



NORTHGATE
SCHOOL DISTRICT
Middle / High School

STUDENT ACTIVITIES and ATHLETICS HANDBOOK

Grades 7 -12

NORTHGATE SCHOOL DISTRICT
2026-2027 ACADEMIC YEAR



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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

District Office Personnel		
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 and Director of Athletics 412-732-3300 Ext. 1001 michael.wagstaff@northgatesd.net	Mrs. Linda Haag School Counseling Office Administrative Assistant 412-732-3300 Ext. 1012 linda.haag@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	Ms. Sarah Pawlik Secondary School Nurse 412-732-3300 Ext. 1020 sarah.pawlik@northgatesd.net
Mrs. Erika McAfee Administrative Assistant & Attendance 412-732-3300 Ext. 1001 erika.mcafee@northgatesd.net	Ms. Emily Carter Assistant to the Superintendent 412-732-3300 Ext. 2110 emily.carter@northgatesd.net	Ms. Erin Steiner Athletic Trainer 412-719-0385 erin.steiner@ahn.org

NORTHGATE VISION, MISSION & PHILOSOPHY

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.

ATHLETIC PHILOSOPHY

The Northgate School District is committed to providing students with opportunities to participate in athletics and extracurricular activities while maintaining a strong focus on academic achievement. Northgate encourages students to participate in multiple activities and recognizes the educational value of diverse experiences. Coaches, directors, teachers, and other staff members work together to support students in balancing their academic responsibilities and activity commitments, ensuring they have meaningful opportunities to participate in all aspects of school life.

ATHLETIC CODE OF CONDUCT

We expect all involved in competitions and performances to demonstrate sound sportsmanship and respect at all times, and do their share to uphold the name of Northgate in a positive, exemplary way. Those people who do not demonstrate acceptable behavior will be removed from the contest and restricted from attending future athletic events and other extracurricular activities.

ATHLETICS and EXTRACURRICULAR ACTIVITIES

HIGH SCHOOL / VARSITY

SPORT/ACTIVITY	SEASON	HEAD COACH DIRECTOR SPONSOR	CONTACT
Girls' & Boys' Cross Country	Fall	Brian Veshio	brian.veshio@northgatesd.net
Football	Fall	Chris Lucas	chris.lucas@northgatesd.net
Girls' Volleyball	Fall	Emma Hoover	emma.hoover@northgatesd.net
Cheerleading	Fall	Tracey Lanier	tracey.lanier@northgatesd.net
Band	All Year	Jessica Haberman	jessica.haberman@northgatesd.net
Band Front	All Year	Ashley Lyons	ashley.lyons@northgatesd.net
Wrestling (Co-op w/Avonworth)	Winter	TBD	
Boys' Basketball	Winter	Corey Stanford	corey.stanford@northgatesd.net
Girls' Basketball	Winter	Betty Howard	betty.howard@northgatesd.net
Cheerleading	Winter	Tracey Lanier	tracey.lanier@northgatesd.net
Girls' & Boys' Swimming	Winter	Sean Halpate	sean.halpate@northgatesd.net
Girls' & Boys' Track	Spring	Brian Veshio	brian.veshio@northgatesd.net
Softball	Spring	Robert Abramowicz	Robert.Abramowicz@northgatesd.net
Baseball	Spring	Conner Hulslander	conner.hulslander@northgatesd.net
Art Club	All Year	Lory Farrow	lory.farrow@northgatesd.net
Audio Visual Club	All Year	Scott Stiteler	scott.stiteler@northgatesd.net
Choir	All Year	Kelly Winovich	kelly.winovich@northgatesd.net
Entrepreneurship Club	All Year	Jen Tusick	jennifer.tusick@northgatesd.net
eSports Club	All Year	Jason Clarkson	jason.clarkson@northgatesd.net
World Language Club	All Year	Mike Bichko	michael.bichko@northgatesd.net
Journalism Club	All Year	Robb Craycraft	robb.craycraft@northgatesd.net

National Honor Society	All Year	Kayla Cole and Andrea Malm	kayla.cole@northgatesd.net andrea.malm@northgatesd.net
Nerd Club	All Year	Tom Michalow	thomas.michalow@northgatesd.net
VOICES	All Year	Zach Burns	zachary.burns@northgatesd.net
Spring Musical	All Year	Erin Beddall	erin.beddall@northgatesd.net
Student Council	All Year	Stacy Gallagher	stacy.gallagher@northgatesd.net
Weight Lifting Club	All Year	Mark Fratangelo	mark.fratangelo@northgatesd.net
Yearbook	All Year	Katie Robinson	kathryn.robinson@northgatesd.net

