

WEST CHESTER AREA SCHOOL DISTRICT

Policy Review Committee

February 21, 2023

5:30 pm

Spellman Education Center

AGENDA

•	Public Comment on Agenda Items	
•	Approval of January 17, 2023 Minutes	K. Fleming
•	Review and Approval of Revised Policy 200: Enrollment of Students	M. Kleiman
•	Review and Approval of New Policy 202: Eligibility of Nonresident Students	M. Kleiman
•	Review and Approval of New Administrative Guideline 200AG4: Residency Investigation/Disenrollment Procedures	M. Kleiman
•	Review and Approval of Revised Policy 000: Board Policy/Procedure/ Administrative Regulations Regulations Guidelines	K. Reynolds
•	Review and Approval of Revised Policy 001: Name and Classification	K. Reynolds
•	Review and Approval of Revised Policy 002: Authority and Powers	K. Reynolds
•	Review and Approval of Revised Policy 003.1: Board-Superintendent Relations	K. Reynolds

Public Comment Protocol

- Residents wishing to make public comment on agenda items must register prior to the start of the meeting.
- Public comments on agenda items will be taken at the beginning of the meeting prior to voting.
- Policy 903: Public Participation in Board Meetings governs public comment.
- The committee chair or designee will call residents in the order in which they signed in.
- A three-minute timer will be projected on the screen and will start after the speaker gives their name and township/borough.

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**WEST CHESTER AREA SCHOOL DISTRICT
Policy Review Committee**

Policy Review Committee Meeting Minutes

January 17, 2023

Spellman Education Center Board Room

Start: 5:15 pm – Finish: 5:42 pm

Attending Committee Members:

Karen Fleming (chair) Gary Bevilacqua Laura Detre Stacey Whomsley

Other Board Members:

Joyce Chester Daryl Durnell Karen Herrmann Kate Shaw Sue Tiernan

Administration:

Kalia Reynolds Wayne Birster Melissa Kleiman Una Martin
 Sara Missett John Scully Jeff Ulmer Michael Wagman

Public Comment:

Name	Agenda Item
Judi DiFonzo	Policy 251: Homeless Students

Items on Agenda

- Announcement of Committee Chair
- Purpose of Committee
- Review and Approval of revisions to Policy 251: Homeless Students (to be renamed: Students Experiencing Homelessness, Foster Care or other Educational Instability)
- Review and Approval of revisions to Policy 217: Graduation Requirements

Policy Review Committee Actions/Outcomes

Ms. Karen Fleming is the committee chair.

Ms. Fleming stated that the one of the boards 2023 goals was to form a policy review committee during the 2nd half of the year, explaining the purpose of the committee is to review the board policy manual section by section. However, priority will be given to any policies that need to be revised due to new or changed laws.

Ms. Fleming reviewed the procedure to review policies. District Administration provides committee members with policies that have been reviewed by both the district solicitor and the appropriate administrator. The committee reviews policies in preparation for the meeting. Administration reviews policy changes with the committee. After discussion, the committee votes on whether to recommend the revised policies policy changes. Per Board

Policy 006, if the committee vote is unanimous, the policy goes to the full board for approval as a consent agenda item. If the vote is either 3-1, or 2-1, the policy would appear on the board agenda as a non-consent item. If the majority vote is dissenting, the policy would stay at the committee level for further discussion. Any committee member may request an agenda item coming out of committee be placed on the Board agenda as a non- consent item.

The committee will meet every month prior to the Property & Finance Committee Meeting.

Committee Agenda Items to be placed on January 23, 2023 Agenda for board approval:

Agenda Item	Vote
Review and Approval of revisions to Policy 251: Homeless Students (to be renamed: Student Experiencing Homelessness, Foster Care, or other Educational Instability)	4-0
Review and Approval of revisions to Policy 217: Graduation Requirements	4-0

Next Meeting: Tuesday, February 21, 2023



Book	Policy Manual
Section	200 Pupils
Title	Enrollment of Students
Code	200
Status	Review
Adopted	August 1, 2015
Last Revised	July 27, 2020
Prior Revised Dates	12/15/2014, 4/23/2018, 8/2/2017, 9/6/2019

Authority

The district shall enroll ~~eligible~~ school age students **eligible** to attend district schools in accordance with ~~Board policy and~~ **applicable laws and regulations, Board policy and administrative guidelines.** The entitlement and requirements to secure enrollment shall apply equally to resident students residing with their parents/legal guardians; emancipated minors; nonresident students living with district residents who are supporting children gratis, including students residing in the district as the result of the military deployment of parents/guardians; children living with preadoptive parents who reside in the district; nonresident students living in facilities or institutions within the district; and nonresident students living in foster homes. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

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 the student reaches the age of twenty-one (21) years, whichever occurs first. [\[1\]](#)[\[5\]](#)

District of residence shall be defined as the school district in which a student's parent/legal guardian resides. [\[2\]](#)[\[3\]](#)

Beginners are students entering the lowest grade above kindergarten.

