



Book	Policy Manual
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Purpose

The Board shall operate the schools of this district for the benefit of children who are residents in this district and are eligible for attendance and for those others eligible for admission under this policy and any applicable laws.[1][2][3]

Definitions

Disruptive Youth are defined as seriously and persistently disruptive students that demonstrate, to a marked degree, any of the following:

1. Disregard for school authority, including persistent violation of school policy and rules;
2. Display or use of controlled substances on school property or during school activities;
3. Violent or threatening behavior on school property or during school-affiliated activities;
4. Possession of a weapon on school property, as defined in Gateway School Board Policy 218.2;[4]
5. Commission of a criminal act on school property or during school-affiliated activities;
6. Misconduct that would merit suspension or expulsion under school policy; and,
7. Habitual truancy.

Emancipated Minor is a student under the age of twenty-one (21) who has established a domicile apart from the continued control and support of parents/guardians or who is living with a spouse. The school district in which this student is living is his/her resident school district and the student may enroll without any additional assistance from an adult.

Authority

The Board recognizes a responsibility to resident students and to taxpayers to strictly uphold this policy. The Board further recognizes that registration of students is based upon meeting residency requirements at the time of registration.

In accordance with all applicable state and federal laws and mandates the district shall not request information regarding student immigration status.[5]

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. The Board further reserves the right to use any of the enforcement measures set out in this policy to ensure compliance.[6]

Entitlement to Education

A child should be permitted to attend school on the next day after the day on which the child is presented for enrollment, and in all cases within five (5) business days of the receipt of the required documentation.[5]

Required Enrollment Documentation

Except when a child is homeless, whenever a child of school age is presented for enrollment by a parent(s)/guardian(s), school district resident, or any other person having charge or care of the child, the Gateway School District requires that the following information be documented before enrolling the child and allowing the child to attend school:[5][6][7][8][9][10][11]

1. Proof of the child's age – Any one (1) of the following constitutes acceptable documentation:
 - a. Birth certificate.
 - b. Notarized copy of birth certificate.
 - c. Baptismal certificate.
 - d. Copy of the record of baptism, notarized or duly certified and showing the date of birth.
 - e. Valid passport.
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.[7]
3. Proof of residency – Acceptable documentation includes (one (1) proof must be): a deed, lease or mortgage agreement, (one (1) proof must be): PA Driver's license or DOT identification card with Monroeville or Pitcairn address and one (1) other proof which can be current utility bill, property tax bill or vehicle registration. Proof of residency may be requested to verify residency at any given time.
4. Parent Registration Statement – A sworn statement (see Attachment A) attesting to whether the student has been or is suspended or expelled for offenses involving drugs, alcohol, weapons, or infliction of injury or violence on school property must be provided for a student to be admitted. The Board reserves the right to uphold expulsions for students attempting to enroll from other districts and facilities. Gateway School District may not deny or delay a child's school enrollment based on the information contained in a disciplinary record or sworn statement. However, if a student is currently expelled for a weapons offense, the Gateway School District can provide the student with alternative education during the period of expulsion. If the disciplinary record or sworn statement indicates the student has been expelled from a school district in which s/he was previously enrolled, for reasons other than a weapons offense, Gateway School District will review the student's prior performance and school record to determine the services and supports to be provided upon enrollment in the district.[8][12]

Upon initial registration, a Home Language Survey must be completed for all students.[5]

Documentation Which Will be Requested but Not as a Condition of Enrollment

The following items are not required as a condition of enrollment, and receipt of these items may not delay a child's enrollment or attendance:

1. Health or physical examination records.
2. Academic records.
3. Attendance records.
4. Individualized Education Program.
5. Other special education records.

In addition, Gateway may not require that a physical examination be conducted as a condition of enrollment.

Gateway School District requires the following registration information for student enrollment:

1. Name.
2. Address.
3. Telephone number.
4. Name of parent(s)/guardian(s) or resident adult(s) with whom the student is living.
5. Emergency contact information.
6. Former school information.
7. Student picture.

Guidelines

In as much as the responsibility of the Gateway School Board is to the children of the Gateway School District, no tuition students or nonresident students shall be admitted to the schools.[9]

A child belonging to any of the following cases shall be considered a resident and entitled to free tuition:[6][13]

1. A child living with resident parents/guardians.
2. A child legally adopted and living in the district with adopted parents.
3. A foster child who is living in the district with guardians either natural or appointed.
4. A child living in the district with a divorced resident who has custody of the child for the majority of the time.
5. An emancipated minor child who has acquired a permanent or temporary home, within the district, who files an affidavit that the parents/guardians do not contribute to his/her support.
6. A child who lives full-time, and not just for the school year, and is supported gratis by a resident as if the child were his/her own, and where such resident files an affidavit to that effect (see Affidavit 1302 Section).[6][13]
7. Homeless students in accordance with the law.[11]

Nonresident Children Placed in the District

Any child placed in the home of a resident of this district by a court or an agency of government shall be admitted to the schools and shall receive the same benefits and be subject to the same responsibilities as resident children.[14]

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 without charge.[15][16][17][18][19][20][21][22]

Student Living With a Resident Adult Other Than Parent

Students living with a district resident, who is supporting the student without personal compensation, may make application for the child to attend the Gateway school system provided the resident makes application and provides all necessary enrollment information. In addition, before accepting the child as a student, the district shall require the following:[5][13]

1. Appropriate legal documentation to show dependency or guardianship, which may include a court order.
2. A sworn and notarized statement indicating that the signer is a resident of the school district and that they are supporting the child without financial compensation and not just for the school year, but for the calendar year. Additionally, the resident must accept all responsibility related to the child's schooling.

Additionally, affidavit of residency requirements for proof of address must be submitted to the school district by providing the residency requirements as previously listed.

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.[5][10]

An applicant who intends to have a nonresident student registered as living in his/her home will be required to submit evidence that the child was listed as a dependent for income tax purposes during the period the child attended the Gateway School District. This evidence must be submitted by May 15th of each school year the student was in attendance on an affidavit. Failure to provide this documentation will result in the applicant being liable for tuition for the period of time the student attended. Tuition will be prorated based on the current school year tuition rate.

The Board shall require that appropriate legal documentation showing dependency or guardianship or sworn affidavit of support be filed with the Superintendent or designee before an eligible nonresident student may be enrolled in any district-operated school. The Board may require a resident to submit additional reasonable information to support the sworn statement, in accordance with the Pennsylvania Department of Education.[5][10]

Where possible, the natural parents shall also sign the affidavit giving their consent to the placement of the child with the district residents and verifying that the statements of the resident are true.

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. Verification will occur through authorized visits from, but not limited to, the following personnel: the home school visitor, School Resource Officer, principal, or Director of Pupil Services, etc. The following are examples of, and not a complete list of, reasons for authorized home visits: returned mail, disconnected phones, and inability to contact parent/guardian, inconsistent behavior. Failure to comply with home visits or to verify residency will result in the removal of the student from the school rolls.[5]

Non-Resident Senior Student

The Superintendent may approve the enrollment of a non-resident senior student who completed his/her ninth, tenth, and eleventh grade years in the Gateway School District conditioned upon the prior good school citizenship records of the student and the fact that transportation is not being provided by the district. Such students shall be enrolled without the payment of tuition.[23]

Additionally, students must request this privilege and sign, along with a parent/guardian, an agreement, through signature, that acknowledges this conditional enrollment.

Former Students

If a family takes residence outside of the Gateway School District from May 1st through the end of the school year, the student, with permission from the Superintendent, may complete the school year within the Gateway School District, provided s/he is a student in good standing and that the transportation is not provided by the school district.[23]

Charter School Students/Cyber School Students

Students who are enrolling in charter schools and/or cyber schools through the Gateway School District will be subject to the same residency verification requirements as all other resident students.

