

## **5111/Eligibility to Attend Trumbull Public Schools**

TRUMBULL PUBLIC SCHOOLS  
BOARD OF EDUCATION  
POLICY MANUAL

SECTION: **5000**  
CATEGORY: **Students**  
POLICY CODE: **5111/Eligibility to  
Attend Trumbull  
Public Schools**

### **ELIGIBILITY TO ATTEND TRUMBULL PUBLIC SCHOOLS**

#### **Policy Statement**

It is the policy of Trumbull Board of Education that any child of school age who resides in the Town of Trumbull may attend the Trumbull Public Schools in accordance with conditions defined in the regulations of this policy. A child who does not reside in the Town of Trumbull may be eligible to attend the Trumbull Public Schools and may be considered under special conditions as defined in the regulations of this policy.

Adopted: 2/1/1983  
Revised: 5/8/1985, 8/25/1987,  
3/15/1993, 7/1/1997, 8/25/1998,  
3/7/2000, 2/26/2002, 8/19/2003,  
8/1/2006, 3/21/2007, 6/7/2011,  
11/15/2016

#### **References**

- McKinney-Vento Education of Homeless Children and Youth Assistance Act
- Connecticut General Statutes §§ 4-177, 10-186, 10-220
- Trumbull Board of Education Policy Code 3541: Transportation
- Trumbull Board of Education Policy Code 5118.1: Homeless Students
- Trumbull Board of Education Policy Code 5141.3: Health Assessments and Immunizations
- Trumbull Board of Education Policy Code 6151: Elementary & Middle School Class Size

**Regulations**

I. Resident Students

- A. Children of school age who are not graduates of a high school or vocational school and who reside with parent(s) or guardian(s) who are permanent residents of the Town of Trumbull are entitled to free school accommodations provided by the Board of Education.
- B. All appropriate documentation must be completed and provided to the Superintendent and/or his/her designee and shall be considered in deciding whether the student is a permanent resident of the Town of Trumbull entitled to free school accommodations from the Board of Education. Among such other facts as the Superintendent and/or his/her designee deems appropriate, the following shall be considered:
  - 1. If the student resides with his/her custodial parent(s) or legal guardian(s) in Trumbull, the residence must be where the dwelling is located; in other words, the house or apartment in which the family resides must be in Trumbull, not just the plot on which the house or apartment stands. If a town line intersects the dwelling, the student is entitled to attend school in either school district. The family must provide the drawings necessary to prove dual property lines. (The General Assembly established the current rule in 1997.)
  - 2. If the student resides in the custody of a legally appointed guardian or guardians in a dwelling that is entirely or partially located within the boundaries of the Town of Trumbull, the guardian or guardians will be asked to provide a court order indicating appointment as guardian(s) of the student as proof of guardianship. A child of separated or divorced parents with joint custody (or 50 percent shared custody), unless it is indicated that one parent has “majority” full-time custody, is eligible to attend public school in Trumbull if either such parent resides in Trumbull.
  - 3. If a legally emancipated minor is residing independently in a dwelling that is located entirely or partially within the boundaries of the Town of Trumbull, the student shall provide a court order detailing his/her emancipated status. A student 18 years of age or older who is residing independently in a dwelling that is located entirely or partially within the boundaries of the Town of Trumbull is eligible to attend public school in Trumbull. A person over the age of 21 is not eligible to attend public school, nor is any person who is a graduate of a high school or vocational school.
- C. The final decision regarding the residency status of any individual shall be made by the Superintendent and/or his/her designee. The Superintendent and/or his/her designee reserve the right to investigate and verify the residency of families or individuals in relation to students enrolled in or seeking to enroll in the Trumbull Public Schools.

II. Students with Special Considerations

## 5111/Eligibility to Attend Trumbull Public Schools

### A. Tuition-Free

The Board of Education may allow certain students to attend Trumbull Public Schools, tuition-free, provided all appropriate documentation is completed and submitted and one of the following conditions is met.

1. A child whose parent is not a resident of Trumbull, but who is residing with adult Trumbull residents who are either relatives or non-relatives of such child, shall be entitled to all school privileges provided by the Board of Education to resident children, provided it is the intention of both the Trumbull resident and of the child or his/her custodial parent(s) or legal guardian(s) (in which case court order indicating appointment as guardian(s) shall need to be provided) that such residence in Trumbull
  - (a) is to be permanent;
  - (b) is provided without compensation to the Trumbull resident for the support and maintenance of said child; and
  - (c) is not solely for the purpose of attending Trumbull schools.
2. A student who is residing in a home in Trumbull as a result of placement by the Department of Children and Families or by some other public agency shall be entitled to all school privileges provided to the resident children by the Trumbull Board of Education. Proof of such placement shall need to be provided.
3. A student who is residing in Trumbull by arrangement with a sponsoring agency approved by the Board of Education which agency clearly accepts responsibility of the student's welfare for the duration of the school year shall be entitled to all school privileges provided to resident students on a space-available basis and at the sole discretion of the Superintendent and/or his/her designee. Full information concerning the details of the arrangement must be supplied to the Superintendent and/or his/her designee. As the Board of Education is not legally required to furnish this service, the number of such students accepted in any one year is at the discretion of the Superintendent and/or his/her designee, whose decision shall be final.

U.S. Department of Justice I-20 Forms (Certificate of Eligibility for Nonimmigrant (F-1) Student Status) will neither be signed nor approved by the Board of Education.

4. When a family moves out of Trumbull and wishes a student to remain in his/her current Trumbull school, upon approval of a written request to the Superintendent, the student may continue tuition-free for purposes of completing the school year provided that the period of time between the relinquishment of residence and the end of the school year is less than three (3) months. The Superintendent's decision will be based on the following factors:
  - The student is making satisfactory academic progress;
  - The student is maintaining satisfactory attendance; and
  - The student is maintaining satisfactory behavior records.

## 5111/Eligibility to Attend Trumbull Public Schools

If continued enrollment is approved by the Superintendent, the family must assume responsibility for transportation to and from school.

5. When a family moves to another school district within Trumbull and wishes a student to remain in his/her current Trumbull school, upon approval of a written request to the Superintendent, the student may continue at that school for the purpose of completing the school year. If continued enrollment is approved by the Superintendent, the family must assume responsibility for transportation to and from school.
6. If a student is a senior at Trumbull High School and his/her parent(s)/guardian(s) move out of Trumbull after October 1 of the student's senior year, the student may attend Trumbull High School for the remainder of his/her senior year upon approval of a written request to the Superintendent. The Superintendent's decision will be based on the following factors:
  - The student is making satisfactory academic progress towards graduation;
  - The student is maintaining satisfactory attendance; and
  - The student is maintaining satisfactory behavior records.

If continued enrollment is approved by the Superintendent, the family must assume responsibility for transportation to and from school.

### B. Tuition Basis

The Board of Education may allow certain students who are not residents of Trumbull to attend Trumbull Public Schools, on a tuition basis, provided all appropriate documentation is completed and submitted and one of the following conditions is met.

1. When parent(s) or legal guardian(s) who are not yet bona fide residents of Trumbull wish to enroll a student in the Trumbull Public Schools, they must establish intent of residency by providing the following:
  - A copy of sales or construction contract to purchase a home in Trumbull. The contract must be signed and the closing must be scheduled within one (1) month from the time the student is enrolled. A notarized statement from the real estate agency or attorney will also be required.The family must assume responsibility for transportation to and from school. Such parent(s)/guardian(s) must pay full tuition monthly for any extension beyond the one (1)-month period, but such extension may not exceed three (3) months, after which time the student will no longer be eligible to attend the Trumbull Public Schools.
2. Full-time and part-time employees of the Board of Education may have their children attend the Trumbull Public Schools. Such employees must pay half-tuition. The employee must assume responsibility for transportation to and from school.

### III. Conditions

## 5111/Eligibility to Attend Trumbull Public Schools

### A. Terms

1. In all instances as described above, the determination to approve the enrollment of said student shall be made by the Superintendent and/or his/her designee and shall be final. The decision to approve the enrollment of said student in any school year shall not be binding in any subsequent school years.  
The Superintendent's decision will be based on the following factors as allowed by statute:
  - The student is making satisfactory academic progress towards graduation;
  - The student is maintaining satisfactory attendance; and
  - The student is maintaining satisfactory behavior records.
2. Any decision rendered hereunder by the Superintendent and/or his/her designee specifying the basis upon which the board has reason to believe that such child, emancipated minor, or individual eighteen years of age or older is not entitled to school accommodation shall be in writing, and shall be mailed to the parent(s), legal guardian(s), emancipated minor, or student eighteen years of age or older, as applicable. The parent(s), legal guardian(s), emancipated minor, or individual eighteen years of age or older may appeal the Superintendent's and/or his/her designee's decision hereunder in accordance with the provisions of Section 10-186 of the Connecticut General Statutes.
3. Students found to be enrolled in the Trumbull Public Schools in violation of this policy shall be removed from the roll of the Trumbull Public Schools in accordance with General Statutes 10-186. The Board reserves the right to seek payment of tuition from the parent(s) or guardian(s) of a minor child, the emancipated minor, or the individual eighteen years of age or older found to have been wrongfully enrolled in the Trumbull Public Schools in violation of the requirements of this policy and regulations.
4. A student shall not be permitted to attend the Trumbull Public Schools on a tuition basis pursuant to any of the provisions of Section II B above if such decision would cause the class or section the student would attend within the Trumbull Public Schools to exceed the desired number of pupils as determined by the Board of Education.
5. The Business Office shall set tuition rates annually in August based on the estimated expenditures divided by projected pupil enrollment for each of the following categories:
  - Kindergarten/Pre-K Regular Education
  - Elementary School
  - Middle School
  - High School
  - Special Education (determined on a case-by-case basis)
6. At the end of each school year, the Superintendent and/or his/her designee will review the status of each student enrolled pursuant to this policy for approval or denial for the ensuing school year.

## **5111/Eligibility to Attend Trumbull Public Schools**

7. The Board of Education reserves the right to seek tuition payments from the State Department of Education, another local or regional board of education, or state agency for students accepted into the Trumbull Public Schools pursuant to section II A above, as applicable, as well as students accepted into the Trumbull Public Schools Special Education program.

### **B. Placement**

1. Resident students or students who are judged to be eligible to attend the Trumbull Public Schools and who have previously attended other approved schools must present evidence (school records) of satisfactory completion of prior grade requirements, and must be recommended by the sending school for grade assignment. Placement of all such children will be made in the recommended grade on a provisional basis, and will be reviewed by the staff with the parents within six (6) weeks. Final determination of grade placement will be the responsibility of the building principal, except in the determination of grade placement of an appropriate program for children with disabilities transferring from another school system, in which case the Director of Pupil Personnel and Special Services shall assume responsibility.
2. By state law, all immunization records must be in the hands of the school staff before a child can be admitted to school. No student is to be admitted to any school unless and until the appropriate immunization records have been reviewed and approved. There will be no exception to this rule.
3. The Superintendent and/or his/her designee shall report periodically to the Board of Education with respect to the implementation of this policy and shall periodically advise the Board of Education with regard to the number of students enrolled under this policy.

### **C. Appeals**

1. The parent(s) or guardian(s) of any student who is denied schooling, or an emancipated minor or individual eighteen years of age or older who is denied schooling, because of residency may, in writing, request a hearing through the Superintendent and/or his/her designee.
2. The hearing shall be conducted by an impartial hearing officer appointed by the Board and be held within ten (10) days following receipt of the written request, provided that the date of the hearing may be postponed upon the timely request of one or both parties, subject to the approval of the Superintendent and/or his/her designee, as appropriate. The hearing shall not constitute an admission by the Board of Education that it has failed to furnish appropriate schooling accommodations in accordance with this policy. In the case of a denial of school accommodations based on residency, the party denied school accommodations shall have the burden of proving eligibility for school accommodation by a preponderance of the evidence. In the case of a denial of school accommodations

## **5111/Eligibility to Attend Trumbull Public Schools**

on a basis other than residency, the party claiming ineligibility for school accommodations shall have the burden of proof.

3. A stenographic record or tape recording shall be made of such hearing.
4. The findings of the hearing officer will be rendered within ten (10) days after the hearing.
5. The decision of the impartial hearing officer may be appealed to the State Board of Education, with a simultaneous copy to the Trumbull Board of Education and Superintendent and/or his/her designee, within twenty (20) days of the mailing of the decision. Any parent(s), guardian(s), emancipated minor, or individual eighteen years of age or older aggrieved by the findings shall, upon request, be provided with a transcript of the hearing within thirty (30) days after such request. Within ten (10) days after receipt of the notice of appeal, the Board of Education shall forward the record of any hearing before it to the State Board of Education. Any student already enrolled may remain enrolled during the hearing process and any appeals thereof.

If an appeal from the decision of the impartial hearing officer 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 impartial hearing officer shall be final.

### D. Documentation

1. Forms to support the implementation of this policy will be developed and reviewed periodically by the Superintendent and/or his/her designee. They will be posted on the TPS website and available in hard copy at the District office.