Students

Admission/Placement

General Principles

In accordance with Connecticut General Statute 10-186, the Woodbridge Board of Education shall provide education for all persons residing in the District who are five years of age and older, or who have attained age five on or before September 1 of any school year, and who are under 21 years of age who are not graduates of a high school or vocational school, except as provided in Connecticut General Statutes 10-233c and 10-233d. ~~If the child does not meet the cutoff date, the parent / guardian has the right to submit a written request to the Principal that an assessment of the child be conducted to determine that admitting such child is developmentally appropriate. For decisions relating to early admissions to the District, the decision of the Principal shall be final.~~ The Woodbridge Board of Education recognizes the statutory right of children residing in the District to be enrolled in school if residency and age are confirmed. However, homeless students shall not be required to show residency.

Residency shall be defined as full-time occupancy of a Woodbridge residence (fixed permanent domicile), by at least one parent / guardian and the student. Living with a Woodbridge resident - even a close relative - for purpose of attending the Woodbridge School District is forbidden under Connecticut law and Woodbridge Board of Education policy. Temporary residence in the Town of Woodbridge, solely for the purpose of attending the Woodbridge School District, is also not considered residency. In accordance with Connecticut school law, being a land owner, tax payer, or business owner in the Town of Woodbridge does not confer residency privileges for school purposes. The burden of proving residency falls to the parent / guardian.

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, gender identity or expression, or any other basis identified by State or federal law. Students who are classified as homeless under federal law, or an unaccompanied youth, as described in 42 USC 11434a, and therefore do not have a fixed residence, will be admitted pursuant to federal law and policy 5118.1. Exceptions from routine admission may be made by the school Principal on the basis of supporting evidence from physical and psychological examinations.

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/guardian of any child who is denied admission to the District's schools, or an unaccompanied minor, 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 Woodbridge Board of Education.

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.

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, on its website, 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.

In order to determine a child's eligibility for multilingual education 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.

Documents to Establish Age and Immunizations
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, a State-issued identification document, a driver's license or passport, a parent's affidavit or unsworn statement as to a child's age, a physician's certificate verifying a child's age, or an immunization record.

Completion of immunization and health assessment requirements is required prior to a child's attendance in school, but is not considered prerequisite to enrolling a child who resides in the District and is of appropriate age to attend school. 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.

Documents to Establish Residency
In the establishment of residency, the Board will accept such documentation as, but not limited to, a current signed notarized lease agreement and rent receipt (signed by owner/landlord and tenant/resident), proof of home ownership (a mortgage document, a property tax record), a homeowner's / renter's insurance policy record, two current utility bills, current proof of government benefits, a Connecticut's driver's license showing current Woodbridge address. A cellphone or cable bill is not acceptable. An *Affidavit of Residence*, properly executed, shall also be acceptable. The District, when determining residency, shall not request documentation of citizenship or immigration status of a child or the child's parents/guardians. The Woodbridge School District reserves the right to request additional documents and/or to conduct an investigation at any time. Students will not be enrolled until acceptable proofs of residency have been verified and approved.

A student who resides in a dwelling located in more than one town shall be considered, for purposes of school attendance, a resident of each town in which the dwelling is located and may attend school in any one of such towns.

For purposes of establishing the residency of a child of a member of the armed forces, as defined in Connecticut General Statutes 27-103, and who is seeking enrollment in a district school, the Board shall accept as proof of residency the military orders directing such member to Connecticut or any other documents from the armed forces indicating the transfer of such member to Connecticut.

Special Circumstances
A student whose family intends to become residents of Woodbridge in a given school year may enroll in the Woodbridge School District at the start of that school year by presenting evidence that such residence will be established and occupancy will occur within 60 days from the time the student is enrolled including a notarized statement from the landlord and/or closing attorney. Evidence shall include: ownership of property approved as a building site and a signed construction contract stating that the home will be ready for occupancy within 60 days from the time the student is enrolled or a binding lease agreement to rent a home in Woodbridge with

occupancy occurring within 60 days from the time the student is enrolled, or a binding agreement to purchase a home in Woodbridge, such binding agreement clearly stating "closing" to occur within 60 days from the time the student is enrolled. Any such evidence shall be presented as a sworn or notarized affidavit from the closing attorney. Until the family takes residence in Woodbridge, responsibility to transport the student to school will be the family's. Failure to ultimately establish residence within 60 days will obligate the family to be liable for payment of full tuition costs from the date of the student's entry in the district's school. Tuition, including the payment of any delinquent or liable tuition, would then need to be paid monthly for the child to be eligible to continue in school until residency is established.

