

BOE Policy Committee Agenda
Monday, July 15, 2024, 9:30 am – 11:00 am
Municipal Building, BOE Conference Room
3 Primrose St. Newtown, CT 06470

CALL TO ORDER
IN ATTENDANCE
PUBLIC PARTICIPATION
APPROVE MINUTES July 1, 2024

OLD BUSINESS

Discussion and possible action:

Item	Reports
<p>Policy 5112 – Ages of Attendance The committee will discuss changes to this policy to be consistent with state statute. S. Connell will also bring in Newtown’s current Policy 5111 and 5112 to compare.</p>	<ul style="list-style-type: none"> • Discussion and Possible Action
<p>Policy 5118 – Nonresident and Tuition Students The committee will review Newtown’s current policy along with CAFE sample policies.</p>	<ul style="list-style-type: none"> • Discussion and Possible Action

NEW BUSINESS

Discussion and possible action:

Item	Reports
<p>Policy 6141.312 – Migrant Students The committee will review this required policy.</p>	<ul style="list-style-type: none"> • Discussion and Possible Action
<p>Policy 6146.1 – Grading System The committee will review this required policy.</p>	<ul style="list-style-type: none"> • Discussion and Possible Action
<p>Policy 6154 – Homework/Makeup Work The committee will review this required policy. Newtown’s current policy is Policy 8-404.</p>	<ul style="list-style-type: none"> • Discussion and Possible Action

UPDATE FROM THE SUPERINTENDENT
PUBLIC PARTICIPATION
ADJOURNMENT

A mandated policy to consider.

Students

Ages of Attendance/Admissions/Placement

In accordance with Connecticut General Statute 10-186, the Board of Education shall provide education for all persons, residing in the District, five years of age and over, who reach age five on or before the first day of January (**September, effective July 1, 2024**) of any school year, and under twenty-one (age twenty-two for special education students) who is not a graduate of a high school or vocational school, except as provided in Connecticut General Statutes 10-233c and 10-233d.

Additionally, according to Connecticut General Statute 10-76d (b2), special education will be provided for children who have attained the age of three and who have been identified as being in need of special education, and whose educational potential will be irreparably diminished without special education. If a special education student is being considered for an exception, the Planning and Placement Team (PPT) will make a recommendation to the administrator in charge of special education.

In order to determine a child's eligibility for ELL programs, parents/guardians of all new students enrolling for the first time and all re-enrolling students who have not previously attended a Connecticut public school must complete a Home Language Survey (HLS) at the time of enrollment. A student may also take a screening exam. The student must be enrolled first before the administration of the assessment. Neither the survey nor the exam are conditions of enrollment.

Note: *When a student is enrolling in a new school district or new state charter school, written notification of such enrollment shall be provided to the previous school district or charter school not later than two business days after the student enrolls.*

Children who apply for initial admission to the District's schools by transfer from nonpublic schools or from schools outside the District will be placed at the grade they would have reached elsewhere pending observation and evaluation by classroom teachers, guidance personnel, and the school Principal. After such observations and evaluations have been completed, the Principal will determine the final grade placement of the children.

Parents and those who have the control of children five years of age and under eighteen years of age, are obligated by Connecticut law to require their children to attend public day school or its equivalent in the District in which such child resides, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools. Students under age eighteen are subject to mandatory attendance laws unless they are at least seventeen and their parent/guardian, or other person having control of the child, consents to such child's removal from school. The parent or person shall exercise this option by personally appearing at the school district office to sign a withdrawal form.

Students

Ages of Attendance/Admissions/Placement (continued)

Such withdrawal form shall include an attestation from a guidance counselor, school counselor or school administrator of the school that this District has provided the parent or person with information on the educational opportunities options available in the school system and in the community, and the parent or guardian that the child will be enrolled in an adult education program upon the child's withdrawal from school.

Enrollment

The enrollment process shall be focused on obtaining only the information deemed necessary to establish residency and age. The District shall not request other information as a condition of enrollment or state in its policies or on its websites or otherwise, that other information is required to enroll children. The District shall immediately enroll a homeless child and allow such student to attend school even if the student is unable to produce records normally required for enrollment. Additional data collection may occur, but it must be completed in such a manner that does not interfere with the enrollment of a child in school.

Each child entering the District schools for the first time must present a birth certificate or offer legal evidence of birth data, as well as proof of a recent physical examination and required immunizations. Other documents that may be accepted as proof of a child's age include, but are not limited to, a photocopy of a birth certificate, earlier school records, state-issued identification document, driver's license or passport, parent's affidavit or unsworn statement as to a child's age, physician's certificate verifying a child's age, or immunization records.

If the parents or guardians of any children are unable to pay for such immunizations and/or physicals, the expense of such immunizations and/or physicals shall on the recommendation of the Board, be paid by the Town. Proof of domicile may also be requested by the Building Principal.

The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age by December 31st of any school year. The parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age by December 31st of any school year.

Any child entering or returning to the District from placement in a juvenile detention school, the Connecticut Juvenile Training School, or any other residential placement, shall have the educational records of such child provided to the Superintendent of Schools by the Department of Children and Families (DCF) and the Judicial Department. Such information will be shared with the Principal of the school to which the student is assigned. The Principal can disclose them to the staff who teach or care for the child.

The District will immediately enroll any student who transfers from Unified District No. 1 or Unified District No 2. A student transferring from the Unified School Districts who had previously attended school in the local District shall be enrolled in the school such student previously attended, provided such school has the appropriate grade level for the student.

Students

Ages of Attendance/Admissions/Placement (continued)

Residency

The District, when determining residency, shall not request documentation of citizenship or immigration status of a child or the child's parents/guardians. The Board believes such documentation is not relevant to establishing residency.

In the establishment of residency, the Board will accept such documentation as, but not limited to, a lease agreement, mortgage document, property tax record, rent receipt, home owners insurance, current utility bill, current proof of government benefits, CT driver's license, automobile registration or insurance. An Affidavit of Residence, properly executed, shall also be acceptable.

For purposes of establishing the residency of a child of a member of the armed forces, as defined in C.G.S. 27-103, and who is seeking enrollment in a district school, in which such child is not yet a resident, the Board shall accept the military orders directing such member to Connecticut or any other documents from the armed forces indicating the transfer of such member to Connecticut as proof of residency in the District.

The above requirements are not to serve as barriers to immediate enrollment of students, designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by the ESSA. The District shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain necessary enrollment documentation. The District shall immediately enroll a homeless student and allow such student to attend school even if the student is unable to produce records normally required for enrollment.

The parent/guardian of any child who is denied admission to the District's schools, or an unaccompanied minor, a student eighteen years of age or older, a homeless child or youth or an unaccompanied youth who is denied schooling on the basis of residency, or an agent or officer charged with the enforcement of the laws concerning attendance at school may request, in writing, a hearing by the Board of Education.

The parent or person shall exercise such option by personally appearing at the school district office and signing an option form. The District shall provide the parent or person with information on the educational opportunities available in the school system.

A child who has attained the age of seventeen and who has voluntarily terminated enrollment with parental consent in the District's schools and subsequently seeks readmission may be denied readmission for up to ninety school days from the date of such termination unless such child seeks readmission to the District not later than ten (10) school days after such termination in which case the Board shall provide school accommodations to such child not later than three school days after such child seeks readmission.

