

## **SUBJECT: Non-Resident Policy for Hammondspport Central School District**

A non-resident student is one whose parent(s) or legal guardian(s) reside outside the geographical boundaries of the Hammondspport Central School District (“District”).

### **A. Application and Admission**

Any non-resident parent or non-resident guardian seeking to enroll a child in the District is required to submit a request in writing to the Superintendent of Schools. All requests must include a signed release permitting the District to review the educational records, as defined by Federal Educational Rights Privacy Act (“FERPA”), from any school the child previously attended. Any request must be submitted no later than August 15<sup>th</sup> of each school year. If extraordinary circumstances exist, the Superintendent may review and recommend requests received after August 15<sup>th</sup>. For the 2015-16 school year only, the initial request for enrollment deadline will be extended until September 15<sup>th</sup>.

The Superintendent of Schools may approve an application for enrollment of a non-resident student if and only if, in the judgment of the Superintendent of Schools:

1. There is sufficient space to accommodate the non-resident student;
2. No increase in the size of faculty or staff will be necessary to accommodate the student;
3. The non-resident student meets the District’s criteria for admission;
4. The admission of such non-resident student during the enrollment period is determined to be in the best interests of the District; and
5. The student who is the subject of the application is in good academic standing.

All applications will be considered on a case-by-case basis. Admission of attendance to the District for non-resident students shall be limited to a school year and requires application on an annual basis. Following the Superintendent recommendation, the Board will be asked to authorize final approval whether or not the student(s) will be admitted.

If approved to attend District schools as a non-resident student, the parent(s) and/or guardian(s) **and** the student must meet with a District administrator to review this Policy and obtain a copy of the Code of Conduct (or link to it on the District’s website). The parent(s) or guardian(s) and the student must sign a acknowledgment that they have read and reviewed this Policy and the Code of Conduct. The student will be responsible for adhering to the Code of Conduct. If there a violation of the Code of Conduct as determined by the Superintendent of Schools, the District reserves the right to revoke admission for the student.

### **B. Transportation**

Nonresident students attending District schools shall be solely responsible for their own transportation to and from the District's schools. The only exception to this policy may be if a District bus on a regular run travels past the nonresident student's home and space is available on that bus. Approval in this situation is needed from both the resident District and the Hammondspport Transportation Supervisor. Otherwise, bus routes will not be changed or extended to satisfy the transportation needs of nonresident students.

## **C. Tuition**

Tuition may be charged at the rate prescribed by Regulations of the Commissioner of Education. Insofar as procedures permit, tuition rates for an academic year will be established in August of each school year by the Board of Education. One-half of the tuition shall be paid prior to the first day of attendance in September. The remaining half shall be paid prior to the first day of attendance of the second semester, in January.

## **D. Former Residents**

1. Students of any grade who moves outside the geographical boundaries of the District during the school year may be given permission to finish the semester in which the move occurs. A request for permission to finish the semester must be made to the Superintendent of Schools within five days of the move.
2. A student who moves outside the geographical boundaries of the District after completion of the first semester of the year preceding his/her anticipated graduation year may be given permission to remain in the Hammondspport Central School District until graduation. Any such request must be made in writing to the Superintendent of Schools.

## **E. Anticipated Residents**

The children of families who have signed a contract to buy or build a residence or rent in anticipation of residency in the District may be enrolled for the semester in which they expect to become residents. The District may require that a copy of the purchase, lease or rental agreement be provided to the District to verify residency

## **F. Foreign Students**

Students from other nations who are living with District residents may be enrolled at the discretion of the District. In accordance with federal law, a foreign student who attends a public secondary school under an F-1 Visa must reimburse the school district for the full unsubsidized per capita cost of providing education at the school during the student's attendance. The administration is authorized to file with the U.S. Department of Homeland Security the forms necessary for the monitoring of non-immigrant foreign

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students during the course of their stay in the district in accordance with the Student and Exchange Visitor Information System (SEVIS).

## **G. Foreign Exchange Students**

Only foreign students participating in a recognized Student Exchange Program under a J-1 Visa may attend District schools without payment of tuition. The administration is authorized to file with the U.S. Department of Homeland Security the forms necessary for the monitoring of non-immigrant foreign students during the course of their stay in the District in accordance with the Student and Exchange Visitor Information System (SEVIS).

The Board of Education recognizes the value of cultural diversity brought to the District by exchange students. Exchange students may be admitted as District residents, provided that the students comply with immigration laws and the Superintendent determines that they would not constitute an undue burden on the District.

### Policy References:

New York State Education Law Sections 1709(13), 2045 and 3202  
8 New York Code of Rules and Regulations (NYCRR) Section 174.2

Federal Educational Rights Privacy Act, 20 U.S.C. § 1232g

NOTE: Refer also to Policy #7133 -- Education of Homeless Children and Youth