

## Northgate School District

Book	Policy Manual
Section	200 Pupils
Title	Copy of Graduation
Code	217 (effect: the 2020-21 school year)
Status	First and Final Reading
Adopted	September 15, 2008
Last Revised	September 16, 2019
Prior Revised Dates	08/15/16

### **Purpose**

The Board shall establish graduation requirements and acknowledge each student's successful completion of the instructional program by awarding diplomas and certificates at graduation ceremonies.

### **Authority**

The Board shall adopt the graduation requirements students must achieve in accordance with state regulations.[1][2][3]

The Board requires graduation requirements to be published and distributed to students and parents/guardians, and made available in each school building or on the district's website. All changes to graduation requirements shall be published and distributed to students and parents/guardians, and made available in each school building or on the district's website immediately following approval by the Board.[1]

### **Diplomas**

The Board shall award a high school diploma to every student enrolled in this district who meets the requirements for graduation established by this Board.[1][4][5][6][7]

A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure, but the student may be denied participation in the graduation ceremony when personal conduct so warrants.

The Board requires that each candidate for graduation shall have earned a minimum of 24.5 credits.

A requirement for graduation shall be the completion of work and studies representing the instructional program assigned to grades 9 through 12.

**Beginning with the class of 2022**, in order to be eligible for graduation, a student must complete one (1) of the following pathways:

1. Keystone Proficiency Pathway: Scoring proficient or advanced on each Keystone Exam - Algebra I, Literature, and Biology. If not proficient on any of the Keystone exams, students must retake failed exams until the spring of their junior year.
2. Keystone Composite Pathway: Earning a satisfactory composite score on the Algebra I, Literature, and Biology Keystone Exams (while achieving at least a proficient score on at least one (1) of the three (3) exams and no less than a basic score on the remaining two (2)). If not proficient on any of the Keystone exams, students must retake failed exams until the spring of their junior year.
3. Evidence-Based Pathway: Successful completion of locally established grade-based requirements for academic content areas associated with each Keystone Exam on which the student did not achieve proficiency (If not proficient on any of the Keystone exams, students must retake failed exams until the spring of their junior year) and demonstration of three (3) pieces of evidence consistent with the student's goals and career plans, including one (1) of the following:
  - a. Attainment of an established score on the ACT Work Keys assessment, a SAT subject test, an Advanced Placement Program Exam, or an International Baccalaureate Diploma Program Exam;
  - b. Acceptance to an accredited nonprofit institution of higher education other than a 4-year institution and evidence of the ability to enroll in college-level coursework;
  - c. Attainment of an industry-recognized credential; or
  - d. Successful completion of a concurrent enrollment or postsecondary course;

As well as two (2) additional pieces of evidence, including one (1) or more of the options listed above, and/or satisfactory completion of:

- a. A service learning project;
  - b. Attainment of a score of proficient or advanced on a Keystone Exam;
  - c. A letter guaranteeing full-time employment;
  - d. A certificate of successful completion of an internship or cooperative education program; or
  - e. Satisfactory compliance with the NCAA's core courses for college-bound student athletes with a minimum grade point average (GPA) of 2.0.
4. CTE Pathway: For Career and Technical Education (CTE) Concentrators, successful completion of locally established grade-based requirements for academic content areas associated with each Keystone Exam on which the student did not achieve proficiency and attainment of an industry-based competency certification related to the CTE Concentrator's program of study or demonstration of a high likelihood of success on an approved industry-based competency assessment or readiness for continued meaningful engagement in the CTE Concentrator's program of study.

#### Students With Disabilities –

The Board shall permit a student with a disability, whose Individualized Education Program (IEP) prescribes continued educational services, to participate in commencement ceremonies with his/her graduating class and receive a certificate of attendance, provided that the student has attended four (4) years of high school. The Board shall issue a high school diploma to each student with a disability who completes the graduation requirements established by the Board or the goals established in the student's IEP, as determined by the student's IEP team.<sup>[1][8][9][10][11][12][18]</sup>

### Part-Time Students –

A student may qualify for graduation by attending a district school part-time when lawfully employed part-time or when officially enrolled part-time in a postsecondary institution.[13][14]

### Full-Time Postsecondary Students –

The fourth year of high school shall not be required for graduation if a student has completed all requirements for graduation and attends a postsecondary institution as a full-time student.[14][15]

### Eligible Veterans –

In order to honor and recognize honorably discharged eligible veterans who left high school prior to graduation to serve in World War II, the Korean War or the Vietnam War, the Board shall grant a diploma to a veteran who meets the applicable requirements of law and completes the required application.[4][19]

## **Delegation of Responsibility**

The Superintendent or designee shall be responsible for ensuring the following:

1. Publication and distribution of graduation requirements to students and parents/guardians.[1]
2. Counseling of students regarding expectations of graduation requirements.[1][2][3][6][7][9]
3. Assessment of individual student attainment of academic standards to ensure the student's progress toward achievement of graduation requirements.[1][2][3][6][7][9]
4. Accurate recording and reporting of each student's progress and accumulation of graduation requirements.[16][17]
5. Provision of assistance to those students having difficulty attaining the academic standards.[1]
6. Development of a list of individuals who qualify for the award of a diploma.
7. Planning and executing graduation ceremonies that appropriately recognize this important achievement.

## **Guidelines**

Accurate recording of each student's achievement of academic standards shall be maintained, as required by laws and state regulations.

Periodic warnings shall be issued to students in danger of not fulfilling graduation requirements.

Where appropriate, credit for college-level courses will be awarded in order to meet the minimum high school credit requirements for graduation.

## Legal

1. 22 PA Code 4.24
2. 22 PA Code 4.51
3. 22 PA Code 4.52
4. 24 P.S. 1611
5. 24 P.S. 1613
6. Pol. 102
7. Pol. 127
8. 24 P.S. 1614
9. 22 PA Code 4.12
10. 34 CFR 300.102
11. 34 CFR 300.305
12. Pol. 113
13. 22 PA Code 11.5
14. 22 PA Code 11.8
15. 22 PA Code 11.4
16. Pol. 212
17. Pol. 216
18. 22 PA Code 11.27
19. Pol. 217.1
- 34 CFR Part 300

## Northgate School District

Book	Policy Manual
Section	200 Pupils
Title	Student Expression/Distribution and Posting of Materials
Code	220 Vol II 2019
Status	First Reading
Adopted	September 15, 2008
Last Revised	January 20, 2014

### **Purpose**

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The Board also recognizes that **the** exercise of that right must be limited by the district's responsibility to maintain **a safe and** orderly school environment and to protect the rights of all members of the school community.[1]

This policy addresses student expression in general and distribution and posting of materials that are not part of district-sponsored activities. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the district shall be regulated as part of the school district's educational program.

### **Definitions**

**Distribution means** students **issuing** nonschool materials to others on school property or during school-sponsored events; placing upon desks, **tables**, on or in lockers; or engaging in any other manner of delivery of nonschool materials to others while on school property or during school functions. When email, text messaging or other technological delivery is used as a means of distributing or accessing nonschool materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours distribution, including technological distribution, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, **safety** and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.

**Expression means** verbal, written, **technological** or symbolic representation or communication.

**Nonschool materials means** any printed, **technological** or written materials meant for posting or general distribution that are not prepared as part of the curricular or **approved** extracurricular programs of the district. **This includes**, but **is** not limited to, fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, personal websites and the like.

**Posting means** publicly displaying nonschool materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student websites; through other district-owned technology and the like. **When email, text messaging or other technological delivery is used as a means of posting nonschool materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours posting, including technological posting, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.**

### Authority

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, discipline, **safety** and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.[1]

Student expression that occurs on school property or at school-sponsored events is fully governed by this policy. In addition, off-campus or after hours expression is governed by this policy if the student expression involved constitutes unprotected expression as stated in this policy and provided the off-campus or after hours expression does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, **safety** and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.[1][2][3]

The Board requires that distribution and posting of nonschool materials **shall** occur only at the places and during the times set forth in written **procedures**. Such procedures shall be written to permit the **safe and** orderly operation of schools, while recognizing the rights of students to engage in protected expression.[1][4]

### Unprotected Student Expression

The Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, discipline, **safety** and order on school property or at school functions. **While the following list is not intended to be exhaustive, such expression shall not be protected if it:**

1. **Violates federal, state or local laws, Board policy or district rules or procedures.**
2. **Is libelous, defamatory, obscene, lewd, vulgar or profane.**[3]
3. **Advocates** the use or **advertises** the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, **such as tobacco/nicotine, alcohol or illegal drugs.**
4. **Incites** violence, **advocates** use of force **or threatens serious harm to the school or community.**
5. **Is** likely to or **does** materially or substantially interfere with the educational process, **such as** school activities, school work, discipline, **safety** and order on school property or at school functions.
6. **Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.**

7. Violates written school district **procedures** on time, place and manner for posting and distribution of otherwise protected expression.

Spontaneous student expression which is otherwise protected speech is not prohibited by this section.

#### Discipline for Engaging in Unprotected Expression

The Board reserves the right to prohibit the posting or distribution of nonschool materials containing unprotected expression and to prohibit students from engaging in other unprotected student expression, as well as to stop unprotected student expression when it occurs. The Board reserves the right to discipline students for engaging in unprotected expression. Where such expression occurs off campus and away from school functions, a nexus between the unprotected expression and a material and substantial disruption of the school program must be established.

#### Distribution of Nonschool Materials

The Board requires that students who wish to distribute or post nonschool materials on school property shall submit them **at least** one (1) school day in advance of planned distribution or posting to the building principal or designee, who shall forward a copy to the Superintendent.[1]

If the nonschool materials contain unprotected expression as stated in this policy, the building principal or designee shall notify the students that they may not post or distribute the materials because the materials constitute a violation of Board policy.

If notice is not given during the period between submission and the time for the planned distribution or posting, students may proceed with the planned distribution or posting, provided they comply with written **procedures** on time, place and manner of posting or distribution of nonschool materials.

Students who post or distribute nonschool materials in compliance with this provision may still be ordered to desist such distribution if the materials are later found to be unprotected expression under this policy.

Students who distribute printed materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

#### Posting of Nonschool Materials

If a school building has an area where individuals are allowed to post nonschool materials, students may post such items as well, if the materials do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them.

Such materials shall be officially dated, and the district may remove the materials within ten (10) days of the posting or other reasonable time as stated in the **procedures** relating to posting.

#### Review of Student Expression

School officials shall not censor or restrict nonschool materials or other student expression for the sole reason that it is critical of the school or its administration, or because the views espoused are unpopular or may make people uncomfortable.

Student-initiated religious expression is permissible and shall not be prohibited except as to time, place and manner of distribution, or if the expression involved violates some other part of this policy, e.g., because it is independently determined to be unprotected expression under the standards and definitions of this policy.

The review for unprotected expression shall be reasonable and not calculated to delay distribution.

Appeal of the reviewer's decision may be made to the Superintendent and then to the Board, in accordance with Board policy and district **procedures**. [5]

### **Delegation of Responsibility**

The Superintendent shall assist the building principal in determining the designation of the places and times nonschool materials may be distributed in each school building. Such designations may take into account maintenance of the flow of student traffic throughout the school and shall limit distribution of nonschool materials to noninstructional times.

**The building principal may determine** disciplinary action for students who distribute or post nonschool materials in violation of this policy and **district procedures**, or who continue the manifestation of unprotected expression after a person in authority orders that they desist. Disciplinary actions shall be included in the disciplinary Code of Student Conduct. [6]

This Board policy and any **procedures** written to implement this policy shall be referenced in student handbooks so that students can access them for further information.

### **PSBA Revision 5/19 © 2019 PSBA**

Legal

1. 22 PA Code 12.9
2. 24 P.S. 511
3. 22 PA Code 12.2
4. 24 P.S. 510
5. Pol. 219
6. Pol. 218

220 ATTACHr.doc (51 KB)

## Northgate School District

Book	Policy Manual
Section	300 Employees
Title	Family and Medical Leaves
Code	335 Vol II 2019
Status	First Reading
Adopted	September 15, 2008

### **Authority**

The Board shall provide eligible administrative, professional and support employees with unpaid leaves of absence in accordance with the Family And Medical Leave Act, hereinafter referred to as FMLA.[1][2]

Employee requests for FMLA leave shall be processed in accordance with law, Board policy and administrative regulations.

### **Delegation of Responsibility**

The Superintendent shall develop and disseminate administrative regulations to implement FMLA leave for eligible employees.

The district shall post, in conspicuous places in the district customarily used for notices to employees and applicants, a notice regarding the provisions of the FMLA and the procedure for filing a complaint.[3]

Employee requests for leave, both FMLA and non-FMLA, shall be submitted in writing on a district form to the Superintendent and Business Assistant.

### **Guidelines**

Employees' eligibility for FMLA leave shall be based on the criteria established by law.[4][5]

Eligible employees shall be provided up to twelve (12) workweeks of unpaid leave in a twelve-month period for the employee's own serious health condition; for the birth, adoption, foster placement or first-year care of a child; to care for a seriously ill spouse, child or parent; or to address specific qualifying exigencies pertaining to a member of the Armed Forces alerted for foreign deployment or during foreign deployment.[5]

Eligible employees shall be provided up to twenty-six (26) workweeks of unpaid leave in a single twelve-month period to care for an ill or injured covered servicemember.[5]

The district shall utilize a rolling twelve-month period measured backwards from the date leave is used to determine if an employee has exhausted his/her FMLA leave in any twelve-month period.[6]

When an employee requests an FMLA leave and qualifies for and is entitled to any accrued paid sick, vacation, personal or family leave, the employee is required to utilize such paid leave **concurrent with** the FMLA leave.[5]

NOTES:

Both spouses – 29 U.S.C. Sec. 2612, 29 CFR Sec. 825.201

DO NOT add guardian to this policy.

If current policy reads "anticipated disability" – delete and replace with new mast, unless the language is in addition to FMLA.

Take out seniority language due to a conflict in the law.

**PSBA Revision 5/19 © 2019 PSBA**

- |       |                          |
|-------|--------------------------|
| Legal | 1. 29 U.S.C. 2601 et seq |
|       | 2. 29 CFR Part 825       |
|       | 3. 29 U.S.C. 2619        |
|       | 4. 29 U.S.C. 2611        |
|       | 5. 29 U.S.C. 2612        |
|       | 6. 29 CFR 825.200        |
|       | Pol. 813                 |

## Northgate School District

Book	Policy Manual
Section	700 Property
Title	Copy of Use of School Facilities
Code	707
Status	First Reading
Adopted	September 15, 2008

### **Purpose**

The Board wishes to cooperate with the citizens and organizations of the school community in making the buildings and facilities available for their use. The following policy has been adopted for the purpose of encouraging use of the facilities while protecting the investment of the citizens of the district and preventing direct or indirect interference of the regular school programs.

### **Authority**

The Board shall establish a schedule of fees for the use of school facilities by approved groups.[1]

The Board reserves the right to reject any requests and applications for use of school facilities due to noncompliance with established policy and procedures.

### **Definitions**

**Premises** shall mean all land and structures that are owned by or leased to the district.

**School-related groups** shall mean those groups which are directly related to the school program and/or curriculum, such as physical education and related varsity athletic programs, and nonathletic student activities such as band, plays, choral productions, etc., directly related to the school program and/or curriculum, Parent-Teacher Organization, various booster organizations which directly benefit the school program, and others which may be approved by the Board.

**Other school community groups** shall mean any club, association, organization, business entity or society, whether organized for profit or not, such as YMCA, fire company, Girl Scouts, Boy Scouts, etc., which predominately serve the school community and are located within the district.

**Noncommunity groups** shall mean an organization, club or association that is comprised of nonresidents, which serve a wider population than the district. Any group having less than sixty percent (60%) make-up of district residents is considered a noncommunity group.

### **Delegation of Responsibility**

**The Superintendent or designee shall ensure that this policy is posted on the district's publicly accessible website.** The Superintendent or designee shall implement procedures for

requesting and granting permission for use of school facilities and shall distribute the policy and procedures to individuals affected by them.

### **Guidelines**

Requests can be made online via the School District website under use of facilities. To ensure appropriate consideration, requests must be received no less than thirty (30) days in advance of the scheduled event.

Any group or organization holding activities in a school or utilizing any school facilities shall be responsible for damage to such buildings, grounds and facilities. The applicant will be accountable for damage and cleaning, as determined by school personnel.

The district will not make any school facilities available on Sunday, except for use in emergency situations.

Chaperones, attendants and other persons in charge shall remain in the building or on the grounds until all persons have left the premises. The building and grounds shall be vacated at the time indicated on the permit. Failure to do so may result in the organization paying for additional custodial time and loss of future privilege to use school facilities.

The sale and use of refreshments by all groups shall be discouraged for reasons of maintenance and sanitation. Facilities shall be restored in the acceptable level of cleanliness and orderliness for use in the teaching/learning process. Immediately after the conclusion of the event, furniture and equipment shall be returned to its original location. Additional charges for wages and materials may be assessed for proper cleaning and maintenance in such cases where required.

Equipment not owned by the district may be permitted on the premises at the concurrence of the building principal or designee.

The Athletic Director shall be responsible for maintaining a schedule for the use of all district gymnasiums and fields.

### **Use of Premises in School-Related Activities**

The building principal or designee shall be responsible for issuing, approving and rejecting requests for use of facilities for school-related applicants. Careful consideration by the principal shall be given to special arrangements that are being requested and an assessment of the reasonableness of the five (5) school day timeline.

Normal school-related activities shall terminate at 4:30 p.m. and school activities beyond 4:30 p.m. shall require a building request or shall be identified on a schedule of events. School programs such as class plays, choral, talent night, dances, teachers' groups and related rehearsals shall also require a building request or schedule of events, regardless of the number of hours of proposed use. (A request may be issued to schedule a recurring event.)

The activity sponsor or designee shall be responsible for alerting the custodial staff as to the arrangements necessary as indicated on the request. All doors shall be open as requested and equipment organized as delineated on the request. When the regular custodian is unable to be present for the meeting due to illness or for some other reason, a suitable replacement shall be secured.

When there are questions concerning policy, the building principal shall contact the Superintendent or designee for interpretation or clarification.

### **Use of Premises by Other School Community Groups**

A request must be made at least thirty (30) days in advance to provide for processing, review and approval. The Superintendent will process the request through the Board or its designee.

All other school community groups, in making their request for the use of facilities, must provide the following information with the application:

1. List of members identified by borough residence. To qualify as a school community group, the group must consist of at least sixty percent (60%) district residents.
2. List of officers of the group and basic purpose.
3. Other items the Board may deem necessary to review pertaining to the organization and its request prior to extending the use of the school premises, particularly for anticipated crowds over 100 in the cafeteria and kitchen, gymnasium, auditorium and athletic field, including:
  - a. Certificates of insurance as reviewed by the solicitor.
  - b. Means of security as reviewed by the chief of police in the appropriate borough, Superintendent or designee.
  - c. Arrangements for parking where appropriate and necessary.

Other school community groups may be granted approval to use the facility, if available and the requirements of this policy are met. School premises may be used by school-related groups recognized by Board action, subject to payment for extra custodial and/or school personnel services and utilities when deemed necessary.

Premises may be used by other school community groups or organizations that are organized for profit and proprietary purposes. Other fees will apply as the fee schedule indicates.

Requests for the use of premises by other school community groups may be issued after careful review by the building principal, Superintendent, and/or Board or its designee in regards to schedule or other considerations. If these groups wish to meet at regular intervals throughout the year, the group will be issued one (1) permit covering all regularly scheduled meetings. Invoices shall be issued to cover the period of occupancy and the time required for preparation and cleaning. Continued use of school facilities shall be contingent upon strict adherence of the rules and guidelines set forth in this policy. Any request may be summarily revoked by the Superintendent or the Board or its designee for violation of the rules and regulations established by the district.

Meetings or other activities which are sponsored by other school community groups for fundraising purposes or which require use of special facilities or custodial service may be approved by the Board or its designee, subject to the conditions recommended by the Superintendent.

#### Use of Cafeteria and Kitchen Facilities

When the other school community groups, as defined by Board policy, request the use of the cafeteria and kitchen facilities, the following guidelines will prevail:

1. The other school community groups shall complete their request on the District website- use of facilities.
2. Preapproval by the Board or its designee must be given to a person or group to use any kitchen equipment.
3. Any group or person using the kitchen facilities (for preparing food) must employ a regular food service employee, as designated by the Food Services Director, to supervise all activities and

use of equipment in the kitchen. The employee shall be compensated at the established rate.

4. The person or group using the kitchen facilities must agree to leave the area in the same sanitary and physical condition as they found it, subject to the inspection of the food service employee on duty. The organization or group will be held accountable for any excess costs for extra cleaning.

#### Natatorium Utilization

The Northgate Swimming Team shall be governed by the same procedures as specified in Board policy regarding application and approval for the use of facilities.

The natatorium will be approved only for use by school, school-related and school community groups.

Supervision and staffing of the natatorium shall be with and through the school personnel for all activities, as approved by the Board.

Scheduling and utilization of the natatorium shall be determined by the building principal or designee.

The building principal, and other designated staff shall provide an annual evaluation of the use and condition of the natatorium. The evaluation should identify any problems, with recommended solutions.

#### Prohibited Activities

The following activities are strictly prohibited in school facilities when individuals and community groups are granted permission to use said school facilities:

1. Possession, use or distribution of **controlled substances prohibited by state or federal law.**
2. Possession of weapons.[2]
3. Conduct that would alter, damage or be injurious to any district property, equipment or furnishings.
4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.
5. Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the Board or administration.[3]
6. Use of tobacco **and vaping** products, **including the product marketed as Juul and other e-cigarettes, as defined in the law.**[4][5][6][7]
7. **Medical marijuana products as prohibited by federal law.**
8. Possession, use or distribution of alcoholic beverages
9. The Board may designate specific areas for tobacco use by the public on property owned, leased or controlled by the district that is at least fifty (50) feet from school buildings, stadiums and bleachers.[5]

#### Violations

The school district reserves the right to remove from school district premises any individual or community group who fails to comply with the terms and conditions of this policy and established

procedures.

In the event an individual or community group violates this policy or the terms under which permission was granted to use school facilities, that individual or community group forfeits the right to submit future requests to use school district property, unless otherwise decided by the Board.

#### Rental Fee Schedule

A rental fee schedule shall be established by the Board.

#### Custodial Fee

The custodial fee will be charged for the period of time the facility is occupied by any other school community group and the time that would normally be required for the proper cleaning of the area utilized.

#### Kitchen Fee (All Groups)

Whenever a request is made to use any kitchen equipment, the group or person must hire a regular food service employee, as designated by the Food Services Director, to supervise all activities and equipment in the kitchen area.

#### Fee for A/V Equipment

Rental fee to be set by the Board will be charged for each piece of school equipment used by other school community groups and noncommunity groups. The district will supply a list of authorized and competent personnel to serve as an audiovisual crew for the P.A. systems, lighting, etc., to be paid by the requesting group.

- |       |                          |
|-------|--------------------------|
| Legal | 1. 24 P.S. 775           |
|       | 2. 24 P.S. 511           |
|       | 3. 10 P.S. 311 et seq    |
|       | 4. 20 U.S.C. 7181 et seq |
|       | 5. 35 P.S. 1223.5        |



## Northgate School District

Book	Policy Manual
Section	900 Community
Title	Nonschool Organizations/Groups/Individuals
Code	913 Vol II 2019
Status	First Reading
Adopted	September 15, 2008
Last Revised	January 20, 2014

**NOTE: It is important to distinguish that Policy 913 only applies to requests from nonschool organizations, groups and individuals; in contrast, *requests from students to personally distribute or post materials shall be governed by Policy 220. Student Expression/Distribution and Posting of Materials.***[1]

**Purpose**

**The Board recognizes that nonschool organizations, groups and individuals may wish to utilize the district as a means to engage the school community in activities and/or to distribute or post nonschool materials. The Board directs that requests for such utilization from nonschool organizations, groups or individuals shall be governed by this policy.**

**Activities or school-related information and materials from nonschool organizations, groups and individuals that are integrated with or presented as a part of the district's curriculum or an approved school event or student organization are approved and governed by Board policies related to curriculum and student activities, and are not governed by this policy.**[2][3][4]

**Authority**

**The Board recognizes that the school community may benefit from receiving information from nonschool organizations, groups and individuals, provided the distribution and posting of such information does not interfere with the educational program of the schools. The district's primary responsibility shall be to maintain a safe and orderly school environment and to protect the rights of all members of the school community.**

**The Board prohibits advertisement or promotion by nonschool organizations, groups or individuals during instructional time or at school-sponsored locations or activities not otherwise open to nonschool organizations, groups or individuals.**[5][6]

**The Board directs that the review and consideration of any activities or nonschool materials requested under this policy shall not discriminate on the basis of content or viewpoint.**

## Definitions

**Nonschool organizations, groups or individuals shall mean** those entities that are not part of the school program, school-sponsored activities, or organized pursuant to the Pennsylvania School Code or Board policy. When employees or Board members act on behalf of a nonschool organization or group, or on their own behalf, this policy applies to them. Students are governed by a separate and distinct Board policy regarding student expression and distribution and posting of materials.[1]

**Nonschool materials shall mean** any printed, **technological** or written materials prepared by nonschool organizations, groups or individuals for posting or general distribution **that** are not prepared as a part of the curricular or approved extracurricular programs of the district, **including but not limited to**, fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, nonschool organization websites and the like.

**Distribution shall mean issuing** nonschool materials to others on school property or during school-sponsored events; placing upon desks, tables, on or in lockers; or engaging in any other manner of delivery of nonschool materials to others while on school property or during school functions.

**Posting shall mean** publicly displaying nonschool materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers, on district-sponsored websites, through other district-owned technology and the like.

**Prohibited activities and materials shall mean** activities and materials **that**:

1. Violate federal, state or local laws, Board policy or district rules or regulations.
2. Are libelous, defamatory, **obscene, lewd, vulgar or profane.**
3. Advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and **serious** danger to the health or welfare of students, such as tobacco/**nicotine**, alcohol or illegal drugs.
4. Incite violence, advocate use of force or threaten serious harm to the school or community.
5. Are likely to or do materially or substantially interfere with the educational process, such as school activities, school work, or discipline, as well as safety and order on school property or at school functions.
6. **Interfere with, or advocate interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.**
7. Violate written district administrative regulations or procedures on time, place and manner for posting and distribution of otherwise protected expression.

## Delegation of Responsibility

**The Superintendent or designee shall develop administrative regulations to implement this policy.**

## Guidelines

### Nonschool Materials

**The Board requires that nonschool organizations, groups or individuals who wish to distribute or post nonschool materials on school property shall submit them to the**

**building principal. The building principal shall inform the Superintendent or designee of requests received from nonschool organizations, groups and individuals.**

**If approval is granted by the Superintendent, the nonschool organization, group or individual shall comply with Board policy and administrative regulations, and the district's time, manner and place restrictions for distribution and posting of materials.**

Materials **issued** by nonschool organizations, groups or individuals shall not be distributed during instructional time or school-sponsored activities.

### **Nonschool Activities**

Activities sponsored by nonschool organizations, groups or individuals shall not occur during instructional time or school-sponsored activities.

Requests **by** nonschool organizations, groups or individuals **to invite or promote student participation in nonschool** activities shall comply with Board policy and administrative regulations on distribution and posting of materials.

### **Fundraising**

Fundraising by nonschool organizations, groups or individuals is prohibited on school property or in the name of the school.[7]

Directory information for students or staff members will not be released to nonschool organizations, groups or individuals that seek this information for the purpose of fundraising.[8]

### **Scholarships/Awards**

The Board is appreciative of the generosity of organizations that offer scholarships or awards to deserving students; but, in accepting such offers, the Board directs that established criteria be observed.

No information, either academic or personal, shall be released from a student's record for the purpose of selecting a scholarship or award winner without the permission of the student who is eighteen (18), or the parents/guardians of a student who is younger, in accordance with the Board's policy on student records.[8]

The scholarship or award, and any pertinent restrictions, shall be approved by the Board.

All pertinent information regarding the scholarship or award shall be submitted for review by the Superintendent or designee prior to the date on which it is to be presented.

The building principal, together with a committee of staff members designated by the principal, shall be involved in the selection of the recipient of an award or scholarship, pursuant to procedures established for this purpose and consistent with the restrictions applicable to each approved scholarship or award.

### **Travel Services/Foreign Trips**

Solicitation and sale of travel services for foreign trips to students may be permitted with the approval of the Board.

Legal

1. Pol. 220
2. Pol. 105
3. Pol. 122
4. Pol. 230
5. 24 P.S. 510
6. 24 P.S. 511
7. 24 P.S. 775
8. Pol. 216
- 24 P.S. 779
- Pol. 907