MIDDLE SCHOOL

SPORT/ACTIVITY	SEASON	HEAD COACH DIRECTOR SPONSOR	CONTACT
Girls' & Boys' Cross Country	Fall	Brian Veshio	brian.veshio@northgatesd.net
Football	Fall	Rod Weaver	rodney.weaver@northgatesd.net
Girls' Basketball	Fall/Winter	Sylvan Rotuna and Francesca Lindelow	francesca.lindelow@northgatesd.net
Fall/Football Cheerleading	Fall	Tracey Lanier	tracey.lanier@northgatesd.net
Band	All Year	Jessica Haberman	jessica.haberman@northgaesd.net
Band Front	All Year	Ashley Lyons	ashley.lyons@northgatesd.net
Wrestling (Co-op w/Avonworth)	Winter	TBD	
Boys' Basketball	Winter	Corey Stanford	corey.stanford@northgatesd.net
Winter/Basketball Cheerleading	Winter	Tracey Lanier	tracey.lanier@northgatesd.net
Girls' & Boys' Swimming	Spring	Sean Halpate	sean.halpate@northgatesd.net
Softball	Spring	Robert Ambromiwick	Robert.Abramowicz@northgatesd.net
Baseball	Spring	Conner Hulslander	conner.hulslander@northgatesd.net
Art Club	All Year	Lory Farrow	lory.farrow@northgatesd.net
Audio Visual Club	All Year	Scott Stiteler	scott.stiteler@northgatesd.net
Choir	All Year	Kelly Winovich	kelly.winovich@northgatesd.net
eSports Club	All Year	Jason Clarkson	jason.clarkson@northgatesd.net
Forensics	All Year	Gretchen Monahan	gretchen.monahan@northgatesd.net
Journalism Club	All Year	Robb Craycraft	robb.craycraft@northgatesd.net
Spring Musical	All Year	Erin Beddall	erin.beddall@northgatesd.net
Student Council	All Year	Stephanie Francis	stephanie.francis@northgatesd.net
Weight Lifting Club (8th grade only)	All Year	Mark Fratangelo	mark.fratangelo@northgatesd.net
Yearbook	All Year	Katie Robinson	kathryn.robinson@northgatesd.net

ACADEMIC ELIGIBILITY & ATTENDANCE INFORMATION & POLICIES

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 the Parent Portal.

ELIGIBILITY FOR ATHLETIC & EXTRACURRICULAR ACTIVITIES

In order to be eligible for interscholastic competition or extracurricular participation, a Northgate student may fail only one (1) scheduled course.

Eligibility lists will be created each Friday. Students, parents, and coaches will be informed via email if their student/player is failing two (2) or more classes and is ineligible. A student who is failing two (2) or more classes shall not be eligible to participate in athletics for the following week. Students declared ineligible will not be permitted to play from ***Sunday through the end of Saturday***. Once ineligibility is established, a student must sit out of competitions for an entire week.

Students who have not passed two (2) classes for high school (grades 9-12) and four (4) classes for middle school (grades 7 and 8) at the end of each quarter will be ineligible for 15 school days. Eligibility for fall athletics are based on final grades from the previous school year. Students must pass and earn four (4) full credits at the end of each year in order to maintain eligibility.

Additionally, Northgate School District adheres to all WPIAL and PIAA requirements and regulations. This information may be found at wpial.org and piaa.org.

ATTENDANCE GUIDELINES FOR ATHLETIC & EXTRACURRICULAR ACTIVITIES

All students are to be in attendance at school on the day of activities. Upon arrival at school, students are expected to remain in school the entire day. Students who are absent from school or tardy after 9:00 a.m. will not be eligible to participate in any extracurricular activities, practices, or games on that day. Students who have a late start are expected to arrive at the time of their designated late start. If the activity or game 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 the administration.

Students who have early dismissals are ineligible to participate in practice or games unless they have prior approval from the Athletic Director or building administrator.

School Holidays/Break: It is expected that student-athletes meet the attendance parameters on the last school day prior to all district holidays or breaks. Students must be in school by 9:00 a.m. and remain in school for the remainder of the day. Any student who does not meet this attendance requirement will be ineligible for the entire duration of the holiday and/or school break. Exceptions will only be made at the discretion of administration.

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

ELIGIBILITY INFORMATION FOR PHYSICAL ACTIVITIES

No student shall be eligible to participate in practices, inter-school practices, scrimmages, and/or contests unless the student has completed a Comprehensive Initial Pre-Participation Physical Evaluation ("CIPPE") performed by an Authorized Medical Examiner, and the Authorized Medical Examiner has completed the PIAA Comprehensive Initial Pre-Participation Physical Evaluation Form ("CIPPE Form").

Northgate School District Athletics, in collaboration with Allegheny Health Network has moved to an electronic format to collect all physical evaluation documentation. This improves the collection and access to documentation for all students. Each student must have a **Healthy Roster** account in order to complete the required documents. Students and families are required to [use this link](#) to access [Healthy Roster](#). Coaches, trainers, and sponsors have the necessary access to Healthy Roster to ensure students' health, safety, and well-being.

By signing the PIAA CIPPE form, the Authorized Medical Examiner certifies the student is physically fit to commence practice and participate in inter-school practices, scrimmages, and/or contests in the sport(s) approved by the student's parent. The CIPPE may not be signed earlier

than May 1st, and shall be effective, regardless of when performed during a school year, until the following April 30th.

Subsequent Sport(s) in the Same School Year: A student who submitted an initial CIPPE form and seeks to participate in tryouts, practices, inter-school practices, scrimmages, and/or contests in subsequent sport(s) in the same school year must complete Section 7 of the CIPPE form and hand in the form no sooner than 6 weeks prior to the first tryout. This page must be turned into the Athletic Office for retention before being able to participate. The trainer or Athletic Office will confirm Section 8 completion as needed.

INJURIES

When an injury occurs requiring medical attention, please notify the coach and athletic trainer. If medical treatment for an injury is prescribed outside of the District, notify the athletic trainer immediately for awareness. When a student is seen by a doctor or recommended to be seen by the doctor or athletic trainer as a result of a possible injury, a medical release must be provided to the athletic office, by the treating doctor, indicating the student is “cleared to return to full participation with no limitations” before the student may resume participation.

CONCUSSION TESTING

Any student interested in competing on an interscholastic athletic team must complete a concussion baseline test every other school year, as administered by the Athletic Trainer, prior to tryouts or competition. In addition, both student and parent/guardian must confirm receipt and understanding of the District’s annual concussion education program.

CONCUSSION MANAGEMENT PROTOCOL-SCHOOL SPONSORED ATHLETICS

1. Student-athlete who sustains a possible concussion during competition (school-sponsored game, practice, or conditioning session) shall be removed from activity immediately.
 - a. The state law in Pennsylvania regarding concussions states any athlete exhibiting signs and symptoms of a concussion or traumatic brain injury must be removed from the game or practice and must be evaluated by the appropriate medical professional before returning to play.
2. Coach immediately removes the student-athlete from participation and informs the Northgate athletic trainer of injury. If the team is off the Northgate campus, coach shall notify host school district’s medical professionals for evaluation.
 - a. If no medical professional is present on or off campus, coach automatically withholds the athlete from all competition (game, practice) until evaluation by the Northgate athletic trainer takes place.
 - b. NO student-athlete returns to competition unless cleared by the Northgate athletic trainer or host school medical professional.

3. Northgate athletic trainer or host school district's medical professional performs a sideline Head Injury evaluation.
4. If a concussion is suspected:
 - a. Parents are notified of the injury.
 - b. Northgate athletic trainer will review with the student-athlete and his/her parent(s) information pertaining to concussions (signs & symptoms, concussion protocol, ER/Physician Referral, etc.).
 - c. Student-athletes with a suspected or actual concussion or head injury must be evaluated by a licensed physician of medicine or neuropsychologist trained in the management of concussions.
 - d. Northgate athletic trainer will work closely with the treatment protocol prescribed by a licensed physician of medicine or neuropsychologist trained in the management of concussions, to ensure proper treatment and a gradual, safe return to full activity.
 - e. Student-athlete is not permitted to return to play until treating physician or neuropsychologist provides a "Return to Full Participation without any limitations" clearance to the athletic director's office.
5. Student-athletes symptomatic of a concussion or traumatic brain injury must be evaluated by a licensed physician of medicine or neuropsychologist trained in the management of concussions.
 - a. Northgate athletic trainer will follow all protocols as prescribed by treating licensed physician or neuropsychologist.
 - b. Student-athlete may not return to competition (games, practice) until the Athletic Director receives a clearance for "Return to Full Activity without any limitations" from treating licensed physician or neuropsychologist.
 - c. Upon student-athlete's return, Northgate athletic trainer and coaches will work collaboratively to ensure a gradual return to competition (games, practice).
6. For any concussion or traumatic brain injury sustained from a non-Northgate School District competition/event, all treatment must be prescribed and administered by a licensed physician of medicine or neuropsychologist trained in the management of concussions.
 - a. Northgate athletic trainer is not responsible for evaluation and/or treatment of any injury, including possible concussions, which occurred at a non-Northgate event.
 - b. Student-athlete may not return to competition (games, practice) until the Athletic Director receives a clearance for "Return to Full Activity without any limitations" from treating licensed physician or neuropsychologist.
 - c. Upon student-athlete's return, Northgate athletic trainer and coaches will work collaboratively to ensure a gradual return to competition (games, practice).

