

Policy Committee Meeting  
Tuesday, February 10, 2026 6:00 PM

Town Campus Hammonasset Room/Zoom  
10 Campus Drive  
Madison, CT 06443

## **Meeting Agenda**

### I. Policies for Review:

- Library Collection Development and Maintenance, Library Displays and Programs, and Library Material Review and Reconsideration (NEW) - repeal and replace policy 6144.2 Reevaluation of Challenged Instructional Materials and Library Media Center Resources
- 5060.1.2 Nonresidents
- 3240 Non-Resident Admission and Tuition Fees
- 5120.4.2.5 Procedures for reporting Child Sexual Abuse and Sexual Assault

### II. Public Comment

The Town of Madison does not discriminate on the basis of disability, and the meeting facilities are ADA accessible. Individuals who need assistance are invited to make their needs known by contacting the Town ADA/Human Resources Director, Debra Ferrante, at 203-245-6310 or by email at [ferranted@madisonct.org](mailto:ferranted@madisonct.org) at least five (5) business days prior to the meeting.

## Policy Summary

February 10, 2026

### **Library Collection Development and Maintenance, Library Displays and Programs, and Library Material Review and Reconsideration (NEW) – repeal and replace policy 6144.2 Reevaluation of Challenged Instructional Materials and Library Media Center Resources**

Section 321 of Public Act 25-168 requires boards of education to adopt three policies related to school libraries: (1) a library collection development and maintenance policy; (2) a library display and program policy; and (3) a library material review and reconsideration policy governing school library materials, displays, and programming. These policies must be created in consultation with the superintendent of schools, the director of curriculum, and a school librarian and reviewed and updated, as necessary, every five years. The policies must include a number of provisions outlined in the statute and ensure, among other things, that all library materials are evaluated and made accessible in accordance with state non-discrimination laws. We have drafted one comprehensive model policy that encompasses the new statutory requirements in all three areas.

#### **5060.1.2 Nonresidents**

S&G recommend that Policy 5060.1.2 be repealed because it overlaps with Policy 3240 (Non-Resident Admission and Tuition Fees), which Madison adopted in 2019 after review and revision by S&G. The administration wanted to keep a residency policy and asked shipman to draft one to replace current policy 5060.1.2

#### **3240 Non-Resident Admission and Tuition Fees**

Revisions include minor technical changes and revision of conditions that would allow a nonresident student to attend school without tuition. S&G recommends moving to Series 5000 (Students), in conjunction with attendance and admission policies.

#### **5120.4.2.5 Procedures for reporting Child Sexual Abuse and Sexual Assault**

We have made technical edits to this policy to update the contact information for national and statewide community resources available to victims of child sexual abuse and sexual assault and their families. We also updated references to the “Safe School Climate Specialist” to reflect the revised statutory title, “School Climate Specialist.” We have not made any substantive changes to the policy.

## Library Collection Development and Maintenance, Library Displays and Programs, and Library Material review and Reconsideration

The Madison Board of Education (the “Board”), having consulted with the Superintendent of Schools for the Madison Public Schools (the “District”), the District’s director of curriculum or a person in an equivalent position, and a librarian employed by the Board, adopts this Policy Regarding Library Collection Development and Maintenance, Library Displays and Programs, and Library Material Review and Reconsideration in accordance with Connecticut law.

It is the policy of the Board to ensure that all District library materials maintained by the District are evaluated and made accessible in accordance with the protections against discrimination set forth in Connecticut law, including, but not limited to, discrimination based on race, color, sex, gender identity, religion, national origin, sexual orientation, or disability.

Any school library media specialist or school library staff member who, in good faith, implements this policy shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding that results from such implementation.

The Board shall review this policy, and update it as necessary, every five years.

### I. Definitions

For the purposes of this policy:

- **“Individual with a vested interest”** means any school staff member employed by the Board, the parent or guardian of a student currently enrolled in a school operated by the Board at the time a request for reconsideration is filed, and any student currently enrolled in a school operated by the Board at the time a request for reconsideration is filed.
- **“Library and other educational material”** means any material belonging to, on loan to or otherwise in the custody of a District school library media center, including, but not limited to, nonfiction and fiction books, magazines, reference books, supplementary titles, multimedia and digital material, software and other material not required as part of classroom instruction.
- **“Remove”** means deliberately taking library material out of a library's collection. The term **“remove”** does not include the process of clearing such collection of any materials that are no longer useful.
- **“School library staff member”** means a school library media specialist, school librarian, any certificated or noncertificated staff member whose assignment is in the school library, or any individual carrying out or assisting with the functions of a school library media specialist or school librarian.

## **II. Library Collection Development and Maintenance**

The Board recognizes that library and other educational material should be provided for the interest, information, and enlightenment of all students and should represent a wide range of varied and diverging viewpoints in the collection as a whole.

The Board requires that students have access to age-appropriate and grade-level-appropriate material and shall provide access to library and other educational material that is relevant to the research, independent reading interests, and educational needs of students based on a student's age, development, or grade level. The Board also recognizes the importance of the school library media center as a place for voluntary inquiry, the dissemination of information and ideas, and the promotion of free expression and free access to ideas by students.

The Board acknowledges that the District shall employ a school library media specialist who is professionally trained to curate and develop a collection that provides students with access to the widest array of age-appropriate and grade-level-appropriate library and other educational material.

The Board directs the Superintendent to establish a procedure by which a certified school library specialist will continually review library and other educational material within a school library media center using professionally accepted standards, which shall include, but need not be limited to, the material's relevance, the physical condition of the material, the availability of duplicates or copies of the material, the availability of more recent age-appropriate or grade-level-appropriate material, and continued demand for the material (the "Library Review Procedure"). The Library Review Procedure is outlined in the administrative regulations associated with this policy.

