

NPHS Handbook 2022-2023

As we embark on a new journey during the 2022-2023 school year we look forward to helping NPHS students, families, faculty, and staff grow as we all strive for success. North Penn High School is not only an academic institution where we believe that all students can learn in a safe and fulfilling environment, but also a community hub of which the greater North Penn community can and should be proud. We are recognized for our excellence in academics by the U.S. News & World Report and the Washington Post and also nationally for our exemplary work in the arts and prowess in athletics. We pride ourselves on the character exhibited by our students and staff and know that 2022-2023 will once again be a year where we all make a difference in the lives of others.

In our unwavering commitment to providing a safe and nurturing learning environment for all students, we want all members of the NPHS community to know they are valued and that their opinions matter. Everyone has the right to come to school, to feel safe, and to learn!

The purpose of this handbook is to provide students, parents, and families with a guide to policies, procedures, and day-to-day operations at North Penn High School. In this handbook you will find services and opportunities available for a variety of reasons in addition to discipline procedures and consequences and information about academics, attendance, athletics, and student rights. Other supplemental information and documents can be found at www.npenn.org.

We are excited about the opportunities that await and promise that we will work both with and for you to reach success. At North Penn High School, your opportunities are limitless!

Wishing you a wonderful year,

Mr. Kyle Hassler, Principal; Dr. Carlin, Assistant Principal; Mr. Gross, Assistant Principal; Mrs. Linn, Assistant Principal; Mr. Kenneth Bui, Assistant Principal; Mrs. Schoppe, Assistant Principal; Mr. Taylor, Assistant Principal; and Mr. Walsh, Athletic Director

North Penn High School Mission

Core values are defined as the values that we believe to be nonnegotiable at North Penn High School, regardless of an individual's rank or status. Through extensive work with faculty leaders and administration, the core values of NPHS are defined as:

- Growth: we believe everyone, students and adults alike, should continue to grow intellectually, emotionally, and personally. We are committed to providing an environment where everyone will be both supported and encouraged to grow.
- Character: we pride ourselves on the character of our students, staff, and administrative team. We will make good decisions, for the right reasons, no matter how difficult they might be.
- Student Centered: we are committed to making students central to all that we do. The purpose of a school extends far beyond the content and standards. Students are at the center of everything!

North Penn High School: A community where character and growth meet!

NPSD Policy Statement

The North Penn School District will not discriminate on the basis of race, color, age, creed, religion, sex, gender, sexual orientation, ancestry, national origin, genetic information, or disability/handicap in its programs, activities, and employment and contracting practices. Inquiries regarding the District's nondiscrimination and harassment policies should be directed to the attention of the Title IX Coordinator, contact details can be found [here](#).

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Academics

Air Force JROTC

The Air Force JROTC program offers two components: Aerospace Science and Leadership Education. This program is available to students in grades 9–12. The courses offered in the first three years of the program earn elective science credit. The fourth year course (Global Studies) earns elective social studies credit. Additional information is available in the Program of Academic Studies and from the JROTC instructor.

Career/Work Exploration Program

The NPHS Career/Work Exploration Program is a privilege that allows eligible seniors an opportunity to explore a career or work interest. The program utilizes supervision by both the NPHS Field Supervisor and the community sponsor or employer. Students can enroll in either a wage or non-wage capacity. Students receive high school credit for their participation in the program. Both programs are open only to 12th grade students who have earned 3 credits in English, 3 credits in social studies, 3 credits in math, 2 credits in science, completed their health requirements and earned 0.9 credits in physical education. The Career/Work Exploration Program is open only to those who are proficient or advanced on all three Keystone exams: Algebra 1, Biology, English Literature and meet the minimum GPA requirement exceptions approved by the program director and principal. To enter the program, the student must complete an application form and apply to the Career/Work Exploration Supervisor. Job acquisition and transportation to and from the placement site is the responsibility of the student. Further information is available in the Program of Academic Studies.

Class Rank/Course Weighting

Class rank is computed at the end of each academic year (grades 9, 10 and 11) and the end of the first and second semester of the senior year. All students in the class are included and ranking is cumulative from grades 9-12. A valedictorian and salutatorian are selected on the basis of a weighted cumulative class rank calculated at the conclusion of the third marking period in grade 12 (Adm. Reg. 5129). GPA will be carried to the second decimal. In the event of a tie at the fourth decimal, those students will be named valedictorians and no salutatorian will be named. In cases where there is a clearly designated valedictorian but a tie for the second highest GPA, one valedictorian will be named along with two or more salutatorians. For more information, consult the Program of Academic Studies.

College Courses

Seniors may enroll in college courses with prior approval of the principal. They may take credit courses not offered at the high school and receive college credit and high school credit concurrently. Details and an application form are available from guidance counselors.

Concurrent Enrollment

Concurrent enrollment enables seniors to take one or more college courses to gain a greater understanding of the skills needed to be successful in a college environment with college academic expectations. NPHS has partnered with MCCC, Penn State Abington, Gwynedd-Mercy University, and Arcadia University. Students attend the high school for part of the day and one of the participating colleges named above, the other part of the day. To be eligible, seniors must have at least 20 credits by the end of their junior year and have scored at or above proficiency on all three Keystone exams (Algebra 1, Biology, English Literature). Transportation to and from the college campus is the student's responsibility.

Course Selection

Course selection for the next academic year occurs in late January. During the course selection process, teachers make recommendations and students identify primary and alternative choices. Each student must schedule a minimum of 38 periods of classes per cycle. If a student does not complete the course selection process, he or she will have courses assigned by school personnel. Course verification sheets will be available through Home Access Center (HAC) in February. These forms are used to verify all students are registered for the courses they have requested. The course verification listing is not a guarantee of courses; it is a listing of requests. Students and parents should review this form and contact guidance counselors with any concerns by the change deadline in early May.

Dual Enrollment

Juniors and seniors have the option of enrolling in courses through Montgomery County Community College (MCCC), Gwynedd-Mercy University, University of Pittsburgh, Temple, and Penn State Abington to earn dual credit at both the college and high school level. Students should begin the application process concurrently with course selection. All of these courses are taught at the high school and do not require additional transportation. Interested students should contact their school counselor for additional information.

Courses available for dual enrollment:

- Eng 101 (MCCC) - 0025D
- Introduction to Education (MCCC) - 6805
- Preschool Lab (MCCC) - 6125D
- Entrepreneurship (GMU) - 5885
- Business Administration (GMU) - 5535
- Marketing Strategies (GMU) - 5865
- Sports Marketing (GMU) - 5875
- Accounting 2 (GMU) - 5625
- Health and Wellness (MCCC)
- Strength and Conditioning (MCCC)
- AP Statistics (Pitt)
- AP American Government (Pitt)

Early Admission to College

Students who wish to accelerate their admission to college should contact their counselor. Once certain about the desire to accelerate, the student should complete an early admission contract form available in the College and Career Center (K031) and arrange a conference to include parents, counselor and an administrator. Tuition and all other expenses are the responsibility of the student and his/her parents.

Education for Children and Youth Experiencing Homelessness: McKinney-Vento

The McKinney-Vento Homeless Education Assistance Act guarantees a free and appropriate public education for all children and youth experiencing homelessness. B.E.C. 42 U.S.C. 11431 outlines procedures for deciding school placement, enrolling students, and determining responsibility. The federal and state laws pertaining to McKinney-Vento make our responsibility clear.

What is the definition of a “homeless youth” under McKinney-Vento?

“Homeless” is defined as “anyone lacking a fixed, adequate, regular nighttime residence.”

What situations fit this definition?

- Staying in the home of other people due to unavailable housing, financial hardship, eviction or similar circumstances
- Living in motels, hotels, trailer parks (in some instances – examples: leaking roof, no heat, etc.), public places, or campgrounds due to unavailable suitable housing options
- Living in an emergency shelter or transitional housing

- Unaccompanied (not living in direct care of legal parent or guardian) or runaway youth
- Refugee and migrant youth

How does McKinney-Vento help these students?

The law ensures that students experiencing homelessness receive a free and suitable public education by removing barriers to school enrollment including full, daily participation in school activities, including:

- Immediate enrollment
- Free and reduced school lunch
- Help from school/district with any necessary enrollment documents
- Help from school/district in setting up transportation service (if the student qualifies)
- Help from school/district with basic school supplies
- Help from school/district with any basic clothing needs
- Help from school/district with basic high school graduation needs and expenses

Contact Information

Dr. Mike McKenna
Director of Elementary Education and McKinney-Vento Liaison
215-853-1045 | mckennmr@npenn.org

Mr. Steve Duff
Home and School Visitor
215-853-1715 | duffsm@npenn.org

Mr. Steve Christman
Home and School Visitor
215-853-1301 | christsm@npenn.org

Kathy Birsa
Site Coordinator
215-348-2940 | kirsa@bucksio.org

Michelle Connor
Regional Coordinator
215-348-2940 | mconnor@bucksio.org

Where can I find more information for Pennsylvania?

You can visit the PA Education for Children and Youth Experiencing Homelessness site at <https://homeless.center-school.org>.

Exchange Program

The International Friendship Club (IFC) provides opportunities for North Penn students to live abroad for a year or a summer, as well as informal experiences for getting to know the exchange students in school and social settings. Through a direct exchange with schools in Germany, two students can attend a German Gymnasium for a full school year. Students also have the option of an exchange in Spain, France and Japan. The IFC program also works with the placement of students in yearly programs with American Field Service (AFS) and Youth For Understanding (YFU). For students who want an international living experience of a shorter duration, information about programs is available under the auspices of AFS and YFU.

Final Exams and Mid-Term Exams

Final exams are administered in most major subject courses except in English 10 and Biology. A special schedule for each exam administration is developed and published with special transportation schedules. Final exams count as 16% of the final grade in full-year courses and as 20% of the final grade in semester courses.

In year-long courses, a mid-term or common unit-based assessment is usually given at the end of the second marking period and counts as a percentage of the second marking period grade.

Semester grades are assigned only for semester courses. Seniors with straight A's for all four marking periods may exempt up to two final exams. Each exempted semester course will count as one-half an exemption. Full details on exemption procedures are announced in January for semester courses and in May for all courses. Seniors must inform their teacher by the published deadline.

Final Exam Exclusion for Advanced Placement (AP) Students: Students who take an AP course and who take the AP exam may choose to be exempt from taking the NPHS final exam provided they have a B average or higher in the course by the deadline. This exclusion may be in addition to regularly allotted final exams exemptions.

Students on homebound instruction are expected to take final exams. Testing sessions are scheduled through their school counselor.

Gifted Education Program

A student is identified as gifted by multiple criteria set forth by the Pennsylvania Department of Education Guidelines indicating gifted ability. For further information about the identification of and the services available to gifted students, contact the student's assigned counselor. All gifted students are assigned a case manager. A GIEP is conducted annually.

Students in grades 11 and 12 who have been identified as gifted may elect to participate in the Gifted Mentorship Program. (See Program of Academic Studies)

Grading Policies

Grading procedures are determined by each teacher based upon the nature of the course, departmental requirements, and curriculum guidelines. Specific projects may be required in addition to a passing average in order to receive a passing grade. Each teacher outlines a Grading Policy by the end of the first full week of school. Parents can obtain this information at Back-to-School Night, or by contacting the individual teachers.

Grading Scale

For a complete explanation of the Grading Scale and Calculation of the GPA/Rank consult the Program of Academic Studies.

The Grading Scale below applies to all courses:

Grade Earned	Numeric Range	0-4.3 Scale
A+	97-100	4.3
A	90-96	4.0
B+	87-89	3.7
B	80-86	3.0
C+	77-79	2.7
C	70-76	2.0
D*	65-69	1.0
E/F*	Below 65	0.0

*Exception: The grading scale at NMTCC for a D is 60%-69%. An F is below 60%.

Cumulative Testing

Teachers incorporate cumulative testing into their assessments. Tests are cumulative if they are structured to include both new and previously taught concepts. This practice allows students to demonstrate their understanding of topics which are the essential outcomes of the course. By revisiting the essential

content of each course, students establish a better understanding of these concepts.

Inclusion of 9th grade courses as part of each student's Grade Point Average (GPA)

Ninth grade is part of a student's high school record. Ninth grade courses are considered part of the course requirements for high school graduation and will appear on the transcript.

Graduation

The official date of commencement is set by the North Penn School District Board of School Directors after April 1 of each school year.

Graduation Requirements

Listed below are the minimum credit requirements which students must meet to qualify for the North Penn High School diploma.

Credits Required

English	4.0
Social Studies	4.0
Mathematics	3.0 or 4.0**
Science	3.0 or 4.0**
Arts/Humanities	+2.0
Health	0.9
Physical Education	1.2***
Electives	3.9
TOTAL	23.0*

*Minimum number necessary for graduation.

**Students will need seven credits in math and science to meet the credit requirements. Student performance on the Keystone exams impacts the number of math credits required for graduation. For details for each graduating class, please see the Program of Academic Studies.

***Class of 2023 and beyond needs .9 credits total in PE. The Class of 2022 needs 1.2 total PE credits.

+Courses qualifying to meet the arts & humanities requirement include those in art, elective English, FCS, technology education, world languages, music, computer sciences, and the fourth year of social studies. One North Montco Technical Career Center (NMTCC) credit may be substituted to meet the arts & humanities requirement. Other arts & humanities credit for NMTCC students must be scheduled at the high school.

Home Schooling

Requests for Homeschooling should be made in writing to the Director of Special Education at the Educational Services Center, 215-853-1054.

Homebound Instruction

Homebound instruction is a temporary, short-term educational process serving as a bridge to the general education program at NPHS. Assignment of homebound instruction is based only upon medical recommendations and reviewed by administration for approval. Instruction for homebound is limited to one hour per week for each of the five major subjects or four major subjects and health. Medical authorization for homebound students begins with an initial 30 day period and must be renewed every 90 days after the initial 30 day period.

Homework

Homework provides practice and reinforcement of learned skills and is a necessary part of each student's education. As per Board Policy #130, Homework, when assigned, should average no more than two hours each week per college equivalency course, including AP and dual enrollment, or 1.5 hours each week for all other courses. This will be representative of the major academic disciplines, but may include other subject areas. Assignments designed for daily lesson reinforcement cannot exceed 10% of a student's grade. For extended absences from school (longer than one week), parents should contact the student's school counselor to request homework assignments.

Honor Roll

Students who maintain an unweighted average of 3.0 will be named to the Honor Roll. Students who maintain an unweighted average of 3.8 will be named to the Distinguished Honor Roll. Unlike class rank, honor roll is computed on an unweighted basis and includes all scheduled courses for graduation. For example, an A grade always carries a value of 4.0 and a C grade carries a value of 2.0, regardless of the difficulty of the course.

Keystone Exams

The Pennsylvania Department of Education has instituted Keystone exams as a measure of student mastery of state standards. The three exams are administered as an end-of-course exam in the areas of Algebra, Biology, and Literature (Grade 10). Beginning with the Class of 2022, Keystone proficiency on all three

exams is a graduation requirement. Students who were enrolled in a Keystone related course did not have the opportunity to take the Keystone Exams in the spring of 2020 due to the COVID-19 shutdown. While participation in the exam for these students is not required, the graduation requirement is still in place beginning with the Class of 2022. Act 158 provides five pathways for meeting the graduation requirements. These options are: (1) Keystone Proficiency Pathway, (2) Keystone Composite Pathway (this is a combined score of all three Keystone Exams), (3) Alternate Assessment Pathway, (4) Evidence-Based Pathway, and (5) Career and Technical Education Pathway. As a result, those students who did not take the exam in the spring of 2020 will be scheduled to take the exam in during the 2021-2022 school year. For more information regarding Act 158 and the graduation requirements, please visit the PDE Act 158 webpage.

NOTE: Testing is as follows:

- Sophomores will take the Biology and English Lit Keystone exam in May.
- Retests for non-proficient sophomores and juniors for all Keystone exams will be scheduled in December, January, May and July.

Library

The library has books, ebooks, Kindles, databases and other audiovisual materials available for class assignments and personal enrichment. Students may enter the library with a pass issued by a classroom teacher or from the library staff.

Access to computers is available for students. Students may not play games on the computers. Passes will be honored throughout the day including lunch periods. Students using the library on a pass must return to the assigned class/location or study hall before the end of the period. Students may borrow books/periodicals for a period of two weeks. Reference books may be signed out for overnight use only. Students with questions, concerns, or suggestions are invited to contact any member of the library staff. Additional library resources are available on the NPSD website.

Make-Up Work

Following any excused absence, students are expected to make up their missed assignments promptly. For each day of excused absence, the student is allotted an equal number of days to complete missed assignments without penalty. Late buses are available on Wednesdays and Thursdays at 4:15 pm. Students must sign up for late buses in their home office by 1:30 pm. The grading

policy of each teacher provides additional detail about makeup work.

No School - Period 1 or Period 8

Seniors who are proficient or advanced on all three Keystone exams may select no school period 1 or no school period 8 in their schedule. This senior privilege, granted when the student's schedule is determined, allows seniors to come into school beginning 2nd period and/or leave after 7th period. Students must have 18 credits going into their senior year and their own transportation to select this option. Students who have no school period 1 must sign into their home office each morning while students who have no school period 8 are expected to leave school property without having to sign-out from their home office.

North Montco Technical Career Center (NMTCC)

Students enrolled in NMTCC programs attend NPHS and the TCC for a portion of each day. The specific time frame a student is assigned to the NMTCC is based on grade level, degree of skill development and specific program within a given cluster. Typically, only sophomores are enrolled in the first session, while juniors and seniors are assigned to the third session. Because the NMTCC campus is adjacent to NPHS, students walk to the NMTCC on the paved walkway that borders the bus garage. Students should dress appropriately for inclement weather as bus transportation is not normally provided. Students may not leave NPHS/NMTCC property as they walk to and from the NMTCC, and they may not walk through the bus garage compound. Cars are not permitted on the NMTCC lot without a special pass issued by the NMTCC. NPHS students are to travel on the asphalt walkway between the football practice field and the bus compound; all NP school rules apply to NP students as they walk to and from NMTCC.

Morning Session NMTCC students are:

- Dismissed from NPHS at 8:08 am
- Dismissed from NMTCC at 10:15 am to 4th period lunch

Mid Session I NMTCC students are:

- Dismissed from NPHS after 2nd period
- Dismissed from NMTCC at 10:45 am to report to 5th period

Mid Session II NMTCC students are:

- Dismissed from NPHS after 3rd period

- Dismissed from NMTCC at 11:40 am to report to 6th period lunch

Afternoon Session NMTCC students are:

- Dismissed from NPHS at 12:10 pm
- Dismissed from NMTCC to busses

Physical Education (PE)

Students in the Class of 2023 and beyond must earn a total of .9 PE credits. Students in .3 in 9th grade PE, .3 credits in Lifetime Fitness, and .3 in Comprehensive PE.

Programs for Gifted Students:

Chapter 16

In compliance with state law, services designed to meet the unique needs of gifted students are provided. Students are identified individually based on guidelines and regulations embodied in state law under Chapter 16. Those students who possess superior intelligence scores and/or meet multiple criteria indicating gifted ability may receive services. Parental requests for evaluation and screening for gifted supports for a student should be made in writing to the Director of Special Education and Student Services, 401 E. Hancock St., Lansdale, PA 19446, 215-853-1054.

**Programs for Individuals with Disabilities Education Act (IDEA) Eligible Students:
Chapter 14**

In compliance with state and federal laws, notice is hereby given by the North Penn School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible students). If your child is identified by the district as possibly in need of such services, you will be notified of applicable procedures.

Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions: autism, blindness or visual impairment, deafness or hearing impairment, intellectual disability, multi-handicapped, neurological impairment, other health impairments, physical disability, emotional disturbance, specific learning disability, and speech and language impairment.

If you believe that your school-age child may be in need of special education services or related programs (or your young child age three to school-age may be in need of early intervention), screening or evaluation processes

designed to assess the needs of the child and his or her eligibility are available to you at no cost, upon written request. You may request evaluation at any time, whether or not your child is enrolled in North Penn. Requests for evaluation and screening are to be made in writing to the Director of Special Education and Student Services, 401 East Hancock Street, Lansdale, PA 19446, 215-853-1060.

Promotion Requirements

Students will qualify for promotion as follows (refer to the Program of Academic Studies for additional details):

Promotion to:	Cumulative Credits Required:
Grade 10	4.0
Grade 11	11.0
Grade 12	16.5

**Protected Handicapped Students:
Chapter 15/Section 504**

In compliance with state and federal laws, the North Penn School District will provide to each protected handicapped student – without discrimination or cost to the student or family – those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student’s abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability which substantially limits a major life activity. For further information on the evaluation procedures and provision of services to protected handicapped students, contact the director of special education and student services at 215-853-1054.

These services and protections for “protected handicapped students” are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

Report Cards/Interims

Report cards are available at the conclusion of each nine-week marking period. Typically, report cards are available in November, February, April and June. Interim reports are available at the midpoint of each of the four marking periods.

Report cards and interims, reflecting all courses, are available online to all families via the Home Access

Center (HAC). Those who do not have online access may request a printed copy from their home office.

Special Education

As prescribed by the student's IEP, the needs of exceptional students are provided for by the school district. Special education programs are outlined in the North Penn High School Program of Academic Studies. All special education students who attend the high school are assigned a case manager.

Special Education – College Board Testing

Special Education students who have extended time in their IEPs may be eligible for accommodations on College Board testing. However, the inclusion of extended time in an IEP does not automatically guarantee extended time on College Board tests (PSAT, SAT, AP exams). An application for accommodations must be submitted, and the testing documentation for the student's disability must meet the College Board guidelines. The College Board determines the approval; not the school. Accommodations Eligibility Forms are available in Home Office D103 or the transcript office.

Student Records

Students and parents of high school students have a right to review their child's official school records under the provisions of North Penn School District Policy #5125(1). This same policy also prohibits the release of confidential student information to individuals or agencies outside the school staff without the knowledge and consent of the student and/or his or her parents. It is necessary to make an appointment in advance to review records. Students and parents should contact the home office.

Student Schedules

The final deadline for parent/student initiated course request changes will be announced in February. Preliminary student schedules will be available on Infinite Campus in late August. These schedules do not include study halls but do show lunch periods and all scheduled courses. Schedule errors should be reported to scheduling personnel as soon as the error is recognized.

Summer Education Program

The North Penn Summer Education Program is designed to enable students who have failed subjects with a final course grade in the 50% to 64.4% range

(letter grade of 'E') to remediate courses. Those courses in which the student has earned a grade below 50% (final course grade of 'F') must be repeated the following year.

Summer classes available at NPHS and online through MVP are in session for five weeks beginning in late June and ending in early August. Students may remediate English, Social Studies, Mathematics, Science, Health or Physical Education. Full details about the Summer Education Program are available on the NPHS website.

Summer School Enrichment Programs: Enrichment classes are offered for specific courses. Summer Intervention classes are available for students who have taken Keystone exams but are not yet proficient. Keystone exams will be re-administered at the end of the summer intervention classes.

Testing Days

Departmental testing days have been established as follows: Math, Social Studies, World Language on A, C and E days; English, Science, Business on B, D and F days. Other subject areas test on a non-scheduled basis.

Textbooks and Materials

The school furnishes books and other materials to all students. Reasonable depreciation is expected as a result of daily use. Unreasonable damage to a textbook will result in replacement cost for the book based upon a depreciation plan. Textbooks and materials are to be returned as part of the course requirement. If a textbook is lost, full replacement costs will be required. All fees must be paid in the student's home office and a receipt will be issued.

Transcripts

The official school transcript reflects the student's final grades and credits in all subjects from grade 9 through grade 12. Attendance records are reflected on the transcript. Discipline records are not on the transcript. Parents and students have a right to review the transcript upon request and to request an official copy for use in college or job interviews. Copies of the official transcript may not be released to other agencies and organizations without the written permission of the student and/or parent/guardian. Official transcripts must be obtained in person from the transcript secretary. For further information, contact the transcript secretary at 215-853-1350.

Transferring to a New School

As soon as it becomes definite that a student will be transferring to a different school, the student should inform his or her school counselor and NPBS registrar for withdrawal procedures. Records will be mailed to the receiving school upon request after all books and equipment have been returned and after all financial obligations with NPBS are resolved. Questions can be directed to our registrar at 215-853-1305.

Athletics & Activities

Eligibility Guidelines for Student Athletes

Student athletes will be ineligible to participate if they are (1) failing two major subjects (courses meet daily), (2) failing a one major subject and two minor subjects (courses that meet twice a cycle), or (3) suspended. If a student has an incomplete grade for two consecutive weeks in a subject, he or she will be considered as failing that subject.

A student will be placed on probation for 10 school days if the student is failing a one-credit subject and a partial credit subject, OR two partial-credit subjects. If at the end of the probationary period the student is still failing a one-credit subject and a partial credit subject, OR two partial-credit subjects, the student will become ineligible. Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis. When a student's cumulative work from the beginning of the grading period does not meet the standards each week, he/she shall be ineligible for the following Sunday through Saturday (PIAA Regulations).

In cases where a student's work at the end of the marking period does not meet the standards of the eligibility guidelines for student athletes, the student shall be ineligible to participate in interscholastic athletics for 15 school days of the new grading period beginning on the day report cards are issued.

Eligibility Guidelines for Non-athletic Student Activities

The academic eligibility guidelines for non-athletic student activities at North Penn High School are categorized into two divisions.

Students who are members of the JROTC, Marching Band, Jazz and Lab Band, Percussion Ensemble, Visual Ensemble, Theater and editors of the Yearbook, Online Newspaper and Literary Magazine are held accountable

to the same academic requirements and accountability system as athletes. The Student Government Association officers, Class Government Officers and National Honor Society members follow the grade requirements and eligibility guidelines outlined in their existing constitutions.

Students who are club members, members of the vocal jazz ensemble, chamber singers, SGA representatives, senators, steering committee members and publication staff members will be under the same academic requirements as athletes, but their grades will be checked at the conclusion of each marking period rather than each week. Students failing to meet these eligibility provisions will be placed on probationary status for a two-week period.

The student's grades will be reviewed at the end of the second week of ineligibility. If the grades then meet the guidelines, the student will become eligible for participation. If grades have not met requirements, the student will continue to remain ineligible for additional two-week intervals.

To be eligible for participation in after-school activities including athletics, students must be in attendance by 10:30 am the day of that activity.

Athletic Equipment Obligations

Athletes are responsible for all equipment (including game uniforms and practice uniforms) issued to them. All issued equipment must be returned immediately at the conclusion of the season or an obligation form will be filed with the athlete's home office. PIAA rules prohibit the use of most school-issued athletic equipment out of season. School district regulations prohibit the selling or giving away of athletic equipment. A student may not pay for equipment to keep it. Athletes who have an equipment obligation will not be permitted to try out for or participate in another athletic season until the obligation is cleared with the coach or athletic director. Seniors will not be permitted to participate in graduation activities until the obligation is cleared.

Physicals for Athletes

Students cannot try out, practice or participate in any phase of the athletic program without a physical examination and all necessary forms are completed and signed. For further information, contact the office of the athletic director at 215-853-1319. Forms are available on the NPBS website www.npenn.org.

Dances

Dances are planned to provide an enjoyable experience for all participants. Attendees are expected to observe the NPHS behavior guidelines and establish a safe environment for all. Guests (non-NPHS students) are only permitted to attend the Winter Ball, Junior Prom and Senior Prom.

If NPHS students wish to bring a guest, 21 years of age or younger, who is not a NP student, they must provide the guest's name, school and grade level. A form for approval must be submitted to the assistant principal prior to purchasing tickets. A picture ID of the guest (e.g. driver's license or student ID) must accompany the approval form. NPHS students who are at alternate locations, excluding Northbridge, must have permission from the North Penn High School principal to attend any dance. All persons attending NPHS dances are required to adhere to the NPHS discipline code. NPHS students and their guests must present a photo ID at all dances. The Winter Ball, the proms, and any dance requiring pre-purchased tickets also require full clearance of all obligations by the designated date.

Once tickets are purchased for these dances, refunds will not be made and tickets may not be switched or traded.

For all NPHS dances, attendees may not leave the dance more than one-half hour prior to the scheduled ending time of the dance without written parental request and administrative approval prior to the dance.

Student Activities

See the "Student Activities Review" publication. The student activities office is located in F026 and provides information on all NPHS activities. Involvement in school activities plays an important part in a student's personal, social and academic growth and often sets the stage for a future career or a vocation. Over 70 percent of the students are involved in at least one of the many activities offered at the high school. Participation may be contingent on academic eligibility. All students sign a Code of Conduct agreement which establishes parameters of conduct.

Most school activities fall into one of the following categories: (1) athletics, (2) student government, (3) performance, (4) publications, (5) service, (6) special interest and/or (7) cultural. Students have several opportunities to obtain information about the activities program. All students have an opportunity to gain information during the NPHS Student Activities Fair

which is held early in the school year. In addition, the "Student Activities Review" publication, available online at www.npenn.org, describes each activity. Throughout the year, questions about the activities and athletic program may be directed to the athletic director's office or the director of student activities' office.

Students in leadership positions are responsible to maintain the organization, club or activity according to school policies and the charter of the organization. Students who are elected or appointed as officers, senate members, cabinet members or class representatives of a student activity are subject to removal from their office for neglect of duty, failure to execute assigned responsibilities, or violation of the principles and provisions in the constitution or charter. The Director of Student Activities is responsible for this process.

Student Government/Class Government

The North Penn Student Government Association (SGA) governs the entire student body. Each class has its own class officers/government with class steering committees. SGA has six major areas which serve the student body: school-wide activities, communications, education and orientation, student issues, service and spirit/recognition. SGA is comprised of elected officers, a Cabinet, House of Representatives and Senate. Each grade level, sophomore, junior and senior, has a class government with elected officers and a class cabinet which serves as the governing organization for class activities and fundraising programs. Elected officers and representatives meet several times each month to discuss class concerns and programs. Examples of activities sponsored by the class cabinet include, but are not limited to Powderpuff, the Disney trip, service projects and proms. Additional information is available in the Student Activity Review.

Student Rights/Responsibilities

Chapter 12 of State Board Regulations. Adopted by the state in 1974 and amended in 1984, Student Rights and Responsibilities refers to rights as well as responsibilities students have regarding such topics as access to an education, school rules, discrimination, suspensions, expulsion hearings, freedom of expression, flag salute and Pledge of Allegiance, hair and dress code, confidentiality, student records and searches. Copies are available in the Student Activities Office in F026.

Attendance

Student Responsibilities

Students must attend all scheduled classes and study halls unless an absence is authorized. Not only is daily attendance required by the School Code of Pennsylvania, it is also essential for the successful completion of courses. Unauthorized absences from a scheduled class or study hall are addressed in the Discipline Section under [Attendance](#) (page 16).

All absences from school will be treated as unlawful for students under age 17 and unexcused for students 17 and older unless a parent/guardian provides a written excuse or has a phone conversation with an attendance secretary that contains satisfactory evidence of a mental, physical or other urgent reason for the absence. The determination of whether the excuse properly contains satisfactory evidence shall be made exclusively by the school principal or his/her designee. Examples of "mental, physical or other urgent reasons" are listed under [Permissible Reasons for Absence from School](#) per NPSD. A written excuse or phone call must be provided to the school within three calendar days of the absence. Students with one or more unlawful absences may be assigned disciplinary consequences. In addition, repeat unlawful absences may result in referral to civil authorities for truancy proceedings. See [Tardiness Procedures](#) (page 14) for more information.

Returning Absence Excuses

Upon returning to school following an absence, students are expected to provide a completed excuse form, signed by a parent or guardian, to the attendance secretary within three school days of the absence. If a parent/guardian has called the student out, he or she does not need a written excuse.

Permissible Reasons for Absence from School per NPSD

Please note the determination of whether the excuse properly contains satisfactory evidence of mental, physical or other urgent reasons shall be made exclusively by the school principal or his/her designee.

1. Personal illness
2. Quarantine of the individuals home
3. Death in the immediate family
4. Impassable roads
5. Educational trip with parent/guardian. This must include a written request and pre-approval by administration.

6. Religious holiday
7. Suspension from school
8. Required court appearance
9. Exceptional urgent reasons-must pertain to the student as determined by the principal or assistant principal.

School Attendance Procedures

1. Once a student arrives on school property, the student may not leave school property until dismissal time without administrative permission. Failure to comply with this procedure will result in [disciplinary action](#). (See page 16)
2. Parents are required to call the school office and/or send in a written, signed excuse for all absences. Notes can be turned in at the appropriate Home Office.
3. If written excuses are not provided within three school days of the date of absence or a parent phone call has not been received by the home office, the days of absence will be considered unexcused or unlawful depending on the age of the student.
4. Written requests for educational/family trips are required at least one week prior to the trip. The written request must be turned in to the student's home office attendance secretary. Trips of this nature should not exceed five days per year and are discouraged because they interrupt a student's academic progress. Students are responsible for all class work when on a family trip and/or educational trip.
5. After 10 cumulative days of absences, the student's attendance record will be reviewed, and a letter will be sent to the parent along with a copy of the attendance regulations.
6. Medical excuses will be required in cases of questionable absences and for absences exceeding 15 cumulative days per school year. Absences without medical excuse will be regarded as unlawful and will be subject to appropriate consequences.
7. In cases of unexcused absences/unexcused tardies, students may not be permitted to make up missed work.
8. After three days of unlawful absences, an Official Notice of Child's Illegal Absences will be mailed and a copy will be given to the home and school visitor.
9. The parents/guardians of students who have exceeded three unexcused or unlawful absences for the school year will be invited to meet with school personnel in order to develop

an Attendance Improvement Plan (AIP). Unlawful absences may then be referred to the district magistrate for possible fines or Montgomery County Office of Children and Youth.

Tardiness and unexcused absences are behaviors which are subject to a disciplinary response. Unmodified behaviors of this type may be interpreted as Level IV misconduct and, therefore, subject to disciplinary responses including recommendation for expulsion or alternative school placement.

Tardiness Procedures - Tardy to School

1. Students are expected to arrive to first period classes and study halls before the opening bell rings. Tardy students arriving after 7:25 am must check in at the appropriate location. Sophomores (Class of 2024) will sign in at Home Office D103. Juniors (Class of 2023) will sign in at Home Office F40. Seniors (Class of 2022) arriving late (before the start of 3rd period) will sign in at the attendance suite located in the auditorium lobby, Room K025.
2. Permissible reasons for tardiness to school are:
 - a. Medical or dental reasons (documented by a medical provider in a written note to the home office).
 - b. Social agency referrals (explained in a written note to the home office)
 - c. Exceptional/urgent reasons - must pertain to the student as determined by the principal or assistant principal (explained in a written note to the home office upon arrival).
3. Disciplinary action will be assigned for unexcused tardiness to school:
 - a. Unexcused tardies resulting in class absence are regarded as a class cut.
 - b. Students who are tardy without parental awareness are considered unlawful absences.
4. Students who are excessively late will be asked to bring a note from their parents/guardians explaining their lateness. An accumulation of unexcused latenesses may result in a notice of unlawful absence.
5. Parental notes to excuse tardiness to school are limited to a maximum of five per semester. Additional tardies will be referred to the assistant principal for parental contact.

Tardiness Procedures - Tardy to Class

Students are expected to arrive on time to class. "On time to class" is defined as being in the classroom prepared to work when the bell rings to signal the start of the period. Teachers will report lateness to class to the appropriate assistant principal.

Early Dismissal for Seniors

With parental permission, a senior who has an eighth period study hall or a senior career/work study student who has a study hall immediately prior to the career/work study assignment may apply for early dismissal by emailing their guidance counselor. Students are notified of acceptance after the request has been approved by the home office assistant principal. Until the approval is communicated to the student by the assistant principal, either verbally or in writing, the student must follow his/her original schedule as printed. If approved, students need to provide their own transportation and leave the building after the last scheduled class.

Home and School Visitor

If a student is regularly absent from school, the Home and School Visitor will explore the causes of poor attendance with the student and parents/guardians. For more information, please call 215-853-1301.

School Closing Announcements

For emergency closing of school or delays caused by inclement weather, look to North Penn Television on Comcast Cable channel 28 or Verizon FIOS channel 29. You can check the NPSD website at www.npenn.org, Twitter at twitter.com/NPSD or Facebook at facebook.com/NorthPennSD. Listen to KYW 1060 AM for #303 (the code for NPSD). If weather conditions worsen during the school day, district officials may order an early dismissal. In such a case, an announcement will be made on NPTV, www.npenn.org, our emergency notification system, WNPV 1440 AM, and KYW 1060 AM. Please do not call the school.

Bell Schedule & Structure

Bell Schedules

The NPHS bell schedule for 2022-2023 can be found on the back cover. The school day begins at 7:21 am with all students in first period. Attendance for the day is taken in first period. If students arrive in the building after 7:21 am, but before 7:35 am, they report to class where they will be marked late. After 7:35 am students should

report to their Home Office. Consequences for being late to school are stated in the Discipline Section under [Attendance](#) (Page 16). Student lockers will be assigned based on Knight Time locations.

Knight Time

Each Tuesday and Thursday, the school day will have Knight Time built into the schedule between 3rd and 4th periods. This is the time of day where we maximize the number of students in the building due to tech school, career study, work study, no school periods, gifted mentorship, etc. This will occur on Tuesday and Thursday. Tuesday's Knight Time is designated for academic support and remediation. Thursday is focused on providing character building and for improving the culture and climate at NPHS. On Tuesday, you will report to your KT, you will have the opportunity to go see other teachers (with a pass), report to club meetings, work on assignments, make up tests or anything else that is for academic purposes. Friday will be focused on culture and climate. We will have a four week rotation where we focus on College and Career Readiness and Naviance, Culture and Climate in the building, and Class Information and Character Building. Thursday's Knight Time is protected time and you will not be permitted to have passes for other classrooms. We ask that you seize the opportunity in Knight Time and get to know the people in your group. You will meet twice a week with the same groups of students, for all three years at North Penn.

Home Offices

NPHS is organized into a system of three grade level offices for students in grades 10, 11 and 12 to provide student services and information. Located in each office complex are two assistant principals, the assistant principals' secretary, the attendance secretary and three guidance counselors. Students are assigned to the home offices by their grade; there is a sophomore, a junior and a senior office. Questions pertaining to an individual student's academics, behavior or attendance should be directed to their respective grade level office. Students who report late to school or leave early must sign out through their home office.

Lunch-Study

Students assigned to lunch-study are expected to report to the cafeteria. Those who prefer a quiet area to complete assignments have the option of using the designated room during their lunch study time. The lunch-study room is B129. Students will not need a pass to go into the quiet study area from the cafeteria;

however, a sign-in procedure is required. No passes will be issued by the supervisor of the lunch-study room.

Guidelines for students in the lunch-study room: Students will engage in academic work. Students may enter and leave the lunch-study room during their assigned lunch period. Students will be asked to leave if they wish to converse; this is a quiet study area.

Six-Day Cycle

Classes are scheduled on a six-day cycle rather than a Monday through Friday scheduling system. Each day is sequentially designated as A-B-C-D-E-F and is noted on the NPHS bulletin found at www.npenn.org/NorthPennHS.

Study Hall Policy

Students who wish to leave a study hall for work in the library or participation in other school-related activities must have a pass from the supervising teacher. Students who have study hall 8th period may not leave school.

Discipline

NPSD explains its philosophy of discipline and disciplinary procedures in a separate publication, [Student Discipline and Attendance Responsibilities](#) (pages 34-35).

This document is carefully reviewed with all students during the first several days of school and throughout the year. The consequences for each infraction are given below the description. Assistant principals (or their designee) or the principal assign the consequences for discipline infractions.

Students who chronically violate school rules under the Discipline Code outlined in this document may be suspended and given an informal disciplinary hearing with the school principal or designee. Students who do not fulfill detention and Saturday school obligations may be considered as in chronic violation of school rules.

Offenses involving faculty members are considered egregious and consequences may be modified accordingly.

A. Alcohol, Illegal Drugs and/or Paraphernalia

The following actions are illegal under the Pennsylvania State Civil/Criminal Code:

- Using, purchasing, possessing, selling, distributing real or perceived illegal drugs and/or drug paraphernalia;
- Being under the influence of alcohol, illegal drugs, any controlled substance, any prescription medication that has not been prescribed for the student, or any unauthorized substance (including over-the-counter drugs) on school property or at a school-sponsored event.

Students who take required medication during the school day are to abide by the regulations described under the [Health Suite](#) (page 24). Students may not carry over-the-counter medications with them during school hours.

CONSEQUENCES

Incident	School Action
Each Incident	Suspension up to 10 days with required informal disciplinary hearing, referral to the appropriate law enforcement agency (student is subject to arrest); expulsion may also be a result. Student suspended for this discipline code violation will be referred for a SAP assessment.

B. Attendance

Students are expected to be on time to school and to their classes. (See description in [Student Responsibilities](#) on page 12)

CONSEQUENCES

Late to school unexcused/per marking period

Incident	School Action
3rd tardy	Attendance secretary will contact the parent/guardian; 1 detention will be assigned
6th tardy	Attendance secretary will contact the parent/guardian; Conduct referral will be submitted; 2 detentions will be assigned.
Subsequent	Conduct referral will be submitted; discipline quantities of 3 will be determined by Assistant Principal

Excessive school tardiness will be addressed as a component of the attendance improvement plan (AIP).

Students who forge a parental note or call oneself (or have another individual other than a parent or authorized

family member do so) out of school will receive disciplinary consequences.

Late To Class/Per Marking Period

Incident	School Action
3rd tardy to same class	Teacher will contact the parent/guardian; 1 detention will be assigned
6th tardy to same class	Teacher will contact the parent/guardian; Conduct referral will be Submitted; 2 detentions will be assigned.
Subsequent offenses	Conduct referral will be submitted; quantities of 3 progressive discipline to be determined by Assistant Principal

C. Cafeteria

Misuse of ID card to purchase food in the cafeteria is not permitted. Students may use only their own ID card to purchase food. Students who use another student's ID card will pay restitution to the owner of the ID card and serve the consequences determined by the Assistant Principal.

D. Class Cutting

Students must attend all classes and study halls unless the absence is authorized. Not only is daily attendance required by the School Code of Pennsylvania, it is essential for the successful completion of courses. There is a disciplinary response to every unauthorized absence from class (including Knight Time), lunch or study hall. An unauthorized class absence is defined as being ten or more minutes late to class.

CONSEQUENCES

Incident	School Action
1st	Teacher notifies parent/guardian; 3 detentions will be assigned
2nd	Conduct referral submitted; 1 Saturday school assigned
Subsequent class cuts	Conduct referral submitted; discipline to be determined by Assistant Principal

E. Dishonest Behavior: Forgery/Altering School Forms/Unauthorized Possession of School Forms

No student may alter a school document (including hall or library passes) or possess school forms without authorization.

CONSEQUENCES

Incident	School Action
1st	Saturday school

Subsequent offenses	Conduct referral submitted; discipline to be determined by Assistant Principal
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F. Disruptive Behavior

Disruptive/inappropriate behavior applies to all school locations including the classroom, library, hallway, cafeteria and bus. Inappropriate and disrespectful behaviors are not acceptable at NPHS. Throwing of objects, including food, is not permitted under any circumstances and is a suspendable offense.

CONSEQUENCES

Incident	School Action
1st and 2nd	1 to 3 detentions

Subsequent offenses	Conduct referral submitted; discipline to be determined by Assistant Principal
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G. Dress Code

The North Penn School District seeks to develop an environment that embodies its universal values of achievement, kindness, collaboration, respect, responsibility, resilience, and integrity. We recognize the power in respecting, understanding, and celebrating human differences and strive to provide a healthful environment in which students, staff, and our greater community can continuously learn and embrace change. This outline of student attire expectations is intended to convey the district's intent to sustain a community that is inclusive of a diverse range of identities.

- Certain body parts must be covered at all times, for all students; clothing must be worn so that genitals, buttocks, and nipples are completely covered with opaque material.

- Students must wear a shirt and pants (or equivalent), or a dress, and shoes
- Undergarments should not be visible
- Attire or accessories that could pose a safety risk or could be used as weapons are not permitted
- Attire can not contain references to, suggest, or display hate speech, drugs, alcohol, weapons, violence, pornography, vulgar or obscene language, or images/language that creates a hostile or intimidating environment.
- Hoods, hats, and head coverings are permitted in hallways and common spaces. Staff reserve the right to request that a student remove a hood for practical purposes in the classroom.
 - Head coverings worn for religious reasons are permissible at all times
 - Ski masks and balaclavas are not permissible
- A student's face must be visible
 - Face coverings for religious reasons are permissible at all times.
 - Sunglasses for nonmedical purposes should not be worn in the building

Student Attire Enforcement

It is the intention of the administration and staff to be respectful and supportive of students at all times. To that end, the following procedures should be followed when addressing attire concerns whenever practicable:

- A staff member who has a concern regarding a student's attire should contact the main office or assistant principal.
- When sharing the concern, the staff member shall explicitly state why the attire violates the expectations as outlined above.
- Every effort should be made to have an administrator and a trusted adult meet with the student to share the concern. If a trusted adult is not available, an additional adult shall be present for the entirety of the conversation. The student should be afforded the opportunity to have their parent or guardian participate in the conversation via telephone.

- The student shall not be forced to wear a school-issued t-shirt or garment.
- In extreme cases, a parent or guardian can be contacted to have alternative attire brought to school to be worn for the remainder of the day.

2nd	5 detentions
Subsequent offenses	Conduct referral submitted; discipline to be determined by Assistant Principal

Additionally, students are prohibited from using camera phones or any videotaping device to photograph, capture an image of, or videotape another student or staff member on school grounds or buses without the student's or staff member's knowledge and expressed consent. Any violation of this policy may be considered cyber bullying; consequences are aligned under the Harassment section. Students who use their cell phone or any other electronic device that violates this policy may be suspended as determined by the assistant principal or principal.

H. Electronic Devices

Electronic devices include, but are not limited to, cell phones, laptop computers, Chromebooks, earbuds and over the ear headphones. In order to address the changing use of technology in society as a whole, the NPHS policy regarding cell phones, iPods, and all electronic devices permits students to use electronic devices on a limited basis. The goal of this policy is to provide access to the student's own technology resources during the course of the school day in a controlled fashion. Students are expected to abide by the guidelines and consequences associated with the appropriate use of the technology allowed.

- Students may use their electronic devices to text and to listen to music in the cafeteria and in the hallway. No over-ear headphones are permitted. One earbud must be out.
- Students may use their electronic devices to listen to music in study halls.
- Students may not use their personal electronic devices during class time, unless authorized by the teacher, or in the library during the school day.
- Students may not video or audio record in school unless approved by faculty or administration for a course or activity.

The use of electronic devices during class time does not promote respect in the instructional setting unless the teacher directs their use as a teaching tool. Students using electronic devices to plagiarize or to transmit other inappropriate information will be disciplined according to specific infraction.

During class, students are to silence and put away their electronic devices. Students whose electronic devices are in use during an assessment will receive a zero on the assessment. The school is not responsible for the loss, theft or damage of these electronic items. A cell phone may be confiscated at an administrator's discretion at any time. Students who violate this policy are subject to the following consequences.

CONSEQUENCES	
Incident	School Action
1st	3 detentions

I. Fighting

Fighting is not tolerated at NPHS. Fighting includes, but is not limited to pushing, shoving, wrestling or hitting regardless of the intent. Fighting may be determined to be disorderly conduct or assault. Unwanted physical contact may also be considered fighting.

CONSEQUENCES

Incident	School Action
Each incident	Suspension up to 10 days with required informal disciplinary hearing. Referral to the appropriate law enforcement agency may result in police citation; recommendation for expulsion could result depending on the severity of the incident.

J. Hall Pass Policy

To minimize interruptions or distractions during the school day, students in the hall must carry a signed pass from a staff member. Students who are in hallways without a pass after the bell has rung are in violation of this policy (See [Loitering](#) on page 20).

CONSEQUENCES

Incident	School Action
1st	1 detention
Subsequent offenses	Conduct referral submitted; discipline to be determined by Assistant Principal

K. Harassment/Bullying

NPSD prohibits any harassment. Every member of the school community is entitled to attend school free from a

hostile or abusive environment. The policy applies in any situation involving a member of the school staff to a student or another staff member and/or when made by any student to another student or staff member. Harassment, bullying of any kind, and/or intimidation will not be tolerated.

For the purpose of this policy, harassment and intimidation shall be defined as the intentional creation of a hostile or abusive environment through words, gestures, actions or electronic communication (cyber bullying). Areas of concern include, but are not limited to, race, religion, sex, national origin, age, disability, sexual orientation, personal appearance and hygiene, criminal record and prior psychiatric treatment. A student who has a harassment complaint should make every effort to request that the harasser cease the offensive behavior. In the event that the person refuses or the behavior persists, the student should initiate a formal complaint. The student shall report the complaint to his/her classroom teacher, assistant principal, guidance counselor or other adult in the school. Cyber bullying is taken seriously and will be investigated. All complaints will be investigated promptly and appropriate action will be taken (Policy 5115). In all cases, any instance of retribution by the harasser to the complainant shall result in written reprimand, suspension or dismissal. In the case of student-to-student harassment, disciplinary action will be taken according to the discipline code (Regulation 5150). Additionally, hazing, which is a form of induction to an organization, is prohibited and subject to the same disciplinary consequences as harassment.

Students, parents, and staff can report suspected bullying and harassment to the appropriate assistant principal or anonymously at 1-844-saf2say (723-2729).

CONSEQUENCES

Incident	School Action
1st	The initial instance of harassment will result in a conference with the assistant principal and signature of the Harassment Notification form.
Subsequent offenses	Disciplinary consequences to be determined instances by Assistant Principal.

Students who post information or pictures on social networking sites (e.g. Facebook, Twitter, Instagram, Snapchat etc.) that are considered by administration to be cyber-bullying will receive consequences.

L. Inappropriate Language & Gestures

Vulgar, lewd or obscene language or gestures have no place in an educational atmosphere. Any language or gesture that may be deemed offensive is unacceptable at North Penn High School.

CONSEQUENCES

Incident	School Action
1st	2 detentions
Subsequent offenses	Conduct referral submitted; discipline to be determined by an Assistant Principal.

M. Insubordination

All students are expected to respond promptly, respectfully, cooperatively and honestly to NPHS faculty, staff, security personnel and administrators. Failure to do so will result in immediate referral to the home office assistant principal. Students must give their name when asked by a faculty member, security personnel, or administrator. The assistant principal and/or principal determine insubordination.

CONSEQUENCES

Incident	School Action
1st	Saturday school
Subsequent offenses	Conduct referral submitted; discipline to be determined by Assistant Principal

N. Leaving School without Permission

NPHS is a closed campus. All students leaving school before the end of the regularly scheduled school day (other than career/work study students or students with approved early release) must have the written permission of a parent/guardian. Students should give these written requests to their home office on the morning they plan to leave early. Emergency leaves may occur with verbal permission from a parent or guardian via the telephone with health staff or administrative approval. Students may not leave the campus without permission from a parent and authorization of an administrator or the school nurse.

CONSEQUENCES

Incident	School Action
1st incident	1-day ISS
Subsequent offenses	Conduct referral submitted; discipline to be determined by Assistant Principal

Students who leave the building and/or the school premises without permission and return are subject to a

search of the student and the vehicle in which the student returned.

O. Loitering

Students may not loiter in the hallways. Loitering is defined as standing in the hallways and not progressing toward the next class, study hall, or lunch. Students traveling from class to lunch have a 5-minute window to report to lunch. When a faculty member, security personnel or school administrator requests that students proceed to their next destination, students are expected to move immediately and respectfully.

CONSEQUENCES

Incident	School Action
1st & 2nd	1 detention
Subsequent offenses	Conduct referral submitted; discipline to be determined by Assistant Principal

P. Plagiarism and Cheating

At the beginning of each school year, all students are required to read and sign the "North Penn School District Plagiarism Policy" which may be obtained on the district's website and will be reviewed in all English classes. Plagiarism is a serious offense. When an instance of plagiarism is suspected, the NPSD Policy will be followed. Plagiarism is the act of using another person's ideas or expressions in your writing without acknowledging the source, intentional or not. Enabling another student to cheat or plagiarize, knowingly or not, is also defined as plagiarism. The incident will be disciplined accordingly. See NPSD Administrative Regulation 6160(a) for more information. Cheating is defined as copying homework or test/quiz answers from another student, or enabling someone else to do so.

CONSEQUENCES

Incident	School Action
1st	Zero on assignment
2nd	Zero on assignment; possible suspension
Subsequent offenses	Conduct referral submitted; discipline to be determined by Assistant Principal

Each case of plagiarism will be documented in the student's discipline file and is considered to be cumulative throughout the tenure at the high school. Instances of plagiarism are to be reported to the student's assistant principal. Teachers are also to contact the student's parent/guardian when plagiarism occurs. When teachers require students to submit

papers to www.turnitin.com, students are expected to comply. Students without Internet access at home may use the computers in the library.

Q. Public Display of Affection (PDA)

To maintain a safe and comfortable school environment, students are to respect others. Therefore, public displays of affection (PDA) are not permitted. Students are reminded that the school is to be conducive to learning, and distractions are not condoned. Consequences to be determined by the Assistant Principal.

R. Safety—Endangering Safety of Others

North Penn High School is a safe school zone and protects the safety of all students and staff. Safety Drills are reviewed on page 16. Misconduct during an All Hazards Alert in any drill or real situation is cause for disciplinary consequences.

CONSEQUENCES (Misconduct during a drill)

Incident	School Action
1st	2 detentions
2nd	1 Saturday school
Subsequent offenses	Conduct referral submitted; discipline to be determined by Assistant Principal

Students who tamper with or cause a fire alarm to be activated will be subject to disciplinary consequences, police involvement and must pay fines issued by the fire department.

S. Student Identification (ID)

To assist in maintaining a safe and orderly environment, all NPHS students are required to carry a picture identification card during the school day and for school events. If students lose their ID, it is their responsibility to replace it at their expense. A \$5 fee is charged for replacing a lost or missing ID card. Replacement ID cards may be obtained in the K-pod reception office. If a student is unable to produce an ID or temporary pass at the request of any school staff member, the student will be assigned the appropriate consequence. Consequences to be determined by the Assistant Principal.

T. Theft

Theft is not tolerated at North Penn High School. Students are advised NOT to bring a large amount of cash or other valuables to school. Students are expected

to lock all belongings in their gym locker during PE. Victims of theft are expected to report their losses to security personnel immediately.

CONSEQUENCES

Incident	School Action
Each incident	Suspension up to 10 days with required disciplinary hearing for infractions assigned 5 or more days, police investigation, financial restitution, with possible referral for expulsion

U. Threats to Others

In order to maintain a safe school environment, students who threaten other individuals on school property or on any school related function subject themselves to disciplinary consequences ranging from suspension to expulsion. Threats may be verbal or escalate to pushing or shoving. Threats may warrant police involvement.

CONSEQUENCES

Incident	School Action
Each incident	Suspension up to 10 days with required informal disciplinary hearing for infractions that are assigned suspensions of 5 or more days. For 5- or 10- day suspensions, police involvement may be warranted.

V. Tobacco

In accordance with Pennsylvania Law 1315, possession or use of tobacco in any form by a student on any North Penn School District property or at any school-sponsored activity is prohibited. Tobacco products include cigarettes, cigars, or tobacco in any other form which is loose, cut, shredded, ground, powdered, compressed, or leaf tobacco that is intended to be placed in the mouth without being smoked. Electronic cigarettes, vaporizers and associated products are not permitted.

CONSEQUENCES

Incident	School Action
Each Instance	1 day ISS and confiscation of product/device

W. Truancy

Refer to the [Attendance](#) section (page 13) for specific instructions for truancy proceedings and school response to unexcused or unlawful absences.

X. Vandalism

Vandalism of the property of the school district or the property of another student is defined as defacing or destroying property, (such as the school grounds, fields or buses) or the school building or its contents.

CONSEQUENCES

Incident	School Action
All instances	Suspension up to 10 days with required disciplinary hearing for infractions assigned 5 or more days, financial restitution and police notification.

Y. Weapons

The North Penn School District protects the safety of the students and staff by prohibiting the possession/use/transfer of any weapons (real or perceived) on NPSD property.

DEFINITION: Weapons are defined in Sections 907, 908, and 912 of the Pennsylvania Crime Code and Section 1317.2 of the Public School Code and shall include, but not be limited to, any knife, cutting instrument, fire arms and any other tool, instrument or implement capable of inflicting serious bodily injury.

CONSEQUENCES

Incident	School Action
All incidents	-Mandatory 10-day OSS -Informal disciplinary hearing with the principal -Referral to the appropriate law enforcement agency -Referral to the Superintendent with possibility of recommendation for expulsion

WITH THE ENACTMENT OF HB20 IN 1995, PENNSYLVANIA SCHOOLS HAVE THE OBLIGATION TO EXPEL ANY STUDENT WHO POSSESSES A WEAPON ON SCHOOL PROPERTY.

Disciplinary Consequences

A. Detention

Detentions are usually assigned for violations of Level One and/or Level Two infractions in the disciplinary code. Afternoon detention is from 2:20 to 3 pm in A013. On early dismissal days, there is no afternoon detention. Morning detention can be arranged with the Home Office.

Students are required to report to detention on time. Also, students are required to have a pen or pencil to sign the roster and bring academic study materials, homework assignments, or appropriate reading material. Sleeping is not permitted. Students who do not follow proper procedures and/or are disruptive will be asked to leave and will receive no credit for serving the detention.

B. Suspension In-School- Suspension (ISS); Out-of-School- Suspension (OSS)

Suspension is the temporary exclusion from school/class for a period of up to ten consecutive school days. The student is informed by the administrator of the reasons for the suspension and is given an opportunity to respond. For all incidents of suspension, parents and/or guardians are notified in writing stating the reason for suspension. For 5- or 10-day suspensions, an informal disciplinary hearing may be conducted by the principal or designee. When an informal hearing is to be held, parents are notified in writing of the date, time and place of the informal hearing. Both the student and his/her parent(s) or guardian(s) are expected to attend the hearing. Prior notice of the intended suspension need not be given when the health, safety, or welfare of the school community is threatened. Students who are suspended have the responsibility to make up exams and work missed under the guidelines set by the district. Suspended students receive assignments from teachers. Suspendable offenses are listed in the "Student Discipline and Attendance Responsibilities," which delineates four levels of behavior and possible consequences. Repeated suspensions may result in a 10-day OSS with an informal disciplinary hearing with the principal. The principal may recommend a hearing with the superintendent for further disciplinary action. The principal and all assistant principals administer suspensions.

In-school Suspension (ISS)

Students assigned to in-school suspension are to report at 7:21 am to the suspension room (B128), located on the second floor in B-pod, with academic work or reading to do. When students are assigned to ISS, they are given the rules of ISS. These rules are included with the suspension letter and available in all home offices. No student may receive food or other items from parents/family members during the school day. Dismissal from ISS coincides with the dismissal time from 8th period.

C. Police Involvement

The police are contacted when infractions of the penal code are committed. The police are involved when there are incidents relating to drugs, alcohol, fighting, theft, weapons, institutional vandalism or other illegal offenses. Parents are notified when police intervention is warranted.

Guidance & Services

BULLYING

(See [Harassment/Bullying](#), pages 18-19)

CHILD STUDY TEAMS

Child Study Teams (CST) exist in each grade level home office. They are comprised of the home office principal, counselors, a school nurse, the home and school visitor, special education supervisors, and the school psychologist. The teams meet weekly to discuss individual students experiencing academic, attendance, social or emotional obstacles to learning. In each case, a course of action is planned and implemented to address the student's needs. For information regarding CST, contact the student's home office.

COUNSELING & GUIDANCE SERVICES

Counseling services include academic, personal, career and college counseling, among others. Each student has an assigned counselor. To make an appointment with their school counselor, students should contact the secretary in their home office or fill out an appointment form in the home office. A specialized counselor is available for students with drug/alcohol concerns, issues surrounding depression, anxiety, stress, etc. General support groups are available for adolescent issues. See Guidance for additional information concerning College and Career Planning.

College Admission Tests - PSAT, SAT

In October, the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is offered to all juniors and is potential for all sophomores.

Juniors will automatically be registered for the PSAT at no cost. Only juniors are eligible for the National Merit Scholarship Qualifying Test. The district will test all sophomores at no cost to the student. Sophomores may register at a cost to be incurred by the student.

Students planning to enter college are urged to take the College Board Scholastic Aptitude Test (SAT) in May or June of the junior year and October of the senior year. If required by the college to which the student is applying, College Board Subject Tests should be taken in June of the junior year and/or December of the senior year. Finally, if required, the American College Test (ACT) should be taken in April of the junior year or December of the senior year. NPHS administers the SAT on most national testing dates. Registration information is available in the NPHS home office D103 and the College and Career Center. Dates for SAT testing and registration are published on the NPSD website. Students should register for the SAT online at www.collegeboard.com. Juniors and seniors on free or reduced lunch are eligible for two fee waivers for the SAT and two for the Subject tests. Fee waivers are available in home office D103. ACT testing is not offered at the high school. When students register, they must upload a photograph of themselves for identification purposes.

College Nights and College Fairs

The counseling staff sponsors the NPHS College Fair each year in early spring. Representatives from over 100 colleges, universities and specialized schools participate in this informative program. A national college fair, involving over 300 institutions, is held annually in the fall at the Philadelphia Civic Center, while a county-wide fair is held at Montgomery County Community College. Students and parents are also welcome at college and career nights sponsored by other area schools. Full details are announced in advance of the programs. Parents and students are urged to take advantage of these events.

College and Career Planning Center

The College and Career Planning Center, located in K031, houses information on colleges and careers and is available to all students on a daily basis. Sources of information include catalogs and printed material, videos on career topics and college visits. Computers give access to a wide variety of information; students are able to research the colleges of their choice online. Information on scholarships is also available. School counselors who staff the center are available for consultation on career and college planning during the school day and after school hours.

College Planning

The process of selecting and being admitted to a college, university or any other institution of higher

learning can be a challenge for both students and parents. While the formal process of college counseling begins when the student takes the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) in October of the 11th grade, counselors are ready to provide assistance whenever students and parents have questions or concerns. The counselors complete the recommendations; the counselor in the College and Career Center assists in career exploration and college selection. The Guidance Department hosts evening college information sessions for parents and students. These meetings occur in the fall for college application information and in the spring for college planning information.

College Representatives

Each year, North Penn is visited during the school day by representatives of over 100 colleges, junior colleges and business/technical schools. The representatives meet with all interested students in the cafeteria during all lunch periods to review academic programs, campus life, admission procedures and financial aid opportunities. The names of visiting schools are announced on a weekly basis in the morning bulletin and on the NPHS announcement channel.

Military Recruiting

Representatives of the U.S. Army, Navy, Air Force, Marine Corps, Coast Guard and the Pennsylvania National Guard visit NPHS four times throughout the year to provide information and answer questions concerning opportunities in military service. The Armed Services Vocational Aptitude Battery (ASVAB) test is administered in November and March, free of charge. To arrange a meeting with a military recruiter or to learn more about the ASVAB test, parents and students should contact the College and Career Center. Pennsylvania Act 10 of 1991 and the National Defense Authorization Act require public high schools to release to military recruiters the names, addresses, and telephone numbers of high school seniors. Students may request, in writing, that their names be excluded. A form is provided in each home office. For further information relative to the exclusion process, contact the home office assistant principal.

SCORE (formerly Naviance)

A college and career preparation online resource, is available to all students. Some components are required for graduation and students will face disciplinary consequences if not completed. See your school counselor with questions.

Scholarships and Financial Aid

Scholarships and financial aid are available from a variety of sources ranging from local scholarships or organizations to the federal government. While some agencies focus on financial need or academic merit, many organizations consider both factors. A financial aid evening program is offered during the fall semester to provide parents with the information they need to get started. Parents who have specific questions about financial aid should directly contact the financial aid office at the college under consideration. Information regarding college scholarships is available on the NPHS guidance website.