MEDICAL & INSURANCE INFORMATION

SCHOOL INSURANCE

- School accident insurance is made available to students at a group rate, which lowers the premium considerably.
- Announcements regarding the availability of student insurance will be made to all students at the beginning of the year. 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. Mo Barron in the Northgate Middle/High School Main Office at (412) 732-3300 Ext. 1001.
- Parents are advised to read the insurance brochure carefully. All insurance policies have exclusions. Any expenses that occur and are exclusions under the policy are the parents' financial responsibility.
- *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 PROCEDURES AT AFTER-SCHOOL EVENTS

- Please provide a copy of your student's physical exam to our school nurse along with any medical/medication plans provided by your student's physician.
- Every effort should be made to administer medication at home or, if needed, by our school nurse during school hours. If it becomes necessary for a student to receive any kind of medication during an after-school activity, please work with your student's physician and our school nurse to develop a plan.
- Students may carry and use asthma inhalers, epinephrine auto-injectors (epi-pens), and other emergency medications as needed in accordance with state law and Board policy. If your student requires any kind of emergency medication, please provide a plan from your student's physician to our school nurse.
- If you have questions regarding medication or if you have any medical concerns for your student participating in an after-school event, please contact our school nurse, Sarah Pawlik, at (412) 732-3300 Ext. 1020.

SCHOOLWIDE EXPECTATIONS FOR EXTRACURRICULAR ACTIVITIES AND ATHLETICS



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.

BEHAVIOR EXPECTATIONS IN SCHOOL & IN THE COMMUNITY

We Are the FLAMES!		
	SCHOOL	COMMUNITY
Focused Students remain focused on their social and academic goals.	- Stay attentive during classes and activities. - Participate actively in class discussions. - Complete assignments on time.	- Set personal and academic goals and work towards them. - Avoid distractions and stay committed to tasks.
Leaders Students showcase strong skills used to motivate others in positive ways.	- Encourage and support classmates. - Take initiative in group projects. - Demonstrate respect for teachers, admin, staff, and peers.	- Volunteer in community service activities. - Lead by example in positive behavior.
Accountable Students are accountable for their choices.	- Take responsibility for actions and choices. - Follow school rules and guidelines.	- Admit mistakes and make amends when necessary. - Be reliable and dependable in commitments.
Motivated Students set goals and make decisions in order to achieve success.	- Set and pursue academic and personal goals. - Participate in extracurricular activities. - Demonstrate a positive attitude towards learning.	- Show initiative in community projects and goals. - Encourage others to set and achieve their goals. - Stay dedicated and persistent in facing challenges.
Extraordinary Students go above and beyond to create a positive school culture.	- Go above and beyond in helping others. - Contribute to creating a positive school culture. - Show kindness and respect to everyone.	Engage in activities that enhance community well-being.
Safe Students promote a safe and healthy environment at all times.	- Follow all safety guidelines and protocols. - Report unsafe behaviors to authorities. - Promote mental and physical well-being.	- Promote a healthy and safe environment in public spaces. - Encourage others to make safe choices.

WPIAL POLICY ON RACIAL & SOCIAL EXPECTATIONS

The Western PA Interscholastic Athletic League (WPIAL) is committed to the principles of equity, which includes fostering, cultivating, and preserving a culture of diversity, inclusion, and cultural competency in all aspects of interscholastic athletics. Our students are our most precious asset and education about respect and cultural awareness is a vital component in helping to aid in their development. We encourage our member schools and those affiliated with them to respect and honor differences in age, color, disability, ethnicity, family status, gender identity or expression, language, national origin, physical and mental ability, race, religion, sexual orientation, socio-economic status and any other characteristic that makes them unique. WPIAL's social initiatives are applicable, but not limited to, interscholastic athletic scrimmages, events, and participation in championship tournaments.

In accordance to the PA Interscholastic Athletic Association (PIAA) ATHLETIC COURTESY section of the PIAA By-Laws, the WPIAL and by extension Northgate expects:

- Respectful communication and cooperation between all individuals.
- Proper treatment of Officials.
- Courtesy shown to opponents.
- Proper behavior exhibited by spectators.
- Every person to treat others with dignity and respect at all times.
- School and team programming that promotes inclusion and respect.

Any person found to have exhibited inappropriate conduct or behavior against others will be subject to disciplinary action as provided for in the PIAA Constitution and By-Laws under Article XIII Penalties. Any person affiliated with a member school who believes they have been subjected to any kind of discrimination that conflicts with the League's diversity policy and initiatives should complete the appropriate report.

Social Media Tips/Reminders

- Nothing is really private! Even though you may utilize privacy tools, everything you post is public information.
- Your content is your thumbprint! Once you post it, it is forever and it is you.
- Your audience is global. Consider the appropriateness as your audience is young, old, and everywhere. And they are watching! Who is watching? Just a reminder that college coaches and prospective employers often review social media sites to gauge the character of the student.

SCHOOL BUS EXPECTATIONS & SAFETY

- It is expected that students ride to and from Northgate events in the District provided transportation.
- 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 as deemed necessary by the school administrator.

TRANSPORTATION TO / FROM ATHLETIC EVENTS

All Northgate Student-Athletes are expected to travel to and from all athletic competitions and events with the team and coaches. We understand there may be times when a parent/guardian may need to take their child home from an event. To ensure consistency, accountability, and the safety of our student-athletes, the following procedures are required:

- **24-Hour Notice:** The parent/guardian must email the head coach at least **24 hours in advance** to request permission to take their child home following an away contest.
- **Coach Confirmation:** The head coach will review the request and respond via email confirming and approving the arrangement.
- **Pass-Off Procedure:** The coach will establish the appropriate **pass-off procedure** with the parent/guardian. A coach, this does not necessarily have to be the head coach, must **personally deliver the student-athlete directly to the parent/guardian**.
- **Recommended Location:** The preferred location for the pass-off is when the team is preparing to board the bus to depart the contest site. This allows the coach to directly confirm that the student-athlete has been released to the appropriate parent/guardian.

A student-athlete will not be permitted to leave with any other person.

PERMISSION FOR USE OF THE SCHOOL LOCKER ROOM & LOCKERS

- For the convenience and security of students, students are permitted to place their personal property in lockers.
- Northgate 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.
- Northgate shall not conduct any search of any student's locker unless a Building Principal, or a person authorized by the Building Principal to act on the Principal's behalf, has a reasonable belief that a student's locker contains an article, the possession of which by a student, would be in violation of Federal, State or local law, or would be in violation of School Board Policy.

SEARCH AND SEIZURE

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

SCHOOL BOARD POLICIES REGARDING BEHAVIOR & DISCIPLINE

- In all situations listed in this section, parent or guardian notification will occur as soon as possible. All school rules, regulations, and policies are in effect before, during, and after all athletic and extra-curricular events.

SUSPENSIONS AND EXPULSIONS (BOARD POLICY NO. 233)

- The Board recognizes exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction to 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 in force and due process hearings arranged. Expulsion may be recommended.
 - Proper disciplinary and/or legal action will be taken against individuals who possess weapons and with anyone who assists possession in any way.
- For purposes of this policy, school property means the school, school grounds, school buses or any premises, grounds or vehicles used for official school purposes.
- The Superintendent has the right to oversee and judge the discipline process and weapons violations.

USE OF TOBACCO 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 or vaping product:
 - A first offense violating the Smoking Policy in school buildings will result in progressive discipline as determined by the principal. In lieu of discipline, the student may opt to participate in an anti-smoking program approved by the school district. Any fees associated with the program are the responsibility of the student/parent. This option is only available after the first offense. Any subsequent offenses will result in disciplinary action.
 - Students found using tobacco outside the school buildings on school property or at school activities may be suspended from future after school activities.
- Any faculty member who witnesses cigarette smoke coming from a restroom stall has the authority to report the student(s) to the office for further disciplinary action. In short, if there is smoke coming from a stall, the student(s) will be referred to the office for smoking violations.

ALCOHOL AND OTHER DRUG ABUSE

- Possession , use or abuse of any alcohol, drug, narcotic, look alike substance or other health-endangering compound on school grounds or at school-sponsored activities for the first time shall be subject to the following action(s):
 - Parents or guardians shall be immediately contacted by building administration and the student shall be sent home or removed from the school for medical attention if necessary. If parents or guardians cannot be reached, the decision to get medical attention for the student or to isolate the student from other students shall be made by the 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.

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 that he or she has been the subject of alleged harassment must contact the school Principal, Guidance Counselor or School Resource Officer as soon as the alleged conduct occurs, or otherwise as soon as possible after the incident. This report can be oral or written, but the complaining student must submit a written and signed statement of the complaint within three (3) days of the initial report.
 - Upon receipt of the written complaint, the Principal, Guidance Counselor or School Resource Officer will contact the person who initiated the alleged harassment, and inform the person on the basis of the complaint, as well as provide the opportunity to respond in writing to the allegations set forth in the complaint.
 - The Principal, Guidance Counselor or School Resource Officer will conduct an investigation of the factual allegations of the complaint as expeditiously as possible. Witnesses (if any) will be interviewed when appropriate. The complainant and the individual identified as the person charged with alleged harassment will also be interviewed. All of the information obtained by the Principal, Guidance Counselor or School Resource Officer during the investigation will be kept in confidence.
 - If it is determined that harassment by a student has occurred, appropriate disciplinary action will be taken. Violations by students will be dealt with according to the guidelines of student conduct/behavior/interventions. The severity and frequency of the offense, or other relevant conditions surrounding the incident, will determine the discipline.
 - It must be recognized that an individual's failure to report an incident of harassment within ten (10) days of its occurrence may impair the School's ability to investigate and deal with any unlawful harassment. Similarly, an individual's failure to submit a written complaint within three (3) days of his or her verbal

report of harassment addressing the alleged unlawful activity may affect the credibility of the person making the charge. If the individual against whom the complaint of harassment is filed fails to respond to the complaint within seven (7) days of notification by the School, the School may, nevertheless, pursue the investigation of the complaint and impose appropriate discipline.

- 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, guidance counselor, and 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.

STUDENT RIGHTS & RESPONSIBILITIES

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 substantial disruption to the educational processes.
4. Assist the school staff in operating a safe school.
5. Comply with federal, state and local laws.
6. Exercise proper care when using district facilities, school supplies and equipment.
7. Attend school daily and be on time to all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
10. Report accurately in student media.

11. Not use obscene language in student media or on school property.

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

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 & 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

SCHOOL DELAYS & CANCELLATIONS DUE TO INCLEMENT WEATHER

- When conditions warrant, students, parents and guardians should check online at www.northgatesd.net or www.kdka.com for all school delays/closures.
- When school is closed, all activities and athletic practices and events are cancelled. The buildings will be closed.

AWARDS & RECOGNITIONS

- ★ Middle School Participation Award
- ★ Middle School Scholar Athlete Award
- ★ Middle School Triathlete Award
- ★ High School Participation Award
- ★ High School Scholar Athlete Award
- ★ High School Triathlete Award
- ★ High School Letter Award
- ★ Senior Award

APPENDIX

A ~ Grade Authorization Form for Coaches & Parents

B ~ CIPPE (Physical) Information / *Healthy Roster*

C ~ Signature page - Statement of read, understand, agree

APPENDIX A

Grade Authorization Form for Coaches & Parents

POWERSCHOOL ACCESS GUIDELINES FOR COACHES AND ADVISORS

1. Acquiring **PowerSchool** Access

- **PowerSchool** access will only be granted to the head coach/advisor or the head coach/advisor's designee (e.g. a board-approved assistant) of a specific team/club/organization. Each team/club/organization is permitted only one **PowerSchool** access.
- Read the documents, *Student Privacy and Extracurricular Advisor/Athletic Coach Confidentiality*, *Extracurricular Advisor/Athletic Coach Student Information System Access Guidelines*, and *Privacy and Confidentiality Guidelines*.
- Sign a *Confidentiality Agreement*.
- Attach a student roster for the team/club/organization for which you are requesting **PowerSchool** access to student grades and attendance information.
- Submit the signed *Confidentiality Agreement* and student roster to the building principal.
- The coach/advisor will be notified by the building's technology director when his/her account has been set up.
- Coaches/Advisors needing training in the use of **PowerSchool** should contact either the building guidance secretary or technology coordinator.

2. Using **PowerSchool**

- Log into **PowerTeacher** at <https://northgatesd.powerschool.com/teachers/pw.html> using your assigned login and password.
- From the start page, click on the "Backpack" for the group that you advise/coach.
- Click on a student's name
- The drop-down menu will provide different screens to access the desired student information
 - The Quick Lookup screen provides information about a student's last two weeks of attendance, as well as, his/her current grades. (The grades posted are not necessarily the grades used to determine eligibility.)
 - For more information on grades, click on a specific grade for specific assignment details.

Student Privacy and Extracurricular Advisor/Athletic Coach Confidentiality

Individual student data are collected, maintained, and managed by the Northgate School District in accordance with state and federal laws. The U.S. Congress has addressed the privacy-related concerns of educators, parents, and students by enacting the Family Educational Rights and Privacy Act (more commonly known as “FERPA” or the “Buckley Amendment”). Among other provisions, FERPA allows the government to withdraw federal funds from any educational institution, including the Northgate School District, which disseminates a student’s education records without his or her parent’s consent. In addition, the Individuals with Disabilities Education Act (IDEA) and Pennsylvania statutes, regulations and policies govern the confidentiality of, and access to, students’ educational records.

It is the responsibility of the Northgate School District and its employees to ensure the confidentiality of student information and data maintained by the district. Students in the Northgate School District have the right to expect that all professional employees, athletic coaches, and extracurricular advisors will keep information about them confidential.

It is expected that district employees, including athletic coaches and extracurricular advisors, shall keep in confidence information obtained in confidence in the course of their duties unless required to be disclosed by law or by clear and compelling necessity as determined by the employee/coach/advisor. Information that is not considered to be confidential includes: student name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent school attended.

Definitions and Background Information Related to Confidentiality

NSD adheres to the confidentiality requirements of both federal and state laws, including but not limited to; FERPA, IDEA, the Protection of Pupil Rights Amendment (PPRA), the National School Lunch Act, and 22 Pa. Code §12.31- §12.32. The following definitions are derived from these laws and other related documents that are relevant to the implementation of this policy.

Access means viewing, editing, printing, downloading, copying, or retrieving data from a computer, computer system, computer network, or other medium.

Confidential data includes personally identifiable information about a student that is prohibited from disclosure pursuant to state or federal law or information that is intended for the use of a particular person/group and whose unauthorized disclosure could be prejudicial to the individual it identifies.

Confidentiality refers to NSD’s obligation not to disclose or transmit personally identifiable information about individual student to unauthorized parties.

Disclosure means permitting access to, revealing, releasing, transferring, or otherwise communicating personally identifiable information contained in education records to any party, by any means, including oral, written, or electronic.

Extracurricular Advisor/Athletic Coach Student Information System Access Guidelines

1. Access to confidential student data and the use of the NSD student information system are privileges. If misuse occurs, access privileges will be terminated.
2. Information found in the student information system is considered to be confidential and must be treated as such.
3. Extracurricular Advisors/Athletic Coaches are to use information found in the student information system for purposes of eligibility ONLY.
4. If there is a question about a possible clerical error affecting eligibility status, all inquiries MUST be directed to building administration.
5. Please note that the current grades posted may not necessarily be those that were used when the weekly eligibility was run. A copy of the weekly eligibility report is kept in the guidance office and would reflect grades used when the report was run.

Privacy and Confidentiality Guidelines

1. Each student with whom a coach/advisor works has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school employees, as designated by building administrators. Even when discussing a student with those who are directly involved in a student's education, such as a teacher, principal, or guidance counselor, coaches/advisors may not share otherwise confidential data/information with them unless it is relevant to the student's educational growth, safety, or well being.
2. Coaches/Advisors may only use confidential student data/information for the purpose authorized by the principal. Coaches/Advisors may not use confidential data/information for any unauthorized purpose even if he/she believes that doing so is in the best interest of the student.
3. Coaches/Advisors may not share confidential data/information about a student with others who are genuinely interested in the student's welfare, such as social workers, scout leaders, clergy, or nurses/physicians (a grave medical emergency, in which confidential information may be necessary for a student's care, is the only exception). Thus, coaches/advisors must refer all such questions to the school employees so authorized, typically the student's teacher or principal.
4. Parents, friends, or community members may in good faith ask questions about a student's problems or academic progress. Again, coaches/advisors must refer all such questions to the authorized school employee. Coaches/Advisors may not share confidential data/information about a student even with members of their own families or the student's family.
5. Before speaking, coaches and advisors should always remember that violating a student's confidentiality isn't just impolite, it's against the law!
6. If the building principal determines that a district employee, including coaches and advisors, has inappropriately disclosed confidential data/information the individual may be subject to disciplinary action(s).

