

Northgate School District

Book	Policy Manual
Section	200 Pupils
Title	Enrollment of Students
Code	200 Vol V 2023
Status	~~First Reading~~ <i>and final</i>
Adopted	September 15, 2008
Last Revised	February 21, 2023
Prior Revised Dates	2/20/2017

200

Authority

The Board shall enroll school age students eligible to attend district schools, in accordance with applicable laws and regulations and Board policy.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Definitions

School age shall be defined as the period from the earliest admission age for the district's kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years, whichever occurs first.[\[1\]](#)[\[7\]](#)

District of residence shall be defined as the school district in which a student's parents/guardians reside.[\[2\]](#)[\[3\]](#)

Guidelines

School age resident students and eligible nonresident students shall be entitled to attend district schools.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[6\]](#)[\[8\]](#)[\[9\]](#)

The district shall not enroll a student until the parent/guardian has submitted proof of the student's age, residence and immunizations and a completed Parental Registration Statement, as required by law and regulations, **except as follows:**[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)

- 1. Students Experiencing Educational Instability -**

The district shall immediately enroll students experiencing homelessness, foster care and other forms of educational instability, even if the student or parent/guardian is unable to produce the required documents, in accordance with law and Board policy.[\[5\]](#)[\[14\]](#)

2. Children of Active Duty Military Families -

The district shall facilitate the timely enrollment and permit advanced enrollment of children of active duty military families, in accordance with law and Board policy. To qualify for advanced enrollment, prior to establishing residency in the district, a copy of the official military orders shall be provided to the district along with proof of the parent's/guardian's intention to move into the district. The parent/guardian must provide proof of residence within forty-five (45) days after the arrival date stated in the military orders.[\[6\]](#)[\[15\]](#)[\[16\]](#)

The district shall administer a home language survey to all students enrolling in district schools for the first time.[\[3\]](#)[\[17\]](#)

The district shall normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application.[\[3\]](#)

The district shall not inquire about the immigration status of a student as part of the enrollment process.[\[3\]](#)

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's enrollment policy by publishing such policy on the district website.[\[4\]](#)

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Legal

[1. 24 P.S. 1301](#)

[2. 24 P.S. 1302](#)

[3. 22 PA Code 11.11](#)

[4. 22 PA Code 11.41](#)

[5. 24 P.S. 1331.1](#)

[6. 24 P.S. 1302.1](#)

[7. 22 PA Code 11.12](#)

[8. 22 PA Code 12.1](#)

9. Pol. 202

Northgate School District

Book	Policy Manual
Section	200 Pupils
Title	Copy of Eligibility of Nonresident Students
Code	202
Status	First Reading 2nd Reading
Adopted	September 15, 2008
Last Revised	March 19, 2023
Prior Revised Dates	02/20/2017

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 **law and** Board policy.[4][5][6][7][8][9]

The Board reserves the right to verify claims of residency, dependency and guardianship and to remove from school attendance a nonresident student whose claim is invalid.[10] **The District reserves the right to request proof of residency at the time of registration and on an ongoing basis at its discretion.**

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:

1. Appropriate legal documentation showing dependency or guardianship
2. A section 1302 affidavit from the resident which indicates the following:
 - a. The affiant is a resident of the school district.
 - b. 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).
 - c. The child is living with the resident continuously and not just for the school year.
 - d. 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:

1. Copy of completed IRS form transferring tax exemption of child to resident.
2. Copy of federal or state tax form which lists child as a dependent of resident.
3. Copy of completed county form transferring child support payments to resident.
4. Copy of completed state form notifying the Department of Welfare of child's new residence.
5. 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/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. **The District reserves the right to use the services of civil authorities in this instance when needed to collect tuition owed.**

The Board shall require that appropriate legal documentation showing dependency or guardianship or a sworn statement of full residential support be filed with the Board Secretary, or designee, before an eligible nonresident student may be accepted as a student in district schools. The Board may require a resident to submit additional, reasonable information to substantiate a sworn statement, in accordance with guidelines issued by the PA Department of Education.[10][22]

If information contained in the sworn statement of residential support is found to be false, the student shall be removed from school after notice is given of an opportunity to appeal the student's removal, in accordance with Board policy.[10][23]

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 the student shall be admitted to district schools, and a charge shall be made for tuition in accordance with law.[7][12][14][15][16][17][18][19][20]

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:

1. 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.
2. 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.
3. 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).
4. While enrolled as a nonresident student, the student may not violate the district's attendance policy or be chronically tardy.
5. The student adheres to the district's discipline policy and does not take any action that results in suspension.

6. 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.
7. 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.**[5][11][14]**

Children of Active Duty Military Families

Children of active duty military families shall be eligible for enrollment in this district in accordance with the Interstate Compact on Educational Opportunity for Military Children, state law and Board policy.[5][8][10][21]****

Legal

1. 24 P.S. 501

2. 24 P.S. 502

3. 24 P.S. 503

4. 24 P.S. 1301

5. 24 P.S. 1316

6. Pol. 200

7. 24 P.S. 2561

8. 24 P.S. 1306

Northgate School District

Book	Policy Manual
Section	200 Pupils
Title	copy of Graduation
Code	217
Status	First Reading <i>2nd & final</i>
Adopted	September 15, 2008
Last Revised	April 17, 2023
Prior Revised Dates	9/16/19, 8/15/16

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. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

The Board requires graduation requirements to be published and distributed to students and parents/guardians, and made available in each school building and 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 and on the district's website immediately following approval by the Board. [\[2\]](#)[\[5\]](#)

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. [\[2\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

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.

