

POLICY REGARDING NON-RESIDENT ADMISSION/TUITION STUDENTS

The Newtown Board of Education (the “Board”) recognizes the potential benefits to the student body and community of permitting non-resident students to participate in the educational programs offered in the Newtown Public Schools (the “District”). The attendance of non-resident students may require the payment of tuition or may, under specific circumstances, be provided tuition-free.

For purposes of this policy, a nonresident student is a student who:

1. resides outside of the school district; or
2. resides within the school district on a temporary basis; or
3. resides within the school district on a permanent basis but with pay to the person(s) with whom the student is living; or
4. resides within the school district for the sole purpose of obtaining school accommodations.

Tuition Rate Determination

For purposes of this policy, “tuition rate” means the annual tuition rate for nonresident students established by the Board of Education, ordinarily at its July or August business meeting.

The tuition rate shall be based on the Net Per Pupil Expenditure (NPPE) from the prior fiscal year, as reported by the Connecticut State Department of Education, and may be adjusted as deemed appropriate by the Board.

The Superintendent shall administer the application of this rate, including prorations and waivers, in accordance with Board policy and implementing regulations.

Interdistrict Agreements

The Board of Education recognizes that, on occasion, it may be appropriate to admit or place students through cooperative arrangements with other school districts.

The Superintendent of Schools is authorized to collaborate with other Boards of Education to develop and administer mutually beneficial interdistrict agreements for the temporary or tuition-based enrollment of students. Such agreements may be made:

- To assist another district in extraordinary circumstances (e.g., facilities emergencies, specialized program needs, or student hardship);

- To provide for the education of a student whose needs can be better met in another district's program; or
- As a reciprocal courtesy when the impact on enrollment and resources is minimal.

The Superintendent shall ensure that all such arrangements:

1. Are consistent with state statutes;
2. Do not result in additional cost to the district unless approved by the Board; and
3. Are reported to the Board of Education with FERPA compliance for informational purposes.

Special Education Programs and Services

This policy does not obligate the Board to provide special education programs or services or create unique programs for students who are not entitled to free school accommodations from the District. If a non-resident student is approved to enroll or continues in enrollment in the District and such student is eligible for services under the Individuals with Disabilities Education Act ("IDEA"), the Board shall not act as the local education agency for such child. In instances where special or additional services are provided for a non-resident student, a supplemental tuition or fee may be charged based upon the actual costs associated with providing the special or additional services, provided such fees are justified by a substantial increase in costs to the District, and in accordance with applicable law.

Administration of Policy

The Board authorizes the Superintendent to accept non-resident students in the District and to develop and enforce regulations to carry out the provisions of this policy.

Legal Reference: Connecticut General Statutes

4-176e through 4-185 Uniform Administrative Procedure Act.

10-186 Duties of local and regional Boards of education re school attendance. Hearings. Appeals to state Board. Establishment of hearing board.

10-253 School privileges for students in certain placements and temporary shelters.

10-76d Duties and powers of boards of education to provide special education programs and services. . . . Public agency placements; apportionment of costs. . . .

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NEWTOWN PUBLIC SCHOOLS
Newtown, Connecticut

**Series 5000
Students**

**ADMINISTRATIVE REGULATIONS REGARDING NON-RESIDENT ADMISSION/
TUITION STUDENTS**

The Newtown Public Schools (the “District”) recognizes the potential benefit of permitting non-resident students to participate in the educational programs offered by the District. The attendance of non-resident students may require the payment of tuition or may, under specific circumstances, be provided tuition-free. In accordance with Newtown Board of Education (the “Board”) policy, the following provisions shall apply to the admittance of non-resident students.

I. General Provisions:

The following terms and conditions are to be used as guidelines when determining eligibility of non-resident students enrolling or continuing in the District:

- A. The Superintendent or designee may approve the enrollment or continuation of a non-resident student in attendance if class size and the availability of resources permit. Decisions regarding class size and/or the availability of resources shall be made by the Superintendent or designee.
- B. The Superintendent or designee shall not hire additional staff to permit enrollment or continuation of non-resident students under this policy. If staffing is insufficient to permit enrollment or continuation of a non-resident student, then the non-resident student may not be enrolled or permitted to continue.
- C. Non-resident students shall be assigned to whichever class the Superintendent or designee deems appropriate.
- D. Non-resident student attendance shall be for one school year or less, unless such attendance is extended at the discretion of the Superintendent or his/her designee.
- E. If a non-resident student approved to enrolled or continue in enrollment in the District and requires specialized programming the cost of which exceeds per pupil expenditures (i.e. the base tuition rate) or the discounted tuition rate, a supplemental tuition or fee may be charged based upon the actual costs associated with providing the special or additional services, provided such costs are justified by a substantial increase in cost to the District, and in accordance with applicable law.
- F. Application for enrollment shall be made in writing annually on a form supplied by the Superintendent or his/her designee. Enrollment, if approved, will be conditioned upon annual execution of a formal contract between the Board and the parent or legal guardian.

- G. No student applying for initial or continued enrollment shall be enrolled in the District until the Board has received tuition payment on behalf of such student in accordance with Section III, below.
- H. The non-resident student's immediate past principal or responsible administrator must make a recommendation on behalf of the child, attesting to the student's good citizenship, in order to be eligible for initial or continued enrollment. This provision does not apply for students who have never before attended a public or private elementary or secondary school.
- I. A non-resident student's enrollment and/or continuation in the District is contingent upon compliance with the contractual agreement between the Board and the parent or legal guardian (or the district of residence, as applicable).
- J. A non-resident student's continuation in the District will be contingent upon the student's compliance with all applicable rules and regulations of the Board and the individual school, satisfactory attendance and academic progress, and the availability of staff and school resources. The Superintendent or designee may terminate the non-resident student's enrollment at any time if, in the Superintendent's opinion, continuation is not in the best interest of the school system or the student.

Only non-resident students who meet the criteria set forth in the Board's policy and these administrative regulations may enroll or continue in enrollment within the District.

II. Tuition Exceptions for Certain Students

A. Enrollment Without Tuition

1. For a family who will become residents of Newtown and are in transition, the tuition may be waived by the Superintendent for the first month of school attendance.
2. For a family who has a signed bona fide construction contract for a new home in Newtown, the Superintendent may grant an initial tuition waiver for 60 calendar days and can extend this waiver, not to exceed an additional 60 calendar days.
3. For a family who moves from Newtown after May 1, the Superintendent will grant a tuition waiver for May and June of the same school year in which the family moved from Newtown.
4. For a family who moves from Newtown after their child's junior year, the Superintendent will grant a tuition waiver for the child's senior year.
5. For a family who experiences divorce and where one parent maintains a Newtown residence and shares joint legal custody, with the student residing with the resident parent at least 50% of the time, the Superintendent may grant a tuition waiver.

6. Requests for special extensions or exemptions of tuition waivers will be considered on an individual basis by the Board of Education.

B. Enrollment With Pro-Rated Tuition

1. For a family who has a child attending the District and then establishes residency in another community, the Superintendent shall establish a pro rata tuition rate to be payable from the date of the new community residency to the date when the children are withdrawn or transferred to the new community
2. For a family who moves from Newtown prior to July 1 of their child's junior year, the Superintendent will establish a pro-rata tuition rate for the remainder of the school year.
 - A. III. Enrollment With Tuition Requests to enroll as a tuition student when the student does not meet one or more of the criteria under Section II of this policy, may be granted upon written approval of the Superintendent of Schools and with payment of the tuition rate.
 - B. An annual tuition rate shall be set by the Board of Education, in accordance with the associated Board policy. Additional educational and/or support programming or costs shall be determined on an individualized basis for students in accordance with the contract between the Board and the parent or guardian. Any additional charges shall be justified by a substantial increase in cost to the District.
 - C. Tuition and additional fees, if applicable, for the entire school year must be paid at least fifteen (15) days prior to the beginning of the school year. Students who fail to make payment for the entire school year by such date shall not be eligible to enroll in the District for that school year, but may reapply the following year. In the event a student withdraws from District schools or otherwise no longer attends school within the District in the middle of the school year, pro-rata fees will be refunded. Tuition may be paid by the school district of residence or by the parent(s)/guardian(s) of the non-resident student.

Transportation

This policy does not obligate the Board to provide transportation to non-resident students. When a non-resident student is granted permission to attend the Newtown Public Schools either on a tuition or tuition exemption basis, the family assumes responsibility for transportation.

Foreign Exchange Students

- A. Students holding a valid J-1 visa residing with a host family in Newtown may attend the District schools at the discretion of the Board. Students who apply must not have the equivalent of a high school diploma from a foreign school system. Students who are accepted and placed in grade 12 will only receive an honorary diploma. Only foreign exchange students sponsored by organizations screened by the administration will be accepted.

B. J-1 visa students must meet the following criteria established by the administration:

1. The application for admission must be reviewed by the appropriate school administrator before July 1 of the school year for which the student wishes to enroll.
2. The school must have room for the student and be able to accommodate his/her attendance without incurring additional costs or burdens.
3. The student may not be enrolled more than one year.
4. In the event that a foreign exchange student attends the District, the District will comply the reporting requirements of the Immigration and Naturalization Services as required by law.
5. The student is not eligible to receive a diploma but can receive an honorary diploma.
6. The student may be eligible to play sports if he/she meets the CIAC criteria.
7. If the student is not participating in and attending the school program or is disruptive to the smooth and efficient operation of the school, the student may be disenrolled.

C. The District is not currently accepting students on F-1 or M-1 visas.

Children of Staff Employed by the Board Not Living in Newtown

Full-time staff employed by the Board who reside outside of Newtown and who wish for their child(ren) to attend the District schools may apply to the Superintendent of Schools in writing for assignment to an elementary school, the intermediate school, the middle school, or the high school and may be allowed to attend District schools as a tuition student upon written approval by the Superintendent or designee. The guidelines in Sections I and III apply to such requests, except for the tuition rates, as described below. Notwithstanding the foregoing, continuation of a non-resident staff member's child as a tuition student will not be contingent on class size constraints as long as the parent remains a member of the Board's full-time staff.

Tuition for children of full-time non-resident staff members will be at an annual rate of 25% of the regular yearly tuition rate established by the Board of Education. Staff enrolling more than one child in the District in a school year will pay a reduced rate of 15% of the regular yearly tuition rate for each additional child.

If specialized programming or services are required for the non-resident student, the non-resident employee may be charged additional fees in accordance with the tuition contract between the

Board and the non-resident employee and applicable law. Any additional charges shall be justified by a substantial increase in cost to the District.

Newtown Public Schools
Request for Enrollment of Out-of-District Student

Request form must be completed and submitted by the student's parent or guardian. The student's transcripts or report cards for the last two years must be attached to the initial enrollment request. Completed forms should be submitted to the Superintendent of Schools at Newtown Public Schools .

Name of Student: _____

Grade at Time of Request: _____

Name of Requesting Parent or Guardian: _____

Phone Number: _____

Address: _____

Is this an initial enrollment request or request for continued enrollment? _____

For initial enrollment, please give reason for request: _____

I have read the policy and administrative regulations regarding Non-Resident Attendance and Tuition (Policy 5119 and understand that enrollment, if approved, is subject to the terms and conditions stated therein and the terms and conditions of a contract between me and the Board of Education. I further understand that tuition payment will be payable fifteen (15) days prior to the beginning of the school year. I understand that that my child will not be allowed to enroll or continue as a student in the Newtown Public Schools if payment is not made at the times identified in the policy, administrative regulation and contract.

Parent/Guardian Signature

Date