An ~~emancipated minor~~ shall be defined as a student under the age of twenty one (21) who has established a domicile apart from the continued control and support of a parent/guardian. Emancipation of a minor is a question of fact, which is not presumed, and is not solely dependent upon the employment status of the minor. The burden of establishing emancipation is on the student seeking emancipated status.

Homeless students may reside in shelters, hotels, motels, cars, tents or be temporarily doubled up with a resident family because of a lack of housing. Homeless students lack a fixed, regular, and adequate nighttime residence. Included within the definition of **homeless students** are unaccompanied homeless youth. [\[6\]](#)

~~**Unaccompanied homeless youth** shall be defined as any child who is not in the physical custody of a parent/guardian, including a student who has run away from home, been thrown out of a home, abandoned, or separated from a parent/guardian.~~

Guidelines

School age resident students **and eligible nonresident students** children shall be entitled to attend the schools of their district of residence. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[14\]](#)

The district shall not enroll a student until the parent/guardian has submitted proof of student's age, residence, and immunizations, **and** a completed Parental Registration Statement, as required by law and regulations.

The district shall administer a home language survey to all students enrolling in the district's schools for the first time.

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 Board policy, law and regulation.

The district shall not inquire about the immigration status of a student as part of the enrollment process.

Enrollment requirements and administrative guidelines shall apply to nonresident students approved to attend district schools in accordance with Board policy.

Students with disabilities shall be entitled to attend district schools in accordance with their Individualized Education Program (IEP) and applicable state and federal laws and regulations.

School Age Requirements

Kindergarten –

Children are eligible for admission to kindergarten if they have attained the age of five (5) years on or before September 1. [\[7\]](#)

The district is not required to admit a child to kindergarten whose age is less than the district's established admission age for kindergarten students.

Beginners/First Grade –

Children are eligible for admission to **the district as beginners**/the first grade if they have attained the age of six (6) years on or before September 1. [\[8\]](#)[\[9\]](#)

They shall be admitted to school during the first two (2) weeks of the annual school term, and thereafter at the district's discretion, except (a) children who are six (6) years of age may begin school at any time during the school year; and (b) children who are six (6) years of age and have entered primary school in another public or private school and have transferred to a district public school may be admitted at any time during the school year. [\[8\]](#)[\[10\]](#)

The district may admit as a beginner into the first grade a child who is five (5) years old and demonstrates readiness for entry by the first day of the school term, upon the written request of the parent/guardian, recommendation of the district psychologist, and approval of the Superintendent. [\[7\]](#)

A child moving into the district who is not eligible for admission as a beginner who was already attending first grade may be considered for first grade placement based on the child's previous experience and the program's compatibility with the district's program.

The district is not required to admit as a beginner any child whose age is less than the district's established admission age for beginners. [7]

Early Admission

~~The Board may admit into the first grade a child who is five (5) years old and demonstrates readiness for entry by the first day of the school term, upon the written request of the parent/guardian, recommendation of the district psychologist, and approval of the Superintendent. [11]~~

~~The Board is not required to admit into first grade any child whose age is less than the district's established admission age for first grade. [11]~~

~~Special exceptions may also be made for students not meeting the age requirements for admission, who transfer from programs in other school districts, in accordance with administrative guidelines.~~

The Superintendent or designee may make special exceptions for students not meeting the age requirements for admission, who transfer from program in other school districts, and may promulgate administrative guidelines.

Special Education (Note: Moves under next section on enrollment requirements)

~~District residents who (a) are eligible for special education in accordance with Chapter 14 of the regulations of the State Board of Education, or any successor regulations thereto; (b) are under the age of twenty one (21) and have a Graduation Equivalency Diploma (GED) and have not graduated from an accredited public or private high school program, shall remain eligible to receive free public education from the school district through the end of the school term of their twenty first year. [12][13]~~

Enrollment Requirements of Resident Students

~~School age children shall be entitled to attend the schools of their district of residence. [1][2][3][14]~~

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

The district shall not enroll a student until the parent/guardian has supplied: [1][2][3][15][16]

1. Proof of child's age

Acceptable documentation includes: birth certificate, notarized copy of a birth certificate, baptismal certificate, copy of the record of baptism – notarized or duly certified and showing the date of birth, **notarized or attested** statement from the parents or another relative indicating the date of birth, a valid passport, or a prior school record indicating the date of birth.

2. Immunizations required by law

Acceptable documentation includes: either the child's immunization record, a written statement from the former school district, or from a medical office that the required immunizations have been administered, or that a required series is in progress, or verbal assurances from the former school district, or a medical office that the required immunizations have been completed, with records to follow.

3. Proof of residency

Acceptable documentation includes: a deed, a lease, **a multiple occupancy form (200AG3) when the parent/guardian is residing in the home of another district resident**, current utility bill, current credit card bill, property tax bill, vehicle registration, driver's license, or DOT identification card. The district may require that more than one (1) form of residency confirmation be provided. In verifying residency, the district shall require only such information as is deemed reasonable in light of a family's circumstances.

4. Parental Registration Statement

A sworn statement or affirmation attesting to whether the student has been or presently is suspended or expelled for offenses involving drugs, alcohol, or weapons; willful infliction of injury to another person; or any act of violence committed on school property must be provided for a student to be admitted to any school entity.~~[17][18]~~

However, the district shall not deny or delay a student's enrollment based upon information contained in the student's certified disciplinary record or Parental Registration Statement, but may provide alternative education services to students who ~~have committed~~ **is currently expelled for a weapons offenses**, in accordance with applicable law.~~[19]~~

5. Home Language Survey

The district shall administer a home language survey to all students enrolling in the district's schools for the first time.~~[3][20]~~

Upon enrollment, the district shall contact the student's former school and request a certified copy of the student's education **records**, and, if applicable, the student's discipline records. The district shall enroll eligible students within five (5) business days of application regardless of receipt of records from previous districts.~~[18]~~

~~Documentation that will be requested from former districts may include: (a) picture identification; (b) health or physical examination records; (c) academic records; (d) attendance records; (e) Individualized Education Program; and (f) other special education records.~~

Items that ~~will~~ **may** not be requested **as part of enrollment** are: (a) social security number; (b) the reason for the child's placement if not living with natural parents; (c) child's or parent's visa; (d) agency records; or ~~(except for the limited circumstances, permitted by law below)~~ (e) a court order or records relating to a dependency proceeding.

Homeless Students

~~In the case of homeless students, traditional concepts of residence and domicile do not apply. The district shall immediately enroll identified homeless students, even if the student or parent/guardian is unable to produce the required documents, in accordance with Board policy and applicable law.[6]~~

Emancipated Minor

Emancipated minors, **students under the age of twenty-one (21) who have established a residence apart from parent/guardian may** ~~and unaccompanied homeless students may enroll without any additional assistance from a parent/guardian.~~

Immigrant Students

~~The district shall not inquire as to the immigration status of a student as part of the enrollment process. A child's right to be admitted to school may not be conditioned on the child's immigration status. Students are to be enrolled following the same guidelines above.~~[\[3\]](#)

Custody Agreements

A student may only have one (1) school district of residence. If the parents of a child share joint custody and the child's time is evenly divided between the residences of each parent, the parents may select one (1) of the school districts and enroll the child in that district.[\[3\]](#)

When the parents of a student reside in different school districts, the student may attend the school district of residence of the parent with whom the student lives for a majority of the time, unless a court order or court approved custody agreement specifies otherwise.[\[3\]](#)

If the individual enrolling the child is relying on a court order or custody agreement as the basis for enrolling the child, the district may require submission of the court order or custody agreement. The district shall not require submission of a custody order or agreement as a condition of enrollment under any other circumstance.

Enrollment and Placement of Twins and Higher Order Multiple Siblings **(covered under policy 206)**

~~Twins or higher order multiple siblings shall be enrolled in the district in the same manner as all other students. Placement of twins or higher order multiple siblings in particular classrooms within the district shall be determined in accordance with applicable law.~~[\[21\]](#)[\[22\]](#)

Preadoptive and Adoptive Students **(moved to new Policy 202)**

~~Students living with preadoptive parents who are receiving adoption assistance subsidies, preadoptive foster payments, Supplemental Security Income (SSI), or Transitional Assistance for Needy Families (TANF), are entitled to attend public school within the district. Students living in preadoptive or adoptive situations are considered residents of the district and are entitled to all free school privileges accorded to resident students.~~[\[2\]](#)

Students of Military Personnel **(moved to new Policy 202)**

~~When residents are military personnel who are deployed and their children are living with relatives within the district, the students are entitled to attend school in the district. The students should be enrolled following the same guidelines as nonresident guardianship situations. See Students Living With Resident Adult Other Than Parent below for registration procedures.~~[\[2\]](#)

Special Education **(Note: moved here from last section)**

District residents who (a) are eligible for special education in accordance with Chapter 14 of the regulations of the State Board of Education, or any successor regulations thereto; (b) are under the age of twenty-one (21) and have a Graduation Equivalency Diploma (GED) and have not graduated from an accredited public or private high school program, shall remain eligible to receive free public education from the school district through the end of the school term of their twenty-first year.[\[12\]](#)[\[13\]](#)

Students and Families With Limited English Proficiency

Students and families with limited English proficiency will be provided translation and interpretation services to the extent needed to help the family understand the enrollment process and enroll the students properly.[\[20\]](#)

Address Confidentiality Program (ACP)

Some families may enroll a student using an ACP card which lists a post office box as their address. This is their legal address and school districts shall not require additional information regarding their residence. School records from the student's former school will be forwarded through the ACP. If there are questions about the family's eligibility for enrollment, contact the ACP at 1-800-563-6399.

Enrollment Requirements of Nonresident Students **Note: The following sections were MOVED TO NEW POLICY 202 Eligibility of Nonresident Students**

~~The Board shall require that appropriate legal documentation showing dependency or guardianship or a sworn statement of full residential support be filed with the Superintendent's designee before an eligible nonresident student may be accepted as a student in the district. The Board may require a resident to submit additional, reasonable information to substantiate a sworn statement, in accordance with guidelines issued by the Department of Education.~~[\[2\]](#)[\[23\]](#)

~~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.~~[\[2\]](#)

~~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.~~[\[2\]](#)[\[24\]](#)

~~The Board shall not be responsible for the transportation to or from school of any student residing outside of school district boundaries.~~

~~Tuition rates shall be determined in accordance with statute, if applicable.~~[\[25\]](#)[\[26\]](#)[\[27\]](#)

Students Living With Resident Adult Other Than Parent

~~When a student is living with a district resident, who is supporting the child without personal compensation (gratis), the child may attend the district's public schools of that resident.~~[\[2\]](#)

~~Before enrolling a new student who lives with a relative or friend of the family, the building principal or his/her designee shall refer the relative/other adult to the Assistant Superintendent. The Assistant Superintendent or his/her designee shall discuss the status of the unofficial guardianship with that person. If the Assistant Superintendent or his/her designee believes that the official/unofficial guardianship establishes the child's legal domicile in the district, s/he will ask the person to follow the requirements of this policy and complete and sign the necessary forms/affidavits. The person shall present the completed documentation to the Assistant Superintendent or his/her designee for review and approval before the student may be enrolled. Once the documentation is provided, the district will enroll the child and permit him/her to begin to attend school without delay, but in no case more than five (5) days.~~[\[2\]](#)[\[23\]](#)

~~A resident's receipt of Supplemental Security Income (SSI), Transitional Assistance for Needy Families (TANF), preadoptive or adoptive support, maintenance on public or private health insurance, support from the United States military or military personnel or child support payments shall not be deemed to be personal compensation or gain.~~

Students Placed in Resident's Home/Foster Care

~~Any child placed in the home of a district resident by a court or government agency shall be admitted to district schools and shall receive the same benefits and be subject to the same responsibilities as resident students.~~[\[28\]](#)

~~In addition, this includes students in foster care or awaiting foster care placement; although, the district will contact the Department of Children, Youth & Families for a Best Interest Determination (BID) meeting.~~

Students as Residents of Institutions

~~A child who is living in or assigned to a facility or institution for the care or training of children 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. [26][29][30][31][32][33][36][37]~~

Students Incarcerated in Adult Facilities

~~A juvenile who is eligible for educational services and is confined to an adult local correctional institution following conviction for a criminal offense shall receive educational services from the school district in the same manner and extent as an expelled student. [34][35]~~

~~A juvenile who is eligible for educational services and is confined to an adult local correctional institution following a charge for a criminal offense shall receive educational services from the school district in the same manner and extent as a student placed in an alternative education program for disruptive students. [34]~~

~~Students returning from a delinquency placement are entitled to an informal hearing prior to being placed in an alternative education program. The purpose of the hearing is to determine whether the student is currently fit to return to the regular classroom or meets the definition of a disruptive student.~~

Future Residents

~~All nonresident students entering school in September who will become residents by November 1 of the same school year shall be admitted tuition free for the months of September and October. In the event such students do not become residents until after November 1, the Superintendent shall waive tuition payments for the month during which the student becomes a resident of the area. [25]~~

~~Parents of students who claim admission on the basis of future residency shall be required to demonstrate proof of the anticipated residency.~~

~~The Board reserves the right to verify such claims and to remove from school a nonresident student whose claim is invalid. [2]~~

Former Residents

~~All resident students who cease to live within the boundaries of the district after April 1 shall be allowed to finish the school year at no tuition charge. [25]~~

~~All resident students who cease to live within the boundaries of the district before April 1 may be allowed to finish the school year at no tuition charge, upon approval of the Superintendent or designee.~~

~~Any member of the senior class who ceases to be a resident before April 1 may be permitted to complete his/her senior year, tuition free, upon approval of the Superintendent or designee.~~

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians, and staff about the district's policy on student enrollment and admissions by publishing such policy in the student handbook, parent newsletters, district website, and other efficient methods. [4]

The Superintendent or designee shall develop and disseminate administrative guidelines for the enrollment of eligible students in district schools.

