

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 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S&G recommend that Policy 5060.1.2 be repealed because it overlaps with Policy 3240 (Non-Resident Admission and Tuition Fees), which Madison adopted in 2019 after review and revision by S&G. The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.

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

49
50 The Board recognizes that library and other educational material should be provided for the interest,
51 information, and enlightenment of all students and should represent a wide range of varied and diverging
52 viewpoints in the collection as a whole.

53
54 The Board requires that students have access to age-appropriate and grade-level-appropriate material and
55 shall provide access to library and other educational material that is relevant to the research, independent
56 reading interests, and educational needs of students based on a student's age, development, or grade
57 level. The Board also recognizes the importance of the school library media center as a place for
58 voluntary inquiry, the dissemination of information and ideas, and the promotion of free expression and
59 free access to ideas by students.

60
61 The Board acknowledges that the District shall employ a school library media specialist who is
62 professionally trained to curate and develop a collection that provides students with access to the widest
63 array of age-appropriate and grade-level-appropriate library and other educational material.

64
65 The Board directs the Superintendent to establish a procedure by which a certified school library
66 specialist will continually review library and other educational material within a school library media
67 center using professionally accepted standards, which shall include, but need not be limited to, the
68 material's relevance, the physical condition of the material, the availability of duplicates or copies of the
69 material, the availability of more recent age-appropriate or grade-level-appropriate material, and
70 continued demand for the material (the "Library Review Procedure"). The Library Review Procedure is
71 outlined in the administrative regulations associated with this policy.

72 **III. Library Displays and Programs**

73
74 The Board recognizes that displays should be provided for the interest, information and enlightenment of
75 all students; represent a wide range of varied and diverging viewpoints; require student access to age-
76 appropriate and grade-level-appropriate content; and provide access to content that is relevant to the
77 research, independent interests, and educational needs of students.

78
79 The Board further recognizes the importance of library displays and student programs as resources for
80 voluntary inquiry and the dissemination of information and ideas and to promote free expression and free
81 access to ideas by students.

82
83 The Board acknowledges that the District shall employ a school library media specialist who is
84 professionally trained to curate and develop displays and programs that provide students with access to
85 the widest array of age-appropriate and grade-level-appropriate library and other educational material.

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

87
88 The purpose of this policy section regarding library material review and reconsideration is to establish a
89 process for individuals with a vested interest to challenge any District library and other educational
90 material, display, or student program, as well as a process for the District to respond to any such
91 challenges and related parameters.

92
93 ***A. Standards for Reviewing Challenges to Library and Other Educational Material, Display,
94 or Student Program***

98 1. All library materials shall be evaluated and made accessible in accordance with the protections
99 against discrimination set forth in Connecticut law, including, but not limited to, discrimination
100 based on race, color, sex, gender identity, religion, national origin, sexual orientation, or
101 disability.

102 2. Library and other educational material, displays, and student programs shall only be excluded for
103 legitimate pedagogical purposes or for professionally accepted standards of collection
104 maintenance practices, as adopted in this policy and/or any accompanying procedure for the
105 continual review of library and educational material within a school library.

106 3. No library and other educational material, display, or program shall be removed from library
107 media centers, or programs be cancelled, because of the origin, background or viewpoints
108 expressed in such material, display, or program, or because of the origin, background, or
109 viewpoints of the creator of such material, display, or program.

110 4. The removal, exclusion, or censoring of any book on the sole basis that a person with a vested
111 interest finds such book offensive is prohibited.

112 5. Any process for an individual with a vested interest to challenge any library and other
113 educational material, display, or student program shall neither favor nor disfavor any group based
114 on protected characteristics.

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

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

120 1. An individual with a vested interest may submit a Request for Reconsideration of Library
121 Material Form (the “Request Form”) to the principal of the school in which the library and other
122 educational material, display, or student program is being challenged to initiate a review of such
123 material. The Request Form is included in the administrative regulations associated with this
124 policy.

125 Using the Request Form, an individual shall specify which portion or portions of such material
126 the individual objects to and provide an explanation of the reasons for such objection. The
127 individual submitting the Request Form must include the individual’s full legal name, address,
128 and telephone number. If the individual who has submitted a Request Form is a parent or
129 guardian, consideration of requests to reconsider and remove material, displays, or student
130 programs shall be limited to the parents and guardians of students and eligible students currently
131 enrolled in the school or District.

132 2. Upon receipt, the principal or the principal’s designee shall promptly forward the Request Form
133 to the Superintendent or Superintendent’s designee.

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

190 Legal References:
191

192 Conn. Gen. Stat. § 10-15c
193

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

49

50 B. REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

51

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:

95

96

97

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

99

100 The entire material

101 A specific portion or portions of the material (identify portion(s) below)

102 _____

103 _____

104 _____

105 _____

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

107 _____

108 _____

109 _____

110 _____

111 _____

112 _____

113 _____

114 _____

115 _____

116 _____

117 _____

118 _____

119 _____

120 Signature: _____ Date: _____

121 _____

122 _____

123 Received by:

124 _____

125 Name: _____

126 School: _____

127 Date: _____

128 _____

129 _____

130 _____

#6144.2

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

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.

Instruction

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? _____

#5060 Residency

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.

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

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

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

52 For children or adult students whose parents do not reside in Madison, parents, guardians, and/or adult
53 students must demonstrate that the student has established residency in Madison with “another person”
54 under the following conditions:

56 1. Residency with another person is intended to be permanent.
57 2. Residency is provided without pay from the student or the student’s family.
58 3. Residency is not for the sole purpose of obtaining school accommodations in Madison Public
59 Schools.

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

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

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

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

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

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

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

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

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

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

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

108
109 Legal References:

110
111 Federal Law:

112
113 The McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §§ 11431 *et seq.*, as
114 amended by Every Student Succeeds Act, Pub. L. 114-95.

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

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

119
120 U.S. Department of Justice and U.S. Department of Education, Dear Colleague Letter, May 8,
121 2014

122
123 State Law:

124
125 Connecticut General Statutes

126
127 10-15f **Interstate Compact on Educational Opportunity for Military
128 Children**

129
130 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**

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134
135 10-186 **Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission. Transfers**

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139 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>.

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143 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>

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147 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>

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151 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

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158

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

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

Implemented: July 2002

Non-Resident Admission and Tuition Fees

4 **General Provisions**

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

10

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

47 J. The non-resident student's immediate past principal or responsible administrator must make a
48 recommendation on behalf of the child, attesting to the student's good citizenship, in order for the
49 Student to be eligible for initial or continued enrollment.
50

51 K. All non-resident students or their parents or guardians, or the school district of residence, shall
52 provide necessary transportation to and from school.
53

54 L. A non-resident student's continuation in the Madison Public Schools will be contingent upon the
55 student's compliance with all applicable rules and regulations of the Madison Board of Education
56 and the individual school, satisfactory attendance and academic progress, and the availability of staff
57 and school resources. The Superintendent or superintendent's designee may terminate the non-
58 resident student's enrollment at any time if, in their opinion, continuation is not in the best interest of
59 the school system or the student.
60

61 Only non-resident students who meet the criteria set forth in this policy may enroll or continue in
62 enrollment in the Madison Public Schools.
63

64 **Tuition and Fees**

65 1. The annual tuition fee for grade K-12 regular program students will be calculated as follows:
66

67 a. The base rate will be the average per-pupil cost as reported by the CPSE (Connecticut Public
68 School Expenditures) data on net current expenditure per pupil.
69

70 2. Tuition may be paid in full prior to the first day of school or per the following schedule: September
71 1, or the first day of school, whichever comes first, December 1 and March 1.
72

73 3. If a non-resident special education student's IEP/504 Accommodation Plan includes provisions
74 requiring additional expenditures, those costs will be added to the student's yearly tuition fee.
75

76 4. A tuition charge for students enrolled or withdrawn at times other than the beginning and end of the
77 school year will be determined on a pro rata basis.
78

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

80 Non-resident students may be allowed to attend a local school without tuition upon the approval of the
81 Superintendent of Schools following written parental request when:
82

83 A. A family moves from the district after the beginning of the fourth quarter of the current school year;
84 or
85 B. A twelfth-grade student wishes to complete their twelfth-grade year in the district;
86

87 C. A family residing outside the district demonstrates firm plans to move into the district within the
88 current school year. The parent or legal guardian must sign an agreement to make payments on
89 September 1, December 1 and March 1., if residency is not achieved by the stated date, in order for
90 the child or children to continue attending the Madison schools. If a non-resident special education
91 student's IEP/504 Accommodation Plan includes provisions requiring additional expenditures, those
92 costs will be added to the student's tuition fee.
93

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.

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

#5120.4.2.5

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

34 #5120.4.2.5(b)

38

39 B. If/when such report alleges that a school employee, as defined by Conn. Gen. Stat § 53a-
40 65, is the perpetrator of child sexual abuse and/or sexual assault, the School Climate
41 Specialist or designee shall immediately notify the Superintendent of Schools or designee,
42 who shall immediately notify the child's parent or guardian that a report has been made to
43 the appropriate authorities in accordance with Board Policy #4119 pertaining to Reports
44 of Suspected Abuse or Neglect of Children or Reports of Sexual Assault of Students by
45 School Employees. The notification requirement shall not apply if a parent or guardian is
46 the individual suspected of perpetrating the child sexual abuse and/or sexual assault. If
47 either a Department of Children and Families ("DCF") investigation or a police
48 investigation is pending pertaining to the report of suspected child sexual abuse and/or
49 sexual assault, the School Climate Specialist or designee shall obtain the permission of
50 DCF and/or the police department conducting the investigation prior to informing the
51 parents/guardians of the report.

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

61
62 D. In the event that the report of suspected child sexual abuse and/or sexual assault alleges
63 that another student enrolled in the District is the perpetrator of the sexual abuse and/or
64 sexual assault, the School Climate Specialist or designee shall also take appropriate

66
67 action to investigate or cause such a report to be investigated, and appropriate remedial
68 actions taken, in accordance with Board Policy #4119 pertaining to Reports of Suspected
69 Abuse or Neglect of Children or Reports of Sexual Assault of Students by School
70 Employees, Board Policy #5131.911 pertaining to Bullying Prevention and Intervention,
71 and Board Policy #5120.4.2.4, Title IX/Sex Discrimination and Sexual Harassment. In
72 the event either a DCF investigation or a police investigation is pending pertaining to the
73 report of suspected child sexual abuse and/or sexual assault, the Safe School Climate
74 Specialist shall coordinate investigatory activities with DCF and/or the police in order to
75 minimize the number of interviews of any child or student victim of sexual assault and
76 share information with other persons authorized to conduct an investigation of child
77 abuse or neglect, as appropriate and permitted by law.

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

86 III. Support Strategies

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

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

96 #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.

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:

126 #5120.4.2.5(e)

127 (a) the skills to recognize child sexual abuse and sexual assault, boundary violations

128 and unwanted forms of touching and contact, and the ways offenders groom or

129 desensitize victims; and

130

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

132

133 4. Promotion of parent involvement in child sexual abuse and sexual assault prevention

134 and awareness through individual or team participation in meetings, trainings and

135 individual interventions.

136

137 5. Respectful and supportive responses to disclosures of child sexual abuse and/or

138 sexual assault by students.

139

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

141 activities.

142

143 7. Continuing awareness and involvement on the part of students, school employees and

144 parents with regard to prevention and intervention strategies.

145

146 **IV. Safe School Climate Specialists**

147 The School Climate Specialists for the District are:

149
150 Becky Frost, Principal
151 Neck River Elementary School
152 frost.rebecca@madisonps.org
153 203-245-6460
154

155 #5120.4.2.5(f)
156 Kelly Spooner, Principal
157 Brown Elementary School
158 spooner.kelly@madisonps.org
159 203 245 6400
160
161
162 Kathryn Hart, Principal
163 Polson Middle School
164 hart.kathryn@madisonps.org
165 203-245-6480
166
167 Brian Bodner
168 Daniel Hand High School
169 bonder.brain@madisonps.org
170 203-245-6350
171

172 **V. Community Resources**

173
174 The Board recognizes that prevention of child sexual abuse and sexual assault requires a
175 community approach. Supports for victims and families will include both school and
176 community sources. The national, state and local resources below may be accessed by
177 families at any time, without the need to involve school personnel.