Students

Ages of Attendance/Admissions/Placement

Residency (continued)

A child who has attained the age of nineteen or older may be placed in an alternative school program or other suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age twenty-one.

In summary:

- ❖ A parent with a child 5 and **under 18** is obligated to have that child attend school.
 - Unless the child graduated High School
 - Unless the parent demonstrates the child is receiving equivalent instruction elsewhere.
- ❖ Students **under 18** are subject to mandatory attendance laws
 - Unless they are at least 17 and the parent consents to the child's removal from school having demonstrated the child is receiving equivalent instruction elsewhere.
- ❖ The parent must personally appear at the school district office, and sign a withdrawal form. **(18 year old)**
 - The form must include an attestation from a guidance counselor, school counselor, or school administrator
 - The attestation must indicate that the parent or student received information regarding educational programs or options available in the school or community.
- ❖ The parent must personally appear at the school district office, and sign a withdrawal form. **(17 year old)**
 - The form must include an attestation from a guidance counselor, school counselor, or school administrator
 - The attestation must indicate that the parent or student received information regarding educational programs or options available in the school or community.
 - The parent or guardian must attest that the 17 year old withdrawing student has enrolled in an adult education program
- ❖ The parent with a five year old has the option of not sending a child until 6.
- ❖ The parent with a six year old has the option of not sending a child until 7.

(cf. 5118.1 - Homeless Students)

(cf. 5118.3 - Children in Foster Care)

(cf. 6146 - Graduation Requirements)

Students

Ages of Attendance

Legal Reference: Connecticut General Statutes
4-176e to 4-180a Agency hearings
4-181a Contested cases. Reconsideration. Modifications.
10-15 Towns to maintain schools
10-15c Discrimination in public schools prohibited. School attendance by five-year-olds
10-76a - 10-76g re special education
10-184 Duties of parents (re mandatory schooling for children ages five to sixteen, inclusive) as amended by PA-98-243, PA 00-157, PA 09-6 (September Special Session) and PA 18-15
10-186 Duties of local and regional boards of education re school attendance. Hearings. (as amended by P.A. 19-179)
P.A. 19-179 An Act concerning Homeless Students; Access to education Appeals to State Board. Establishment of hearing board
10-233a - 10-233f Inclusive; re: suspend, expel, removal of pupils
10-233c Suspension of pupils
10-233d Expulsion of pupils
State Board of Education Regulations
10-76a-1 General definitions (c) (d) (q) (t)
P.A. 19-179 An Act Concerning Homeless Students' Access to Education "Guidance for Connecticut School Districts: Enrollment Process and Practice," State Department of Education, December 2019.
P.A. 21-86 An Act Concerning the Enrollment of Children of Members of the Armed Forces in Public Schools and the Establishment of a Purple Star School Program
McKinney-Vento Homeless Assistance Act (PL 107-110 Sec. 1032) 42 U.S.C. §11431-11435, as amended by the ESSA, P.L. 114-95
Federal Register: McKinney-Vento Education for Homeless Children & Youths Program, Vol. 81 No. 52, 3/17/2016

Policy adopted:

rev 7/23

rev 2/24

DECLARATION OF LEGAL RESIDENCY
Family Members Living with Relatives or Family Friends

To be completed by property owner

Property Owner: _____
Name of Property Owner – Please print

If the living arrangement of the student should change from what is stated on this form, it is the responsibility of the property owner to notify the Office of the Superintendent within five (5) business days in writing.

Signature of Property Owner – Sign in the Presence of Notary Public

Property Address: _____
Phone Number: _____ Email: _____

The Property Owner must accompany the parents to the meeting with the Superintendent of Schools to present this document.

Children and Family Member living with Property Owner

Adult #1 _____ Adult # 2 _____
Child #1 _____ Child # 2 _____
Child #3 _____ Child # 4 _____

I am making the above statements as a true and bona fide representations, I fully understand that if I make a statement that is false and which is intended to mislead a public servant in the performance of his/her function, I will be in violation of Section 53-157b of the Connecticut General Statutes. The section of the law refers to making a fraudulent statement is a **Class A misdemeanor** and is punishable by a fine, not to exceed \$1,000 and/or up to one year of incarceration.

I further understand that I may be required to update this information at any time and agree to do so upon request from the _____ Board of Education. I may be made to pay for services received if such services were delivered under fraudulent statements and/or circumstances.

NOTARIZED SECTION

On this date _____ appeared before me personally
Month/Day/Year Print Name of Property Owner

To be known as the individual described herein, and who executed this foregoing document, and he/she duly acknowledged to me under oath to the truth of his/her statement, before me.

Signature of Notary Public Commission Expiration Date **SEAL**

5112
Form #1
(continued)

This form is to be completed by the custodial parent, guardian and student (where applicable). Once the forms are completed and notarized, a meeting with the Superintendent should be scheduled. Call _____.

PLEASE FILL IN ALL BLANKS

School: _____ Grade: _____

Student's Name: _____ Address: _____

Home telephone number: _____ Name under which number is listed: _____

Name of student's father: _____ Father's address: _____

Name of student's mother: _____ Street, town, zip
Mother's address: _____

Street, town, zip

Please answer the following questions:

- Is remuneration to be received for housing the student, i.e., room, board, travel, medical? Yes
(please specify) No
- List major reasons for the child residing in _____:
- Name of person(s) having direct and primary responsibility/authority of the student's daily affairs: _____
- Name of person(s) authorized to act in child's behalf concerning any medical, disciplinary, or administrative matters: _____

Signature (Parent/Legal Guardian) _____ Date _____

I hereby declare under the penalties of perjury that all of the information supplied on this form is correct to the best of my knowledge. I understand that if any of the information is incorrect, and the student is not entitled to enroll tuition-free as a _____ resident, the student shall be discharged from enrollment in the _____ Public Schools according to the Connecticut General Statutes, Section 10-186, and 10-253, and the prevailing tuition charge for such student will be assessed against me and/or us for each day the student was so enrolled.

NOTARIZED SECTION

On this date _____ appeared before me personally
Month/Day/Year Print Name of Property Owner

To be known as the individual described herein, and who executed this foregoing document, and he/she duly acknowledged to me under oath to the truth of his/her statement, before me.

Signature of Notary Public

Commission Expiration Date

SEAL

Once this document is completed and notarized, a meeting with the superintendent must be scheduled before enrollment is completed.

Superintendent's Approval: _____ Date: _____

5112
Form #2

_____ PUBLIC SCHOOLS
_____, Connecticut

**ACKNOWLEDGMENT OF OPTION TO EXEMPT ATTENDANCE OF
CHILD FIVE OR SIX YEARS OF AGE FROM SCHOOL**

Pursuant to Section 10-184 of the Connecticut General Statutes,

I _____, of _____
Name of Parent, Guardian or Other *Address*

the parent, guardian or other person charged with the care of the following minor child

_____, of _____ who was
Name of Child *Address*

born on _____ do hereby choose not to send my child to public
Date

school during the _____
School Year

Furthermore, before signing this form, a representative of the _____
Name of District

school district met with me and provided me with information concerning the educational
opportunities and school accommodations available in the school system.