Legal

- [1. 24 P.S. 1301](#)
- [2. 24 P.S. 1302](#)
- [3. 22 PA Code 11.11](#)
- [4. 22 PA Code 11.41](#)
- [5. 22 PA Code 11.12](#)
6. Pol. 251
- [7. 22 PA Code 11.14](#)
- [8. 24 P.S. 1304](#)
- [9. 22 PA Code 11.15](#)
- [10. 24 P.S. 1326](#)
- [11. 22 PA Code 11.16](#)
- [12. 22 PA Code 14.101 et seq](#)
13. Pol. 113
- [14. 22 PA Code 12.1](#)
- [15. 24 P.S. 1303a](#)
16. Pol. 203
- [17. 24 P.S. 1304-A](#)
18. Pol. 216.1
- [19. 24 P.S. 1317.2](#)
20. Pol. 138
- [21. 24 P.S. 1310.1](#)
22. Pol. 206
- [23. 22 PA Code 11.19](#)
24. Pol. 906
- [25. 24 P.S. 1316](#)
- [26. 24 P.S. 2561](#)
27. Pol. 607
- [28. 24 P.S. 1305](#)
- [29. 24 P.S. 1306](#)
- [30. 24 P.S. 1307](#)
- [31. 24 P.S. 1308](#)
- [32. 24 P.S. 1309](#)
- [33. 22 PA Code 11.18](#)
- [34. 24 P.S. 1306.2](#)
- [35. 24 P.S. 1318](#)
- [36. 24 P.S. 1310](#)
- [37. 24 P.S. 2562](#)
- [24 P.S. 503](#)
- [22 PA Code 4.41](#)



Book	Policy Manual
Section	200 Pupils
Title	Eligibility of Nonresident Students
Code	202
Status	Review

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 Board policy.[\[4\]](#)[\[5\]](#)[\[6\]](#)

The Board shall require that appropriate legal documentation showing dependency or guardianship or a sworn statement of full residential support be filed with the Superintendent or designee before an eligible nonresident student may be accepted as a student in district schools. The district 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.[\[7\]](#)[\[8\]](#)

The district reserves the right to verify claims of residency, dependency and guardianship and to remove from school attendance a nonresident student whose claim is invalid.[\[7\]](#)

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 and administrative guidelines.[\[7\]](#)[\[9\]](#)

The district shall not be responsible for transportation to or from school for any student residing outside district boundaries.

Tuition rates shall be determined annually in accordance with statute, if applicable. Tuition shall be charged monthly, in advance of attendance.

Guidelines

Nonresident Students may be admitted under the following circumstances:

Nonresident Students Living With Resident Adult Other Than Parent

When a student is living with a district resident, who is supporting the child without personal compensation (gratis), the student may attend the district's schools, provided the resident makes application and supplies required enrollment information.[\[2\]](#)

In addition to the required enrollment documentation, the district resident shall supply one of the following:

1. A sworn statement by the resident consistent with law; or
2. Appropriate legal documentation to show dependency or guardianship.

The district may require other information to be submitted by the resident to substantiate the sworn statement.[\[2\]](#)

Once the documentation is provided, the district will enroll the child and permit the student to begin to attend school without delay, but in no case more than five (5) school days.[\[2\]](#)[\[23\]](#)

A resident's receipt of Supplemental Security Income (SSI), Transitional Assistance for Needy Families (TANF), preadoptive or adoptive support, maintenance on public or private health insurance, support from the United States military or military personnel or child support payments shall not be deemed to be personal compensation or gain.