Tuition cost would be determined by the Business Office based on the general education per-pupil cost. In such circumstances, a child will not be continued as a tuition student for a period greater than ten (10) months.
A student whose family moves from Woodbridge after February 1 of a given school year may complete that year in the Woodbridge School District, but the student's family is responsible for the student's transportation to and from school.

Children of school age who are not residents of Woodbridge but who are permanent residents with adult relatives or non-relatives who are bona fide residents of Woodbridge shall be entitled to free school accommodations provided by the Woodbridge Board of Education provided that the child's residence in Woodbridge: (1) is to be permanent; (2) is provided by the Woodbridge relative or non-relative without payment or compensation by the child's parent or legal guardian and; (3) is not for the sole purpose of attending Woodbridge Public Schools.

Connecticut General Statute 10-253d addresses the circumstances of children who are permanent residents in the homes of relatives or non-relatives citing conditions of residence as being permanent, provided without pay, and not for the sole purpose of obtaining school accommodations. The statute also provides that the local Board of Education may require documents from the parent or guardian, the relative or non-relative, the emancipated minor, or the student 18 years of age or older, in the form of an affidavit attesting to residency under conditions not in conflict with Connecticut General Statute 10-253(d). The transportation of a child to Woodbridge from a parent's residence in another community does not qualify as residency (if the child actually resides in the other parent's community).

The Superintendent shall require that affidavits shall be executed by both the child's parent or legal guardian and the Woodbridge relative or non-relative attesting to the child's residence in Woodbridge. The Superintendent may also require any other supporting documentation as he/she deems necessary. For the purposes of this policy, the term "permanent" shall be defined as the intent by the non-resident student, the Woodbridge relative or non-relative, and the student's parent or guardian that said student intends to reside in Woodbridge indefinitely.

The Superintendent shall require that parents or guardians of a child provide appropriate proof of residency in Woodbridge prior to enrollment of their child in the Woodbridge Public Schools. The Superintendent may also require that parents or guardians of a child already enrolled in the Woodbridge Public Schools provide appropriate proof of residency in Woodbridge from time to time.

In the event it is determined that a child is not legally entitled to be provided school accommodations by the Woodbridge Board of Education, the Woodbridge Board of Education may, pursuant to Connecticut General Statute 10-186, assess the child's parent or guardian for tuition and the resident with whom the child resides. The tuition charge may be imposed for that period of time that the child was not legally entitled to attend Woodbridge School District in the current school year and/or for any past year in which the child was enrolled in the Woodbridge School District. The Woodbridge Board of Education may, in its sole discretion, exclude the child from the Woodbridge School District for the balance of the school year. The Woodbridge School District may seek civil remedies, including fines and legal action, to collect any unpaid assessments of tuition and

additional penalties. If determination is made by the Superintendent that the student is residing other than in Woodbridge, the student's enrollment in Woodbridge shall be terminated immediately.

If a child is placed out by the Department of Children and Families or any other State agency with a bona fide resident of Woodbridge, the child shall be entitled to free school accommodations in Woodbridge. Payment for such services shall be provided by the Board of Education of the school district under whose jurisdiction such child would otherwise be attending school where such school district is identified (Connecticut General Statute 10-253(d)). The Superintendent shall require documentation of such placement, in addition to proof of residency.

Children in temporary shelters in Woodbridge shall be entitled to free school accommodations from either Woodbridge, or the school district in which the child would otherwise reside. Upon notification from Woodbridge, the school district in which the child would otherwise reside shall either pay tuition to Woodbridge or shall continue to provide educational services, including transportation, to such child (Connecticut General Statute 10-253(d)). The Superintendent shall require proof of residency in the temporary shelter.

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 either 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.

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.

Students of non-resident employees may attend district schools as per benefits that may be provided by the relevant collective bargaining agreement.

Placement
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.

(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)

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. 11-115 An Act Concerning Juvenile Reentry and Education

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. (as amended by PA 01-176)

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 (as amended by PA 98-243)

McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.

Plyler vs. Doe, 457 U.S. 202 (1982)

10-253 School privileges for children in certain placements, non-resident children, children in temporary shelters, homeless children, and children in juvenile detention facilities.

PA 21-86 An Act Concerning the Enrollment of Children of Members of the Armed Forces in Public Schools . . .

~~PA 23-208 New Entry Age for Kindergarten~~

Public Act 26-1 Kindergarten Age CT Public Schools

"Guidance for Connecticut School Districts: Enrollment Process and Practice," Connecticut State Department of Education," December 2019

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WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut