

## **POLICY 5152-R**

### **ADMISSION OF NON-RESIDENT STUDENTS**

#### **SUBJECT: Admission of Non-resident Students**

**INTRODUCTION:** The Owego Apalachin Central School District establishes this policy to set forth the terms and conditions of the eligibility of non-residents students to enroll and attend District schools.

For the purpose of this policy, a student whose parents'/guardians' legal address is outside the geographic limits of the Owego Apalachin Central School District shall be considered a non-resident (regardless of whether the student's parents /guardians own property within the district limits).

**PURPOSE:** The Board of Education affirms that its primary responsibility is to provide the best possible educational opportunities for the children who are legal District residents and who are of legal age to attend school. However, there are certain circumstances when a non-resident student will be eligible to attend a school within the District.

**POLICY:** It is a privilege and not a right for non-resident students to attend District schools. All non-resident students must apply to the Board of Education annually for acceptance to the school district under the following conditions:

1. A completed Application for Enrollment and Non-Resident Student Agreement must be submitted to the Superintendent or his/her designee.
2. The District must possess and have a seat/space available in an appropriate program/placement for non-resident students. No increase in the size of the faculty or staff, and no increase in the cost to the District, will be necessary to accommodate the students. The determination of whether the District has an appropriate program/placement available rests with the Superintendent of Schools or his/her designee or where applicable, the Committee on Special Education. No student shall be admitted as a non-resident students if the student is facing or serving a suspension from instruction, expulsion or another disciplinary penalty in the district of residence, or in any other educational institution.
3. Non-resident students must be enrolled in the District in order to participate in Curriculum, interscholastic, extra-classroom, co-curricular, and athletic activities, subject to the New York State Public High School Athletic Association.
4. Enrollment of non-resident students will continue as long as students and parents/guardians abide by the District/building policies, rules, code of conduct, and procedures. The Superintendent, at least annually, shall review whether the

student should continue in the School District. If it is determined that it is not in the best interest of the School District for the student to continue, the student and his/her parents will be so notified by the Superintendent at least thirty (30) days before the commencement of the next school year. If the Superintendent, during the school year, determines that the student is not adhering to the code of conduct or other policies of the School District, the Superintendent may, in addition to other remedies, advise the student and the students parents that the students enrollment at the School District is terminated. In such case, there will be no refund of any applicable tuition charges.

**5. Parents/guardians of non-resident students must sign releases for educational records and assist the District with any transfers from a home school district.**

**6. The District does not discriminate based upon creed, race, color, sex, sexual orientation, national origin, marital status, disability or predisposing genetic characteristics.**

**7. The New York State Education Law does not require a district to provide school bus transportation of non-resident tuition-paying students. However, the Owego Apalachin Central School District Board of Education offers school bus transportation to non-resident students upon the following terms and conditions:**

**A. Application for transportation shall be made upon enrollment of a non-resident student. A request to renew shall be made as soon as practicable before the commencement of each following school year.**

**B. School bus transportation will only be provided from a location approved by the District, which has consented to being designated as such, within the attendance zone to and from the student's assigned school building, on a currently existing route.**

**C. If the student fails to comply with all district codes of conduct and policies, including transportation, the student may lose this privilege and the privilege of attending as a non-resident student.**

**D. This benefit will only be offered if there is space available on the assigned bus after all resident students are accommodated.**

**E. This benefit may be discontinued or modified by the Board of Education at any time, at its discretion.**

The School District will not be responsible for providing home instruction to the non-resident student. If home instruction is needed, the parents shall arrange for such instruction.

All students admitted as non-residents must sign a non-resident student agreement.

**Calculation of Non-resident Student Tuition Rate:**

The District may base the tuition charge on the formula established in the Commissioner's Regulations. The Board of Education shall establish the non-resident student tuition rates for each school year at the Annual Reorganizational Meeting in July.

**Payment of Tuition:** Tuition shall be paid in advance by one of the following methods:

1. Full tuition payment paid on or before August 15th, or;
2. In two equal installments payable on or before August 15th and January 15th of the current school year.

Tuition for non-resident students applying after the school year begins will be prorated.

Non-resident students will not be permitted to attend school if tuition payments are not made on a timely basis.



Owego Apalachin Central School District  
NON-RESIDENT STUDENT AGREEMENT

Student: In consideration of my admission as a non-resident student for the 20\_\_\_\_-20\_\_\_\_ school year, my parents and I give the following assurances:

- I have read the student code of conduct, and I am familiar with its contents;
- I will comply with the code of conduct, and, if I do not do so, I understand that my non-resident student status may be revoked by the Superintendent after notification to me of my infraction and an opportunity to be heard;
- I understand that if the required tuition payment is not paid when due, my non-resident student status may be terminated by the Superintendent.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian: I (we) understand the non-resident tuition charge is \$\_\_\_\_\_ for the 20\_\_\_\_-20\_\_\_\_ school year. I (we) promise to pay as follows:

\_\_\_\_\_ One payment due on or before August 15th.

\_\_\_\_\_ Two Payments (The first on or before August 15th and the second on or before January 15th).

\_\_\_\_\_ Other \_\_\_\_\_

I (we) understand that, if payment is not made as promised, the Superintendent may terminate the non-resident status and the school district may take appropriate legal action to collect such sum. If the district terminates the non-resident student status because of failure to comply with the student code of conduct, I understand that full tuition is still due and that there will be no refund of any monies paid.

Parent(s) or Guardian(s) Signature: \_\_\_\_\_

**Owego Apalachin Central School District  
APPLICATION FOR ENROLLMENT - NON-RESIDENT STUDENTS**

This is the Application for Enrollment for a Non-Resident Student seeking Board of Education approval to attend the Owego Apalachin Central School District. Since attendance and behavior are key factors of success in school, we do not encourage anyone to apply for enrollment for the next school year if the student(s) has been absent during the past year for more than five percent (nine days), except for unusual situations, or been in need of considerable discipline. Please complete and return this form if you wish to apply for enrollment under the guidelines of the non-resident student tuition policy adopted by the Owego Apalachin Central School District Board of Education.

Parent or Guardian student(s) will be residing with (please specify the relationship, i.e. Grandparent(s), Aunt, Uncle, etc.)

<hr/>	<hr/>	
(Name)	(Relationship to Student)	
<hr/>	<hr/>	
(Address)	(School Year Requested)	
<hr/>	<hr/>	
(City/State)	(Zip Code)	
<hr/>	<hr/>	
(Home Phone)	(Work Phone)	(Cell Phone)
<hr/>	<hr/>	<hr/>

Student(s):

Name <hr/>	Grade <hr/>	DOB <hr/>
Name <hr/>	Grade <hr/>	DOB <hr/>
Name <hr/>	Grade <hr/>	DOB <hr/>

I wish to apply for enrollment of the student(s) listed above. I realize and agree that the Owego Apalachin Central School District is in no way responsible for providing transportation to or from school.

**I AGREE TO THE TERMS LISTED ON THIS APPLICATION:**

Signature of Person Completing Application: 

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Date: 

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**RETURN TO: SUPERINTENDENT OF SCHOOLS  
OACSD - 5 Sheldon Guile Blvd. Owego, NY 13827**