Nonresident Children Placed in Resident's Home

Any child placed in the home of a district resident by a court or government agency shall be admitted to district schools and shall receive the same benefits and be subject to the same responsibilities as resident students.[\[12\]](#)[\[13\]](#)

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~~ the 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.[\[10\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)

Incarcerated Juveniles

A juvenile who is eligible for educational services and is confined to an adult local correctional institution following conviction for a criminal offense shall receive educational services from the school district in the same manner and extent as an expelled student.[\[34\]](#)[\[35\]](#)

A juvenile who is eligible for educational services and is confined to an adult local correctional institution following a charge for a criminal offense shall receive educational services from the district in the same manner and extent as a student placed in an alternative education program for disruptive students.[\[34\]](#)

Students returning from a delinquency placement are entitled to an informal hearing prior to being placed in an alternative education program. The purpose of the hearing is to determine whether the student is currently fit to return to the regular classroom or meets the definition of a disruptive student.

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.[\[13\]](#)[\[21\]](#)

Prospective Residents

A nonresident student whose parent/guardian has executed a contract to buy, build or rent a residence in the district for occupancy may be enrolled without payment of tuition at the beginning of the school year, provided that the anticipated date of residency is not later than November 1 of the same school year.

If the student does not become a resident of the district by November 1, the student shall be withdrawn from school or tuition shall be required until residency is established.

Parents/Guardians of students who claim admission on the basis of future residency shall be required to demonstrate proof of the anticipated residency, which make include documentation of property purchase, construction contract or a lease/rental agreement.

Transportation shall be the responsibility of the student until residency is established within the district.

Former Residents

A resident student who cease to live within the boundaries of the district after April 1 shall be allowed to finish the school year without the payment of tuition.

A resident student who cease to live within the boundaries of the district prior to April 1 may be allowed to finish the school year without the payment of tuition, upon approval of the Superintendent or designee.

Transportation shall be the responsibility of the student.

Foreign Exchange Students

Foreign exchange students shall be admitted to district schools in accordance with Board policy and law.

Other Nonresident Students

A nonresident student may be admitted to district schools without payment of tuition where attendance is justified on the grounds that the student lives full-time and not just for the school year with district residents who have assumed legal dependency or guardianship or full residential support of the student. [\[7\]\[8\]](#)

Delegation of Responsibility

The Superintendent or designee shall develop administrative **guidelines** for the enrollment of nonresident students, payment of tuition, verification of claims and disenrollment.

The Superintendent shall report to the Board for its information the enrollment of nonresident students.

NOTES:

Incarcerated Juveniles

Convicted – SC 1306.2, 1318

Charged – SC 1306.2

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. 1302](#)
- [8. 22 PA Code 11.19](#)
- 9. Pol. 906
- [10. 24 P.S. 2561](#)
- 11. Pol. 607
- [12. 24 P.S. 1305](#)
- [13. 24 P.S. 1331.1](#)
- [14. 24 P.S. 1306](#)
- [15. 24 P.S. 1307](#)
- [16. 24 P.S. 1308](#)
- [17. 24 P.S. 1309](#)
- [18. 24 P.S. 1310](#)
- [19. 24 P.S. 2562](#)
- [20. 22 PA Code 11.18](#)
- 21. Pol. 251
- [24 P.S. 1306.2](#)
- [24 P.S. 2503](#)
- [22 PA Code 11.41](#)
- Pol. 103
- Pol. 103.1



Book	Policy Manual
Section	200 Pupils
Title	Residency Investigation/Disenrollment Procedures
Code	200AG4
Status	Review

Investigations

The district reserves the right to conduct an investigation to determine if an enrolled student and their parents/guardians reside within the boundaries of the school district.

When a validity of residence question arises, the building principal or designee will compile all relevant information and submit the information to a district administrator designated by the Superintendent.

The designated administrator will determine whether or not to conduct further investigation and the nature and scope of the investigation.

The designated administrator may perform an investigation to determine the legitimacy of a claimed residence, which may include, but is not limited to, verification of information with the federal, state, and/or local public and/or private agencies and/or government units, third parties, social agencies, and/or schools, home visits, surveillance, communications with the family and/or use of a private investigator.

Disenrollment procedures

If the designated administrator concludes the student is no longer a resident of the district or is no longer eligible for enrollment in the district, the designated administrator shall notify the parents/guardians, in writing, by certified mail, of disenrollment.

A notice of disenrollment shall include:

1. A brief statement of the evidence considered;
2. The designated administrator's conclusion;
3. Notice that the parents/guardians may appeal the conclusion to the Superintendent or designee by delivery of a written appeal to the Superintendent or designee by a certain date, not less than five (5) school days from the date of mailing of the letter; and
4. Notice that the student will be disenrolled effective on a certain date, not less than five (5) school days from the date of mailing of the letter.

If there is no appeal, the student shall be disenrolled on the date specified in the notice of disenrollment.

In the event an appeal is received by the date specified in the notice of disenrollment, an informal hearing will be scheduled before the Superintendent or designee. At least three (3) days' written notice of the time and place of the informal hearing will be given by certified mail, to the parents/guardians. The hearing notification will include:

1. Notice of the reasons for the disenrollment.
2. The parent/guardian may be represented by legal counsel at their own expense.
3. The parent/guardian may question any witnesses present at the informal hearing.
4. The parent/guardian may speak and present evidence and/or witnesses on their own behalf at the informal hearing.

Following the informal hearing, the Superintendent or designee shall notify the parents/guardians in writing by certified mail of the final determination. If the decision requires disenrollment, it will be effective immediately.

During the pendency of the appeal to the Superintendent or designee, the student may remain enrolled in the district's school.

Parents/guardians who have been determined to have illegally enrolled a student in the district may be billed for tuition costs on a per diem basis from the first day the student was not eligible for enrollment in the district until day that the student is disenrolled from the district. Parents/guardians may also be billed for investigation costs and may be prosecuted for falsifying information.

Other remedies

When a dispute arises regarding enrollment of a student, the individual attempting to enroll the student may utilize the enrollment complaint process provided by the Pennsylvania Department of Education, by contacting the department at the following address:

School Services Unit
Pennsylvania Department of Education
333 Market Street
Harrisburg, PA 17126
Phone: 717-783-6788



Book	Policy Manual
Section	000 Local Board Procedures
Title	Board Policy/Procedure/Administrative Regulations GUIDELINES
Code	000
Status	Review
Adopted	August 1, 2015
Last Reviewed	November 24, 2014

Authority

The policies and procedures adopted by the Board establish the general parameters within which the daily operations of the school district are to be governed. Administrative ~~regulations~~ **guidelines** for carrying out and implementing Board policies are developed and implemented by the administration, under the direction of the Superintendent. As applicable, all members of the school community are expected to comply with both Board policy and administrative regulations, **also known as administrative guidelines**, subject to stated limitations and exceptions. However, failure of the Board or the administration to comply with policy or procedure shall not invalidate any lawful action taken. [\[1\]](#) [\[2\]](#) [\[3\]](#)

Contents

Policies of the Board may consist of the following separate documents:

1. Procedures and policies contained in the adopted Policy Manual.
2. Strategic **Comprehensive** Plan.
3. Courses of study in district schools.
4. List of authorized textbooks.
5. Code of Student Conduct/Disciplinary Action Schedule.
6. Job descriptions adopted by the Board.
7. Administrative Compensation Plan.
8. Any other documents the Board determines to be policy.

Administrative ~~regulations~~ **guidelines** are not part of Board policy and may be altered by the administration without Board action. Administrative ~~regulations~~ **guidelines** shall not conflict with Board policy or with applicable law.

Limitations

Board policies and procedures and administrative regulations **guidelines** are not intended and shall not be construed to supersede or preempt any applicable law. All Board policies and administrative regulations **guidelines** shall be interpreted and administered in a lawful manner. The Board shall make the final interpretation of its policies, and the administration shall make the final interpretation of its regulations **guidelines** .

Board policies and procedures and administrative regulations **guidelines** are limited by legal constraints, as are the rights of those to whom Board policies and administrative regulations **guidelines** apply, and are not intended to give an individual a cause of action not independently established in law.

Board policies and procedures and administrative regulations **guidelines** shall not preempt, create, supplant, expand, or restrict the rights or liabilities of students, employees, residents, or others within the school community beyond those established in law.

Rules of Construction

In ascertaining the intent of the Board in adopting a policy or procedure, or of the administration in establishing a regulation **guideline**, the following presumptions, among other legally applicable presumptions, may be used:

1. That neither the Board nor the administration intends a result that is absurd, impossible of execution, or unreasonable.
2. That neither the Board nor the administration intends to violate federal or state Constitutions or any other applicable law.

If any policy or procedure or administrative regulation **guideline** can be given multiple interpretations, the Board and the administration intend that only constitutional and lawful interpretations shall be valid, and that neither an unconstitutional nor an unlawful interpretation was intended.

Legal

[1. 24 P.S. 407](#)

[2. 24 P.S. 510](#)

3. Pol. 009



Book	Policy Manual
Section	000 Local Board Procedures
Title	Name and Classification
Code	001
Status	Review
Adopted	August 1, 2015
Last Revised	June 28, 2021

Name

The Board of School Directors shall be known officially as the Board of School Directors of West Chester Area School District, hereinafter sometimes referred to as the "Board".[\[1\]](#)

Composition

West Chester Area School District is comprised of all lands that lie within the municipal boundaries of West Chester Borough and the surrounding townships of East Goshen, West Goshen, East Bradford, West Whiteland, Westtown, and Thornbury in Chester County, as well as Thornbury Township in Delaware County.

Purpose

West Chester Area School District is organized for the purpose of providing a program of public education to serve the needs of the students of the West Chester Area School District.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

Intermediate Unit

West Chester Area School District is assigned to Chester County Intermediate Unit No. 24.[\[6\]](#)[\[7\]](#)

Classification

West Chester Area School District is classified as a school district of the 2nd class or as defined by state law.[\[8\]](#)

Address

The official address of the Board of School Directors of West Chester Area School District shall be 782 Springdale Drive, Exton PA 19341.

Legal

[1. 24 P.S. 201](#)

[2. PA Const. Art. III Sec. 14](#)

[3. 24 P.S. 501](#)

[4. 24 P.S. 502](#)

[5. 24 P.S. 503](#)

[6. 24 P.S. 901-A](#)

[7. 24 P.S. 902-A](#)

[8. 24 P.S. 202](#)



Book	Policy Manual
Section	000 Local Board Procedures
Title	Authority and Powers
Code	002
Status	Review
Adopted	August 1, 2015
Last Reviewed	November 24, 2014

Authority

The authority to establish, equip, furnish, operate, and maintain the public schools of West Chester Area School District is vested in the Board of School Directors, which is a body corporate and is constituted and governed by Title 24 of the Pennsylvania Statutes, the Public School Code of 1949 as amended, Article III of the Pennsylvania Constitution and applicable current or future federal and state laws and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

Powers

The Board shall establish such schools as are required for the education of every student residing in West Chester Area School District between the ages of six (6) and twenty-one (21) years who may attend school; shall equip, furnish, operate, and maintain the schools; shall adopt and enforce rules and regulations for the management of school affairs and the conduct and deportment of employees and students; and shall levy and collect taxes as may be necessary, in addition to the annual state appropriation, for the exercise of aforesaid powers.[\[2\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)

The Board shall act as the general agent of the residents of the school district in matters of public education. It shall establish educational goals and academic standards for district schools and govern an educational program designed to meet those goals and standards and to support student achievement. The Board shall be responsible for establishing, maintaining, and evaluating the educational programs in district schools, and for enforcing mandatory laws and regulations.[\[3\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)

The Board, in accordance with its statutory mandate, shall adopt Board procedures for its own operation and policies for the guidance of the Superintendent in the operation of the school district. Board procedures and policies shall be consistent with law, have a rational and substantial relationship to a legitimate purpose of the Board, and be directed towards the maintenance and support of a thorough and efficient system of public education in this district.[\[9\]](#)[\[17\]](#)[\[18\]](#)

The powers of the Board of School Directors are not vested in an individual Board member. No such individual is authorized to act on behalf of the Board to carry out any of the Board's authorized powers, except for those acts stated in law.[\[3\]](#)

Legal

[1. PA Const. Art. III Sec. 14](#)

[2. 24 P.S. 211](#)

[3. 24 P.S. 301](#)

[4. 24 P.S. 501](#)

[5. 24 P.S. 502](#)

[6. 24 P.S. 503](#)

[7. 24 P.S. 507](#)

[8. 24 P.S. 510](#)

[9. 24 P.S. 407](#)

[10. 24 P.S. 511](#)

[11. 24 P.S. 801](#)

[12. 24 P.S. 803](#)

[13. 24 P.S. 1411](#)

[14. 22 PA Code 4.13](#)

15. Pol. 100

16. Pol. 102

17. Pol. 000

18. Pol. 009



Book	Policy Manual
Section	000 Local Board Procedures
Title	Board - Superintendent Relations
Code	003.1
Status	Review
Adopted	August 1, 2015
Last Reviewed	November 24, 2014

Purpose

The Board believes that the legislation of policies is the most important function of a School Board and that the implementation of the policies should be the function of the Superintendent.

Authority

The Board shall delegate executive powers to the Superintendent in order to provide freedom for the Superintendent to manage district schools within the policies established by the Board and to free the Board to devote its time to establishing policy.

Delegation of Responsibility

The Board holds the Superintendent responsible for implementing Board policies within established administrative regulations **guidelines** and for keeping the Board informed about district operations. The Superintendent shall be the liaison between the Board and district staff. Board members requesting information shall notify the Superintendent or designee, who shall delegate this request to the appropriate central office administrator. Copies of the request shall be given to the Board President and relevant committee chairperson.

In his/her **an** efforts to keep the Board informed, the Superintendent shall notify Board members promptly of any happenings of an emergency nature occurring in district schools.

The Superintendent shall be the chief school administrator of the district and shall report all significant developments and actions to the Board at the first reasonable opportunity.

Legal Pol. 003