ACKNOWLEDGED BY:

Signature of Parent, Guardian or Other

Date

PUBLIC SCHOOLS
_____, Connecticut

**ACKNOWLEDGMENT OF OPTION TO WITHDRAW CHILD
SEVENTEEN YEARS OF AGE FROM SCHOOL**

Pursuant to Section 10-184 of the Connecticut General Statutes,

I _____, of _____
Name of Parent, Guardian or Other *Address*

the parent, guardian or other person charged with the care of the following minor child

_____, of _____
Name Child *Address*

born on _____ do hereby elect to withdraw from public school.
Date of birth

Furthermore, before signing this form, a representative of the _____
Name of District

school district met with me and provided me with information concerning the educational options available in the school system and the community.

ATTESTMENT BY:

Signature of School Counselor

Date

OR

Signature of School Administrator

Date

ACKNOWLEDGED BY:

Signature of Parent, Guardian or Other

Date

A child seventeen years of age or older who voluntarily terminates enrollment in a school district and subsequently seeks readmission, the local or regional board of education for the school district may deny school accommodations to the child for up to ninety school days from the date of such termination. Unless the child seeks readmission to the school district not later than ten school days after the termination in which case the board shall provide school accommodations to the child not later than three school days after the child seeks readmission.

PUBLIC SCHOOLS
, Connecticut

Request for a Waiver

**To Request an Exemption to Public Act 23-208
Establishing an Age 5 Kindergarten Cutoff Date of September 1**

Pursuant to Public Act 23-208 of the Connecticut General Statutes,

I, _____, of _____
Name of Parent or Guardian *Address*

the parent, guardian, or other person charged with the care of the following child,

_____, of _____ who was born
Name of Child *Address*

on _____ request that my child attend kindergarten prior to reaching five
Date of Birth

(5) years of age on September 1st. I understand that my child will be subject to an assessment by the principal and a certified staff member, who will determine whether admitting my child is “developmentally appropriate.”

Acknowledged by:

Signature of Parent or Guardian

Date

Students

Admission/Placement

Admission

District schools shall be open to all children five years of age and over who reach age five on or before the first day of January of any school year. Each such child shall have, and shall be so advised by the appropriate school authorities, an equal opportunity to participate in the program and activities of the school system without discrimination on account of race, color, sex, religion, national origin or sexual orientation. Students who are classified as homeless under federal law and therefore do not have a fixed residence, will be admitted pursuant to federal law and policy 5118.1. Exceptions from routine admission will be made if the following requirements are met:

- a recommendation by school Principal on the basis of support evidence from academic, physical and psychological examinations.
- a vote of the Board of Education

The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age. The parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age.

The parent or person shall exercise such option by personally appearing at the school district office and signing an option form. The district shall provide the parent or person with information on the educational opportunities available in the school system.

According to Connecticut General Statute 10-76d(b2), special education will be provided for children who have attained the age of three and who have been identified as being in need of special education, and whose educational potential will be irreparably diminished without special education. If a special education student is being considered for an exception, the Planning and Placement Team (PPT) will make a recommendation to the administrator in charge of special education.

Each child entering the district schools for the first time must present a birth certificate or offer legal evidence of birth data, as well as proof of a recent physical examination and required immunizations. If the parents or guardians of any children are unable to pay for such immunizations, the expense of such immunizations shall on the recommendation of the Board, be paid by the town. Proof of domicile may also be requested by the building Principal.

Any child entering or returning to the district from placement in a juvenile detention school, the Connecticut Juvenile Training School, or any other residential placement, shall have the educational records of such child provided to the Superintendent of Schools by the Department of Children and Families (DCF) and the Judicial Department. Such information will be shared with the Principal of the school to which the student is assigned. The Principal can disclose them to the staff who teach or care for the child.

Students

Admission/Placement (continued)

The District will immediately enroll any student who transfers from Unified District No. 1 or Unified District No 2. A student transferring from the Unified School Districts who had previously attended school in the local District shall be enrolled in the school such student previously attended, provided such school has the appropriate grade level for the student.

The parent or person having control of a child sixteen or seventeen years of age may consent to such child's withdrawal from school. For the school year commencing July 1, 2011, and each school year thereafter, the parent or person having control of a child seventeen years of age shall exercise this option by personally appearing at the school district office to sign a withdrawal form. Such withdrawal form shall include an attestation from a guidance counselor or school administrator of the school that the district has provided the parent or person with information on the educational options available in the school system and in the community.

Children who have attained the age of seventeen and who have terminated enrollment in the district's schools with parental permission as described previously and subsequently seeks readmission may be denied readmission for up to ninety school days from the date of such termination, unless such child seeks readmission to a district school not later than ten days after such termination. In such case the child will be provided school accommodations not later than three days after the requested readmission.

Children who apply for initial admission to the district's schools by transfer from nonpublic schools or from schools outside the district will be placed at the grade they would have reached elsewhere pending observation and evaluation by classroom teachers, guidance personnel, and the school Principal. After such observations and evaluations have been completed, the Principal will determine the final grade placement of the children.

Children who have attained the age of nineteen or older may be placed in an alternative school program or other suitable educational program if they cannot acquire a sufficient number of credits for graduation by age twenty-one.

- (cf. 0521 - Nondiscrimination)
- (cf. 5112 - Ages of Attendance)
- (cf. 5118.1 Homeless Students)
- (cf. 5141 - Student Health Services)
- (cf. 6171 - Special Education)
- (cf. 6146 - Graduation Requirements)

Students

Admission/Placement

Legal Reference: Connecticut General Statutes

- 10-15 Towns to maintain schools
- 10-15c Discrimination in public schools prohibited. School attendance by five-year olds, as amended by PA 97-247
- 10-76a - 10-76g re special education
- 10-184 Duties of parents (re mandatory schooling for children ages five to sixteen, inclusive) as amended by PA 98-243, PA 00-157 and PA 09-6 September Special Session
- 10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission, as amended.
- 10-220h Transfer of student records, as amended.
- P.A. 11-15 An Act Concerning Juvenile Reentry and Education
 - Appeals to state board. Establishment of hearing board
 - 10-233a - 10-233f Inclusive; re: suspend, expel, removal of pupils
 - 10-233c Suspension of pupils
 - 10-233d Expulsion of pupils
 - 10-233k Notification of school officials of potentially dangerous students.
- 10-261 Definitions
- State Board of Education Regulations
 - 10-76a-1 General definitions (c) (d) (q) (t)
 - 10-76d-7 Admission of student requiring special education (referral)
 - 10-204a Required immunizations
- McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
- Plyler vs. Doe*, 457 U.S. 202 (1982)

Students

Ages of Attendance

In accordance with Connecticut General Statute 10-186, the Board of Education shall provide education for all persons five years of age and older, having attained age five on or before the first day of January of any school year, and under twenty-one years of age who is not a graduate of a high school or vocational school, except as provided in Connecticut General Statutes 10-233c and 10-233d. Children who have not attained the age of five on or before the first day of January will not be admitted to kindergarten unless the student meets the requirements of Policy 5111. Additionally, according to Connecticut General Statute 10-76d (b2), special education will be provided for children who have attained the age of three and who have been identified as being in need of special education, and whose educational potential will be irreparably diminished without special education.

