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| Book    | Policy Manual   |
| Section | 200 Pupils  |
| Title   | Care of School Property   |
| Number  | 224   |
| Status  | From PSBA   |
| Legal   | <a href="#">1. 24 P.S. 777</a><br>2. Pol. 218<br>3. Pol. 233<br><a href="#">4. 24 P.S. 109</a><br><a href="#">5. 24 P.S. 801</a><br><a href="#">6. 24 P.S. 1338</a> |

**Purpose**

The Board believes that the schools should help students learn to respect property and develop feelings of pride in community institutions.

**Authority**

The Board charges each student in the district's schools with responsibility for the proper care of the school property, school supplies and equipment entrusted to the student's use.

It is the policy of the Board that students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents/Guardians shall be held accountable for the actions of their child.[\[1\]](#)[\[2\]](#)[\[3\]](#)

The Board may report to appropriate juvenile authorities any student whose damage of school property is serious or chronic in nature. In no case shall referral to juvenile authorities be made without prior notification to the student's parent/guardian.[\[6\]](#)

**Delegation of Responsibility**

The Superintendent or designee shall develop **administrative regulations** to implement this policy, which include rules for safekeeping and accounting of textbooks, supplies and equipment and an established schedule of fines for lost or damaged textbooks, supplies and equipment.  
[\[4\]](#)[\[5\]](#)

The Superintendent shall submit a report on incidences of vandalism to the Board on each occurrence.

Vandalism reports shall include the number and kind of incident, cost to the district and related information the Superintendent deems necessary.

Last Modified by Elizabeth Flood on April 15, 2015



|         |   |
|---------|---|
| Book    | Policy Manual   |
| Section | 200 Pupils  |
| Title   | Social Events and Class Trips   |
| Number  | 231   |
| Status  | From PSBA   |
| Legal   | <u>1. 24 P.S. 511</u><br><u>2. 24 P.S. 517</u><br><u>3. 24 P.S. 510</u><br>4. Pol. 916<br>5. Pol. 218 |

### Purpose

The Board recognizes the value of student social events and class trips in enhancing and enriching the school experience for students.

### Authority

The Board shall make school facilities available and provide appropriate staff for social events within the school facilities that have been approved by the building principal.[1]

Class trips and social events that take place outside of school facilities require approval by the Board.[2]

As voluntary participants in school social events and class trips, students shall be held responsible for compliance with district policies and rules. Infractions of those policies or rules will be subject to the same disciplinary measures applied during the regular school program.[3]

Participation in school events is not a right and may be denied to any student who has demonstrated disregard for Board policies, **administrative regulations** or school rules.

### Delegation of Responsibility

The Superintendent or designee shall develop **administrative regulations governing** the conduct of student social events and class trips, including the following:

1. Designation of a staff member(s) who shall be the Board employee(s) responsible for the event.
2. **Reimbursement of approved expenses to eligible participating students.**
3. **Distribution of applicable rules and regulations to all participating students, parents/guardians and approved chaperones.[4][5]**

Last Modified by Elizabeth Flood on April 15, 2015



|         |  |
|---------|--|
| Book    | Policy Manual                          |
| Section | 200 Pupils                             |
| Title   | Student Involvement in Decision-Making |
| Number  | 232                                    |
| Status  | From PSBA                              |
| Legal   | <u>24 P.S. 510</u>                     |
|         | 1. Pol. 004                            |
|         | 2. Pol. 004.1                          |
|         | 3. Pol. 006                            |

### **Purpose**

The Board believes that students should participate in the governance of school activities at levels appropriate to their ages and competencies because as an institution fundamental to the operation of a democratic society, the schools should strive to exemplify the democratic ideal of citizen participation in decision-making and students are a valuable resource whose contributions can aid and benefit the programs of the schools.

### **Authority**

The Board directs that students be invited to participate in activities appropriate to their maturity and competency, leading to administrative decision-making in:

1. **Comprehensive planning.**
2. Curriculum planning.
3. Curriculum evaluation.

Suggestions for improvement may be offered by any student, provided they are of a constructive nature and contribute toward the realization of the district's educational goals.

### **School Board Involvement**

Student representatives **involvement in and appearances** before the Board shall be **in accordance with applicable Board policy.**[1][2][3]

### **Delegation of Responsibility**

The Superintendent or designee shall develop **rules** to implement this policy which:

1. Provide for submission, consideration, and response to constructive student suggestions.
2. Ensure that student participation is fairly representational of the whole student body.
3. Ensure that the student voice and vote in decision-making is fairly balanced with those of faculty, administration and community members.

Last Modified by Elizabeth Flood on April 15, 2015



|         |   |
|---------|---|
| Book    | Policy Manual   |
| Section | 200 Pupils  |
| Title   | Suspension and Expulsion  |
| Number  | 233   |
| Status  | From PSBA   |
| Legal   | <a href="#">1. 22 PA Code 12.6</a><br><a href="#">2. 22 PA Code 12.7</a><br><a href="#">3. 22 PA Code 14.143</a><br><a href="#">4. 20 U.S.C. 1400 et seq</a><br><a href="#">5. 34 CFR Part 300</a><br><a href="#">6. 24 P.S. 1318</a><br><a href="#">7. 22 PA Code 12.8</a><br><a href="#">8. 2 Pa. C.S.A. 101 et seq</a><br><a href="#">9. 2 Pa. C.S.A. 101</a><br>10. Pol. 204<br>11. Pol. 113<br>12. Pol. 113.1<br>13. Pol. 218<br>14. Pol. 216<br><a href="#">22 PA Code 12.3</a> |

### **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.  
[\[6\]](#)[\[1\]](#)[\[7\]](#)

### **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.  
[\[6\]](#)[\[1\]](#)

No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her 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.[\[1\]](#)[\[7\]](#)

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

#### **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.[\[7\]](#)

#### **Due Process Requirements for Informal Hearing**

1. The student and parent/guardian shall be given written notice of the reasons for the suspension.[\[7\]](#)
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 school 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 s/he 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][7]

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.[6][1][7]

#### Expulsion Hearings

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

The formal hearing shall observe the due process requirements of:[7]

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 his/her 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 his/her 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 seventeen (17) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education.**[1]



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.  
[11][12]

#### Delegation of Responsibility

The Superintendent or designee shall develop **administrative** regulations to implement this policy which include:

1. Publication of a Code of Student Conduct, in accordance with Board policy on student discipline.[13]
2. Procedures that ensure due process when a student **is being deprived of** the right to attend school.
3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.[14]
4. 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.
5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.

Last Modified by Elizabeth Flood on April 15, 2015



|         |   |
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| Book    | Policy Manual   |
| Section | 200 Pupils  |
| Title   | Pregnant/Parenting/Married Students   |
| Number  | 234   |
| Status  | From PSBA   |
| Legal   | <u>1. 24 P.S. 1326</u><br><u>2. 22 PA Code 12.1</u><br><u>3. Pol. 112</u><br><u>4. Pol. 236</u><br><u>24 P.S. 510</u> |

### Purpose

A student who is eligible to attend district schools and is married and/or pregnant/**parenting** shall not be denied an educational program solely because of marriage, pregnancy, pregnancy-related disabilities, or potential or actual parenthood.[1][2]

### Authority

The Board reserves the right to require as a prerequisite for attendance in the regular classes and participation in the extracurricular program of the schools that each pregnant student present to the Superintendent or designee a **licensed** physician's written statement that such activity will not be injurious to her health nor jeopardize her pregnancy.

### Guidelines

A pregnant/**parenting** student whose mental or physical condition prevents her from attending regular classes, when such condition is certified by a licensed physician, may be assigned to an alternate educational program of homebound instruction **or a program** in another district or institution that is designed to respond to the educational needs of the pregnant student.

A student who has received an alternate educational program for reasons associated with her pregnancy **or parenting** shall be readmitted to the regular school program upon her request and the written statement of a **licensed** physician that she is physically fit to do so.

### Delegation of Responsibility

The Superintendent or designee shall develop **administrative regulations** for implementing this policy, which may include the following:

1. Offering services to **support** the student **in the development of** future **goals**.**[3]**
2. Cooperation with community resources to assist the student.**[4]**
3. Development of a curriculum for the alternate education program to which the pregnant student may be assigned on her request.
4. Designation of a qualified staff member to act upon the **licensed** physician statement regarding the health of the student.