Confidentiality Agreement

I, (print name) _____, as an athletic coach/extracurricular advisor for Northgate School District acknowledge that I have read and agree to comply with the requirements established in the **Extracurricular Advisor/Athletic Coach Student Information System Access Guidelines** and the **Privacy and Confidentiality Guidelines**.

- I agree never to disclose information about a student's records to anyone other than an authorized school employee.
- I will refer all requests for such information from those not directly involved in the student's education to the school principal.
- I will use confidential student information only for the purpose of monitoring student attendance and grades as it pertains to eligibility.
- I will not distribute and/or reproduce any record or information outside of the intended and approved use necessary to carry out my job duties.
- I will not discuss verbally or distribute in electronic or printed formats confidential student information except as needed to conduct NSD business as required by my position.
- I will not share my user ID and password with anyone nor use anyone else's user ID or password in an attempt to gain access to student, employee, or other district data.
- I understand that if I violate this agreement my access may be terminated and additional consequences may result, including termination from my coaching/advising responsibilities.

Coach/Advisor Signature _____ Date _____

Athletic Coach/Extracurricular Advisor for (identify team/club/organization) _____

Telephone Number _____

Email Address _____

- **A student roster and parental consent documents must accompany this document.**

Administrative Authorization and Acknowledgement

The above-signed athletic coach/extracurricular advisor may have access to and use confidential student information (attendance and grades) for his or her Board Approved responsibilities as (position).

<i>PowerSchool</i> Access Start Date		<i>PowerSchool</i> Access End Date	
Building Administrator Signature		Date	

Parental Consent for Coach's Access to Student Grades

I, (print name) _____, parent of (student's name) _____ for Northgate _____ consent to the head coach or designee of (name of sport(s) <please list all anticipated sports for the entire school year>) _____ to have access to my student's grades and attendance. I acknowledge that I have read and understand the privacy and confidentiality guidelines below which have been explained to the coaches.

Privacy and Confidentiality Guidelines

1. Each student with whom a coach/advisor works has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school employees, as designated by building administrators. Even when discussing a student with those who are directly involved in a student's education, such as a teacher, principal, or guidance counselor, coaches/advisors may not share otherwise confidential data/information with them unless it is relevant to the student's educational growth, safety, or well being.
2. Coaches/Advisors may only use confidential student data/information for the purpose authorized by the principal. Coaches/Advisors may not use confidential data/information for any unauthorized purpose even if he/she believes that doing so is in the best interest of the student.
3. Coaches/Advisors may not share confidential data/information about a student with others who are genuinely interested in the student's welfare, such as social workers, scout leaders, clergy, or nurses/physicians (a grave medical emergency, in which confidential information may be necessary for a student's care, is the only exception). Thus, coaches/advisors must refer all such questions to the school employees so authorized, typically the student's teacher or principal.
4. Parents, friends, or community members may in good faith ask questions about a student's problems or academic progress. Again, coaches/advisors must refer all such questions to the authorized school employee. Coaches/Advisors may not share confidential data/information about a student even with members of their own families or the student's family.
5. Before speaking, coaches and advisors should always remember that violating a student's confidentiality isn't just impolite, it's against the law!
6. If the building principal determines that a district employee, including coaches and advisors, has inappropriately disclosed confidential data/information the individual may be subject to disciplinary action(s).

Parent Signature _____ Date _____

Telephone Number _____ Email Address _____

APPENDIX B

PHYSICALS INFORMATION

Allegheny Health Network Sports Medicine is our partner for Athletics. Our school's trainer is an AHN staff member (Erin Steiner: erin.steiner@ahn.org).

Beginning with the 2026-2027 school year, Northgate School District will be using [*Healthy Roster*](#) to collect all student's physical documents. Families are required to create an account with Healthy Roster. Once your child's account has been set up in Healthy Roster you will be sent an email to set up your portion of the account. This account will be used for document collection and injury reporting. Parents/Guardians will have access to information about their child, such as an injury, and be able to communicate with their athletic trainer about specific information.

Please [click this link](#) for a video on how to use Healthy Roster.

Should you and your child require a paper application for any reason, please contact the high school office at 412-732-3300, ext. 1001.



NORTHGATE

SCHOOL DISTRICT

Middle / High School

2026-2027

Student Activities & Athletic Handbook

STUDENT AND PARENT/GUARDIAN SIGNATURE FORM

Please complete the form below, acknowledging that you have read and understood the policies, procedures, and expectations described in the Northgate Middle/High School Activities and Athletics Handbook and return it to your sponsor.

Printed Name of Participant: _____

Signature of Participant: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____