## **III. Library Displays and Programs**

The Board recognizes that displays should be provided for the interest, information and enlightenment of all students; represent a wide range of varied and diverging viewpoints; require student access to age-appropriate and grade-level-appropriate content; and provide access to content that is relevant to the research, independent interests, and educational needs of students.

The Board further recognizes the importance of library displays and student programs as resources for voluntary inquiry and the dissemination of information and ideas and to promote free expression and free access to ideas by students.

The Board acknowledges that the District shall employ a school library media specialist who is professionally trained to curate and develop displays and programs that provide students with access to the widest array of age-appropriate and grade-level-appropriate library and other educational material.

## **IV. Library Material Review and Reconsideration**

The purpose of this policy section regarding library material review and reconsideration is to establish a process for individuals with a vested interest to challenge any District library and other educational material, display, or student program, as well as a process for the District to respond to any such challenges and related parameters.

### ***A. Standards for Reviewing Challenges to Library and Other Educational Material, Display, or Student Program***

1. All library materials shall be evaluated and made accessible in accordance with the protections against discrimination set forth in Connecticut law, including, but not limited to, discrimination based on race, color, sex, gender identity, religion, national origin, sexual orientation, or disability.
2. Library and other educational material, displays, and student programs shall only be excluded for legitimate pedagogical purposes or for professionally accepted standards of collection maintenance practices, as adopted in this policy and/or any accompanying procedure for the continual review of library and educational material within a school library.
3. No library and other educational material, display, or program shall be removed from library media centers, or programs be cancelled, because of the origin, background or viewpoints expressed in such material, display, or program, or because of the origin, background, or viewpoints of the creator of such material, display, or program.
4. The removal, exclusion, or censoring of any book on the sole basis that a person with a vested interest finds such book offensive is prohibited.
5. Any process for an individual with a vested interest to challenge any library and other educational material, display, or student program shall neither favor nor disfavor any group based on protected characteristics.

***B. Process for Challenging Library and Other Educational Material, Display, or Student Program***

The Board establishes the following process for individuals with a vested interest to challenge any library and other educational material, display, or student program, as well as a process for the District to respond to any such challenges:

1. An individual with a vested interest may submit a Request for Reconsideration of Library Material Form (the "Request Form") to the principal of the school in which the library and other educational material, display, or student program is being challenged to initiate a review of such material. The Request Form is included in the administrative regulations associated with this policy.  
  
Using the Request Form, an individual shall specify which portion or portions of such material the individual objects to and provide an explanation of the reasons for such objection. The individual submitting the Request Form must include the individual's full legal name, address, and telephone number. If the individual who has submitted a Request Form is a parent or guardian, consideration of requests to reconsider and remove material, displays, or student programs shall be limited to the parents and guardians of students and eligible students currently enrolled in the school or District.
2. Upon receipt, the principal or the principal's designee shall promptly forward the Request Form to the Superintendent or Superintendent's designee.
3. The administration may consolidate any requests for review and reconsideration of the same challenged library and other educational material.

- 147 4. For each challenged library and other educational material, the Superintendent, or the  
148 Superintendent's designee, shall appoint a Review Committee consisting of:
- 149 a. the Superintendent, or the Superintendent's designee;
  - 150 b. the principal of the school in which the library and other educational material is being  
151 challenged, or the principal's designee;
  - 152 c. the director of curriculum, or a person in an equivalent position, employed by the Board;
  - 153 d. a representative from the Board;
  - 154 e. at least one grade-level-appropriate teacher familiar with the library material, provided  
155 the teacher selected is not the individual who submitted the Request Form;
  - 156 f. a parent or guardian of a student age thirteen years or younger enrolled in the District,  
157 provided the parent or guardian selected is not the individual who submitted the Request  
158 Form;
  - 159 g. a parent or guardian of a student age fourteen years or older enrolled in the District,  
160 provided the parent or guardian selected is not the individual who submitted the Request  
161 Form; and
  - 162 h. a certified school librarian employed by the Board or employed by another board of  
163 education in the state.
- 164

165 In cases where the request is submitted by a student enrolled in grades nine through twelve, and  
166 when appropriate and at the discretion of the Superintendent, a student enrolled in grades nine  
167 through twelve may serve on the Review Committee, provided the student selected is not the  
168 individual who submitted the Request for Reconsideration and the Superintendent consults with  
169 the principal of the school involved in such reconsideration request prior to making the  
170 determination whether to include the student on the Review Committee.

171

- 172 5. Any library and other educational material being challenged shall remain available in the school  
173 library media center according to such material's catalog record and be available for a student to  
174 reserve, check out, or access until a final decision is made by the Review Committee.
- 175
- 176 6. The Review Committee must evaluate the Request Form; read the challenged material in its  
177 entirety; evaluate the challenged material against this policy; and make a written decision on  
178 whether or not to remove the challenged material not later than sixty (60) school days from the  
179 date the Request Form was received by the principal or the principal's designee. The Review  
180 Committee shall provide a copy of the committee's decision and report to the individual with a  
181 vested interest who submitted the Request Form and to the principal of the school.
- 182
- 183 7. The individual with a vested interest who submitted the Request Form may appeal the Review  
184 Committee's decision to the Board. The Board shall determine whether the reconsideration  
185 process was followed and publish its decision on the Internet web site of the District.
- 186
- 187 8. Once a decision has been made by the Review Committee on any library and other educational  
188 material, such material cannot be subject to a new request for review and reconsideration for a  
189 period of three (3) years.
- 190

191 Legal References:

192  
193 Conn. Gen. Stat. § 10-15c  
194

195 Public Act No. 25-168, “An Act Concerning the State Budget for the Biennium Ending June 30,  
196 2027, and Making Appropriations Therefor, and Provisions Related to Revenue and Other  
197 Items Implementing the State Budget.”  
198  
199

#6144 Regulation

**Library Collection Development and Maintenance, Library Displays and Programs, and Library Material review and Reconsideration**

A. LIBRARY REVIEW PROCEDURE

The Library Review Procedure is conducted regularly as the certified Library Media staff audit their collections. This process is designed to weed out outdated materials and maintain a current collection. When collections are moved or condensed across the district, these procedures may involve outside library companies that serve as additional experts in collection updating and procurement.