Psychological Services

North Penn High School has 2 full-time psychologists who attend weekly Child Study Team meetings.. The psychologists are involved with new evaluations for special education, standard reevaluations of all exceptional students, and crisis intervention with at risk students.

Student Assistance Program

The Student Assistance Program (SAP) provides an intervention process for at-risk youth. It consists of a core team of teachers, counselors, a nurse, administrators, a psychologist and a community mental health specialist. The program will identify, evaluate and appropriately refer students deemed at-risk for substance abuse, depression, suicide, anger control, and other significant problems to the proper treatment program. Students can access this program through their home office or the Health Suite.

Transcripts

([See page 10](#))

Health

Health Suite - Health Services

The health suite is located and staffed each day by licensed nurses and secretarial personnel in K-pod near the main entrance to the building. Students who become ill during the school day should report to the health suite with a pass signed by a teacher or administrator. The nurse will contact the parent/guardian and obtain permission for the student to leave or be picked up by an authorized person if it is necessary for the student to go home. Students are not authorized to contact parents when they want to be picked up at the health suite.

The school nurse maintains health records for each student and conducts state-mandated screenings for vision, height and weight yearly. Hearing screenings are conducted in 11th grade. A physical examination is required in 11th grade. Students are not permitted to enter their senior year without a physical. Each year the health records are updated. Parents will receive the health information sheet in an August mailing to update and return to school via the student.

A student's health care history is maintained until graduation.

Medication

Students are not permitted to carry prescription medication or any over-the-counter medication while in school. Upon entering the building, students must take any medication to the health suite in the original container, accompanied by a note signed by a physician with complete instructions for dispensing. A note from the parent/guardian giving permission to administer must also accompany the medication. The school nurse will administer the medication according to the directions given by the physician.

Over-the-counter medication must be in the original container and labeled with the student's name, grade and date. A note signed by the physician and/or parent with complete instructions for dispensing must accompany these medications. The nurse will be unable to administer medication without the appropriate container or permission. Students carrying any kind of medication, prescription or over-the-counter, are subject to disciplinary consequences. See the Discipline Section under [Alcohol, Illegal Drugs, and/or Paraphernalia](#) (page 15).

Physical Examinations

State law requires that all 11th grade students and new students admitted without adequate records receive a physical examination. Students are encouraged to have this done by their family physician; otherwise, the examination will be done at school. Students must have a physical examination prior to entering grade 12. An incoming senior who has not had an 11th grade physical will not be permitted to begin the senior year until this obligation is fulfilled. Students in grades other than 11th grade may be referred by a teacher, the principal, an assistant principal or the school nurse for an examination when indicated. Teachers are expected to refer students suspected of having a communicable infectious disease to a nurse. Teachers may also refer students for vision or hearing tests when a need is

indicated. The health suite conducts annual height, weight and vision checks on all 10th and 12th grade students. Every 11th grade student receives a hearing test.

Students who will receive a physical examination in the health suite receive an appointment slip the day before or on the morning of the specific examination. This slip serves as the student's pass to the health suite. If the appointment conflicts with a test or other important class work, the student or teacher should notify the nurse before the appointment time. Physical examinations can only be administered when a doctor is available.

Insurance

All students will be covered during school time hours with a limited school accident insurance. The company name is Bollinger Inc. (866-267-0092) and the insurance is underwritten by Monumental Life Insurance Company. As with any insurance, if you already have primary insurance, your primary insurance at home should be used first. A supplemental accident insurance is also available to all students for purchase at costs that range roughly from \$27 to \$103. This supplemental insurance offers 24-hour accident coverage and also has a dental accident option. The insurance is to cover your student for accidents only. It is not medical insurance for regular illnesses. Application forms are available in each school upon request or can be completed online at www.bollingerschools.com/northpenn (policy number is #NA41). Since this is limited insurance, parents are asked to read the descriptive folders very carefully before completing and returning the insurance form. Please note that a school district is usually not liable for accidents which occur during school time on a playground or in gym class, etc. It is for your benefit to purchase this insurance if you do not have any kind of medical or dental coverage for your child or if you are looking for supplemental insurance. The district recommends that all students be covered by accident insurance if they are not covered on a policy at home.

Please see the aforementioned information on how to purchase school accident insurance if you are interested in doing so. In the event you need to submit a claim for an accident that occurred at school, the claim form will need to be obtained from the school with them having completed the school portion. If you have any questions or need assistance facilitating a claim, please feel free to contact the Business Office at 215-853-1011.

Safety & Security

Emergencies

Any person who becomes aware of an actual or potential emergency situation on school property, or at any school-sponsored activity, must notify a NPSD person of authority as soon as possible. Notification of a person of authority should not delay a call to 9-1-1 if emergency services are required.

Building Security

North Penn High School is a closed campus and the facility shall remain secure during the school day. Building perimeter doors are required to be closed and locked at all times, or otherwise continuously attended by an adult staff member. Any persons, including students, attempting to enter the school building through a locked door should be directed to the main entrance. Students who compromise school safety by opening a secured door to allow another person to enter may face disciplinary action.

Emergency Procedures & Drills

Preparation for crisis events is critical to the overall preparedness of staff and students at NPHS. NPHS emergency drills, drill terminology and emergency response team structure is consistent with the National Incident Management philosophy. NPHS conducts the following drills to ensure safety of all individuals in the building. All students will receive instruction regarding specific emergency actions and are required to follow the direction of NPHS staff during any emergency or drill.

Evacuation

A building evacuation is necessary when circumstances make it unsafe to remain inside. Primary means of notification for an evacuation is the fire alarm system. When the fire alarm sounds, everyone must exit the building as quickly as possible using the nearest exit route and report to the designated area. Students who do not report to their designated area and/or those who do not follow the directions of staff members are subject to disciplinary action. All occupants must remain outside the building until an administrator in charge specifically states that individuals may return. NPSD Administrative Regulations and PA State law require monthly fire drills. Activation of the fire alarm system for any reason other than an actual emergency or planned drill is against the law. Violators will be prosecuted and face disciplinary action by the school.

Lockdown

A lockdown is necessary when circumstances suggest that a threat may exist inside the school building. Occupants will be notified of a lockdown over the building public address system. Students and teachers are to listen to the alert announcement for specific information. Students and staff should move to an area of safety and follow the instructions of those in charge. NPSD has adopted supplemental response techniques, known commonly as RUN-HIDE-FIGHT, for use during specific building intruder emergencies. Components of these techniques may be practiced during lockdown drills at NPHS. An announcement will instruct students and faculty when it is safe to return to their lesson.

Lockout

A lockout is used when a critical incident is occurring in the community surrounding the school and increased security precautions are necessary. Upon notification of a lockout, staff will take measures to limit the movement of persons in and out of the building. Any classes or activities taking place outside will move inside right away. Activities occurring inside the school building will continue normally to the extent possible. Communication from an administrator will signify the end of a lockout condition.

Shelter In Place

Shelter in place is intended for use in cases when severe weather or an environmental hazard poses a threat to safety. Upon notification, staff will instruct students to take appropriate action and move to areas of the building which provide additional protection, if necessary. Students are to remain quiet and follow all instructions. Communication from an administrator in charge will instruct building occupants when it is safe to resume normal activity.

Lost and Found

Any person who finds unsecured or abandoned articles should take them to the Reception Office in K-Pod. Those who lose articles can inquire at the same location to see if their item was turned in.

Theft

Losses of money or personal property that are suspected stolen may be reported to a security officer or home office. Reporting cases of suspected theft as soon as possible is encouraged in order to maximize chances for recovering the missing item(s). The risk of theft increases when students fail to secure their valuables,

especially electronic devices, in their lockers during PE/Aquatics classes or sports practices. Students can prevent loss by securing their belongings in their lockers every time they are in the gym, pool or outside on the playing fields (see the Discipline Section under [Theft](#), page 20).

Security Staff

Security staff is on duty at NPHS during school hours as well as at many special events for the purpose of protecting the safety and welfare of students, staff members, and visitors. Security assistance or information may be obtained by calling 215-853-1354 or by visiting the reception desk, located at the K-pod main entrance, during normal school hours. For emergencies requiring police, fire, or EMS, dial 9-1-1.

Search & Seizure

NPSD school officials may conduct or authorize the search of a student, and/or their belongings, in order to maintain safety and discipline or promote the continued orderly functioning of the educational process as described in NPSD Administrative Regulation 5153. Throughout the year, school officials may conduct random general searches of building and parking areas, using trained detection canines, to identify materials that pose a threat to the health, safety or welfare of the school community.

Video Surveillance

As part of a comprehensive security program, the building and grounds of North Penn High School are under 24-hour video surveillance. Surveillance video is used by school officials and security officers to maintain situational awareness and conduct investigations.

Technical Information

Computer Ethics

Parameters for the utilization of computer equipment, programs and software are outlined in the Responsible and Acceptable Use Policy and parallel similar offenses in the NPSD discipline code. Should the user violate the school district's Responsible and Acceptable Use Policy, the student's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken. The Responsible and Acceptable Use Policy is found on the NPSD website.

Emergency Notification System

Providing up-to-the-minute accurate information in emergency situations is extremely important. NPSD uses a software program to send messages to specified telephone numbers of your choice within a matter of minutes during these critical instances. The emergency notification system is used for instances that include school closings due to power outages, security threats, early dismissals in the case of bad weather or other emergencies. In addition, NPTV, www.npenn.org, and social media outlets will be used for public communication. It is critical that families make sure the contact information is up-to-date and accurate by notifying the school office when changes are made.

Infinite Campus Parent Portal (ICPP)

The Infinite Campus Parent Portal (ICPP) allows parents to view their student's important information. This information provides instant data for parents/guardians to support and guide their children through the educational process. From the comfort of home, or anywhere, at any time, day or night, a parent/guardian can access a convenient, secure web portal to see important information regarding their children's education. Parents and guardians of high school students are able to review registration/demographics, schedules, and current year report cards will be posted as soon as the grades are final. Interim grades can be viewed around the midpoint of the marking period. Prior year's grades are not available on ICPP. View more information about [ICCP](#), or call 215-853-1288.

Website Information

To access information about the high school visit nphs.npenn.org. The Daily Bulletin on the NPHS home page provides website visitors with the same information given to students on a daily basis. Additional information pertaining to academics, athletics, and activities including the Program of Academic Studies, transcript information, summer reading assignments, and SAT dates is available on the website. Teacher email addresses are also posted. Many teachers have a web page available for students and their families.

Additional Information

Address Changes

Change of address, telephone number or name should be reported promptly to the attendance secretary in the appropriate home office. It is the responsibility of the students and their parents/families to notify the school of

these changes. Proof of address is required for the change to be processed.

Assembly Procedures

Assemblies are part of the educational program, and a variety of assembly programs are presented to students each year. NPHS has assemblies that are informative, meaningful and entertaining. Students are expected to be considerate of the presenters and other listeners. Disruptive behavior may cause removal of those responsible for the disruption and/or loss of the privilege of attending assemblies.

Bus Information

Riding a school bus is a privilege for North Penn students, and all students must abide by district and school policies while riding the school bus. Cameras on all North Penn buses record student behavior at all times. Harassment and bullying at the bus stop or on the school bus is not tolerated. Instances will be addressed by the district's and school's harassment procedures.

Bus schedules are available on Home Access Center, in mid-August. Students should report to the bus stop 10 minutes before the scheduled time. Questions regarding the schedule should be directed to the Transportation Department at 215-853-1139.

Students are required to ride the bus assigned to them by the Transportation Department. Unauthorized School Bus Entry is defined by the PA Crimes Code as a person who enters a school bus without prior authorization of the driver or school official and is punishable as a misdemeanor of the third degree.

Students requesting to ride a different bus on a particular date must bring a note signed by a parent or guardian to their home office in advance to obtain a bus pass. The note should include the bus number the student regularly rides and the bus number of the bus they are requesting to ride. If a student is riding home with another student, both parental permission signatures are required on the note.

An announced bus evacuation drill is held twice each year in the morning upon arrival at the bus port.

Late buses are available Wednesday at 4:30 pm and students' ID's are required. Students must sign up in their home office by 1:30 pm to be included on the late bus roster. The bus drivers have been directed to deny access to the late buses to any student who does not present a valid North Penn ID.

Bus Regulations

The bus driver is in charge of each bus and will report misconduct and vandalism on the school bus. Since students are under the full authority of the school while on the bus, all school regulations are in force during all bus trips, including field trips and other off campus activities. Fighting, smoking or creating a distraction will result in disciplinary action. Students may not throw any objects out of the bus window at any time during bus runs and field trips.

Expectations for Behavior on School Buses

When boarding/exiting the bus, students should:

- Walk facing traffic.
- Look both ways before crossing the street.
- Use assigned bus stop and board only on assigned bus (unless exception has been approved).
- Respect residents' property while waiting for bus.
- Refrain from playing in the street, throwing objects, or interfering with passing motorists.

While riding the bus, students should:

- Obey all bus regulations and respect the orders of the driver.
- Remain seated at all times until the bus is stopped.
- Keep head, hands, and feet inside the bus at all times.
- Be respectful.
- Obscene language or gestures will result in disciplinary action.
- Keep the bus clean.
- NOT eat or drink on the bus.
- NOT bring animals on the bus (unless the animal is classified as a service dog or seeing eye dog).
- NOT bring large objects which obstruct the aisle on the bus, including skateboards.
- NOT touch driver control devices or emergency doors.
- NOT shout, push, or threaten other students.
- NOT bring NMTCC tools or equipment that may be considered a weapon.

Failure to abide by bus regulations will be video and audio recorded and will result in disciplinary action (see [Disciplinary Structure](#), page 34-35).

Students who vandalize or damage a bus will be required to pay for all repairs. Infractions involving school bus regulations and the Student Discipline and

Attendance Responsibilities may lead to the loss of bus transportation privileges. Consequences are determined by the Principal or Assistant Principal.

Cafeteria

There are four lunch periods each day; lunch is served periods 4, 5, 6 and 7. Students are required to use their student ID cards to purchase their lunch and breakfast. Students may not use another student's ID to purchase lunch or breakfast. ID cards without pictures will not be accepted by the cashier. During lunch periods, students must remain in the cafeteria or its adjacent courtyard.

Breakfast and lunch will be free to students. For convenience, students may deposit money in a prepay account. Each cashier can handle the set-up of a student account using a bar coded student ID card. Individual accounts can be accessed with the student identification card. Students without their ID card may not access their account.

Food or beverages are not permitted to be taken outside the cafeteria at any time. In order to ensure a clean and comfortable environment for all, students are expected to observe all given rules of the various areas. Students may not throw food or any other item while in the cafeteria.

Contacting Faculty Members

Parents/families are encouraged to communicate directly with high school faculty members whenever a concern arises about a student's progress. For telephone extensions, please call the main switchboard at 215-368-9800. Teacher email addresses and telephone extensions can be found on www.npenn.org/northpennhs. The most effective way to contact a teacher is by email. A teacher's timely response to email is influenced by his/her daily workload and email volume. Unresolved issues with a teacher should be directed to the student's home office assistant principal. A conference with a counselor and/or with teachers can be arranged by calling the appropriate home office. Several days' notice is required to arrange a joint conference involving several teachers.

Elevator

An elevator is located in K-pod and another is located in E-pod (adjacent to the library). Both require a key. Students who are unable to access the second floor via the stairways may obtain a key for the K-pod elevator in the Health Suite, located in K-pod. Only the medically authorized student is permitted to use the elevator. Lost

or unreturned keys result in a \$10 replacement charge payable by the student.

Field Trips

Students who participate in a school-sponsored field trip (including the Disney trip), or any curricular or athletic activity represent the high school and must adhere to all school and district rules and policies. All school rules apply to any school-sanctioned trip. Misconduct will be considered according to the rule or policy violated. The principal or assistant principal will determine the consequences.

Messages and Deliveries

Messages and deliveries from home should be left in the K-Pod reception office. Only in an emergency will a student be called out of class. Contact with students must be made through the home office. During the school day (7:21 am-2:12 pm), parents should refrain from calling students directly.

Obligations

All obligations must be cleared at designated intervals for students to participate in activities. Obligations include, but are not limited to, detentions, Saturday school, monetary obligations, returning of uniforms, parking tickets, equipment and textbooks.

Financial Obligations: Students are obligated to return or make restitution for all borrowed books, materials, and equipment. Restitution is also required for damage caused by student carelessness or vandalism.

For seniors, failure to resolve obligations by the end of the school year will result in withholding the privilege of participating in Commencement and Reflections as well as the withholding of the diploma until all obligations have been cleared.

For sophomores and juniors, all obligations should be resolved by the end of the school year.

Orientation

Orientation programs for 10th grade students and other new students are offered through the combined efforts of the Student Government Association, counseling staff and administrators. Counselors visit the middle schools during the fourth marking period to help 9th grade students prepare for the transition to high school life. Additionally, 10th grade students have a half day orientation program at NPHS just prior to the first day of school.

These student orientation programs provide connections between sophomores and upper classmen. A buddy system is used to assist new students arriving throughout the school year. Parents with questions or concerns should contact the student's assigned counselor.

Parent Organizations

Parental involvement at the high school level is available through a number of organizations. Well established booster organizations exist for various athletic and music groups. For more information, call the Director of Student Activities at 215-853-1347.

Parking

All drivers are urged to operate their vehicle with care and caution knowing that traffic is congested at arrival time each morning and at the end of the day. Parking spaces are reserved by number for faculty, staff and the juniors and seniors. Applications for parking can be found in students' home offices. Student parking is based on availability, a valid driver's license, and cleared obligations. Prior disciplinary records will be reviewed to determine parking privileges. One hang-tag can be issued per household; requests for exceptions must be submitted in writing and attached to the student's application for parking.

Parking Fee

The charge for parking registration is \$50. The fee is non-refundable after September 1. Checks are payable to North Penn High School. The fee will be collected when hang-tags are distributed and will not be collected with application. The charge for parking will be reduced throughout the school year to reflect the reduction in time allotted for the space's use. For the 2022-2023 school year, we have made the decision that we are not allowing rising Juniors to apply for parking until the second semester of next year. However, we are open to visiting this as the school year begins, depending on how many parking spots we still have in October.

Any student who lends, sells or provides a hang-tag to another student will be denied parking privileges, and the revoked hang-tag may be reassigned to another student. Students may not allow another driver to park in their assigned space. Each vehicle that a student may drive to school must be registered. Hang-tags are designed to hang from the interior rear view mirror, and they **MUST** be displayed whenever school is in session. A \$5 fee is charged to replace a lost or missing

hang-tag. Failure to display a hang-tag properly may result in issuance of a NPHS parking citation.

Repeated violations may result in disciplinary action and/or withdrawal of parking privileges as well as the possible “booting” of the vehicle. There will be an additional charge for the removal of the boot. Booted vehicles will be subject to removal from the lot by a contracted towing service. Parking at North Penn High School is a privilege and, as such, students, their parent/guardian, and the vehicle owner agree to allow their vehicle to be searched by school officials as described in NPSD Administrative Regulation 5153. Refusal to permit access to a vehicle on school property is cause for the termination of parking privileges and may result in law enforcement involvement.

A limited number of temporary one-day parking permits are available in each home office, and the athletic director’s office for emergency situations. The charge is \$1 per day for temporary hang-tags. The situation must be noted in writing and presented to either the Assistant Principal, or the Athletic Director at least two days prior to the date when the pass is needed. Emergencies include court appearances and appointments which must be scheduled when school is in session. The athletic director can only honor requests relative to in-season, sport-related emergencies.

If an unauthorized vehicle is parked in a student’s assigned space, the driver should notify the security department. If the security department is not notified properly, the unauthorized vehicles parked in visitor parking will be ticketed. Lost or misplaced hang-tags must be reported to security immediately.

Rings

Class rings are uniquely designed for each class and initially offered for student purchase in the fall of the sophomore year. Information about ring purchases may be obtained in the home offices. Sophomores are provided information regarding rings at the annual ring assembly held in late September.

Safe 2 Say

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late. With Safe2Say Something, it’s easy and confidential to report safety concerns to help prevent violence and tragedies. To make an anonymous report,

you can call 1-844-SAF2SAY (723-2729) or download the app at safe2saypa.org.

Here’s how it works:

- Submit an anonymous tip report through the Safe2SaySomething system
- Crisis center reviews, assesses and processes all submissions
- Crisis center sends all submissions to school administration and/or law enforcement for intervention
- If needed, crisis center may contact tipster anonymously through the app

Telephones

In cases of personal or family emergencies, students may use the home office phone, the phone in the main office or the reception office in K-pod.

Working Papers

All students between the ages of 14 through 17 are required by Pennsylvania Labor Law to secure a Work Permit before they may begin to work. Exceptions to this law are 17 year-old-students who have graduated or have officially withdrawn from school. Students who have reached age 18 do not need a work permit.

If you are a minor, ages 14-17 and currently possess a valid work permit through North Penn School District, you may continue to use that permit to work. As of January 1, 2013, physicians and employers are not required to sign the application.

Instructions for Completing Student Working Papers

- If an application has been picked up in the K-Pod Reception Office or downloaded, please complete by clearly printing your name, address and place of birth.
- Students must reside in the North Penn School District.
- NPHS, Middle School and Private School Students:
 - Working papers are processed in the North Penn High School’s K-Pod Reception Office.
 - Proof of birth is required - Birth Certificate, Passport, Drivers Permit or License are accepted.
 - Parent/guardians are required to sign the working paper application and are welcome to observe the application process.
 - All students must sign the working permit in front of the issuing officer.

Visitors

All persons entering the building after the beginning of school must enter through the front entrance of K-pod, present their driver's license or other form of picture identification. All visitors to the building must sign in at the reception desk and state the purpose of their visit. Visitors must sign the visitor's book so that they may be contacted in case of an emergency. All visitors need to wear a name tag issued when they sign-in to the building. Staff and administration may question unidentified persons in the building to determine their authorization.

Note: Students may not bring visitors to school without permission of the principal.

Yearbook

NPBS's full color yearbook, the *Accolade*, is sold in the fall. Information about the purchase of an *Accolade* is provided in class meetings in the fall. See the daily bulletin on the NPBS website for details.

Yearbook Photos: Senior portraits that appear in the yearbook are taken during the summer between junior and senior year.

Prestige by Lifetouch, the studio taking the senior photographs, will send each incoming senior instructions for sitting and the pictures are taken at NPBS. Students are expected to schedule a sitting online at *Prestige* website, www.ouryear.com (school code: 415) or by calling 1-800-687-9327.

Seniors are required to have their picture taken by *Prestige by Lifetouch*. The deadline for senior pictures to be taken is usually late Fall. Students who fail to submit a photograph or have their senior picture taken prior to November 15 will not be included in the senior section of the yearbook. Seniors who enter NPBS after November 15 will not be included in the senior section of the yearbook.

Portrait sittings are free of charge and include three poses. *Prestige* provides tux attire for the gentlemen and drapes for the ladies. The informal pose dress should not in any way violate the NPBS dress code. Parents are under no obligation to purchase these pictures; however, each incoming senior must be photographed by *Prestige by Lifetouch*.

The individual pictures in the yearbook for juniors and sophomores are the photographs taken for the school ID.

Bell Schedule

NPHS Bell Schedule for 2022-2023

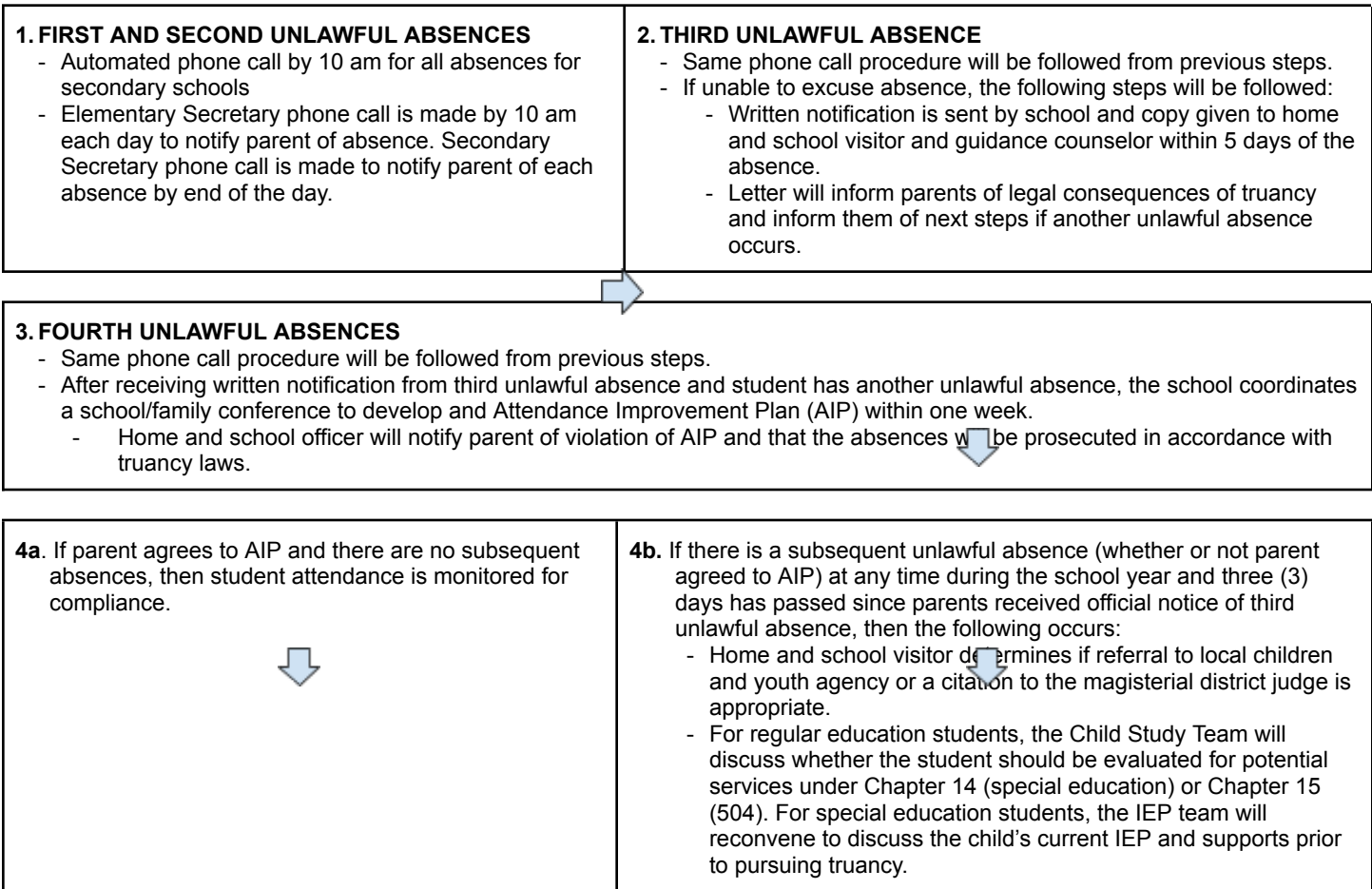
Period	Monday-Friday	TCC
KT	7:21-7:40 (19)	AM TCC 1st Period 7:21-8:08 (47)
1	7:44-8:29 (45)	
2	8:33-9:18 (45)	
3	9:22-10:07 (45)	
4	10:11-10:56 (45)	
5	11:00-11:45 (45)	
6	11:49-12:34 (45)	
7	12:38-1:23 (45)	
8	1:27-2:12 (45)	

North Montco Technical Career Center (NMTCC)

Session	Monday-Friday
AM Session: 8:15 am - 10:15	<ul style="list-style-type: none"> Dismissed from NPHS at 8:08 am Dismissed from NMTCC at 10:15 am to 4th period lunch
Mid Session I: 9:30 - 10:45	<ul style="list-style-type: none"> Dismissed from NPHS after 2nd period Dismissed from NMTCC at 10:45 am to report to 5th period lunch
Mid Session II: 10:10 am-11:40 am	<ul style="list-style-type: none"> Dismissed from NPHS after 3rd period Dismissed from NMTCC at 11:40 am to report to 6th period lunch
PM Session: 12:15 pm - 2:07 pm	<ul style="list-style-type: none"> Dismissed from NPHS at 12:10 pm Dismissed from NMTCC to buses

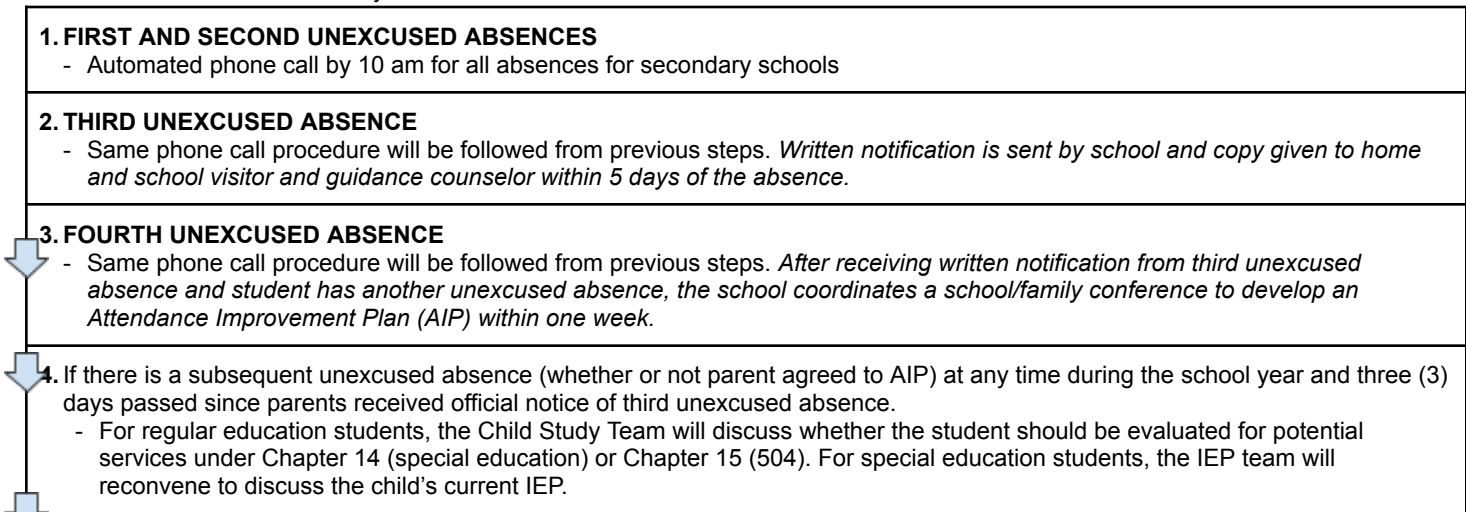
Response to Unlawful Absences - Students Under the Age of 17

If written excuse or phone call is not provided for a student within three days of the absence, the absence will be unexcused. For students under the age of 17, any unexcused absence is considered unlawful. *This process should be managed through the Child Study Team process at each school. Weekly report should be utilized to monitor student attendance at Child Study Team.



Response to Unlawful Absences - Students Age 17 or Older

If written excuse or phone call is not provided for student 17 or above within three days of the absence, the absence will be unexcused. *This process should be managed through the Child Study Team process at each school. Weekly report should be utilized to monitor student attendance at Child Study Team.



Secondary Disciplinary Structure Student Misconduct/Response

All examples, procedures and disciplinary responses are applicable in school, on school buses, during school-sponsored field trips, including school activities on weekends and/or evenings. Any student misconduct committed on school district property or at school-related activities at any time including weekends, evenings or vacations is subject to disciplinary action.

Level Description of Behavior	Examples (List is not all inclusive)	Procedures	School Responses
<p>Level I misconduct involves behavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.</p> <p>These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel. They should be dealt with swiftly, fairly, and unemotionally.</p>	<ul style="list-style-type: none"> ● Cheating or lying ● Classroom and/or school tardiness ● Cutting class ● Entry into unauthorized areas ● Inappropriate attire ● Inappropriate bus behavior ● Inappropriate cafeteria behavior ● Inappropriate classroom behavior ● Inappropriate hallway behavior ● Inappropriate language or gestures ● Plagiarism ● Unauthorized use of electronic devices 	<p>immediate intervention is required by the staff member who is supervising the student or who observes the misbehavior.</p> <p>A record of the offenses and disciplinary action is maintained by the staff member and/or administrator.</p> <p>Staff member must communicate with parent/guardian.</p>	<ul style="list-style-type: none"> ● Behavioral contract ● Detention ● Parent communication ● Referral to Child Study Team (CST) ● Special assignment ● Temporary loss of computer privileges ● Verbal reprimand ● Withdrawal of privileges
<p>Level II misconduct involves behavior whose frequency or seriousness tends to disrupt the learning climate of the school.</p> <p>These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary response(s) has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.</p>	<ul style="list-style-type: none"> ● Abusive language ● Bullying-type behavior ● Continuation of unmodified Level I behavior(s) ● Forged notes/excuses ● Repeated classroom disturbance ● Failure to serve detention assignments ● Gambling ● Hazing ● Insubordination ● Minor altercation ● Possession of tobacco, e-cigarette, vaporizer ● Throwing food in cafeteria 	<p>The student is referred to the administrator for appropriate disciplinary action.</p> <p>The administrator meets with the student and/or teacher and decides the most appropriate response.</p> <p>The teacher is informed of the administrator's action. A record of the offense and the disciplinary action is maintained by the administrator.</p> <p>Parent contact is made by both the teacher and the administrator.</p>	<ul style="list-style-type: none"> ● Behavioral contract ● Detention ● Law Enforcement Referral (LER) ● Parent/Staff conference Referral to Child Study Team (CST) ● Restitution ● Suspension ● Teacher/schedule change ● Withdrawal of privileges
<p>Level III misconduct involves acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.</p> <p>Many of these acts can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students.</p> <p>Those acts which are criminal (or illegal) will automatically be referred to the appropriate law enforcement office.</p>	<ul style="list-style-type: none"> ● All other forms of harassment/intimidation ● Careless driving ● Continuation of unmodified Level I/II behavior(s) ● Disorderly conduct ● Fighting (simple) ● Leaving school without authority ● Possession of paraphernalia (drug or alcohol related) ● Racial/ethnic intimidation ● Sexual harassment ● Simple assault on student ● Theft (minor) ● Threatening school official/student ● Throwing rocks, snowballs or other harmful objects ● Use or sale of tobacco, e-cigarette, vaporizer ● Vandalism (minor) 	<p>The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.</p> <p>The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action.</p> <p>A record of offenses and disciplinary actions is maintained by the administrator.</p> <p>Restitution of property and damages is required through the student's own work wherever possible.</p>	<ul style="list-style-type: none"> ● Law Enforcement Referral (LER) ● Parent conference and/or hearing ● Referral to Child Study Team (CST) ● Restitution ● Suspension ● Temporary removal from class ● Withdrawal bus privileges

Secondary Disciplinary Structure Student Misconduct/Response Level IV misconduct can be found on the next page.

Secondary Disciplinary Structure Student Misconduct/Response (continued)

Level Description of Behavior	Examples (List is not all inclusive)	Procedures	School Responses
<p>Level IV misconduct involves acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school.</p> <p>Acts which are clearly criminal and are so serious that they always require administrative actions will result in the immediate removal of the student from school, and will involve the intervention of law enforcement authorities and action by the Board of School Directors.</p> <p>The school superintendent shall report to the Department of Education all incidents relating to expulsions for possession of a weapon on school grounds, school-sponsored activities or public conveyances providing transportation to a school or school-sponsored activity. Reports shall include all information as required by the School Code.</p>	<ul style="list-style-type: none"> ● Aggravated assault on staff/student ● Arson ● Bomb threats ● Continuation of unmodified Level I/II/III behavior(s) ● Possession of handgun, rifle/shotgun, knife, cutting instrument, explosive, BB/pellet gun, other weapon or firearm ● Possession/use of a controlled substance ● Racial/ethnic intimidation ● Reckless driving on school property ● Risking a catastrophe ● Sale or distribution of a controlled substance ● Sale, possession, use or under the influence of alcohol ● Sexual harassment ● Simple assault on staff ● Terroristic threats (excluding bomb threats) ● Theft (major) ● Vandalism (major) 	<p>The administrator verifies the offense, confers with the staff involved and meets with student.</p> <p>The student is immediately removed from the school environment. Parents are notified.</p> <p>School officials contact law enforcement agency and assist in prosecuting offender.</p> <p>A report is submitted to the superintendent for board action.</p> <p>Any student who is determined to have brought a weapon onto any school property, any school-sponsored activity or any public conveyance providing transportation to a school or a school-sponsored activity will be expelled for a period of not less than one (1) year, (Section 1317.2).</p>	<ul style="list-style-type: none"> ● All proven offenses in LEVEL IV may result in a mandatory 10-day full suspension with an informal hearing. ● Alternative placement ● Expulsion ● Law Enforcement Referral (LER) ● Parent hearing ● Referral to Child Study Team (CST) ● Withdrawal bus privileges

2022-2023 Office/Counselor Assignments

	Assistant Principal		Attendance Principal Secretary	Attendance Secretary	Guidance Counselors	
10th Grade D 103	Mr. Gross, ext. 1501	A-K	Ms. Miller ext. 1308	Mrs. Foster ext. 1276	Mrs. McCreary, ext. 1238	A-G
	Mr. Bui, ext. 1502	L-Z			Ms. Jessica Turner, ext. 1586	H-O
					Mr. Wilson, ext. 1131	P-Z
11th Grade F040	Dr. Carlin, ext. 1509	A-Le	Mrs. Mancino ext. 1242	Mrs. Transue ext. 1286	Mrs. Flocco, ext. 1289	A-G
	Mrs. Linn, ext. 1508	L-Z			Mr. Turner, ext. 1353	H-N
					TBD, ext. 1300	O-Z
12th Grade K025	Mrs. Schoppe, ext. 1604	A-K	Ms. Shaw ext. 1275	Mrs. Arduino ext. 1298	Mrs. McGuriman, ext. 1237	A-G
	Mr. Taylor, ext. 1503	L-Z			Ms. Adams, ext. 1278	H-O
					Mr. Daly, ext. 1299	P-Z

Transition Counselor - Mrs. Cantor, ext. 1388 (C102)
College and Career Center - Mr. Brett, ext. 1244 (K031)
Teacher Attendance - Mrs. deMarteleire, ext. 1243 (F010)