Parents and those who have the control of children five years of age and over and under eighteen years of age, are obligated by Connecticut law to require their children to attend public day school or its equivalent in the district in which such child resides, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools. The parent or person having control of a child sixteen or seventeen years of age must consent to such child's withdrawal from school. For the school year commencing July 1, 2011 and each school year thereafter, the parent or person having control of a child seventeen years of age may consent to such child's withdrawal from school. The parent or person shall exercise this option by personally appearing at the school district office to sign a withdrawal form. Such withdrawal form shall include an attestation from a guidance counselor or school administrator of the school that this district has provided the parent or person with information on the educational opportunities options available in the school system and in the community.

The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age. The parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age.

The parent or person shall exercise such option by personally appearing at the school district office and signing an option form. The district shall provide the parent or person with information on the educational opportunities available in the school system.

A child who has attained the age of seventeen and who has voluntarily terminated enrollment with parental consent in the district's schools and subsequently seeks readmission may be denied readmission for up to ninety school days from the date of such termination, unless such child seeks readmission to the District not later than ten (10) schooldays after such termination in which case the Board shall provide school accommodations to such child not later than three school days after such child seeks readmission.

A child who has attained the age of nineteen or older may be placed in an alternative school program or other suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age twenty-one.

Students

Ages of Attendance (continued)

(cf. 5111 - Admission/Placement)
(cf. 6146 - Graduation Requirements)

Legal Reference: Connecticut General Statutes

10-15 Towns to maintain schools

10-15c Discrimination in public schools prohibited. School attendance by five-year-olds

10-76a - 10-76g re special education

10-184 Duties of parents (re mandatory schooling for children ages five to sixteen, inclusive) as amended by PA-98-243, PA 00-157 and PA 09-6 (September Special Session)

10-186 Duties of local and regional boards of education re school attendance. Hearings.

Appeals to State Board. Establishment of hearing board

10-233a - 10-233f Inclusive; re: suspend, expel, removal of students

10-233c Suspension of students

10-233d Expulsion of pupils

State Board of Education Regulations

10-76a-1 General definitions (c) (d) (q) (t)

Students

Nonresident or Tuition Students

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.

Request for admission to enroll as a tuition student, or for a tuition waiver when residency of the student, parents, or guardians is not in Newtown, may be granted upon application to the Board of Education. The enrollment of such student may be subject to the payment of tuition as determined annually by the Board of Education, ordinarily at the July or August business meeting.

Tuition Exceptions

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.

Students

Nonresident or Tuition Students (continued)

Tuition Exceptions (continued)

3. For a family who has children attending Newtown schools 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
4. For a family who moves from Newtown after May 1, the Superintendent will grant a tuition waiver for May and June.
5. 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. For a family who moves from Newtown after their child's junior year, the Superintendent will grant a tuition waiver for the remainder of that school year.
6. For a family who experiences divorce and one of the parents maintains a Newtown residency, the Superintendent will grant a tuition waiver if the student lives with the nonresident parent.
7. Requests for special extensions or exemptions of tuition waivers will be considered on an individual basis by the Board of Education.

Transportation

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

Students from foreign countries whose residence in Newtown is sponsored by a local service club, the American Field Service, Cultural Homestay International or by other district approved exchange programs may be enrolled in the appropriate school for not more than one year without the payment of tuition upon application to and approval of the school Principal.

Students

Nonresident or Tuition Students (continued)

Nonresident Students

Students from outside Newtown who plan to reside with a Newtown resident may be considered for enrollment, by application to the Board of Education, on a non-tuition basis if it can be demonstrated that:

1. The student has not already graduated from the equivalent of a high school elsewhere.
2. The student is not seeking to avoid school enrollment in the school system where legal residence is maintained.
3. The student's enrollment does not cause a class to exceed class size limitations as established in the teacher's bargaining unit agreement.

The parents or guardians of the student, and the Newtown resident with whom the student will reside, must complete and file the appropriate forms, which declare that both parties acknowledge the full legal responsibility of this decision and comply with stipulations as defined in Connecticut General Statute 10-253(d).

Children of Staff Not Living in Newtown

Full-time staff who reside outside of Newtown and wish their children to attend the Newtown schools may apply to the Superintendent of Schools for assignment to an elementary school, the intermediate school, the middle school, or the high school. The acceptance of tuition students of full-time staff will be conditioned on the impact of increased tuition students on desirable class size and available support services for students.

Tuition for children of full-time non-resident staff members will be at an annual rate of 25% of the regular yearly tuition 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 for each additional child.

Continuation of a child as a tuition student will not be contingent on class size constraints as long as the parent remains a member of the full-time staff.

An increased tuition rate for students needing special services will be set by the Superintendent on a case-by-case basis.

Students

Nonresident or Tuition Students (continued)

Evidence of Residency

The Superintendent of Schools or his/her designee may 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 may not be entitled to attend school in the district. An affidavit may require a statement or statements with documentation that there is bona fide student residence in the district, that the residence is intended to be permanent, that it is provided without pay, and that it is not for the sole purpose of obtaining school accommodations.

Removal of Nonresident Student From District Schools

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 local schools, the parent or guardian, the student if an emancipated minor, or a student eighteen (18) years of age or older shall be informed in writing that, as of a particular date, the student may no longer attend local schools, and the Superintendent 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 student is removed from a 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

Upon written request, the Board of Education shall provide a hearing within ten (10) days after receipt of such request. If there is a hearing, the Board shall make a stenographic record or tape recording of the hearing; shall make a decision on student eligibility to attend local schools within ten (10) days after the hearing; and shall notify the parent, guardian, emancipated minor, or student eighteen (18) years of age or older of its findings. Hearings shall be conducted in accordance with the provisions of Sections 4-177 to 4-180 inclusive of Connecticut General Statutes.

The Board shall, within ten (10) days after receipt of notice of an appeal, forward the hearing record to the State Board of Education.

Students

Nonresident or Tuition Students (continued)

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.

Policy adopted: August 14, 2018
Policy revised: February 6, 2019

NEWTOWN PUBLIC SCHOOLS
Newtown, Connecticut



Newtown Public Schools

REGISTRATION

3 Primrose Street
Newtown, CT 06470
Phone: (203) 426-7606 Fax: (203) 270-6199

RESIDENCY REQUIREMENTS

*Updated 3/14/24

Dear Parent/Guardian:

All new students are required to register at the districted school their child will be attending. In order to complete the registration and residency verification, you will need the following:

1. A full size birth certificate (not a wallet size) for all students.
2. Court authorized guardianship or other valid/notarized documentation if the parent of the child is not the legal guardian.
3. a. **Homeowners** must present one of the following: a current mortgage statement/bill, a copy of the Newtown home property tax statement or the title page of the current homeowner's insurance policy.
b. **Renter** must present a current rental/ lease agreement or notarized letter from landlord or owner acknowledging the parent/guardian and student's residence at the time of enrollment and on a yearly basis thereafter.
4. In addition, you must bring at least one current utility bill (electricity, gas or phone).
5. If the student and the parent/guardian are living in a dwelling that is rented or owned and occupied by another person, a Certificate of Residency affidavit must be filled out on a yearly basis by the person with whom the family and student reside. The owner of the property will also be responsible for providing the district with documentation. ***Verification visit by district personnel may be required prior to the student beginning school.***

** Verification of residency must be completed before the student will be admitted to any Newtown Public School.*



Newtown Public Schools *Verification of Residence*

NEW ENROLLEE/STUDENT TRANSFER/CHANGE OF ADDRESS

Parent/Legal Guardian Statement

I (print name) _____ the parent or legal guardian of (name) _____

(address) _____ certify that the above named student actually lives

full time (typically 7 days per week) at the above address. The telephone number at the same address is

_____ and the telephone number in an emergency is _____.

Grade _____

This information and the documents provided are accurate. I authorize representatives of the Newtown Public Schools to verify this information, and I understand falsification of any information or documents required for this verification will result in revocation of registration for the student, and may lead to liability for tuition and to criminal penalties for fraud.

Parent/Guardian Signature: _____ Date: _____

For Transfers Only

Current School (*send records*) _____ **New School** _____

FOR OFFICE USE ONLY

In order to verify district residence, the child over 18, parents or guardians, or an emancipated minor must sign above and provide documents from any of the items listed below.

- ___ 1. Copy of one of the following requirements at address within the district in the Parent/Guardian's name, OR Landlord/Property owner's name, OR Host/Host Family's name (circle or highlight applicable status):
 - ___ a. Deed to home, property tax bill, title page of homeowners' insurance AND a current utility bill.
 - ___ b. Up-to-date, signed rental or lease agreement showing student(s) name AND a current utility bill.
 - ___ c. Notarized letter from landlord or owner acknowledging parent/guardian's and student's residence AND current utility bill (if no formal lease/rental agreement exists).
 - ___ d. Escrow papers, signed mortgage commitment, or signed residence construction contract (120 days).
- ___ 2. Certificate of Residence AND affidavits to be filled out by the person with whom family and student reside. Verification visit by Residency Confirmation staff may follow; child may attend school.
- ___ 3. Verification by Residency Officer (situations not covered by 1 & 2); child may not attend school until done.

Documents seen by: _____ on _____

(Rev: 8/2020)



Newtown Public Schools *Certification of Residence*

{For student(s) and parent(s) living in other than a rented or leased dwelling}

Date: _____

Re: _____

As part of our residency process, we are requesting that you as the landlord/owner of or the family residing at the following residence providing this notarized statement verifying that:

Name of Student(s) _____

Name of Parent(s) _____

Reside at the following address: _____

I, _____ certify that the above named student(s) and parents
(local resident/relative/guardian-cross out what does not apply)

live/reside with me at the above-listed address, in a home owned and/or occupied by me at:

The parent(s) and student(s) residency with me is intended to be permanent, is provided by me to the parent(s) and student(s) without pay or compensation, and is not for the sole purpose of obtaining school educational accommodations in the Newtown Public Schools.

I realize that if I make a false statement as to residency, I may be held liable for a share of the cost for the education of the above said student(s) if they, in fact, do not reside in the Town of Newtown, CT.

I understand that my failure to respond to this request, or that a perjured or fraudulent statement may lead to the disenrollment of the above-named student(s). In addition, the parent(s) may be prosecuted under the criminal statutes of the State of Connecticut. I also understand that this document may be used as evidence in a court of law.

I agree to immediately notify the Newtown Public Schools if the above-described student ceases to reside at this address.

Signed:

Date: _____

Signed and sworn to before me this _____ day of _____, 20__

Notary Public

Please contact Newtown Public Schools, Central Office at (203) 426-7620, if you have any questions regarding this form.



Newtown Public Schools

Residency Affidavit {For student(s) residing in Newtown without parent(s) present}

The Newtown Public Schools, in compliance with statute 10-253(d) of the State of Connecticut, requires this form to be completed for any student who claims residence in the Town of Newtown and is not residing with his or her parent(s) and whose parents are not residing in Newtown. This form is required when there is a question about the child's actual residence. The student, parent, and person with whom the student is living must fill out this form together.

Date _____

1. Student's Name _____ DOB: _____
(Last) (First) (Middle)
2. Student's Address in Newtown, CT _____ Telephone # _____
(No. and Street)
3. Name of Person With Whom Student Lives _____
Relationship _____
Address _____ Telephone # _____
(No. and Street)
4. Date Student Moved to Newtown, CT _____
(Month, Day, and Year)
5. Student's Former Address _____
(No. and Street) (Town) (State)
6. Former School _____ Grade _____
7. Name of Student's Father _____
Father's Address _____
(No. and Street) (Town) (State) (Telephone #)
8. Name of Student's Mother _____
Mother's Address _____
(No. and Street) (Town) (State) (Telephone #)
9. Name, Address, and Telephone Number of Student's Court Appointed Legal Guardian,
if Applicable _____

PARENT'S STATEMENT

I hereby certify that _____ is my _____
(Student's Name) (Relationship)

and he/she resides with _____ who is _____
(Name of Person) (Relationship)

at _____
(No. Street, Town, State) (Telephone #)

I further certify that this is intended to be a bona fide permanent address at which my child will be living for _____ days and _____ nights per week, and that I am not providing payment for having my child reside with _____.

I further certify that my son/daughter is not living with me because _____

As a parent of the student named on this form, and as a nonresident of the Town of Newtown, CT, I attest to the accuracy of the information contained in this form. Further, I certify that, as a permanent resident of the Town of Newtown, CT, the student is eligible for free school privileges. I agree to notify school officials immediately regarding the termination of the student's permanent residency in the Town of Newtown, in which event the student will no longer be eligible for free school privileges. Finally, I understand that, should the student be found to be attending the Newtown Public Schools illegally, the Newtown Public Schools reserves the right to recover the costs for such education from me, the undersigned.

I understand that a perjured or fraudulent statement may lead to my prosecution under the criminal statutes of the State of Connecticut.

I also understand that this document may be used in a court of law as evidence against me.

OPTIONAL: I hereby certify that the said _____ has the full right to act in
(Person's Name)
my child's behalf concerning any and all school disciplinary, administrative, and medical matters.

Parent's Signature Date

Witnessed By:

Witness (Notary Public) Date

HOST'S STATEMENT

I hereby certify that _____ is my _____
(Student's Name) (Relationship)

and that he/she legally resides with me at _____
(No. and Street, Town, State)

I further certify that this is intended as a bona fide permanent address, that this child will be living with me
_____ days and _____ nights per week, and that I am not receiving payment for having this child reside with me.

I certify that this child is residing with me because _____

As the host of the student named on this form, and as a resident of the Town of Newtown, CT, I attest to the accuracy of the information contained in this form. Further, I certify that, as a permanent resident of the Town of Newtown, CT, the student is eligible for free school privileges. I agree to notify school officials immediately regarding the termination of the student's permanent residency in the Town of Newtown, in which event the student will no longer be eligible for free school privileges. Finally, I understand that, should the student be found to be attending the Newtown Public Schools illegally, the Newtown Public Schools reserves the right to recover the costs of such education from me, the undersigned.

I understand that a perjured or fraudulent statement may lead to my prosecution under the criminal statutes of the State of Connecticut.