The following methods and resources are used to develop and maintain the library collections:

- Analyze the collection using collection analysis tools from the library management system.  
Running reports that:
  - Assess current publications and specific areas of dated materials
  - Assess the diversity of subjects and genres.
- Review grade-level curriculum to update resources that support curricular needs
- Analyze circulation statistics
- Determine the current demand for the material
- Gather information about student interests and reading trends
- Review professional publications that provide information on library resources, such as: *School Library Journal*, *Booklist*, *Kirkus*
- Utilize book vendor collection analysis development tools
- Identify gaps in the collection that limit response to student queries
- Review publication dates and determine the availability of more recent material
- Examine the physical condition of the material in the collection



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50 B. REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL  
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52 This form may be used by an individual with a vested interest to challenge any library or other  
53 educational material, display, or student program in accordance with the Board's Library  
54 Collection Development and Maintenance, Library Displays and Programs, and Library Material  
55 Review and Reconsideration policy. The form should be completed in its entirety and submitted  
56 to the principal of the school in which the library and other educational material is being  
57 challenged to initiate a review of such material.

58  
59 Full Legal Name of Person Submitting Request:  
60

61  
62 *Please note that the process for challenging any library and other educational material,*  
63 *display, or student program is available only to the following "individuals with a vested*  
64 *interest" as defined in the Board's Library Collection Development and Maintenance, Library*  
65 *Displays and Programs, and Library Material Review and Reconsideration policy:*

- 66 • any school staff member employed by the Board ("Staff Member"),  
67 • the parent or guardian of a student currently enrolled in a school operated by the  
68 Board at the time a request for reconsideration is filed ("Parent/Guardian"), and  
69 • any student currently enrolled in a school operated by the Board at the time a request  
70 for reconsideration is filed ("Student").  
71

72 Referring to the definitions immediately above, please indicate your role by checking any or all  
73 of the following that apply. I am a:

74  
75 \_\_\_\_\_ Staff Member      \_\_\_\_\_ Parent/Guardian      \_\_\_\_\_ Student  
76

77 Address:  
78

79  
80 Telephone Number:  
81

82  
83 Email Address:  
84

85  
86 I have read the Board's Library Collection Development and Maintenance, Library Displays and  
87 Programs, and Library Material Review and Reconsideration Policy: (check one)  
88

89 \_\_\_\_\_ Yes  
90 \_\_\_\_\_ No  
91

92  
93 I am requesting that the following library material(s), display(s), and/or student program(s) be  
94 reviewed:

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I am requesting that this material be reviewed because I object to: (check one)

- ☐ The entire material
- ☐ A specific portion or portions of the material (identify portion(s) below)
- 
- 
- 

I provide the following explanation of the reasons for my objection(s) stated above:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by:

Name: \_\_\_\_\_

School: \_\_\_\_\_

Date: \_\_\_\_\_

**#6144.2****Reevaluation of Challenged Instructional Materials  
and Library Media Center Resources**

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The following procedure is required by the Board of Education of the Madison Public Schools for use in requesting the reevaluation of instructional materials and library media center resources:

*The person(s) requesting the reevaluation of materials should ...*

1. Contact the building principal who will explain the original selection procedure and provide proper forms for the request for reevaluation, plus copies of reviews of the material in question, when appropriate.
2. When completed forms are returned to the building principal, the material(s) in question will be reviewed by the district's Reevaluation of Challenged Materials Committee, broadly representative of teachers competent in the area of the content covered by the print or nonprint materials, and administrators, directors, and supervisors appropriate to the level and / or subject for which the material is used. A report of its review will be sent to the person requesting reevaluation, the appropriate school principal(s), appropriate library media specialist(s), and the Superintendent of Schools.
3. The building principal's action shall be taken no later than 20 school days after receipt of the request. The requester will be notified of the date of the review at least 10 days before the review.
4. The requesting person may submit a request to the building principal to make an oral presentation of 15 minutes or less to the committee charged with reevaluating the material.
5. A written report from the committee shall be submitted by chairperson of the committee to the person(s) requesting the reevaluation.
6. If the person requesting reevaluation is not satisfied, a written request may be made to the Superintendent of Schools. This request must include copies of the completed request form and the Reevaluation of Challenged Materials Committee's reply, and should indicate the areas of dissatisfaction.
7. Should the decision of the Superintendent not satisfy the person requesting the reevaluation, the Board of Education may hold a special hearing to review the Superintendent's decision. The Board of Education makes the final decision regarding the removal of instructional materials and library media center resources.
8. Once instructional materials have been adopted and reevaluated, the material cannot be subject to further review without special authorization by the Board of Education. Challenged instructional materials shall remain in use in the school pending final decision.