Homeless Children

Homeless children shall be admitted to the school district in accordance with state and federal guidelines. A signed Student Residency Questionnaire Form attesting to veracity of circumstances is required.[11]

English Language Students/English Language Learners

Students eligible for and/or thought to be eligible for English as Second Language services or categorized as English Language Learners shall be enrolled in accordance with all applicable state and federal mandates.[24]

Re-Enrollment of Students Returning From Delinquency Placements

When a student returns to the school district from a delinquency placement, the Gateway School District reserves the right to examine the student record and hold a hearing, with central and building administrators and parent/guardian, to determine whether the student is ready to return to the regular classroom or meets the definition of a disruptive student in accordance with AEDY definition. Factors the district may consider include: whether the incident causing the adjudication occurred at school or a school-sponsored event, the student's behavior in placement, and the recommendations of other adults who have worked with the youth (such as a juvenile probation officer). If the student is deemed disruptive the district reserves the right to place the student in an alternative setting.

Resident Students and Court Orders and Custody Agreements

When parents/guardians reside in different school districts due to divorce, separation, or other reason, the child may attend school in the district of the parent/guardian with whom the child lives for the majority of the time, unless a court order or court-approved custody agreement specifies otherwise. If the parents/guardians have joint custody and the child's time is divided equally between the parents/guardians, the parents/guardians may choose which of the two (2) districts the child will attend. If the parent/guardian enrolling the child is relying upon a court order or custody agreement as a basis for enrolling the child, the district may require the parent/guardian provide a copy of that court order.[5]

The district may also require a resident to provide custody or dependency orders when enrolling a child, which requires appropriate documentation to show dependency or guardianship.[6]

Students Attending Private or Non-Public Schools

Students accessing district transportation to attend private or non-public schools where transportation is provided by the district are subject to the same residency verification procedures as all other students.

Future Students

Registration of students is based on meeting residency requirements at the time of registration.

Foreign Exchange Students

Foreign exchange students will be admitted to the school district when all appropriate documentation is completed by the sending agency in a timely manner. This requires that the district receive written notification of placement from the sending agency by July 1st for attendance beginning in the fall semester and November 1st for attendance beginning in the winter semester. The district recognizes placement by American Field Services and other organizations approving the foreign exchange program through the Council of Standards for International Educational Travel (CISSET) or an approved agency of the United States government. The district will not accept any responsibility for completion of required paperwork. Completion of required paperwork is the sole responsibility of the sending agency and the host family. Foreign exchange students must comply with all provisions of this policy that are required of all other students. Once admitted, the student is subject to compliance with all applicable district policies and regulations governing students. Further, any student-related liability that arises during the student's tenure as a student in the Gateway School District is the sole responsibility of the host family and the hosting agency.[25]

Multiple Occupancy

In the event that a family indicates that they are living with or leasing from another family within the district, the submitted paperwork must verify that the names of the registrants are residents of the school district by providing the residency requirements as previously listed. The name(s) of everyone living in the residence must appear on the lease.

A Multiple Occupancy must be renewed yearly with a due date of June 30th. The parent/guardian must submit their W-2 showing the Monroeville/Pitcairn address as well as verifying residency with local tax collector and records showing earned income tax to Monroeville/Pitcairn.

The Board reserves the right to verify claims of residency, dependency, and guardianship and to remove from school attendance a multiple occupancy student whose claim is invalid. Verification will occur through authorized visits from, but not limited to, the following personnel: the home school visitor, School Resource Officer, principal, or Director of Pupil Services, etc. The following are examples of, and not a complete list of, reasons for authorized home visits: returned mail, disconnected phones, and inability to contact parent/guardian, inconsistent behavior. Failure to comply with home visits, to verify residency, will result in the removal of the student from the school rolls.[5]

Only one (1) multiple occupancy is allowed per Monroeville Resident/Residency.

Enforcement Procedures

If it is found that information contained in the sworn statement is false, the child must be removed from the school after notice of an opportunity to appeal the removal pursuant to the appropriate grievance policy of the school district. Notwithstanding any other provision of the law to the contrary, a person who knowingly provides false information in the sworn statement for the purpose of enrolling a child in a school district for which the child is not eligible commits a summary offense.[6][26]

The aforementioned law pertains to nonresident student(s) registered in the Gateway School District under section 1302 of the PA School Code. Additionally, the School Board will pursue costs incurred and related to, but not limited to, court costs.[6]

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