I also understand that this document may be used in a court of law as evidence against me.

* * If you are the guardian of the student, please indicate the date and source of your authority:

Date Authority _____

OPTIONAL: I, _____, understand that I have full responsibility
(Name of Host)
for this student concerning any and all school disciplinary, administrative, and medical matters.

Host's Signature Date

Witnessed By:

Witness (Notary Public) _____
Date



Newtown Public Schools

Date:

RE:

DOB:

Dear _____

In order for a student to attend public school in Newtown, CT, the child's parent or legal guardian must live in Newtown, OR you, the parent, must officially establish that your child resides in Newtown, CT with "another person" under the following conditions:

1. Residency with another person is intended to be permanent.
2. Residency is provided without pay from the child's family.
3. Residency is not for the sole purpose of obtaining school accommodations in the Newtown Public Schools.
4. The other person signs a notarized affidavit (Host's Statement) that your child is residing with them.
5. You, the parent, submit a notarized Parent's Statement and Residency Affidavit.

Enclosed is a three page form titled "Residency Affidavit" which contains the parent's and host's statement. Please fill them out completely, having the parent's and host's statements notarized. Please schedule an appoint with the residency coordinator within ten days to review this information.

Unless we receive these documents which prove your child does have a permanent address in Newtown, CT, we will begin disenrollment proceedings.

Sincerely,



Newtown Public Schools
Residency Affidavit Renewal – Host Family

DATE: _____

TO WHOM IT MAY CONCERN:

I _____ CERTIFY THAT THE RESIDENCY
(NAME OF NEWTOWN RESIDENT)

AFFIDAVIT FILED ON _____ ON BEHALF OF MY _____,
(DATE) (RELATIONSHIP)

_____, REMAINS TRUE. THIS STUDENT CONTINUES
(STUDENT'S NAME)

TO RESIDE WITH ME AT _____
(NO., STREET, CITY, AND STATE)

MY TELEPHONE NUMBER IS _____.

(SIGNATURE OF NEWTOWN RESIDENT)

DATE

WITNESSED BY:

(NOTARY PUBLIC)

DATE



Newtown Public Schools

Date:

Re:

DOB:

Dear _____,

Enclosed is a copy of the Residency Affidavit on file for the above named student as well as a Residency Affidavit Renewal Form.

Please review the information on the original Affidavit, complete the Renewal form, and return both documents to me.

This information must be returned by _____ in order to assure _____
(Date) (Student's Name)

continued enrollment at _____ School.

If you have any questions regarding this request, please feel free to call me at _____.

Sincerely,



Newtown Public Schools

Certification of Residence Affidavit Renewal

{For use when both parent(s) AND student(s) reside with a Newtown resident}

DATE: _____

TO WHOM IT MAY CONCERN:

I _____ CERTIFY THAT THE CERTIFICATION
(NAME OF NEWTOWN RESIDENT)

OF RESIDENCE AFFIDAVIT FILED ON _____ ON BEHALF OF
(DATE)

_____, AND _____
(PARENT'S NAME) (STUDENT(S) NAME)

REMAINS TRUE. THIS/THESE STUDENT(S) CONTINUES TO RESIDE WITH ME AT

(NO., STREET, CITY, AND STATE)

MY TELEPHONE NUMBER IS _____.

(SIGNATURE OF NEWTOWN RESIDENT)

DATE

WITNESSED BY:

(NOTARY PUBLIC)

DATE

Students

Nonresident Attendance (Version #1)

The Board of Education may approve requests for school attendance in the district for children living outside the district only for the reasons specifically listed herein:

1. Child care in the district (parents, relative, sitter).
2. Mental or physical health of the child as certified by a physician, school psychologist, or other appropriate school personnel.
3. To complete a school year when the parents have moved out of the district during the school year.
4. On a student for student basis when equal numbers of students transfer between two districts.
5. When the district of origin agrees to pay the cost per student of education in the district for the past year less state and federal apportionments.
6. When the class enrollments in the district will permit the addition of out of district students, on a space available basis, in order to improve academic achievement and to reduce racial, ethnic and economic isolation or preserve racial and ethnic balance.

Transportation beyond that normally provided for students living in the district shall not be provided for students attending on an inter-district attendance agreement, except for such arrangements which are a part of the district's participation in the state-wide inter-district public school attendance program called OPEN. A non-resident student's continuation in the district is contingent upon the student's compliance with all applicable rules and regulations of the Board, satisfactory academic progress and the availability of staff and resources.

The Superintendent or his/her designee shall not hire additional staff to permit enrollment of non-resident students under this policy.

The Board of Education reserves the right to revoke any inter-district attendance agreement at any time with the exception of its responsibility to the inter-district public school attendance program called OPEN.

The Board of Education is not obligated under this policy to provide special education programs or services or create unique programs for students. If an enrolled non-resident student is eligible for services under the Individuals with Disabilities Education Act ("IDEA"), the District will not act as the local education agency for such student. A supplemental tuition or fee may be charged in those instances where special or additional services are provided for a non-resident student. The tuition or fee shall be based upon the actual costs associated with providing the special or additional services.

(cf. 3240 Tuition Fees)

Legal Reference: Connecticut General Statutes

10-4a Educational interests of state defined.

10 33 Tuition in towns in which no high school is maintained.

10 35 Notice of discontinuance of high school service to nonresidents.

10 55 Pupils to attend regional school.

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

Policy adopted:

Students

Nonresident Students

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 as evidenced by a contract to buy, build, rent, or lease;
3. A twelfth grade student wishes to complete his or her education in the district;
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. Necessary child care in the district by grandparents or other relatives.
6. Mental or physical health of the child as certified by a physician, school psychologist, or other appropriate school personnel.

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 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.

Evidence of Residency

The Superintendent of Schools or his/her designee may 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. An affidavit may require a statement or statements with documentation that there is bona fide student residence in the district, that the residence is intended to be permanent, that it is provided without pay, and that it is not for the sole purpose of obtaining school accommodations.

Removal of Nonresident Student From District Schools

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 local schools, the parent or guardian, the student if an emancipated minor, or a student eighteen (18) years of age or older shall be informed in writing that, as of a particular date, the student may no longer attend local schools, and the Superintendent 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 student is removed from a 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

Upon written request, the Board of Education shall provide a hearing within ten (10) days after receipt of such request. If there is a hearing, the Board shall make a stenographic record or tape recording of the hearing; shall make a decision on student eligibility to attend local schools within ten (10) days after the hearing; and shall notify the parent, guardian, emancipated minor, or student eighteen (18) years of age or older of its findings. Hearings shall be conducted in accordance with the provisions of Sections 4 177 to 4 180 inclusive of Connecticut General Statutes.

The Board shall, within ten (10) days after receipt of notice of an appeal, forward the hearing record to the State Board of Education.

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.

Policy adopted:

This policy is mandatory for districts that receive Title I funds.

The Every Student Succeeds Act amended ESEA and imposed requirements on state agencies dispersing funds for Title I programs. Most of the requirements are directed to state agencies. However, local districts receiving money for these programs will be held to many of the same requirements by the State.

Instruction

Migrant Students

The Superintendent will develop and implement a program to address the needs of migrant children in the District.

This program will include a means to:

1. Identify migrant students and assess their educational and related health, nutrition and social needs.
2. Provide to the extent feasible a full range of services that will provide migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes.
3. Provide migrant children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. Provide advocacy and outreach programs to migrant children and their families and professional development for District staff.
5. Provide parents/guardians an opportunity for meaningful participation in the program.

In providing services, priority shall be given to migratory children who have made a qualifying move within the previous one year period and who are failing, or most at risk of failing, to meet the challenging State academic standards or who have dropped out of school.

Migrant Education Program for Parent(s)/Guardian(s) Involvement

Parent(s)/guardian(s) of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parent(s)/guardian(s) of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

Migratory Child/Student Definition

- A. A “migratory child” means a child who:
- (1) is a migratory agricultural worker or a migratory fisher; or
 - (2) in the preceding 36 months, in order to accompany a parent, spouse, or guardian who is a migratory agricultural worker or a migratory fisher –
 - (i) Has moved from one school district to another;
 - (ii) As the child of a migratory fisher, resides in a school district or more than 15,000 square miles and migrates a distance of 20 miles or more to a temporary residence.

Instruction

Migrant Students

Migratory Child/Student Definition (continued)

- B. Qualifying Move** means a move from one residence to another residence that occurs due to economic necessity and from one school district to another school district.
- C. Migratory Agricultural Worker** means a person has moved from one school district to another in order to obtain temporary employment or seasonal employment in agricultural work, including dairy work.
- D. Migratory Fisher** means a person who, in the preceding 36 months has moved from one district or another in order to obtain temporary employment or seasonal employment in fishing work.

Legal Reference: Federal Register – July 29, 2008 – Final Rule
34 C.F.R. Part 2000

P.L. 114-95, Every Student Succeeds Act §1301 et seq., U.S.C. 20 6391

Policy adopted:

cps 1/03
rev 8/08
rev 5/17

Programs for Migrant Students - Family Interview Form

To be completed by Building Principal or designee: (please print)

Child 1 Name	Birth Date	Grade	School
Child 2 Name	Birth Date	Grade	School
Child 3 Name	Birth Date	Grade	School

Name of Parent/Guardian	Language(s)
Telephone Number or other contact information	Today's Date

Needs Assessment

Please check response

1. Do any of your children have health problems that interfere with their ability to learn? Explain: Yes No _____

2. In what areas might your child(ren) need additional help in school?

	Reading	Math	Language	Other (specify)
Child 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Child 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Child 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____

3. Are your child(rens)' immunizations up to date? Yes No Don't know

4. Do you have immunization records? Yes No Don't know

5. Have you established a source of primary healthcare? Yes No Don't know

If not, would you be interested in information on primary healthcare? Yes No Don't know

Resources and Referrals

Please circle/check response

1. Would you be interested in information on:

- | | | | |
|---------------------|------------------------------|-----------------------------|-----------------------------------|
| Head Start | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Enrolled |
| District Preschool | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Enrolled |
| Parents as Teachers | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Enrolled |
| GED/ESL Classes | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Enrolled |

2. Would you be interested in information on:

- | | | |
|-----------------------------|------------------------------|-----------------------------|
| Public/County Health Dept. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Division of Family Services | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

3. May we share your name and address with these agencies?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

4. When is the best time to reach you at home?

- | | |
|-----------------------------|-----------------------------|
| <input type="checkbox"/> AM | <input type="checkbox"/> PM |
|-----------------------------|-----------------------------|

Days of the week:

- | | | | | |
|---------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Monday | <input type="checkbox"/> Tuesday | <input type="checkbox"/> Wednesday | <input type="checkbox"/> Thursday | <input type="checkbox"/> Friday |
|---------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|

Name of Person Completing Form

Name of Person Being Interviewed and
His/Her Relationship to Family/Children

A mandated policy.

Instruction

Grading/Assessment Systems

It is the philosophy of this district that students respond more positively to the opportunity for success than to the threat of failure. The district seeks, therefore, through learner objectives and its instructional program, to make achievement both recognizable and possible for students. Achievement will be emphasized in the process of evaluating student performance.

Evaluation of student progress is a primary responsibility of the teacher. The highest possible level of student achievement is a common goal of both school and home. A close working relationship between home and school is essential to the accomplishment of this goal. Regular communication with parents or guardians, utilizing a variety of means, about the scholastic progress of their student is a basic component of this working relationship. It is the responsibility of the school and individual staff members to keep parents or guardians well informed.

Regularly used report cards, combined with scheduled parent-teacher conferences, and other communication vehicles helps promote a process of continuous evaluation of student performance.

The grading and reporting systems as developed by the administration and faculty are subject to the approval of the Superintendent and/or Board of Education.

Alternate language: The Board of Education shall approve the grading and reporting systems as developed by the administration and faculty and upon the recommendation of the Superintendent of Schools.

Weighted Grades

The curriculum contains a wide variety of courses at various levels of academic challenge. Students are allowed considerable choice and are encouraged to strive for academic excellence. A system of grade weighting recognizes the differences in student achievement. Grade weighting encourages and rewards students for selecting courses at more challenging levels of difficulty.

A grade weighting/class ranking system shall be implemented for the high school in accordance with the guidelines set forth and published annually in the high school parent/student handbook.

Parents and students shall be advised annually, via the schools' parent/teacher handbook, of this position and the specifics of the weighted grading program.

Instruction

Grading/Assessment Systems (continued)

Rank In Class

Rank in class will be determined by adding up the grades for all courses and dividing by the number of credits.

For rank in class purposes only, three percentage points will be added to the number resulting from the conversion from letter grades to numerical grades for all courses designated “honors” and for all advanced placement courses. Subject to the Principal’s approval, every department will select those courses which deserve an “honors” designation.

Weighted Quality Points:

- A. Independent Study shall be an unweighted course.
- B. A student’s transfer grades from other schools shall be evaluated by the Principal or his designee in accordance with the established criteria so that all grades will be included in the student’s quality point average.

(cf. 5124 - Reporting to Parents)

(cf. 6141.5 - Advanced College Placement)

Legal Reference: Connecticut General Statutes

10-220g Policy on weighted grading for honors and advanced placement classes

Policy adopted:

rev 7/17

A sample regulation to consider if the district decides to prohibit the practice of students grading the work of their classmates.

Instruction

Grading/Assessment Systems

The Board of Education, through its policy, prohibits the practice of teachers allowing students to grade their classmate's work and/or announcing grades aloud in the classroom. These guidelines provide guidance for teachers in the implementation of this policy.

1. Students shall not grade each other's work.
2. Student work should not be posted or displayed that reveal grades.
3. Non-school personnel, such as parent volunteers, shall not be permitted to grade student papers.
4. Students may correct papers of their classmates if done anonymously or with the consent of parents/guardians.
5. Students may grade their own papers as long as they do not call out their grades in order to have the teacher record the grades.
6. Students may grade their classmates' work if the grades are NOT recorded in the teacher's grade book, as for instance, with practice tests.

(cf. 5124 - Reporting to the Parents)

(cf. 5125 - Student Records)

Regulation approved:

cps 1/01

HOMEWORK

Homework is recognized as an integral part of the schools' educational program. It is a form of purposeful learning activity that can be an important contribution to regular classroom work at all grade levels. As a form of independent study directly related to classroom work, homework provides students with the opportunity to develop and to reinforce skills and attitudes that encourage responsibility and self-directed learning.

The classroom remains as the primary instructional center in the schools. Homework relevant to the instructional program's objectives is to be assigned by the classroom teacher when it is necessary and considered to be an effective means to reinforce or enrich the classroom learning experience.

Homework can be classified into one of three basic categories: practice, preparation, or extension.

Practice

Practice is the most common and simple kind of homework. Its purpose is to provide students with an opportunity to reinforce and master specific skills that have been presented in class.

Preparation

Preparation homework assignments are given to make students ready for the next class meeting, for example, students may be asked to read the next chapter in their biology text. Important considerations in making such assignments are to assess the length and difficulty of the assignment and to allow time for follow-up in class. This type of homework might also include library research or other activities that require students to gather and organize information in preparation for class discussion.

Extension

Extension assignments are designed to take students beyond the work covered in class and encourage them to apply concepts and skills learned in class to new and creative situations. This is a higher order of homework in that it is designed to help students develop their intellectual capabilities beyond those required for memory or simple comprehension.

The type, frequency, and quantity of homework assigned by the teacher should be consistent not only with the instructional program's objectives but with the needs, capabilities, and interests of the individual student or class as well. In fulfillment of this objective, the teacher should help students to understand the purpose and significance of the assignment. The completion of homework assignments and the evaluation of appropriate homework should be considered in the assessment of a pupil's progress.

The Board of Education realizes that the following guidelines cannot always be uniformly applied each night of the week. However, it shall be the responsibility of the principal to see that the spirit of these guidelines is implemented in a fair and consistent fashion. It is important to acknowledge variables such as speed of assignment completion, study habits, and number of study halls, which make it impossible for all students in the same grade to have uniform time spent each evening completing school work.

The times indicated below are for students in the mainstream of academic achievement in Newtown.

Grade 1	Homework may be assigned requiring 50 minutes a week.
Grade 2	Homework requiring 1 to 1-1/2 hours per week may be assigned.
Grade 3	30 minutes per night
Grade 4	45 minutes per night
Grade 5	50 minutes per night
Grade 6	1 hour per night
Grades 7-8	1-1/2 hours per night
Grades 9-12	2 hours per night

Adopted 6/9/81

Updated 6/12/84, 10/10/95

Boards are required by state law to have a policy regarding homework.

Instruction

Homework/Make-Up Work

Homework

The Board of Education considers homework and other out-of-class assignments to be essential parts of the educational program of the _____ Public Schools. Through homework and out-of-class assignments, students have an opportunity to reinforce and/or extend academic and learning skills taught in class. Homework also contributes to the students' development of such skills as working independently, organizing time, developing effective work habits, and developing self-discipline in accepting responsibilities. Parents or guardians are encouraged, through discussions with their children, to become aware of and to support the need for the student to complete homework and other out-of-class assignments.

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits. As an extension of the classroom, homework must be planned and organized, must be viewed as purposeful to the students, and should be evaluated and returned to student in a timely manner.

Teachers may give homework to students to aid in the student's educational development.

Teachers may assign homework as part of their curriculum. If homework is to be used by teachers as part of a student's grade, the teacher will explain to students how such homework assignments relate to the teacher's grading system. Homework should be any application or adaptation of a classroom experience, and should not be assigned for disciplinary purposes.

Legal Reference: Connecticut General Statutes
 10-221 Boards of education to prescribe rules, policies and procedures

Policy adopted:
cps 6/10
rev 12/12

A regulation to consider.

Instruction

Homework/Make-Up Work

Homework

Homework is an important part of a student's school experience from elementary school through high school. The program of homework is geared closely to the developing maturity of children throughout the grades and their increasing ability to benefit from independent study. It is, therefore, important for the student to be taught the concepts related to the subject area and how to study in school before he is given work to do at home. There is a steady increase in the amount of homework expected of students from the elementary grades through the senior high school.

The educational value of homework assignments depends, to a large extent, on the independent study skills that the youngster has acquired. Beyond the control of the school, but still very important, are the conditions provided in the home whereby the student is encouraged to work independently and to do the best possible job with the assignment at hand. A quiet, secluded spot and an encouraging attitude on the part of the parent will be major factors in the effectiveness with which a student undertakes the task of homework assignments.

Homework during a student's school experiences includes many kinds of learning activities. Two types are essential to an adequate program:

1. **Short-Term assignments** are to be completed by the next class period. They are intended to reinforce academic learning which have been presented in class. They frequently involve specified reading or drill and practice exercises. Specified reading includes preparation of reports. Topics of mastery and practice exercises provide practical application of this material. Such assignments are often completed during the school day under the supervision of the teacher.
2. **Long-Term assignments** are spread over a number of days or weeks. This type is outlined and explained in school to be completed outside of class hours. Long-term assignments include such school activities as: social studies research, science projects, creative writing and extended reading.

Homework to be educationally meaningful should serve some or all of the following purposes:

1. Encourage the student to think and search for new ideas.
2. Help the student to develop self-direction, self-reliance, a sense of responsibility, and the ability to make decisions.
3. Broaden the student's experience for increased class contribution.
4. Reinforce school learning by providing practice and application.

The homework regulation provides for a planned sequence during the course of a student's total school experience. There are four stages in the sequence during which assigned school work is adapted to the maturity and achievement level of the students: primary, intermediate, middle and senior high school.

Instruction

Homework/Make-Up Work

Homework (continued)

Elementary School: Homework will vary with the needs of the small groups or individual students. Independent study skills, the groundwork for success in homework, should be taught in school.

Primary Grades (1-3): The student is given short-term assignments based on his needs and level of maturity and is gradually introduced to the long-term type of assignments.

Intermediate Grades (4-6): There are additional study skills taught in these grades. The skills are emphasized, and practice in them is provided through long-term projects in many content subjects.

Much of the work in relation to these projects is to be completed outside of class time and will require study at home. Short-term assignments are completed at home when the teacher feels additional practice in skills, already taught, is needed. The teacher provides specific directions and materials for these home assignments. There is an increase in these short-term assignments as students become more independent as they advance in the grades.

Middle School: Homework in grades seven and eight becomes the responsibility of several teachers in the various subject areas. Each teacher has the responsibility for setting reasonable limits on the requirements for preparation beyond class time. This should be done in cooperation with other teachers.

Senior High School: The amount of outside preparation required increases markedly at the senior high school level, particularly for the college bound student. The ability to work successfully without supervision is one of the most important attributes a student can offer in his/her candidacy for college acceptance. Independent study by means of both short-term and long-term assignments becomes a valuable preparation for the more rigorous requirements of the curriculum at college.

Each academic subject calls for an average preparation time of approximately one hour outside the class period. This time estimate is for the average student, but does not imply that assignments are or should be the same for all students.

Teachers, in making homework assignments, will bear in mind that the foregoing time requirements include the total time allotted for both the short-term everyday type of assignment as well as the long-term type of assignment required in several subject areas. Teachers should consider the possibility of reductions in daily assignments when demands for long-term assignments are heaviest.

Regulation approved: