

ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

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The Hopewell Valley Regional Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older pupil as is otherwise entitled by law to a free public education.

Eligibility to Attend School

The Board shall admit pupils eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1 et seq.

The Board shall also admit any pupil that is kept in the home of a person other than the pupil's parent or guardian, where the person is domiciled in the school district and is supporting the pupil without remuneration as if the pupil were his or her own child in accordance with N.J.A.C. 6A:22-3.2 et seq. A pupil is only eligible to attend school in the district pursuant to this provision if the pupil's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the pupil due to family or economic hardship and the pupil is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the pupil must file, if so required by the district, a sworn statement that he or she: is domiciled within the district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the pupil relative to school requirements; and a copy of his or her lease if a tenant, or a sworn landlord's statement if residing as a tenant without a written lease. Pursuant to N.J.S.A. 18A:38-1(c), any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child; and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.

A pupil is eligible to attend school free of charge pursuant to N.J.S.A 18A:38-1(b) if the pupil is kept in the home of a person domiciled in the district, other than the parent or guardian, where the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year upon the parent or guardian return from active military duty.



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A pupil is eligible to attend school free of charge pursuant to N.J.S.A. 18A:38-1(d) if the pupil's parent or guardian temporarily resides within the district and elects to have the pupil attend school in the district of temporary residence, notwithstanding the existence of a domicile elsewhere. Where required by the district, the parent or guardian shall demonstrate that such temporary residence is not solely for purposes of a pupil attending school within the district of temporary residence. Where one of a pupil's parents or guardians temporarily resides in the district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.

A pupil is eligible to attend school in the district free of charge:

1. If the pupil's parent or guardian moves to another district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;
2. If the pupil is placed in the home of a district resident by court order (as defined in N.J.A.C. 6A:22-3.2(e)) or by a society, agency, or institution pursuant to N.J.S.A. 18A:38-2;
3. If the pupil had previously resided in the district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the pupil out of the district, pursuant to N.J.S.A. 18A:38-3(b); The district shall not be obligated for transportation costs; and
4. If the pupil resides on federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.

The physical condition of an applicant's housing, an applicant's compliance with local housing ordinances, or terms of lease shall not affect eligibility to attend school.

A pupil's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111.

Proof of Eligibility

The district shall accept forms of documentation from persons attempting to demonstrate a pupil's eligibility for enrollment in the district in accordance with N.J.A.C. 6A:22-3.4 et seq. The district shall consider the totality of information and documentation offered by



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an applicant, and shall not deny enrollment based on failure to provide a particular form of documentation, or a particular subset of documents, without regard to other evidence presented.

The district shall not require or request any information or document protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school. However, these protected documents or information, or pertinent parts thereof, may be voluntarily disclosed by the person(s) seeking enrollment in the district. However, the district may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.

Initial Assessment and Enrollment

Registration, initial determinations of eligibility, and enrollment will be in accordance with N.J.A.C. 6A:22-4.1 et seq. The district shall use registration forms provided by the Commissioner of Education or locally developed forms that are consistent with the forms provided by the Commissioner. A district level school administrator designated by the Superintendent will be available, and clearly identified to applicants, to assist persons who are experiencing difficulties with the registration/enrollment process.

Initial determinations of eligibility shall be made upon presentation of an application for enrollment and enrollment shall take place immediately in all cases except those of clear, uncontested denials. Where an applicant has provided incomplete, unclear or questionable information, enrollment shall take place immediately, but the applicant will be placed on notice that removal will result if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2 et seq.

Where an applicant appears ineligible based on the information provided in the initial application, a preliminary written notice of ineligibility shall be provided, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and intent to appeal to the Commissioner. A pupil enrolled pursuant to this provision shall be notified that he or she will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.

Where enrollment is denied and no intent to appeal is indicated, applicants shall be advised that they shall comply with compulsory education laws. In this case, the parent(s) or guardian(s) shall, where the pupil is between the ages of six and sixteen, be asked to complete a written statement that the pupil will be attending school in another



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district, attending a nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the event this written statement is not provided, the district level administrator designated by the Superintendent shall notify the school district of actual domicile or residence, or the Department of Children and Families to report a potential instance of “neglect” pursuant to N.J.S.A. 9:6-1, with the pupil’s name, the name(s) of the parent/guardian/resident, the pupil’s address to the extent known, and shall indicate that admission to the district has been denied based on residency or domicile, and that there is no of evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

Enrollment or attendance in the district shall not be denied based upon absence of the certified copy of birth certificate or other proof of a pupil’s identity required within thirty days of initial enrollment pursuant to N.J.S.A. 18A:36-25.1.

Enrollment in the district shall not be denied based upon absence of pupil medical information, although actual attendance at school may be deferred as necessitated by compliance with rules regarding immunization of pupils, N.J.A.C. 8:57-4.1 et seq.

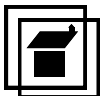
Enrollment in the district, attendance at school, or educational services where attendance in the regular education program appears inappropriate, shall not be denied based upon absence of a pupil’s prior educational record. However, the applicant shall be advised that the initial educational placement of the pupil may be subject to revision upon receipt of records or further assessment of the pupil by the district.

Notice of Ineligibility

If the district finds the applicant ineligible to attend the schools of the district pursuant to N.J.A.C. 6A:22-1.1 et seq., or the application initially submitted is found to be deficient upon subsequent review or investigation, notice shall immediately be provided to the applicant consistent with sample form(s) to be provided by the Commissioner. Notices shall be in writing, in English and in the native language of the applicant, issued by the Superintendent and directed to the address at which the applicant claims to reside. The Notice of Ineligibility shall be provided and shall include information as required in accordance with N.J.A.C. 6A:22-4.2 et seq.

Removal of Currently Enrolled Pupils

Nothing in N.J.A.C. 6A:22-4.3 et seq. and this policy shall preclude the Board from seeking to identify, through further investigation or periodic requests for current validation of previously determined eligibility status, pupils enrolled in the district who



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may be ineligible for continued attendance due to error in initial assessment, changed circumstances or newly discovered information.

When a pupil, enrolled and attending school in the district based on an initial determination of eligibility, is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board for removal of the pupil in accordance with N.J.A.C. 6A:22-4.3(b). No pupil shall be removed from school unless the parent, guardian, adult pupil or resident keeping an "affidavit pupil" (as defined in N.J.A.C. 6A:22-1.2) as the case may be, has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult pupil or resident keeping an "affidavit pupil", as the case may be, does not respond to the Superintendent's notice within the designated time frame or appear for the hearing, the Board shall make a prompt determination of the pupil's eligibility or ineligibility and shall immediately provide notice thereof in accordance with the requirements of N.J.A.C. 6A:22-4.2 et seq. The hearings required pursuant to N.J.A.C. 6A:22-4.3 et seq. may be conducted by the full Board or a Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No pupil may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

Appeal to the Commissioner

The district's determination that a pupil is ineligible to attend the schools of the district may be appealed to the Commissioner by the parent, guardian, adult pupil or resident keeping an "affidavit pupil", as the case may be. Such appeals shall proceed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 et seq and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1(b)1, appeals of "affidavit pupil" eligibility determinations must be filed by the resident keeping the pupil.

Assessment and Calculation of Tuition

If no appeal to the Commissioner is filed following notice of a determination of ineligibility, the Board may assess tuition for any period of a pupil's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq. The district may petition the Commissioner for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10, through recording, upon request of the Board pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.



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Nonresident Pupils

The Board may approve admission of a nonresident child to school free of charge based on hardship. No child otherwise eligible shall be denied admission on the basis of the child's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The continued enrollment of any nonresident pupil shall be contingent upon the pupil's maintenance of good standards of citizenship and discipline.

Children Who Anticipate Moving to or from the District

1. Eligibility of Future Residents

Pupils whose parent(s) or guardian(s) have signed a contract to buy, build, rent, or lease a residence in the school district, with the intent to occupy the same as their domicile, may be enrolled prior to moving into the district, subject to the provisions of Board policy relating to the payment of tuition.

Acceptable written proof in the form of a certification attaching a copy of the building contract or lease or other documentary evidence must be provided for school enrollment.

2. Eligibility of Former Residents

Regularly enrolled pupils whose parent(s) or guardian(s) move out of the school district may be permitted to complete that school year in the Hopewell Valley Regional School District with payment of tuition in accordance with Board policy. Enrolled twelfth grade students whose parent/guardians are residents on the opening day of school shall be exceptions and shall be permitted to complete their senior year in this district without payment of tuition.

For pupils whose parent(s) or guardian(s) move out of the school district after January 1 of the school year, this tuition shall be waived upon a showing of financial need. Financial need shall be defined as the annual income level for eligibility for free or reduced lunch pursuant to the National School Lunch Program. Acceptable written proof in the form of notice of eligibility for free or reduced school lunch or other proof of equivalent financial circumstances must be provided for waiver of tuition. Pupils who are in alternative placements because of expulsion or other



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reasons shall not be eligible to complete the school year under this section, as there is no issue of educational continuity.

A pupil who was a prior resident of the district, and who parent(s) or guardian(s) is a member of the New Jersey National Guard or the United States Reserves ordered into active service in time of war or national emergency, shall be eligible for tuition-free enrollment in the district if otherwise eligible. Acceptable written proof in the form of documents pertaining to the parent(s) or guardian(s)' military status and assignment, and the pupil's prior residency in the district must be provided for school enrollment.

The pupil's eligibility for tuition-free enrollment in the district shall cease at the end of the school year during which the parent(s) or guardian(s) is no longer in active service.

3. Eligibility of Classified Tuition Pupils

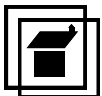
Non-resident classified pupils may, on recommendation of the Hopewell Valley Child Study Team and with advance approval of the Superintendent and the Board of Education, be enrolled as tuition pupils in special education classes operated by the Hopewell Valley Regional School District.

4. Eligibility of Non-Classified Tuition Pupils

Applications may be obtained from the school Principal.

Conditions for the eligibility of a non-resident tuition pupil include:

- a. A pupil and parent interview with the school Principal.
- b. An administrative review of the pupil's prior school records including academic, discipline, attendance, and any other mandated records that would be educationally relevant.
- c. A consultation with the pupil's Principal and/or school counselor in the school last attended.
- d. A yearly determination of space availability in the grade level and/or program of study.



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- e. Parental understanding and written agreement that the parent(s) or guardian(s) will be responsible for transportation to and from school; that the pupil will be admitted only in the regular education program; that should the pupil be identified as potentially educationally disabled, the district of residence shall be responsible for providing special education programs and/or related services; and that participation of non-resident tuition pupils in athletics shall be governed by current and applicable rules and regulations set forth by the Board of Education, the State Board of Education, and the NJSIAA. It shall be the responsibility of each pupil's parent(s) or guardian(s) to provide verification of the eligibility of the athlete.
- f. A recommendation from the Principal to the Superintendent and the Board of Education to accept or deny the application for admission as a non-resident tuition pupil.

The Board of Education, on recommendation of the Superintendent, maintains the unilateral right to terminate enrollment of a non-resident tuition pupil for cause. This shall include but not be limited to the pupil's failure to meet the expected levels of performance, attendance, or behavior; or the identification of a potential educational disability that needs to be handled by the district of residence; or the failure to meet tuition payments as per schedule established by the administration.

5. Eligibility of Foreign Pupils

With its discretionary power, the Hopewell Valley Regional School District Board of Education may admit a foreign pupil under admission criteria developed by the administration with special attention to maximum diversity of culture and under the following conditions:

- a. An agency or an individual domiciliary resident wishing to sponsor a foreign pupil must make written application to do so to the Board of Education by May 1 preceding the year of proposed enrollment.
- b. An application for admission shall include a statement from the pupil setting forth the pupil's reasons for applying and the pupil's educational objectives. It shall also include the pupil's health record, a transcript of prior educational achievement, and



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appropriate proof of proficiency in the English language. In addition, a domiciliary resident must supply a statement accepting all legal responsibility for the pupil.

- c. Notification of official Board action will be in writing immediately following Board approval. Admission of pupils under this policy section shall be for a maximum period of one school year.
- d. The Board reserves the right to terminate a foreign pupil's eligibility for good cause.

6. Eligibility of Children of Staff Members

Consistent with the collective bargaining agreements for employee groups within the Hopewell Valley Regional School District, children of staff members shall be eligible to attend the district's schools with tuition contributions as may be required by contract.

Other Nonresident Children

Other nonresident children, otherwise eligible for attendance, may be admitted to school in this district with payment of tuition if their admission is warranted by the inaccessibility of school in their home district, the singular availability of an appropriate educational program in this district, the avoidance of transfer and readmission of a child whose legal custody is shared by a parent(s) or guardian(s) residing in this district, or other good cause.

N.J.S.A. 18A:38-1 et seq.

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-1.1 et seq.

Adopted: 27 April 2009

Revision: Reviewed by the Finance/Facilities Committee and the Personnel Committee:
12 February 2010

First Reading: 17 February 2010, Second Reading and Adoption: 23 March 2010

Revision Reviewed by Finance & Facilities Committee: 13 October 2010, First Reading: 13 December 2010, Second Reading and Final Adoption: 10 January 2011



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