[11]

The Board requires that each candidate for graduation shall have earned a minimum of 24.5 credits.[\[1\]](#)[\[2\]](#)[\[12\]](#)

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 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.[\[13\]](#)[\[14\]](#)

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.[\[1\]](#)[\[2\]](#)[\[12\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)

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.[\[20\]](#)[\[21\]](#)

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.[\[21\]](#)[\[22\]](#)

Children of Active Duty Military Families -

The district shall provide supports to facilitate the on-time graduation of children of active duty military families in accordance with the Interstate Compact on Educational Opportunity for Military Children, state law and Board policy.[\[23\]](#)[\[24\]](#)

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.
[\[2\]](#)[\[5\]](#)
2. Counseling of students regarding expectations of graduation requirements.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[8\]](#)[\[9\]](#)
[\[10\]](#)[\[16\]](#)
3. Assessment of individual student attainment of academic standards to ensure the student's progress toward achievement of graduation requirements.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[16\]](#)
4. Accurate recording and reporting of each student's progress and accumulation of graduation requirements.[\[10\]](#)[\[23\]](#)
5. Provision of assistance to those students having difficulty attaining the academic standards.
[\[1\]](#)[\[2\]](#)
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
Title	Educational Opportunity for Military Children
Code	254 Vol V 2023
Status	First Reading <i>2nd & Final</i>

254

Purpose

The Board recognizes the challenges encountered by children of military families due to the frequent moves and deployment of their parents/guardians. The Board is committed to eliminating barriers to student attendance, education and graduation; and to providing additional supports to children of military families in compliance with federal and state laws and Board policy.

Definitions

Active duty – means full-time duty status in the active uniformed services of the United States, including members of the National Guard and reserve on active duty orders. [\[1\]](#)[\[2\]](#)

Children of military families - means a school-aged child, enrolled in kindergarten through twelfth grade, normally residing in the household of an active duty member. Specifically, this includes children of: [\[3\]](#)

1. Active duty members of the uniformed services.
2. Members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement.
3. Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

This does not include the children of: [\[3\]](#)

1. Inactive members of the National Guard and military reserves.
2. Members of the uniformed services now retired, except as otherwise stated in this policy.

3. Veterans of the uniformed services, except as otherwise stated in this policy.
4. Other United States Department of Defense personnel and other federal agency civilian and contract employees not defined as active duty members of the uniformed services.

State Council – an entity to coordinate the state’s participation and compliance among its government agencies, school entities and military installations.

Uniformed services – means the U.S. armed forces, Commissioned Corps of the National Oceanic and Atmospheric Administration, and the Commissioned Corps of the Public Health Service.[\[4\]](#)

U.S. armed forces – means the Army, Navy, Air Force, Marine Corps, Coast Guard and Space Force.[\[4\]](#)

Authority

The Board directs the district to comply with the provisions of the Interstate Compact on Educational Opportunity for Military Children (Compact) and this Board policy by:[\[3\]](#)[\[5\]](#)

1. Facilitating the timely enrollment of children of military families and ensuring that they are not placed at a disadvantage due to difficulty in the transfer of education records from previous school districts or variations in entrance/age requirements.[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)
2. Facilitating the student placement process through which children of military families are disadvantaged by variations in attendance requirements, scheduling, sequencing, grading, course content or assessment.[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)
3. Facilitating the qualification and eligibility for enrollment, educational programs and participation in extracurricular, academic, athletic and social activities.[\[15\]](#)[\[16\]](#)[\[17\]](#)
4. Facilitating the on-time graduation of children of military families.[\[18\]](#)
5. Providing for the uniform collection and sharing of information between and among states, schools and military families under the Compact.
6. Promoting coordination between the Compact and other compacts affecting military children.
7. Promoting flexibility and cooperation between the educational system, parents/guardians and the student in order to achieve educational success for the student.

Advance Enrollment

In addition to the provisions of the Compact, the district shall enroll children of a parent/guardian who is an active duty member of the U.S. armed forces, including a reserve component, that has received official military orders to transfer into or within Pennsylvania, prior to establishing residency in this district.[\[6\]](#)[\[8\]](#)[\[19\]](#)

The parent/guardian shall provide the following:[\[6\]](#)[\[19\]](#)[\[20\]](#)

1. A copy of the official military order.
2. Proof of intent to move into this district, which may include: [\[19\]](#)
 - a. A signed contract to buy a home.
 - b. A signed lease agreement.
 - c. A statement from the parent/guardian stating their intent to move into the district.

Within forty-five (45) days after the arrival date specified in the military orders, the parent/guardian shall provide the district with proof of residence in this district. [\[19\]](#)

The Board shall ensure that children of military families have equal access to the same educational programs, activities and services provided to other district students.

Delegation of Responsibility

The Superintendent shall be authorized to waive specific requirements in Board policies, and procedures to the extent that they create barriers for the enrollment, placement and attendance of children of military families. [\[6\]\[7\]\[8\]\[11\]\[15\]\[16\]\[18\]\[21\]](#)

The Superintendent or designee shall collaborate with the military family education liaison designated by the State Council, school staff, sending schools, local agencies and other entities in supporting the needs of children of military families.

Guidelines

Children of military families enrolled in this district shall be provided support and services, as appropriate to each individual student's needs, in accordance with the Compact and Board policy. [\[22\]\[23\]\[24\]\[25\]\[26\]](#)

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Legal

[1. 10 U.S.C. 12301 et seq](#)

[2. 10 U.S.C. 12401 et seq](#)

[3. 24 P.S. 7302](#)

[4. 10 U.S.C. 101](#)

[5. 24 P.S. 7301](#)

6. Pol. 200

7. Pol. 201