

## Northgate School District

Book	Policy Manual
Section	200 Pupils
Title	Copy of Eligibility of Nonresident Students
Code	202
Status	<i>2nd final</i> First Reading
Adopted	September 15, 2008
Last Revised	February 20, 2017

202

### Purpose

The Board shall operate district schools for the benefit of students residing in this district who are eligible for attendance. [\[1\]](#)[\[2\]](#)[\[3\]](#)

### Authority

The Board may permit the admission of nonresident students in accordance with the terms of this policy. [\[4\]](#)[\[5\]](#)[\[6\]](#)

### Children Residing With Adult Other Than Natural Parent

When a resident of the Northgate School District keeps in his/her home a child of school age, not his/her own, supporting the child gratis as if the child were his/her own, such child shall be entitled to all free school privileges accorded to resident school children of the district, provided that the conditions set forth in this policy are fulfilled.

Before a student residing with an adult other than his/her natural parent(s) is accepted for enrollment in the district, the Board shall require the resident to provide either:

\*Appropriate legal documentation showing dependency or guardianship

\*A section 1302 affidavit from the resident which indicates the following:

1. The affiant is a resident of the school district.
2. The resident is supporting the child gratis and receives no personal compensation or gain for keeping the child (Supplemental Security Income (SSI), Transitional Assistance for Needy Families (TANF), pre-adoptive or adoptive support, and other similar type of support are not considered as compensation).
3. The child is living with the resident continuously and not just for the school year.
4. The resident will accept all responsibilities relating to the child's schooling. (The resident assumes responsibility for the child in educational matters and assumes all personal obligations for the child relative to school requirements including the provision of required immunizations, uniforms, fees/fines, citations/fines for truancy, attending parent-teacher conferences, attending disciplinary meetings and hearings, and fulfilling any special education requirements).

The Section 1302 affidavit must be completed and notarized. It must be submitted to the Registration Officer or other person as may be designated by the Superintendent.

The notarized 1302 affidavit will expire on the last day of the school year or when the child's school district residence is interrupted. A new affidavit will be required for each time either takes place.

#### Proof of Continuous Support of Student

The resident who submits the notarized 1302 affidavit will also be required to produce documentation of proof of their continuous financial support of the nonresident student. The Northgate School District may require more than one (1) document to be furnished. Acceptable documentation includes the following:

- Copy of completed IRS form transferring tax exemption of child to resident.
- Copy of federal or state tax form which lists child as a dependent of resident.
- Copy of completed county form transferring child support payments to resident.
- Copy of completed state form notifying the Department of Welfare of child's new residence.
- Copy of lease/rental agreement identifying the child as a tenant.

In any and all questions of validity of application or accuracy of sworn and notarized affidavits, the school district's home and school visitor shall be assigned to validate such documents.

In the event that a student enrolls in the district and his or her residence is found to be fraudulent, the Northgate School District will terminate enrollment and the parent(s)/guardian(s) will be assessed tuition for the period of time that the student was illegally enrolled, based upon the number of days the student attended illegally and the Pennsylvania Department of Education's determined tuition rate.

#### Residents of Institutions

A child who is living in or assigned to a facility or institution for the care or training of children that is located within this district is not a legal resident of the district by such placement; but s/he shall be admitted to district schools, and a charge shall be made for tuition in accordance with statute. [\[10\]\[11\]\[12\]\[13\]\[14\]\[7\]\[8\]\[9\]](#)

#### Nonresident Senior Students

The Northgate School District may, in its sole discretion, permit the attendance of nonresident students who were formerly residents of the district in order to complete their senior year of education and graduate, either with or without payment of tuition, in the district's sole discretion, if and only in the event that the following conditions are met and satisfied:

- The student's parent(s)/guardian(s) have maintained legal residence in the district and the student has completed his/her junior year (grade 11) prior to the move.
- The parent(s)/guardian(s) of such child have declared in writing that the child will be fully supported by them continuously throughout the remainder of the child's senior year of education and graduation, and that the parent(s)/guardian(s) will continue to assume all personal obligations for the child relative to school requirements.
- The student does not fall below the required number of credits to receive a diploma (summer school credits may not be factored into the total number of credits).
- While enrolled as a nonresident student, the student may not violate the district's attendance policy or be chronically tardy.
- The student adheres to the district's discipline policy and does not take any action that results in suspension.

- The district and the parent(s)/guardian(s) of such child agree in writing that the district reserves the right to attach further terms and conditions as it may determine to be reasonably warranted to effect the purpose of this policy.
- The parent(s)/guardian(s) agree that they shall be solely responsible for the transportation and other normal student activity fees which are usually required.

Failure to adhere to the above guidelines shall result in the student being dropped from the district's rolls as a nonresident. Upon attaining nonresident status, the student and parent(s)/guardian(s) will be required to sign an agreement stating their acceptance of the district's conditions.

Pursuant to this policy the district shall:

1. Admit such students only on proper application and submission of required documentation by the parent/guardian.
2. Verify claims of residency.
3. Not exclude any eligible student on the basis of race, creed, color, gender, sexual orientation, national origin, ancestry, or handicap/disability.
4. Deny admission where the educational facilities or program maintained for district students is inadequate to meet the needs of the applicant.

#### **Students Experiencing Educational Instability**

**The district shall immediately admit students experiencing homelessness, foster care and other forms of educational instability, even if the required documents are unavailable, in accordance with Board policy, law and regulation. [13][21]**



## Northgate School District

Book	Policy Manual
Section	200 Pupils
Title	Copy of Attendance
Code	204
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Prior Revised Dates	9/17/18

204

### Purpose

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.[1]

### Authority

The Board requires the attendance of all students during the days and hours that school is in session, except that temporary student absences may be excused by authorized district staff in accordance with applicable laws and regulations, Board policy.[2][3][4][5][6][7]

### Definitions

**Compulsory school age** shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school, which shall be no later than **six (6)** years of age, until the student reaches **eighteen (18)** years of age. The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[8][9]

**Habitually truant** shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[8]

**Truant** shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[8]

**Person in parental relation** shall mean a:[8]

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a student.
4. Person with whom a student lives and who is acting in a parental role of a student.

This term shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law. [10]

**School-based or community-based attendance improvement program** shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a student's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code. [8]

### Delegation of Responsibility

The Superintendent or designee shall annually notify students, persons in parental relation, staff and local children and youth agency and local magisterial district judges about the district's attendance policy by publishing such policy in student handbooks, and on the district website. [1][11]

The Superintendent or designee, in coordination with the building principal, shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall develop guidelines for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law. [12][13]
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate magisterial district judge.
4. Ensure that students legally absent have an opportunity to make up work.

### Guidelines

#### Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements. [2]

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction; or the student's placement is instruction in the home. [2][5][14][15][16][17][18][19][20]

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance. [3][4][21]
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught. [2][22]
3. Students attending college who are also enrolled part-time in district schools. [23]
4. Students attending a home education program or private tutoring in accordance with law. [2][18][24][25][26][27]



5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[2]
6. Students fifteen (15) years of age, as well as students fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.[4]
7. Students sixteen (16) years of age regularly engaged in useful and lawful employment during the school session and holding a valid employment certificate. Regularly engaged means thirty-five (35) or more hours per week of employment.[4][15]

#### Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.[3][6]
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.[2]
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[1][3]
9. Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.[3]
  - a. The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral.
  - b. The student shall furnish the signed excuse to the district prior to being excused from school.
10. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.[28]
11. Nonschool-sponsored educational tours or trips, if the following conditions are met: [3][29]
  - a. The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate timeframe.
  - b. The student's participation has been approved by the Superintendent or designee.
  - c. The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent.

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12. College or postsecondary institution visit, with prior approval.

13. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness and foster care **and other forms of education stability**.[\[3\]](#)[\[6\]](#)[\[30\]](#)[\[31\]](#)

The district may limit the number and duration of nonschool-sponsored educational tours or trips and college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

#### *Temporary Excusals –*

The following students may be temporarily excused from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.[\[5\]](#)[\[14\]](#)[\[18\]](#)
2. Students participating in a religious instruction program, if the following conditions are met:[\[28\]](#)[\[32\]](#)
  - a. The person in parental relation submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
  - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
  - c. Following each absence, the person in parental relation shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.[\[21\]](#)

#### *Parental Notice of Absence –*

Absences shall be treated as unexcused until the district receives a written excuse explaining the absence, to be submitted within 10 days of the absence.

All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

#### Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be permanently considered unexcused.

An out-of-school suspension may not be considered an unexcused absence.[\[9\]](#)

#### *Parental Notification –*

District staff shall provide prompt notice to the person in parental relation upon each incident of unexcused absence.

#### Enforcement of Compulsory Attendance Requirements

##### *Student is Truant –*

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.[\[33\]](#)



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The notice shall:[33]

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the student's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.[33]

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.[33]

*School Attendance Improvement Conference (SAIC) –*

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the SAIC.[33]

The purpose of the SAIC is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[9]

The following individuals shall be invited to the SAIC:[9]

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the SAIC shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[33]

The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.[33]

The district may not take further legal action to address unexcused absences until the scheduled SAIC has been held and the student has incurred six (6) or more days of unexcused absences.[33]

*Student is Habitually Truant –*

When a student under fifteen (15) years of age is habitually truant, district staff:[34]

1. Shall refer the student to:
  - a. A school-based or community-based attendance improvement program; or
  - b. The local children and youth agency.
2. May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student.[34]



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When a student fifteen (15) years of age or older is habitually truant, district staff shall:[34]

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate magisterial district judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.[34]

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate magisterial district judge, district staff shall provide verification that the school held a SAIC.[34]

#### *Filing a Citation –*

A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student.[35]

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[35]

#### Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.[16][36][37][38]

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.[16][36][38]

#### Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[32]

Parents/Guardians and students are strongly encouraged to make personal appointments for before or after school hours since being dismissed early from school can cause a disruption to the educational process. A written request from the parent/guardian that includes the time, date, and reason for the request must be submitted to the Middle School/High School Attendance Office or Elementary Homeroom/Office no later than 9:00 am on the day of early dismissal. Students enrolled in and attending A.W. Beattie Career Center must submit early dismissal requests upon arrival. The district may also require that students who receive approved early dismissals for medical or dental appointments bring an appointment notice from the doctor when the excuse is issued or when the student returns from the appointment. In exceptional circumstances, prior written notice may be waived provided the parent/guardian personally appears at the school to request the student's release.

For purposes of this policy, the following conditions or situations constitute valid early dismissal requests:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.[3][6]
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.[6]

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3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request. [\[1\]](#)[\[6\]](#)
9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request. [\[26\]](#)
10. Nonschool-sponsored educational tours or trips, if the following conditions are met: [\[6\]](#)[\[27\]](#)
  - a. The parent/guardian submits a written request for excusal prior to the early dismissal.
  - b. The student's participation has been approved by the Superintendent or designee.
  - c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
11. College or postsecondary institution visit, with prior approval.
12. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance. [\[3\]](#)[\[6\]](#)



## Northgate School District

Book	Policy Manual
Section	200 Pupils
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Code	217
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217

### 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 laws and 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. **Such exclusion shall be regarded as a school suspension.**

### ***Students Experiencing Educational Instability -***

**The district shall provide supports to ensure that students experiencing educational instability graduate in a timely manner, in accordance with law and Board policy. A graduation plan shall be developed to facilitate this process for students in grades nine (9) through twelve (12) who are experiencing educational instability. [\[12\]](#)[\[13\]](#)**

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.

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 their 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.[\[1\]\[8\]\[9\]\[10\]\[11\]\[12\]\[18\]](#)



### *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. [\[6\]](#)

## **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.

**The Superintendent or designee shall annually, no later than December 1, report to the PA Department of Education (PDE) graduation information and data, as required by law. [\[1\]](#)**

## **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.

## Northgate School District

Book	Policy Manual
Section	200 Pupils
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Code	233
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### Purpose

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

### Authority

The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student. [\[1\]](#)[\[6\]](#)[\[7\]](#)

### Guidelines

#### Exclusion From School - Suspension

The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent in writing when the student is suspended. [\[1\]](#)[\[7\]](#)

No student may be suspended without notice of the reasons for which **the student** is suspended and an opportunity to be heard on **their** own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period. [\[1\]](#)

When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension. [\[1\]](#)[\[6\]](#)

Informal hearings under this provision shall be conducted by the building principal.



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Purpose of Informal Hearing

The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.[6]

Due Process Requirements for Informal Hearing[6]

1. The student and parent/guardian shall be given written notice of the reasons for the suspension.
2. The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing.
3. The student may question any witnesses present at the informal hearing.
4. The student may speak and produce witnesses who may speak at the informal hearing.
5. The district shall offer to hold the informal hearing within five (5) days of the suspension.

Exclusion From Class - In-School Suspension

No student may receive an in-school suspension without notice of the reasons for which **the student** is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.[2]

Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh day of the in-school suspension. The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions.[2][6]

The district shall provide for the student's education during the period of in-school suspension.[2]

Expulsion

**Expulsion** is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before the Board, a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board, and upon action taken by the Board after the hearing. [1][6][7]

Expulsion Hearings

A formal hearing shall be required in all expulsion actions.[1][6][7][8]

The formal hearing shall observe the due process requirements of:[6]

1. Notification of the charges in writing by certified mail to the student's parent/guardian.
2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause for an extension.
3. The hearing shall be private unless the student or parent/guardian requests a public hearing.
4. Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.

5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.
7. The right to testify and present witnesses on the student's behalf.
8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.
9. The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:
  - a. The need for laboratory reports from law enforcement agencies.
  - b. Evaluations or other court or administrative proceedings are pending due to a student's invoking **their** rights under the Individuals with Disabilities Education Act (IDEA).
  - c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.
10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

#### Adjudication

A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions.[9]

#### Attendance/School Work During Suspension and Prior to Expulsion

Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines.[1][10]

Students who are facing an expulsion hearing must be placed in their normal classes if the formal hearing is not held within the ten-school day suspension.

If it is not possible to hold the formal hearing within the first ten (10) school days, the school district may exclude such a student from class for up to five (5) additional – fifteen (15) total – school days if, after an informal hearing, it is determined that the student's presence in **their** normal class would constitute a threat to the health, safety or welfare of others.

Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.

#### Attendance/School Work After Expulsion

Students who are under eighteen (18) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education.[1][10][11]

The parent/guardian has the initial responsibility of providing the required education and shall, within thirty (30) days, submit written evidence to the school that the required education is being provided or that they are unable to do so. If the parent/guardian is unable to provide for the required education, the school district shall, within ten (10) days of receipt of the parent's/guardian's notification, make provision for the student's education.



The Board may provide an educational program to the student immediately upon expulsion and may waive the 30-day period, at its discretion.

### Students With Disabilities

A student with a disability shall be provided educational services as required by state and federal laws and regulations and Board policies.[12][13]

### Delegation of Responsibility

The Superintendent or designee shall ensure that:

1. Publication of a Code of Student Conduct, in accordance with Board policy on student discipline.[14]
2. Records of disciplinary suspension will be maintained in accordance with Board policy on student records.[15]
3. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board. Such students may be designated by code.
4. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.

Legal

[1. 22 PA Code 12.6](#)

[2. 22 PA Code 12.7](#)

[3. 22 PA Code 14.143](#)

[4. 20 U.S.C. 1400 et seq](#)

[5. 34 CFR Part 300](#)

[6. 22 PA Code 12.8](#)

[7. 24 P.S. 1318](#)

[8. 2 Pa. C.S.A. 101 et seq](#)

[9. 2 Pa. C.S.A. 101](#)

10. Pol. 204

[11. 24 P.S. 1326](#)

12. Pol. 113

13. Pol. 113.1

14. Pol. 218

15. Pol. 216

[22 PA Code 12.3](#)

## Northgate School District

Book	Policy Manual
Section	800 Operations
Title	Copy of Transportation
Code	810
Status	First Reading
Adopted	September 15, 2008
Last Revised	March 16, 2009

810

### Purpose

Transportation for students shall be provided in accordance with law and Board policy.

### Definitions

**School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.**[\[1\]](#)

**School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.**[\[1\]](#)

### Authority

The Board shall not provide transportation to regular education students to and from school; however, select special education students, A.W. Beattie Career Center students and students involved in certain extracurricular activities or interscholastic athletics shall be provided transportation to specific destinations.  
[\[1\]\[13\]\[14\]\[8\]\[15\]](#)

A school bus driver shall not be employed until s/he has complied with the mandatory background check requirements for criminal history and child abuse-and the contractor has evaluated the results of that screening process.[\[5\]\[6\]\[7\]](#)

**The Board shall provide transportation for students with disabilities, without regard to distance or hazardous walking conditions, when required by the student's individualized education program (IEP) or Section 504 Service Agreement.**[\[12\]\[13\]\[14\]\[15\]\[16\]](#)

**Northgate School District is a walking district and therefore does not provide regular transportation to students. Students electing to attend a charter school may request a public transportation pass or gas card.**



**The Board shall provide transportation for children in foster care in accordance with federal and state laws and regulations.**[\[18\]](#)[\[19\]](#)

**The Board shall provide transportation for homeless children and youths in accordance with federal and state laws and regulations.**[\[19\]](#)[\[20\]](#)

The Board prohibits any diesel-powered motor vehicle weighing 10,001 pounds or more to idle for more than five (5) minutes in any continuous sixty-minute period while parked, loading or unloading, except as allowed by law.[\[21\]](#)

The Board shall ensure that permanent signs, notifying drivers of the idling restrictions, are maintained on district property at locations where diesel-powered motor vehicles weighing 10,001 pounds or more load or unload. **Signs shall also be posted at locations that provide fifteen (15) or more parking spaces for such diesel-powered motor vehicles.**[\[22\]](#)[\[23\]](#)

### Delegation of Responsibility

**The school bus/vehicle driver shall be responsible to maintain order while students are being transported.**

**The school bus/vehicle driver shall report all incidents, including, but not limited to, discipline problems, medical problems, bullying/harassment, safety issues, accidents or injuries, and violations of Pennsylvania's School Bus Stopping Law to the Superintendent or designee as soon as practicable.**

**The building principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.**[\[7\]](#)

**The Superintendent or designee shall be responsible to:**

1. **Maintain records and make required reports regarding school transportation.**[\[5\]](#)[\[7\]](#)
2. **Distribute rules governing student conduct during transport; such rules shall be binding on all students transported by the district.**[\[7\]](#)

### Reports of Employee Crimes/Child Abuse

District bus drivers and/or the district's transportation contract carriers shall be responsible to inform the district in writing at the beginning of each school year whether or not they or any of their employees:

1. Have been charged, subsequent to approval as a district bus driver, with a criminal offense that would bar their employment as bus drivers or contracted service providers.
2. Were charged with a crime deemed serious under the criteria established by law.[\[5\]](#)
3. Have been charged with or convicted of crimes that affect their suitability to have direct contact with students.

This responsibility is in addition to the requirement for clearances that must be presented to the district when an individual is initially hired by the district or the contract carriers.[\[11\]](#)

The district and contract carriers shall have procedures in place to ensure they are notified by their employees when the employees are charged with crimes or child abuse. The procedures shall also include the provision that the failure on the part of employees to make such a timely notification shall subject them to disciplinary action, including termination.[\[12\]](#)

If any bus drivers have been charged as stated in this policy, the transportation contract carriers shall, in their written, yearly notification, include the name of the employee, nature of the offense, and the status of the disposition. The district will review this information to determine if the employee shall continue to transport district students.

### Guidelines

#### Student Health Information

**When necessary for student safety, or when required by a student's IEP or Section 504 Service Agreement, a school bus/vehicle driver shall be provided with relevant student health and medical information.[15][16][25][26][27][28]**

**School bus/vehicle drivers shall maintain the confidentiality of student health/medical information in accordance with district policies and procedures and applicable law.[29][30]**

#### Evacuation Drills

**Bus evacuation drills shall be conducted twice a year and reported to the Pennsylvania Department of Education, in accordance with law and Board policy.[31][32][33]**