

**CITY OF NORWALK
BOARD OF EDUCATION
POLICY COMMITTEE MEETING
MAY 3, 2016**

ATTENDANCE: Heidi Keyes, Chair; Mike Barbis, Erik Anderson, Shirley Mosby
STAFF: Frank Costanzo, Brenda Williams, Patricia Foley.

Call to Order

Ms. Keyes called the meeting to order at 5:35 p.m. and stated that Committee members were in attendance as listed above, and a quorum was present.

Non Resident Attendance Policy 5118

Mr. Costanzo explained that this policy was last amended ten years ago and in view of school choice and School Governance councils this was an important policy to update. He then gave an overview on issues and on-going reports from Principals relating to students non-residency. He then referred to the attached draft and viewed the policy and recommended amendments.

There was discussion on the state guidelines and CAGE policies, and best practices maintained in surrounding cities and towns. Mr. Costanzo provided examples of affidavit forms used by the Town of Greenwich and City of Stamford. There was further discussion on the use of a private investigator for cases where a student is being recommended for removal from the district school for non-residency reasons.

The following chart was presented to provide a sequential process of steps:

PROCEDURE FOR NON-RESIDENT INVESTIGATION

- School level inquiry by Principal or Administrator with assistance from Guidance or Social Worker.
- ↓
- Principal contacts Central Office and a further inquiry is made
- ↓
- Private Investigator is hired by Operations Office if deemed necessary
- ↓
- If student is found to be a non-resident, family is notified by Superintendent or his/her designee and 14 days are given to register at home school
- ↓
- Finance Office sends a bill for back tuition if applicable and student is disenrolled
- ↓
- BOE is notified by Superintendent or his/her designee

There was further discussion on how an outside service or agency would be used.

Ms. Keyes thanked everyone for their input noted that this is the first step on evaluating the policy amendments and further recommended changes.

It was noted this will be on the agenda for the next meeting for further discussion and review.

Adjournment

**** MR. BARBIS MOVED TO ADJOURN.
MR. ANDERSON SECONDED THE MOTION.
** THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 6:25 p.m.

Respectfully submitted,
Marilyn Knox, Telesco Secretarial Services

Reference: Draft of Non Resident Policy 5118

Nonresident Attendance

The taxpayers of Norwalk, largely with local funds, provide free education for all school-age children who reside in the City. Norwalk Public Schools is obligated to Norwalk taxpayers to ensure that only individuals who are resident students, or who meet certain conditions as a non-resident, attend public schools in the City free of tuition charges.

Definition

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; or is
5. A child placed by the Commissioner of Children and Youth Services or by other agencies in a private residential facility. However, under this circumstance, children may attend local schools with tuition paid by the home district unless special education considerations make attendance in local schools and programs inappropriate. Children not requiring special education who live in town as a result of placement by a public agency (other than another Board of Education and except as provided otherwise in this paragraph) are resident students; those requiring special education may attend local schools (with special education cost reimbursements in accordance with statutes) unless special education considerations make attendance in local schools and programs inappropriate.

Nonresident Attendance without Tuition

Upon written parental request, nonresident students may be allowed by the Superintendent of Schools to attend district schools without tuition under one or more of the following conditions:

1. A family moves from the district after January 1st of the school year; however, if parents so request, a child may complete the marking period regardless of when the family moves from town;
2. A family residing outside of a district has firm plans to move into the school district within the current school year by November 1, as evidenced by a contract to buy, build, rent, or lease; If residency is not established by November 1, prorated tuition for the first semester must be paid retroactive to the date of the child's entrance into the Norwalk

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Public Schools. The Superintendent or his/her designee may extend the November 1 deadline up to January 1 if extraordinary circumstances prevent November 1 occupancy.

3. A twelfth grade student wishes to complete his or her education in the **district must seek permission from the Superintendent or his/her designee:**
4. Children reside temporarily within the district because of family changes or children attending local schools residing temporarily outside of the district because of family circumstances. Approval shall not exceed three (3) calendar months; if subsequent approval is necessary, it shall be considered based upon information available at that time.
5. Children who reside with relatives or non-relatives shall be entitled to all free school privileges accorded children who reside with their parents provided:
 - a. The relatives or non-relatives and the children or their parents or guardians intend the residence to be permanent
 - b. The residence is provided without pay
 - c. The residence is not for the sole purpose of obtaining school accommodations:
 - d. the Norwalk resident in whose house the child will be living assumes the financial and legal responsibility for the student during the permanent residency
 - e. The Norwalk resident in whose house the child is living and the parent/guardian present the Superintendent or his/her designees with a notarized statement attesting the above conditions are met
 - f. The children meet all other requirements for admission

Exchange Students

No tuition is required for foreign students living within the district under the American Field Service Program or under other programs or circumstances approved by the Board. Exchange students will be accorded all the rights and privileges of a resident student during the period of enrollment.

Nonresident Attendance with Tuition

Nonresident students who do not meet one or more criteria under previous sections of this policy may attend local schools only with tuition payment. The Superintendent or his/her designee may approve nonresident student attendance with tuition if class size, transportation, and other considerations permit, and shall notify the Board of Education of all tuition approvals. Nonresident approval with tuition shall be for one (1) school year or less. Tuition rates shall be established by the Board annually.

Attendance by a nonresident tuition student may be terminated by Board of Education action, upon recommendation of the Superintendent of Schools, if the Board deems such termination in the best interest of the school district. An adjustment of tuition on a per diem basis will be made in this instance.

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Evidence of Residency

The Superintendent of Schools or his/her designee will require documentation of family and/or student residency, including affidavits, provided that prior to a request for evidence of residency the parent or guardian, relative or non-relative, emancipated minor, or student eighteen (18) years of age or older shall be provided with a written statement of why there is reason to believe such student's may not be entitled to attend school in the district. Accepted documentation are as follows:

New Student Residency

- a. For Homeowners: a property tax bill, mortgage statement, or ownership deed OR A lease for Rental property signed by the Landlord
- b. Two current utility bills both originals: i.e.: cable vision, water, electric, gas or oil, no telephone. All documents must be in the same name and to the same address
- c. Photo Identification: driver's license, passport, or Connecticut issued identification card

If A and B are not available D and E must be provided

- d. Notarized Affidavit of Parent /Guardian
- e. Notarized Property Owner/Landlord Affidavit

Sponsor Residency –Complete items A-D

- a. Notarized affidavit of Parent/Guardianship AND Notarized Sponsor Affidavit
- b. From the Sponsor – Homeowners: a property tax bill, mortgage statement or ownership deed - OR
From Sponsor – Lease of Rental Properties; current lease rental agreement signed by the landlord with landlord's contact phone number listing the sponsored student as residing in the property. If you have no formal lease, complete the Notarized Property/Landlord Affidavit
- c. From the Sponsor: Two Current Utility Bills: cable, water, electric, gas or oil
- d. Photo Identification: Driver's license, passport, or Connecticut issued identification card from the Sponsor or Parent

Who is required to Register

ALL Norwalk Public School based preschool programs, **ALL Kindergarten** students, any new students new to Norwalk Public Schools and **ALL** rising ninth grade students. Parents who move within Norwalk during the year must also resubmit proof of residency.

If a notarized affidavit is required it must be stamped at the Operations Office of the BOE
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other necessary documents accompany the affidavit to the school. i.e. original birth certificate or passport, registration form and emergency card.

Removal of Nonresident Student from District Schools

School accommodations shall not be provided for any child whose legal residence is in another district or state except by special agreement in accordance with Connecticut General Statutes Section 10-253(c).

Therefore, if after a careful review of affidavits and other available evidence, the Superintendent of Schools or his/her designee believes a student is not entitled to attend Norwalk schools, the parent or guardian shall be informed in writing that, as of a particular date, the student may no longer attend local schools. A student who is either an emancipated minor or a student eighteen (18) years of age or older will also be informed. The Superintendent or his/her designee shall notify the Board of Education (if known) where the child should attend school. If after review district residency is established by the evidence, the parent or guardian, the student if an emancipated minor, or a student eighteen (18) years of age or older shall be so informed.

If a teacher or administrator believes a student may not live in the district during the year the procedure is as follow:

- a. A school level inquiry by Principal or Administrator with assistant from Guidance or Social Worker;
- b. Principal contacts Central Office and further investigation is conducted;
- c. A Private Investigator may be contacted to verify residency

If on the basis of the findings of the Private Investigator the student is found not to reside in the district, the parents will be given the opportunity to pay tuition past and future or be dis-enrolled. If a student is removed from the district school for residency reasons the Superintendent of Schools or his/her designee shall:

1. Inform the parent, guardian, emancipated minor, or student eighteen (18) years of age or older of hearing rights before the Board of Education and that the student's may continue in local schools pending a hearing before the Board of Education if requested in writing by the parent, guardian, emancipated minor, or student eighteen (18) years of age or older
2. That upon request, a transcript of the hearing will be provided
3. That a local Board of Education decision may be appealed to the State Board and that the student's may continue in local schools pending a hearing before the State Board if requested in writing by the parent, guardian, emancipated minor, or student eighteen (18) years of age or older
4. That if the appeal to the State Board of Education is lost, a per diem tuition will be assessed for each day a student attended local schools when not eligible to attend

Board of Education Hearing