Last Modified by Elizabeth Flood on April 15, 2015



|         |   |
|---------|---|
| Book    | Policy Manual   |
| Section | 200 Pupils  |
| Title   | Student Rights and Responsibilities   |
| Number  | 235   |
| Status  | From PSBA   |
| Legal   | <a href="#">1. 24 P.S. 510</a><br><a href="#">2. 22 PA Code 4.4</a><br><a href="#">3. 22 PA Code 12.1</a><br><a href="#">4. 22 PA Code 12.3</a><br><a href="#">5. 22 PA Code 12.4</a><br><a href="#">6. 22 PA Code 12.9</a><br><a href="#">7. 22 PA Code 12.2</a><br>8. Pol. 130<br>9. Pol. 204<br>10. Pol. 218<br>11. Pol. 220<br>12. Pol. 221<br>13. Pol. 224<br>14. Pol. 233<br>Pol. 218.1<br>Pol. 218.2<br>Pol. 248<br>Pol. 249<br>Pol. 705 |

### **Purpose**

This policy sets forth guidelines by which student rights and responsibilities are determined, consistent with law and regulations.

### **Authority**

The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of district students. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association, in accordance with Board policy and school rules. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

### **Guidelines**

Attendant upon the rights established for each student are certain responsibilities, which include regular attendance; conscientious effort in classroom work and homework; conformance to Board policies and school rules and regulations; respect for the rights of **teachers**, students, administrators and **all others who are involved in the educational process**; and expression of ideas and opinions in a respectful manner. [\[7\]](#)[\[4\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

It shall be the responsibility of the student to: [\[7\]](#)

1. Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect. [\[10\]](#)
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes. [\[12\]](#)
4. Assist the school staff in operating a safe school.
5. Comply with federal, state and local laws.
6. Exercise proper care when using district facilities, school supplies and equipment. [\[13\]](#)
7. Attend school daily and be on time to all classes and other school functions. [\[9\]](#)
8. Make up work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
10. Report accurately in student media. [\[11\]](#)
11. Not use obscene language in student media or on school property. [\[11\]](#)

**Violations of this policy may result in disciplinary action, consistent with the Code of Student Conduct and Board policy.**[10][14]

A listing of students' rights and responsibilities shall be included in the Code of Student Conduct, **which shall be distributed annually to students and** parents/guardians.[4][10]

**Delegation of Responsibility**

The Superintendent or designee shall develop **administrative regulations** consistent with law and Board policy to ensure that student rights under **specific** conditions are properly recognized and maintained.

Last Modified by Elizabeth Flood on April 15, 2015

|         |   |
|---------|---|
| Book    | Policy Manual   |
| Section | 200 Pupils  |
| Title   | Surveys   |
| Number  | 235.1   |
| Status  | From PSBA   |
| Legal   | <a href="#">1. 20 U.S.C. 1232h</a><br><a href="#">2. 22 PA Code 12.41</a><br>3. Pol. 105.1<br><a href="#">4. 22 PA Code 4.4</a> |

### Purpose

This policy sets forth guidelines **regarding the conduct of surveys and collection and use of information for marketing purposes**, consistent with law and regulations.

### Definitions

**Personal information** means individually identifiable information, including a student's or parent's/guardian's **first and last name; home or physical address, including street name and the name of the city or town;** telephone number; or social security number.[\[1\]](#)

**For purposes of this policy, protected information, as addressed by the Protection of Pupil Rights Amendment (PPRA), includes:**[\[1\]](#)

1. Political affiliations or beliefs of **the student or student's parent/guardian.**
2. Mental or psychological problems of the student or **student's** family.
3. **Sex** behavior or attitudes.
4. Illegal, anti-social, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or **student's** parent/guardian.
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

### Authority

Surveys conducted by outside agencies, organizations and individuals shall be approved by the Board, based on the Superintendent's recommendation, prior to administration to students.

### Guidelines

All surveys and instruments used to collect information from students shall relate to the district's educational objectives.[\[2\]](#)

### U.S. Department of Education Funded Surveys

No student shall be required, **as part of any program funded in whole or in part by the U.S. Department of Education**, to submit to a survey, analysis or evaluation that reveals **protected** information without written parental consent for students under eighteen (18) years of age or written consent of emancipated students or those over eighteen (18) years of age.[\[1\]](#)

All instructional materials, including teachers' manuals, **films, tapes** or other supplementary material, **that will be used in connection with any survey, analysis or evaluation as part of any program funded in whole or in part by the U.S. Department of Education**, shall be made available for inspection by the parent(s)/guardian(s) of the student.[\[1\]](#)[\[3\]](#)

### Surveys Funded by Other Sources

Parents/Guardians shall be informed of the nature and scope of individual surveys and their relationship to the educational program of their child and the parent's/guardian's right to inspect, upon request, a survey created by a third party prior to administration or distribution to a student. Such requests shall be in writing and submitted to the building principal.[\[2\]](#)[\[1\]](#)

Parents/Guardians shall be informed of **their right to have their child excluded from any research studies or surveys conducted by entities other than a school entity without prior written consent.**[\[4\]](#)[\[2\]](#)[\[1\]](#)

### Collection of Information for Marketing, Sales or Other Distribution Purposes

**The district shall notify** parents/guardians **of any activities involving** the collection, disclosure or use of personal information **collected from students** for the purpose of marketing or selling, **or otherwise providing the information to others for that purpose.**[\[1\]](#)

**The parent/guardian has** the right to inspect the **instrument used in collection of personal information for the purpose of marketing or selling that information** and opt the student out of participating in any activity that results in the collection, disclosure or use of personal

information for purposes of marketing or selling that information.[1]

This **provision** does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students **or educational institutions, such as the following: recruiters, book clubs, curriculum and instructional materials used by schools, sale by students of products or services to raise funds for school-related or education-related activities, or student recognition programs.**[1]

#### **Privacy**

The district shall implement procedures to protect student identity and privacy when a survey **containing one or more of the items listed under protected information is administered or distributed to a student and in the event of the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.**[1]

#### **Student and Parent/Guardian Rights**

**Under federal law, the rights provided to parents/guardians under this policy transfer to the student when the student turns eighteen (18) years old or is an emancipated minor. These rights do not transfer under state law; therefore, parents/guardians retain their rights to receive notice and to inspect.**[4][2][1]

#### **Delegation of Responsibility**

The Superintendent or designee shall notify parents/guardians **and students of:**[1]

1. This policy and its availability.
2. **The specific or approximate dates during the school year when activities described above are scheduled, or expected to be scheduled.**
3. **How to opt their child out of participation in activities as provided in this policy.**
4. **How to request access to any survey or other material described in this policy.**

**This notification shall be given at least annually, at the beginning of each school year, and within a reasonable time after any substantive changes regarding the contents of this policy.**

The Superintendent or designee shall **establish administrative regulations for protecting student identity and privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.**

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|         |  |
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| Book    | Policy Manual  |
| Section | 200 Pupils   |
| Title   | Student Assistance Program   |
| Number  | 236  |
| Status  | From PSBA  |
| Legal   | <a href="#">1. 22 PA Code 12.16</a><br><a href="#">2. 24 P.S. 1547</a><br><a href="#">3. 22 PA Code 12.42</a><br><a href="#">22 PA Code 12.41</a><br><a href="#">42 Pa. C.S.A. 8337</a><br><a href="#">20 U.S.C. 1232g</a><br><a href="#">34 CFR Part 99</a> |

**Purpose**

The Board is committed to assisting all students to achieve to their fullest potential.

**Definition**

**Student Assistance Program (SAP)** - a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning and, when the problem is beyond the scope of the school, to assist the parent/guardian and student with information so they may access services within the community.[1]

**Authority**

The Board shall provide a Student Assistance Program (SAP) that assists district employees in identifying issues and providing assistance to students experiencing difficulties in learning and academic achievement.[2][3]

**Delegation of Responsibility**

The Superintendent or designee shall develop, implement, **maintain** and monitor a Student Assistance Program (SAP) that complies with state regulations.

**Guidelines**

The Student Assistance Program (SAP) shall provide assistance in:

1. Identifying issues that pose a barrier to a student’s learning and/or academic achievement.
2. Determining whether or not the identified problem lies within the responsibility of the school.
3. Informing the parent/guardian of a problem affecting the student's learning and/or academic achievement.
4. Making recommendations to assist the student and the parent/guardian.
5. Providing information on community resources and options to deal with the problem.
6. Establishing links with resources to help resolve the problem.
7. Collaborating with the parent/guardian and agency when students are involved in treatment through a community agency.
8. Providing a plan for in-school support services for the student during and after treatment.

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|         |  |
|---------|--|
| Book    | Policy Manual  |
| Section | 200 Pupils   |
| Title   | Custody Issues   |
| Number  | 238  |
| Status  | From PSBA  |
| Legal   | 1. Pol. 216<br>2. Pol. 216.1<br>3. Pol. 800<br>4. Pol. 801<br>5. Pol. 113<br>6. Pol. 113.3<br>7. Pol. 113.4<br>8. <u>24 P.S. 510</u> |

### **Purpose**

The **Board** recognizes that the support of parents/guardians **shall be** vital to a student's educational success. The district **supports** essential communication with parents/guardians and **promotes** cooperation among all parties who have a legitimate and legal interest in each student.[8]

### **Authority**

**The Board reserves the right to request** a certified copy of the most recent court order or custody agreement governing the custody of the student.

The district **shall refer to** the most recently issued court order or agreement until such time as a superseding order or agreement **shall be submitted** from **the** parent/guardian.

### **Definitions**

**For the purposes of this policy, custodial parent/guardian shall mean** the parent/guardian with whom the **student** lives and sleeps, the one who has physical custody, the one who assures compulsory attendance and the one who **shall be** called in an emergency.

### **Delegation of Responsibility**

It **shall be** the responsibility of parents/guardians living at two (2) addresses to notify the principal(s) of **the student's** schools, in writing, of **current** address and **the** effective date of a second parental address.

The district **shall inform** parents/guardians aware of this responsibility through annual notification in district publications and/or correspondence.

Parents/Guardians **shall be responsible to** provide written authorization for the district to speak to designated others, for example, to grandparents, significant others of parents/ guardians, etc., regarding students. District employees **shall** not share information about students with anyone other than a parent/guardian, unless such authorization **shall be on file**.[1]

### **Guidelines**

Noncustodial parents/guardians **possess** the same right of access to **a student** during school hours as the custodial parent/guardian, as long as the custodial parent/guardian **shall be** notified. However, noncustodial parents/guardians may not remove **a student** from school without written consent of the custodial parent/guardian.

**In the event that** one (1) parent/guardian has been granted sole custody, the district shall deal exclusively with **the** parent/guardian on all matters.

Unless one or both parents/guardians provide a document to the contrary, the district shall presume that the custodial person **shall** receive report cards, permission slips **and other related notifications**.

Unless one or both parents/guardians provide a document to the contrary, the district shall presume that both parents/guardians have shared or joint custody, giving them the right to make educational decisions. Where legal custody **shall be** shared, or **in the event that an** order pertaining to custody **shall not exist**, both parents/guardians have a right to exercise their rights under special education due process:[5][6][7]

1. Both parents/guardians **shall be** entitled to notices.
2. Either parent/guardian **may** object to an evaluation, notice of recommended educational placement, individual education plan or placement.

Access to **student** records **shall be in accordance with Board policy**.[1][2][3][4]

Last Modified by Elizabeth Flood on April 15, 2015



|         |                                 |
|---------|---------------------------------|
| Book    | Policy Manual                   |
| Section | 200 Pupils                      |
| Title   | Foreign Exchange Students       |
| Number  | 239                             |
| Status  | From PSBA                       |
| Legal   | 1. Pol. 203                     |
|         | <a href="#">22 PA Code 4.74</a> |
|         | <a href="#">8 U.S.C. 1101</a>   |
|         | <a href="#">22 CFR Part 62</a>  |

### **Purpose**

In order to promote cultural awareness and understanding and to provide diverse experiences to district students, the Board shall admit foreign exchange students into district schools.

### **Authority**

The Board shall accept foreign exchange students who meet the established criteria for admission to district schools.

The Board shall accept exchange students on a J-1 Visa who reside within the district as participants in group-sponsored exchange programs approved by the Board. Exchange students on a J-1 Visa shall not be required to pay tuition.

The Board shall accept privately sponsored exchange students on an F-1 Visa for attendance only in secondary schools upon payment of tuition at the established district rate; tuition payments may not be waived. The period of attendance shall not exceed twelve (12) months.

The Board reserves the right to limit the number of foreign exchange students admitted to the schools **based on space availability and qualifying criteria**.

### **Delegation of Responsibility**

The Superintendent or designee shall be responsible for determining the visa status and eligibility of foreign exchange students applying for admission to district schools **and recommending admission of students to the Board**.

All potential organizations or individuals applying for admission shall forward the request to the Superintendent or designee preceding the school year of attendance.

### **Guidelines**

Foreign exchange students shall comply with all immunization requirements for students. Once admitted, all exchange students shall be subject to all Board policies, **administrative** regulations and **rules** governing **all district** students.[1]

Last Modified by Elizabeth Flood on April 15, 2015