178

179 A. National Resources:

180
181 National Center for Missing & Exploited Children Resource Center
182 <http://www.missingkids.com/Publications>
183 333 John Carlyle Street, Suite #125, Alexandria, Virginia 22314-5950
184 24-hour call center: 1-800-843-5678
185

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

188
189 National Children's Advocacy Center
190 www.nationalcac.org
191 210 Pratt Ave., Huntsville, Alabama 35801
192 Telephone: (256) 533-5437
193

#5120.4.2.5(g)

194
195
196 National Child Traumatic Stress Network
197 www.nctsn.org

198 NCCTS — Duke University
199 1121 West Chapel Hill Street Suite 201
200 Durham, NC 27701
201 Telephone: (919) 682-1552
202

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

205
206 National Sexual Violence Resource Center
207 <https://www.nsvrc.org/find-help2101N>. Front Street
208 Governor's Plaza North, Building #2
209 Harrisburg, PA 17110
210 Toll Free Telephone: 877-739-3895
211

212 The resource center includes multilingual access.
213

214 Darkness to Light
215 <http://www.d2l.org>
216 3022 S Morgans Point Road, #118
217 Mt Pleasant, SC 29466
218 National Helpline: (866) 656-HOPEAdministrative Office: (843) 965-5444
219

220 Darkness to Light is a grassroots national non-profit organization to educate adults to
221 prevent, recognize and react responsibly to child sexual abuse.
222

223 B. Statewide Resources:
224

225 Department of Children and Families
226 <http://www.ct.gov/dcf/site/default.asp>
227 505 Hudson Street
228 Hartford, Connecticut 06106
229 *Child Abuse and Neglect Careline: 1-800-842-2288*
230 Telephone, Central Office: (860) 550-6300
231

232 DCF is the Connecticut agency responsible for protecting children who are abused or
233 neglected.
234

235 FAQs About Reporting Suspected Abuse and Neglect are available at:
236 <https://portal.ct.gov/dcf/1-dcf/reporting-child-abuse-and-neglect>
237

238 The Connecticut Alliance to End Sexual Violence
239 <http://EndSexualViolenceCT.org/>
240 96 Pitkin Street
241 East Hartford, CT 06108
242 24-hour toll-free hotline: 1-888-999-5545 English/1-888-568-8332 Español
243 Telephone: (860) 282-9881
244

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

251

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

254

255 Connecticut Children's Alliance
256 www.ctchildrensalliance.org
257 75 Charter Oak Ave Suite 1-309
258 Hartford, Connecticut 06106
259 Phone: (860) 610-6041

260

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

262

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

265

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

268

269

270 C. Local Resources:

271

272 Domestic Violence Services of Greater New Haven
273 (24 Hour Hotline) 203-789-8104 or 1-888-774-2900
274 www.dvsgnh.com

275

276 Sexual Assault Crisis Services of Greater New Haven
277 (24 Hour Hotline) 203-624-2273 or 1-888-999-5545
278 www.connsacs.org

279

280 #5120.4.2.5(i)
281
282 Madison Youth & Family Services
283 10 School Street, Madison
284 (203) 245-5645
285 www.madisonyouthservices.org
286

287 **Legal References:**
288

289 Conn. Gen. Stat § 17a-101b Report by mandated reporter. Notification of law enforcement
290 agency when allegation of sexual abuse or serious physical abuse.
291 Notification of person in charge of institution, facility or school
292 when staff member suspected of abuse or neglect.
293
294

295 Conn. Gen. Stat § 17a-101q State-wide sexual abuse and assault awareness and prevention
296 program
297
298
299
300
301

302 Date of Adoption: April 27, 2021
303