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**Instruction**

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**6144.2 (Continued)**

Do you see any instructional value in the use of this material? \_\_\_\_\_

In the place of this material would you care to recommend other material which you consider to be of superior quality? \_\_\_\_\_

\_\_\_\_\_

Person making request represents: \_\_\_\_\_ (Individual) \_\_\_\_\_ (Group or Organization)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Date of Adoption: October 4, 1994

**REQUEST TO REEVALUATE INSTRUCTIONAL  
AND LIBRARY MEDIA MATERIALS**

**Print Materials**

Author \_\_\_\_\_

Publisher \_\_\_\_\_

Date of Publication \_\_\_\_\_

**Nonprint Materials**

Title \_\_\_\_\_

Producer \_\_\_\_\_

Audiovisual Software \_\_\_\_\_ Computer Software \_\_\_\_\_

Request initiated by \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Telephone \_\_\_\_\_

School(s) in which material is used \_\_\_\_\_

To what in the material do you object (Please be specific) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In your opinion, what harmful effects upon pupils might result from use of this material?

\_\_\_\_\_

\_\_\_\_\_

Did you review or examine the material in its entirety? \_\_\_\_\_

If not, what selections? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Madison Board of Education (“Board”) shall furnish, by transportation or otherwise, school accommodations in accordance with federal and state law.

The Board shall provide school accommodations to any child (or eligible individual over the age of eighteen) who, in accordance with Connecticut law, resides in Madison, Connecticut, meets the state’s age requirements, and has not graduated from high school. The Board’s commitment to providing school accommodations to all children (and eligible adults) who reside in Madison includes those who are not citizens and/or whose parents are not citizens. In addition, the Board shall provide school accommodations to children who are homeless and unaccompanied youth in accordance with state and federal law and the Board’s policy regarding Homeless Students, and in any other circumstances required by law.

The procedures set forth in the policy, shall be used for all students enrolled in, or seeking to enroll in, the Madison Public Schools (the “District”), unless a student is entitled to attend District schools in accordance with the Board’s Non-Resident Admission and Tuition Fees policy. Notwithstanding the foregoing, if any procedure or form described herein conflicts with the procedures described in the Board’s Policy regarding Homeless Students, the provisions of that policy shall control.

In addition, prior to attending school, in accordance with state law and Board policy, the District will require proof of age and adequate proof of health assessments and immunizations.

## **RESIDENCY**

For a student to be considered a resident of the Town of Madison, the student must live in Madison full time. Full time is defined as no less than five days a week.

## **PROOF OF RESIDENCY**

### Prior to Enrollment

In order for a student to enroll in the District, the student’s parent or legal guardian, or the student if the student is eighteen years or older or an emancipated minor (an “adult student”), must show proof of residency.

For children who live in Madison with their parents, or for adult students, the District shall require one of the following forms of documentation to establish residency:

- Driver's License issued with Madison address on the front of the license (not the sticker on the back).
- Copy of a Purchase and Sales Agreement showing purchaser’s names, address of property in Madison and closing date. Additional information may be required by the Superintendent.

- Monthly bills from three (3) different Utilities delivered to your address in Madison.

Copy of signed rental lease agreement showing date rental begins and ends, name of parties renting property and name of owner.

The District reserves the right to request additional documentation if deemed necessary to establish residency.

For children or adult students whose parents do not reside in Madison, parents, guardians, and/or adult students must demonstrate that the student has established residency in Madison 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 student or the student’s family.
3. Residency is not for the sole purpose of obtaining school accommodations in Madison Public Schools.

In such circumstances, the parent or adult student shall submit a notarized Residency Affidavit and Parent’s or Adult Student’s Statement, and the other person shall sign a notarized affidavit, the Host’s Statement, indicating that the student is residing with them.

The District shall carefully review affidavits, documentation, and other available evidence and inform the parent, guardian, or adult student of the results of such review.

A. When There Is Reason to Believe an Enrolled Student Is No Longer Entitled to School Accommodations in the District

The District recognizes that there may be circumstances in which there is reason to believe that a student attending school in the District is not entitled to school accommodations based on residency. In such instances, the District shall seek additional information and documentation from the student’s parent or legal guardian, the individual with whom the student lives, and/or the adult student. Depending on the particular facts and circumstances, the District may direct the parent, guardian, other responsible adult and/or adult student to submit and/or complete relevant documentation, including but not limited to documents described in Section I.A of these regulations.

The District shall carefully review affidavits, documentation, and other available evidence and inform the parent, guardian, or adult student of the results of such review.

**I. DENIAL OF SCHOOL ACCOMMODATIONS ON THE BASIS OF RESIDENCY**

If a student is denied school accommodations for residency reasons, the District shall inform the parent, guardian, or adult student of the right to request a hearing before the Board, in writing within ten (10) school days of receiving notice of denial of school accommodations. A copy of the Board’s Residency policy and these regulations shall also be provided.

The Board shall provide a hearing within ten (10) days after receipt of such request. The Board may (A) conduct the hearing, (B) designate a subcommittee of the board composed of three board members to conduct the hearing, or (C) establish a local impartial hearing board of one or more persons not members of the Board to conduct the hearing. After such hearing is held, the Board shall (1) make a stenographic record or tape recording of the hearing; (2) make a decision on student eligibility to attend District schools within ten (10) days after the hearing; and (3) notify the parent, guardian, or adult student of its findings. Hearings shall be conducted in accordance with the provisions of Section 10-186 of the Connecticut General Statutes.

Any parent, guardian, or adult student aggrieved by the Board's finding shall, upon request, be provided with a transcript of the hearing within thirty (30) days of such request and may take an appeal from the finding to the State Board of Education ("State Board"). If an appeal is not taken to the State Board of Education within twenty (20) days of the mailing of the finding to the aggrieved party, the decision of the Board, subcommittee or local impartial hearing board shall be final.

If a State Board hearing is requested in writing, the student has the right to attend District schools pending a hearing before the State Board. In addition, the Board shall, within ten (10) days after receipt of notice of an appeal, forward the hearing record to the State Board.

If the State Board determines that the student was not a resident of the District and therefore not entitled to school accommodations in the District, a per diem tuition (equal to the District expenditure per student divided by 180) will be assessed for each day the student attended District schools when not eligible to attend.

Legal References:

Federal Law:

The McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §§ 11431 et seq., as amended by Every Student Succeeds Act, Pub. L. 114-95.

*Martinez v. Bynum*, 461 U.S. 321, 328 (1983)

*Plyler v. Doe*, 457 U.S. 202 (1982)

U.S. Department of Justice and U.S. Department of Education, Dear Colleague Letter, May 8, 2014

State Law:

Connecticut General Statutes

10-15f

**Interstate Compact on Educational Opportunity for Military Children**



- 10-253      **School privileges for children in certain placements, nonresident children, children in temporary shelters, homeless children and children in juvenile residential centers. Liaison to facilitate transitions between school districts and juvenile and criminal justice systems**
- 10-186      **Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission. Transfers**

State Department of Education, Enrollment Guidance for Parents or Guardians Enrolling Children in a Connecticut Public School, available at <https://portal.ct.gov/-/media/SDE/Digest/2022-23/Model-Enrollment-Guidance.pdf>.

State Department of Education, Memorandum regarding Guidance for Connecticut School Districts: Enrollment Process and Practice (Aug. 22, 2017), available at <https://portal.ct.gov/-/media/SDE/Legal/Enrollment/Enrollment-GuidanceMemo8-22-17.pdf>

State Department of Education, Guidance for Connecticut School Districts: Enrollment Process and Practice, available at <https://portal.ct.gov/-/media/SDE/Legal/Enrollment/Enrollment-GuidanceAugust-2017Updates.pdf>

State Department of Education, Guidance for Connecticut School Districts: Enrollment Process and Practice At-a-Glance Overview, available at [portal.ct.gov/-/media/SDE/Legal/Enrollment/EnrollmentAtAGlanceCSDE.pdf](https://portal.ct.gov/-/media/SDE/Legal/Enrollment/EnrollmentAtAGlanceCSDE.pdf)

**Nonresident Student 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 student placed by the Commissioner of Children and Family Services or by other agencies in a private residential facility. However, under this circumstance, students may attend local schools with tuition paid by the home district unless special education considerations make attendance in local schools and programs inappropriate. Students not requiring special education who live in town as a result of placement by a public agency (other than another Board and except as provided otherwise in this paragraph) are resident students. Those students requiring special education services may attend Madison schools (with special education cost reimbursements in accordance with statutes) unless the required special education services make attendance in Madison schools inappropriate.

**Nonresident Attendance Without Tuition**

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

1. A family moves from the district on or prior to February 1st of the school year and the parents request that a student complete the marking period;

**5060.1.2 (Continued)**

2. A family moves from the district after February 1st of the school year;
3. A family residing outside of the district has firm plans to move into the school district before February 1st as evidenced by a contract to buy, build, rent, or lease a residential dwelling;
4. A twelfth-grade student wishes to complete his/her education in the district;
5. Children reside temporarily within the district because of family circumstances or students attend even though they are residing temporarily outside of the district because of family circumstances. Approval must be granted by the Superintendent and shall not exceed three (3) calendar months.
6. Necessary student care in the district by grandparents or other relatives. Approval must be granted by the Superintendent and shall not exceed three (3) calendar months.
7. Mental or physical health of the student, as certified by a physician, school psychologist, or other appropriate school personnel, warrants attendance. Approval must be granted by the Superintendent and shall not exceed three (3) calendar months.

**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.

**Evidence of Residency**

The Superintendent 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

**5060.1.2 (Continued)**

eighteen (18) years of age or older shall be provided with a written statement of why there is reason to believe such students 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 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 (if known) where the student 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 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 and that the students may continue in local schools pending a hearing before the Board 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 (equal to the district expenditure per student divided by 180) will be assessed for each day a student attended local schools when not eligible to attend.

**5060.1.2 (Continued)****Board of Education Hearing**

Upon written request, the Board 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.

(cf 5060 Madison Public Schools – Registration for School)

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.

Date of Adoption: February 27, 1996  
Date of Revision: February 5, 2002

**Regulation #5060.1.2**  
**Nonresidents**

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No regulations required for Policy #5060.1.2 per Administrative Council July 10, 2002.

Implemented: July 2002

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**Non-Resident Admission and Tuition Fees**

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**General Provisions**

The following terms and conditions are to be used as guidelines when determining eligibility of a non-resident student to enroll or continue enrollment in the Madison Public Schools. This policy shall not be applied to decisions about enrollment of students who reside in a town that has a designated high school agreement with the Madison Public Schools or to non-resident students who are otherwise entitled to attend Madison Public Schools in accordance with law.

- A. The Superintendent or superintendent's designee may approve the enrollment or continuation of enrollment of a non-resident student if class size and other considerations such as the availability of resources permit. The Superintendent shall make decisions regarding class size and/or the availability of resources.
- B. The Superintendent or superintendent's designee shall not hire additional staff to permit enrollment or continuation of enrollment for a non-resident student under this policy.
- C. The Superintendent or superintendent's designee shall make the decision about class assignment.
- D. The decision to permit non-resident enrollment shall be for one school year or less but may be extended from year to year at the discretion of the Superintendent or superintendent's designee. Such extension decisions shall be made on an annual basis.
- E. This policy does not obligate the Madison Board of Education to provide special education programs or services or create unique programs for students. If a non-resident student is enrolled or continued in enrollment in the Madison Public Schools and such student is eligible for services under the Individuals with Disabilities Education Act ("IDEA"), the Madison Board of Education shall not act as the local education agency for such child. In instances where special or additional services are provided for a non-resident student, a supplemental tuition or fee may be charged based upon the actual costs associated with providing the special or additional services.
- F. Application for initial enrollment shall be made in writing on a form supplied by the Superintendent or superintendent's designee.
- G. Application for continued enrollment shall be made on an annual basis, in writing on a form supplied by the Superintendent or superintendent's designee.
- H. No student applying for enrollment pursuant to subsections F or G, above, shall be enrolled in the Madison Public Schools until the Board has received tuition payment on behalf of such student in accordance with Section II, below.
- I. At the discretion of the Superintendent or superintendent's designee, the candidate for initial or continued enrollment shall be reviewed by the principal or assistant principal of the school at which enrollment or continued enrollment is sought.

- J. The non-resident student's immediate past principal or responsible administrator must make a recommendation on behalf of the child, attesting to the student's good citizenship, in order for the Student to be eligible for initial or continued enrollment.
- K. All non-resident students or their parents or guardians, or the school district of residence, shall provide necessary transportation to and from school.
- L. A non-resident student's continuation in the Madison Public Schools will be contingent upon the student's compliance with all applicable rules and regulations of the Madison Board of Education and the individual school, satisfactory attendance and academic progress, and the availability of staff and school resources. The Superintendent or superintendent's designee may terminate the non-resident student's enrollment at any time if, in their opinion, continuation is not in the best interest of the school system or the student.

Only non-resident students who meet the criteria set forth in this policy may enroll or continue in enrollment in the Madison Public Schools.

#### **Tuition and Fees**

1. The annual tuition fee for grade K-12 regular program students will be calculated as follows:
  - a. The base rate will be the average per-pupil cost as reported by the CPSE (Connecticut Public School Expenditures) data on net current expenditure per pupil.
2. Tuition may be paid in full prior to the first day of school or per the following schedule: September 1, or the first day of school, whichever comes first, December 1 and March 1.
3. If a non-resident special education student's IEP/504 Accommodation Plan includes provisions requiring additional expenditures, those costs will be added to the student's yearly tuition fee.
4. A tuition charge for students enrolled or withdrawn at times other than the beginning and end of the school year will be determined on a pro rata basis.

#### **Waiver of Tuition and Fees for Certain Students**

Non-resident students may be allowed to attend a local school without tuition upon the approval of the Superintendent of Schools following written parental request when:

- A. A family moves from the district after the beginning of the fourth quarter of the current school year;  
or
- B. A twelfth-grade student wishes to complete their twelfth-grade year in the district;
- C. A family residing outside the district demonstrates firm plans to move into the district within the current school year. The parent or legal guardian must sign an agreement to make payments on September 1, December 1 and March 1., if residency is not achieved by the stated date, in order for the child or children to continue attending the Madison schools. If a non-resident special education student's IEP/504 Accommodation Plan includes provisions requiring additional expenditures, those costs will be added to the student's tuition fee.



94 D. Non-resident students may be allowed to attend a local school with a tuition adjustment upon the  
95 recommendation of the Superintendent and approval of the Board of Education following written  
96 parental request if the Superintendent or superintendent's designee makes a finding that when  
97 extraordinary circumstance(s) regarding the child and/or their parent(s) supports a tuition  
98 adjustment.  
99

100 E. Any student determined to be homeless or an unaccompanied youth in accordance with state and  
101 federal law and the Board's policy regarding homeless students shall not be charged tuition.  
102

103 F. Exchange students living within the district under the American Field Service Program or other  
104 programs or circumstances approved by the Board shall not be charged a tuition fee. Exchange  
105 students will be accorded all of the rights and privileges of resident students.  
106

### 107 **Tuition and Fees for Children of Non-resident Staff**

108

109 Children of non-resident staff may be allowed to attend the Madison Public Schools with the written  
110 approval of the Superintendent of Schools following a written request. The guidelines in Section I,  
111 General Provisions and Section II, Tuition & Fees above shall apply to such requests except for the  
112 payment terms and schedule described below.  
113

114 1. The annual tuition for these students will be based on the staff member's length of continuous  
115 service in the Madison School System.  
116

117 a. Total of 0-5 years of completed service – the staff member will be charged 75 percent of the  
118 tuition rate established under Section II.  
119

120 b. Total of 5-10 years of completed service – the staff member will be charged 50 percent of the  
121 tuition rate established tuition rate established under Section II.  
122

123 c. Total of 10 or more years of completed service – the staff member will be charged 30 percent of  
124 the tuition rate established under Section II.  
125

126 For staff members accepted in the program on or before September 1, 2021, the district will honor  
127 the tuition rates established in the original policy adopted September 10, 2019.  
128

129 2. Tuition payment will be made on a payroll deduction basis.  
130

131 3. If special education services are required, and the student's IEP/504 Accommodation Plan includes  
132 provisions requiring additional expenditures, the staff member shall be charged those additional  
133 costs as fees in addition to the tuition charge without any proration or reduction for years of service.  
134

### 135 **Legal Reference: Connecticut General Statutes**

136 10-35 Notice of discontinuance of high school service to nonresidents.

137 10-220(a) Duties of boards of education.  
138  
139  
140

141 Policy Adopted: September 10, 2019  
142 Date Revised: November 30, 2021

**#5120.4.2.5**

**Procedures for Reporting Child  
Sexual Abuse and Sexual Assault**

The Madison Board of Education (the “Board”) has adopted a uniform child sexual abuse and/or sexual assault response policy and reporting procedure in connection with the implementation of its sexual assault and abuse prevention and awareness program within the Madison Public Schools (the “District”).

**I. Procedures for Reporting of Child Sexual Abuse and Sexual Assault**

A. Students, or any individuals, may make written or verbal reports of suspected child sexual abuse and/or sexual assault to any school employee. For purposes of this policy, a “child” shall be considered any student enrolled in the District, except for those enrolled only in an adult education program who are over the age of eighteen (18). The School Climate Specialist or designee for the school in which the student is enrolled shall be notified of the report and shall cause such reports to be reviewed and actions taken consistent with this policy.

B. School employees who receive a report of child sexual assault and/or abuse and have reasonable cause to suspect or believe that a child has been sexually abused and/or assaulted shall report such suspicion to the appropriate authority in accordance with Board Policy #4119 pertaining to Reports of Suspected Abuse or Neglect of Children or Reports of Sexual Assault of Students by School Employees.

**II. Procedures for Review of Reports of Child Sexual Abuse and/or Assault**

A. The School Climate Specialist or designee for the school in which the student is enrolled shall be responsible for reviewing any reports of suspected child sexual abuse and/or sexual assault. In the event that the suspected child sexual abuse and/or sexual assault has not yet been reported to the appropriate authority in accordance with Board Policy #4119 pertaining to Reports of

**#5120.4.2.5(b)**

Suspected Abuse or Neglect of Children or Reports of Sexual Assault of Students by School Employees, the School Climate Specialist or designee shall promptly cause such a report to be made.

B. If/when such report alleges that a school employee, as defined by Conn. Gen. Stat § 53a-65, is the perpetrator of child sexual abuse and/or sexual assault, the School Climate Specialist or designee shall immediately notify the Superintendent of Schools or designee, who shall immediately notify the child's parent or guardian that a report has been made to the appropriate authorities in accordance with Board Policy #4119 pertaining to Reports of Suspected Abuse or Neglect of Children or Reports of Sexual Assault of Students by School Employees. The notification requirement shall not apply if a parent or guardian is the individual suspected of perpetrating the child sexual abuse and/or sexual assault. If either a Department of Children and Families ("DCF") investigation or a police investigation is pending pertaining to the report of suspected child sexual abuse and/or sexual assault, the School Climate Specialist or designee shall obtain the permission of DCF and/or the police department conducting the investigation prior to informing the parents/guardians of the report.

C. The School Climate Specialist or designee shall offer to meet with the student and the parents or guardians of the student about whom a report of suspected child sexual abuse and/or sexual assault has been made, in order to discuss the District's support procedures, including but not limited to: 1) actions that child victims of sexual abuse and/or sexual assault and their families may take to obtain assistance, 2) intervention and counseling options for child victims of sexual abuse and/or assault, and 3) access to educational resources to enable child victims of sexual abuse and/or sexual assault to succeed in school.

D. In the event that the report of suspected child sexual abuse and/or sexual assault alleges that another student enrolled in the District is the perpetrator of the sexual abuse and/or sexual assault, the School Climate Specialist or designee shall also take appropriate

**#5120.4.2.5(c)**

action to investigate or cause such a report to be investigated, and appropriate remedial actions taken, in accordance with Board Policy #4119 pertaining to Reports of Suspected Abuse or Neglect of Children or Reports of Sexual Assault of Students by School Employees, Board Policy #5131.911 pertaining to Bullying Prevention and Intervention, and Board Policy #5120.4.2.4, Title IX/Sex Discrimination and Sexual Harassment. In the event either a DCF investigation or a police investigation is pending pertaining to the report of suspected child sexual abuse and/or sexual assault, the Safe School Climate Specialist shall coordinate investigatory activities with DCF and/or the police in order to minimize the number of interviews of any child or student victim of sexual assault and share information with other persons authorized to conduct an investigation of child abuse or neglect, as appropriate and permitted by law.

- E. The School Climate Specialist or designee shall develop a student support plan for anyone who has been a victim of child sexual abuse and/or sexual assault. The report of suspected sexual abuse and/or assault need not be verified prior to the implementation of a support plan. The elements of the support plan shall be determined in the discretion of the Safe School Climate Specialist or designee, and shall be designed to support the student victim's ability to access the school environment.

**III.Support Strategies**

- A. Child sexual abuse and/or sexual assault can take many forms and can vary dramatically in the nature of the offense and the impact the behavior may have on the victim and other students. Accordingly, there is no one prescribed response to child sexual abuse and/or sexual assault.

- B. The following sets forth possible interventions and supports which may be utilized to support individual student victims of child sexual abuse and/or sexual assault:

**#5120.4.2.5(d)**

1. Referral to a school counselor, psychologist or other appropriate social or mental health service.
2. Encouragement of the student victim to seek help when feeling overwhelmed or anxious in the school environment.
3. Facilitated peer support groups.
4. Designation of a specific adult in the school setting for the student victim to seek out for assistance.
5. Periodic follow-up by the School Climate Specialist and/or Title IX Coordinator with the victim of sexual abuse and/or assault.

C. The following sets forth possible interventions and supports that may be utilized systemically as prevention and intervention strategies pertaining to child sexual abuse and/or sexual assault:

1. School rules prohibiting sexual abuse and sexual assault and establishing appropriate consequences for those who engage in such acts.
2. School-wide training related to prevention and identification of, and response to, child sexual abuse and/or sexual assault.
3. Age-appropriate educational materials designed for children in grades kindergarten to twelve, inclusive, regarding child sexual abuse and sexual assault awareness and prevention that will include information pertaining to, and support for, disclosures of sexual abuse and sexual assault, including but not limited to:

#5120.4.2.5(e)

(a) the skills to recognize child sexual abuse and sexual assault, boundary violations and unwanted forms of touching and contact, and the ways offenders groom or desensitize victims; and

(b) strategies to promote disclosure, reduce self-blame and mobilize bystanders.

4. Promotion of parent involvement in child sexual abuse and sexual assault prevention and awareness through individual or team participation in meetings, trainings and individual interventions.

5. Respectful and supportive responses to disclosures of child sexual abuse and/or sexual assault by students.

6. Use of peers to help ameliorate the plight of victims and include them in group activities.

7. Continuing awareness and involvement on the part of students, school employees and parents with regard to prevention and intervention strategies.

**IV. Safe School Climate Specialists**

The School Climate Specialists for the District are:

Becky Frost, Principal  
Neck River Elementary School  
[frost.rebecca@madisonps.org](mailto:frost.rebecca@madisonps.org)  
203-245-6460

**#5120.4.2.5(f)**

Kelly Spooner, Principal  
Brown Elementary School  
[spooner.kelly@madisonps.org](mailto:spooner.kelly@madisonps.org)  
203 245 6400

Kathryn Hart, Principal  
Polson Middle School  
[hart.kathryn@madisonps.org](mailto:hart.kathryn@madisonps.org)  
203-245-6480

Brian Bodner  
Daniel Hand High School  
[bonder.brain@madisonps.org](mailto:bonder.brain@madisonps.org)  
203-245-6350

**V. Community Resources**

The Board recognizes that prevention of child sexual abuse and sexual assault requires a community approach. Supports for victims and families will include both school and community sources. The national, state and local resources below may be accessed by families at any time, without the need to involve school personnel.

**A. National Resources:**

National Center for Missing & Exploited Children Resource Center  
<http://www.missingkids.com/Publications>  
333 John Carlyle Street, Suite #125, Alexandria, Virginia 22314-5950  
24-hour call center: 1-800-843-5678

The online resource center contains publications on child safety and abuse prevention, child sexual exploitation, and missing children.

National Children's Advocacy Center  
[www.nationalcac.org](http://www.nationalcac.org)  
210 Pratt Ave., Huntsville, Alabama 35801  
Telephone: (256) 533-5437

**#5120.4.2.5(g)**

National Child Traumatic Stress Network  
[www.nctsn.org](http://www.nctsn.org)



NCCTS — Duke University  
1121 West Chapel Hill Street Suite 201  
Durham, NC 27701  
Telephone: (919) 682-1552

The National Child Traumatic Stress Network offers general information on childhood trauma, including information on child sexual abuse.

National Sexual Violence Resource Center  
<https://www.nsvrc.org/find-help2101N>. Front Street  
Governor's Plaza North, Building #2  
Harrisburg, PA 17110  
Toll Free Telephone: 877-739-3895

The resource center includes multilingual access.

Darkness to Light  
<http://www.d2l.org>  
3022 S Morgans Point Road, #118  
Mt Pleasant, SC 29466  
National Helpline: (866) 656-HOPE Administrative Office: (843) 965-5444

Darkness to Light is a grassroots national non-profit organization to educate adults to prevent, recognize and react responsibly to child sexual abuse.

B. Statewide Resources:

Department of Children and Families  
<http://www.ct.gov/dcf/site/default.asp>  
505 Hudson Street  
Hartford, Connecticut 06106  
*Child Abuse and Neglect Careline: 1-800-842-2288*  
Telephone, Central Office: (860) 550-6300

DCF is the Connecticut agency responsible for protecting children who are abused or neglected.

FAQs About Reporting Suspected Abuse and Neglect are available at:  
<https://portal.ct.gov/dcf/1-dcf/reporting-child-abuse-and-neglect>

The Connecticut Alliance to End Sexual Violence  
<http://EndSexualViolenceCT.org/>  
96 Pitkin Street  
East Hartford, CT 06108  
24-hour toll-free hotline: 1-888-999-5545 English/1-888-568-8332 Español  
Telephone: (860) 282-9881

The alliance is a statewide coalition of community-based sexual assault crisis service programs working to end sexual violence through victim assistance, public policy advocacy, and prevention education training. Each member center provides free and confidential 24/7 hotline services in English and Spanish, individual crisis counseling, support groups, accompaniment and support in hospitals, police stations, and courts, referral information, and other services to anyone in need.

*To find a Connecticut Alliance to End Sexual Violence member program please visit:*  
<https://endsexualviolencect.org/who-we-are/>

Connecticut Children's Alliance  
www.ctchildrensalliance.org  
75 Charter Oak Ave Suite 1-309  
Hartford, Connecticut 06106  
Phone: (860) 610-6041

CCA is a statewide coalition of Child Advocacy Centers and Multidisciplinary Teams.

Connecticut Network of Care  
<http://connecticut.networkofcare.org>

Connecticut Network of Care is an online information portal listing programs and support groups for sexual assault and abuse in Connecticut.

C. Local Resources:

Domestic Violence Services of Greater New Haven  
(24 Hour Hotline) 203-789-8104 or 1-888-774-2900  
[www.dvsgnh.com](http://www.dvsgnh.com)

Sexual Assault Crisis Services of Greater New Haven  
(24 Hour Hotline) 203-624-2273 or 1-888-999-5545  
[www.connsacs.org](http://www.connsacs.org)

#5120.4.2.5(i)

Madison Youth & Family Services  
10 School Street, Madison  
(203) 245-5645  
[www.madisonyouthservices.org](http://www.madisonyouthservices.org)

**Legal References:**

Conn. Gen. Stat § 17a-101b Report by mandated reporter. Notification of law enforcement agency when allegation of sexual abuse or serious physical abuse. Notification of person in charge of institution, facility or school when staff member suspected of abuse or neglect.

Conn. Gen. Stat § 17a-101q State-wide sexual abuse and assault awareness and prevention program

Date of Adoption: April 27, 2021