the "Help" tab on the same website.

  Note: *Clearance forms marked "volunteer" are **not valid** for employment.*

Act 151 – Child Abuse History

- Apply online at: https://www.compass.state.pa.us/CWIS
- Once you can access the results, print **two copies**: one for yourself and one for the District.
- If not applying online, use Form CY 113, available under the "Find a Form" tab at https://www.dhs.pa.gov.

Act 114 – Fingerprinting

This is a multi-step process:

Step 1:
Register online at https://www.uenroll.identogo.com or call 1-844-321-2101.
Use **Service Code: 1KG6XN** for employees/paid coaches.

Step 2:
Go to an approved fingerprint site. A list of sites is available on the Identogo website.
Bring valid identification as listed on the site.

Step 3:
Once fingerprinted, email your **UEID number** to:
📧 *laureen.dowd@northgatesd.net*

During registration:

- Select **Pennsylvania** as the state
- Choose **PDE** as the agency
- Select reason: **PDE–School District**

Important: These steps must be followed accurately for the district to obtain your results

Act 126 – Recognizing & Reporting Child Abuse and Professional Ethics & Educator Discipline

You must complete **two separate online trainings** and submit both certificates:

1. Child Abuse Recognition & Reporting

- Website: https://www.reportabusepa.pitt.edu
- Use a desktop/laptop and access via Chrome or Firefox for best results.

2. Professional Ethics & Educator Discipline Act

- Go to: https://www.pdesas.org
- Create an account if you do not have one.
- After logging in, go to: https://pdc.pdesas.org
- Click **Menu > Course Catalog**
- In the dropdown, select **Act 126**, then select the appropriate training.

Act 24 / Act 82 – Arrest/Conviction Report and Certification (PDE-6004)

- Complete and submit the **PDE-6004** form.
- Link: Act 24/Act 82 PDE-6004 Form

Policy Review Statement

- Review the following policies:
  Policies 317.1, 806, 824, 829
- Access at: www.northgatesd.net
  Departments > School Board > Policy Link
- Sign the policy statement form upon completion.

Act 168 – Prior Employee Background Check

- Complete **one Act 168 form** for each school/employer where you:
  - Previously worked in a school, or
  - Worked with children.
- If no relevant past employment, check the box for "No Applicable Employment."
- Be sure to:
  - Fill out **employee information**
  - Complete all **required circles**
  - Sign the **top portion of the second page**