

## 5118 RESIDENT AND NONRESIDENT ATTENDANCE

### RESIDENT STUDENTS

A student will be allowed to enroll in and to attend the Salisbury Public Schools if the student is a resident of the Town of Salisbury, Connecticut.

#### Determining Residency

1. The Principal or his/her designee as agent for the Board of Education may require documentation of residency from a parent or guardian, a relative or non-relative, an emancipated minor, or a student eighteen years of age.
2. Documentation of residency is the obligation of the parent or guardian, the relative or non-relative, the emancipated minor, or the student eighteen years of age. Documentation may include but not be limited to an affidavit attesting to residency.

### NON-RESIDENT STUDENTS

The Board of Education may approve requests to admit non-Salisbury residents under certain circumstances. There will be no tuition charged for these non-resident students:

1. Former Students:

When a student becomes a non-resident of the District after Thanksgiving of a school year, the student may be permitted to continue in attendance without charge for the remainder of that school year under all the following conditions:

- a. A written request for such accommodation is made to the Board by the parent or guardian of the students.
- b. Space is available and a program can be provided without an increase in size of staff.
- c. The parent or guardian assumes all responsibility for transporting the student to or from school.
- d. The student has a record of good citizenship at the school and continues to abide by the rules and regulations of the school and the district.

2. Future Residents

The children of families who have signed a contract to buy or build or lease a residence in the school district will be allowed to enroll during the semester in which they can reasonably prove that they will become residents under the following conditions:

- a. Parents must assume responsibility for transportation to school until the family takes occupancy of the home in Salisbury.
- b. The non-resident admission status is limited to a semester. Request for extension must be made to the Board of Education.

3. Hardship Cases

In compliance with state and federal law, the Board will enroll homeless children and youth, regardless of the lack of personal and/or medical documentation normally required for enrollment. However, school administrators shall require the parent/guardian to provide contact information prior to enrollment.

4. Foreign Students

Foreign students living with local residents will be considered to be local residents provided the student's living arrangement is expected to be permanent, without pay and not solely for educational reasons. Students in a federally-approved student exchange program can also be admitted.

5. Non-resident Professional Staff Members' Children

Requests from certified and non-certified staff that work at Salisbury Central School and reside outside the community, asking that their child and/or children be enrolled in the local elementary school, will be evaluated and determined on an individual basis:

- a. A Staff Non-Resident Attendance Request Form must be submitted to the Board by the parent or guardian of the student(s) by April 15th.
- b. Space is available and a program can be provided without an increase in size of staff.

- c. The parent or guardian assumes all responsibility for transporting the student to or from school
- d. The student has a record of good citizenship at the school and continues to abide by the rules and regulations of the school and the district.
- e. In the case of deciding on the allocation of available spaces for those requests received by the BOE by the April 15th deadline, requests will be prioritized in the same order Salisbury uses for its Pre-K program: Regular residents, Certified full-time (to include SCS and pupil services), Certified part-time, Non-certified full-time, Non-certified part-time. Requests received after April 15th will be honored at the BOE's discretion.

#### APPEAL PROCESS

Except as specifically noted in the above policy, the Superintendent of Schools has the decision-making authority in all matters addressed by this policy. Any persons aggrieved by a decision of the Superintendent of Schools shall have the right to appeal to the Salisbury Board of Education. Any such appeal must be processed through the office of the Superintendent of Schools and must be brought within a reasonable time from the date of the Superintendent's decision, but no later than thirty (30) calendar days after the decision. The appeal must be presented in writing. The Board shall give such person a hearing within ten working days after the receipt of the written request and provide a written decision within ten working days following the conclusion of the hearing.

Legal Reference:           Connecticut General Statutes

                                  10-186 Duties of local and regional boards of education regarding school attendance; hearings and appeals to state board.

                                  10-204a Required immunizations

                                  10-253 School privileges for children in certain placements, nonresident children and children in temporary shelters.

Policy adopted by the Salisbury Board of Education: March 19, 2019