

Policy Guide



Policy No. 202

Section PUPILS

Title ELIGIBILITY OF
NONRESIDENT STUDENTS

Adopted AUGUST 21, 1999

Revised JANUARY 27, 2011; APRIL 15, 2004

	<p style="text-align: center;">POLICY NO. 202 ELIGIBILITY OF NONRESIDENT STUDENTS</p> <p>1. Purpose</p> <p>The Board shall operate the schools of this District for the benefit of children resident in this District and eligible for attendance. The Board may permit the admission of nonresident students in accordance with terms of this policy.</p> <p>The Board reserves the right to verify the residency of any student and to require a sworn statement of residential support for the student who resides with a person other than his/her parent, guardian or custodian.</p> <p>2. Responsibility</p> <p>The Superintendent shall develop procedures for the enrollment of tuition students which:</p> <ul style="list-style-type: none">• admit such students only on the proper application of the parent or guardian, and their agreement to comply with the requisite tuition obligation as set forth within Exhibit A hereto.• do not exclude any child, otherwise eligible, on the basis of such child's race, creed, color, national origin or ancestry.	
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- make continued enrollment of any tuition student contingent upon maintaining good standards of citizenship and discipline.
- deny admission to any tuition-paying student where the educational facilities or program maintained for the children of this District is inadequate to meet the needs of the applicant.
- the decision of the Superintendent is final.

3. Authority

The Superintendent shall report to the Board at each regular meeting under agenda information the enrollment of each tuition student.

SC 501
1307-1309
1316
1608-1609
2503, 2561

The Board shall not be responsible for the transportation to or from school of any student residing outside the school district boundaries.

Tuition rates shall be determined in accordance with statute. Tuition shall be charged monthly and payment required in advance of attendance.

4. Guidelines

A. Nonresident Children Placed in the District

Any child placed in the home of a resident of this District by a court, an agency of the government, or custodial care institution/associations shall be admitted to the schools, shall receive the same benefits and shall be subject to the same duties as resident children.

B. Inmates of Institutions

A child who is a resident of the District or another School District in this Commonwealth, and an inmate of an

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institution for the care or training of children located within this District, is not a legal resident of the District by such placement, but the child shall be admitted to the schools of this District.

Tuition charges must be obtained for a child whose parents have been determined not to be residents of the Commonwealth.

C. Homeless Children and Youth

Homeless children and youth have access to free appropriate public education on an equal basis as other children. Homeless children and youth are identified by the McKinney-Vento Act (2001) as children or youth without a fixed, regular and adequate residence including students who are:

- a. living with a friend, relative or someone else because they lost their home and can't afford a home;
- b. staying in a motel or hotel;
- c. living in an emergency or transitional shelter or a domestic violence shelter;
- d. staying in substandard housing;
- e. living in a car, park, public place, abandoned building or bus or train station;
- f. awaiting foster care placement;

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- g. living in a campground or an inadequate trailer home;
- h. abandoned in a hospital; or
- i. living in a runaway or homeless youth shelter.

Migrant children, pre-school children, and youth on their own are homeless if they fit into one of these categories. Runaway youth can be considered homeless even if their families want them to come home. Students who live in any public or private place that is not supposed to be a regular residence are homeless.

Homeless students can be registered, go to class and participate right away even if they do not have:

- a. immunizations or immunization records;
- b. other medical records;
- c. school records;
- d. proof of residency;
- e. a parent or legal guardian;
- f. birth certificates;
- g. social security numbers;
- h. other documents

D. Proof of Residence

To protect the rights and privileges of the residents and students of the Keystone Oaks School District, the parents/guardians of all students registering in the district must show two (2) acceptable proofs of residence in the

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District before the student is permitted to attend school in the District.

The policy pertains to all students registering in all grades (K-12), including original entries (E-1 and E-2) and reentry's (R-3, R-4, R-5, R-6, and R-7).

Acceptable proof of residence shall include the parents'/guardians' most recent:

- a. driver's license;
- b. automobile registration;
- c. utility bills;
- d. tax statements;
- e. evidence of receiving checks from wages, public assistance or social security.

Leases and rent receipts are **not** acceptable proof of residence.

Students who move from the District must attend school in the district of the new residence. (An exception can be made for seniors on appeal, for other students during the last two months, and at the discretion of the Superintendent.) The decision of the Superintendent is final.

E. New Residents

New residents to the Keystone Oaks School District will be permitted to enroll their child/children in District schools only after submitting a copy of their house settlement

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papers or apartment lease as temporary proof of pending residence.

The District will require a tuition check for the time the child enrolled, but the parents are not yet residents, which will be returned upon proof of subsequent District residency.

F. Student Residing with District Residents Other Than Parents

When a resident of the Keystone Oaks School District keeps in his/her home a child of school age, not his/her own, and supports such child gratis as if the child were his/her own, the resident must meet with the designated building administrator, submit acceptable proof of residence and support in addition to filing with the District a sworn statement (affidavit) to the following effect:

- a. The affiant is a resident of the District.
- b. The child is being maintained and supported in the resident's home, and the resident receives no personal compensation for maintaining the student in the District.
- c. The resident will assume all personal obligations for the child relative to school requirements.
- d. The resident intends to keep and support the child continuously and not merely through the school term.

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- e. The resident must submit with the affidavit, proof of residence and substantiating evidence of supporting the child gratis.

Information that is acceptable to substantiate residency and support are:

Residency:

- utility bill; or
- Pennsylvania Department of Transportation ID or driver's license; or
- Pennsylvania Department of Transportation vehicle registration; or
- copy of state/federal program enrollment; or
- copy of paycheck stub with name and address of employee and employer; or
- copy of receipt for recent local property or income tax.

Support:

- copy of completed IRS form transferring tax exemption of child to resident; or
- copy of federal or state tax form which lists the child as a dependent of the resident; or
- copy of completed county form transferring child support payments to resident; or
- copy of complete state form notifying Department of Welfare of child's new residence; or
- copy of insurance policy/card/statement listing child as eligible for services; or
- copy of lease/rental agreement identifying the child as a tenant signed by the landlord.

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- f. The designated building administrator will make a home visit to confirm residency when necessary. Further home visits can be made if the affidavit is in question.
- g. If a District investigation proves any of the contents in the sworn statement, proof of residence, or support to be false, the District will withdraw the student and file a case of fraud and theft of services with the County Court of Common Pleas, to seek payment for tuition equal to the cost of the District of educating the child during the period of enrollment.

G. Student and Parent Residing with a District Resident

This policy pertains to situations where a student and parent are not homeless, but are residing with family or friends in the district. All normal registration documentation is required in addition to:

- a. meeting with the designated building administrator;
- b. completion and submission of a Residency Affidavit by the parent and resident;
- c. submit two proofs of residence for the District resident;
- d. parent agreement to submit their proof of residence (see D) to the District within 30 days from the date of registration;

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- e. if permanent proof of residence is not submitted in 60 days or if any of the information in the residency affidavit is proven to be false, the student will be withdrawn and a case of fraud and theft of services will be filed with the County Court of Common Pleas, to seek payment for tuition equal to the cost of the District educating the child during the period of enrollment.

If a junior who moves from the District after September 30 is enrolled in a program at Parkway West AVTS that is not available in the new district of residence, that student may have the tuition waived if a written request from the parents or guardian is approved by the Superintendent. The waiver would allow the student to complete the vocational/technical program in which the student is enrolled, providing normal progress is maintained.

A pupil becomes a nonresident as of the moving date from the District and not from the time the school receives the information.

A nonresident pupil will not be graduated or given reports until tuition is paid.

If tuition is not paid for two (2) months, a pupil may be excluded from school.

Transportation of nonresident pupils is a responsibility of the parents and not the responsibility of the District.

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A copy of the regulations regarding nonresident pupils will be supplied to the parents or guardians of nonresidents on request.

Tuition rates shall be determined in accordance with statute. Tuition shall be charged monthly, in advance of attendance.

CONTRACT FOR INSTRUCTION OF TUITION STUDENT(S)

(Exhibit A to Policy No. 202)

I. PARTIES:

THIS AGREEMENT is made this _____ day of _____, 20____, by _____ and between the:

KEYSTONE OAKS SCHOOL DISTRICT, a third class school district with administrative offices at 1000 Kelton Avenue, Pittsburgh, Pennsylvania 15216,

-AND-

_____, parent(s) and/or guardian(s)

(hereinafter referred to as "Parent(s) and/or Guardian(s)") of _____.

(hereinafter referred to as "Student(s)"), all of whom reside at _____

_____, _____.

II. RECITALS:

A. WHEREAS, Student(s) is/are residents of _____
School District;

B. WHEREAS, Parent(s) and/or Guardian(s) of Student(s) desire to have Student/s
attend and receive educational instruction from the Keystone Oaks School District;

C. WHEREAS, Keystone Oaks School District is willing to allow said nonresident students to attend
the schools within the School District upon satisfaction to the Superintendent and the Board of School Directors
that all eligibility requirements have been met and upon payment of tuition expenses.

III. TERMS:

NOW THEREFORE, in consideration of the reciprocal promises and agreements of the parties hereto, it
is hereby agreed:

A. Student(s) shall be permitted to attend the appropriate school or schools of the Keystone Oaks School District during the 20__/20__ school year. Student(s) attendance shall commence on the _____ day of _____, 1999 and shall end the last day required for pupil attendance for that school year.

B. Parent(s) and/or Guardian(s) shall pay as tuition reimbursement to the Keystone Oaks School District in the amount of _____ Dollars for each such student attending the School District's elementary program, and the amount of _____ Dollars for each such student attending the School District's secondary program, in monthly installments in the amount of _____ Dollars, respectively. Such payments shall be due on or about the _____ day of each month during the period of the Student(s) enrollment as a student in the School District. The tuition rates set forth above shall be calculated by the Keystone Oaks School District at the beginning of the school year in which the Student(s) is/are enrolled in the schools of the Keystone Oaks School District and shall be calculated in accordance with the laws of the Commonwealth of Pennsylvania as enumerated in Section 25-2561 of the Pennsylvania School Code of 1949, as amended.

C. Parent(s) and/or Guardian(s) shall comply with all applicable laws and Keystone Oaks School District Policies regarding admission and enrollment of new students and shall supply such information and affidavits as required by the Pennsylvania Department of Education and the Keystone Oaks School District.

D. Parent(s) and/or Guardian(s) shall be responsible for providing all transportation and the costs thereof to and from the school building where the Student(s) will be attending.

E. The Student(s) referred to herein shall otherwise be entitled to and shall receive like and equal instruction to that imparted to children of like ages, grades and departments as residents of the Keystone Oaks School District.

F. Continued enrollment shall be contingent upon the Student(s) maintaining good standards of citizenship and discipline and the Student(s) shall be subject to all of the curriculum standards and policies of the Keystone Oaks School District which includes, but is not limited to standards of grading, conduct and discipline.

G. In the event that the Student is officially withdrawn from enrollment in the schools of the Keystone Oaks School District, any tuition paid to the Keystone Oaks School District for time in which the Student(s) will not be in attendance due to such withdrawal shall be reimbursed to the Parent(s) and/or Guardian(s) in an amount prorated to the date of the withdrawal.

H. This Agreement shall be for a term of one school term, or for the period of time that the Student(s) is/are enrolled in the School District through the end of the relevant school term, whichever period is shorter. The decision to permit Student(s) to enroll in the School District in the first instance shall remain the sole discretion of the School District. Moreover, the decision to permit Student(s) to remain enrolled in the School District as nonresident students in subsequent years shall be made with respect to each subsequent year, and shall require execution by Parent(s) or Guardian(s) of a mutually acceptable Agreement which reflects the tuition rates established for such subsequent years, as set forth above, PROVIDED THAT the School District determines, in the exercise of its sole discretion, that continued enrollment of Student(s) within the Keystone Oaks School District is in the best interest of the School District.

I. This Agreement shall not become binding on either party until approved by the Keystone Oaks School District Superintendent in accordance with applicable law.

IN WITNESS WHEREOF, the parties have set their signatures and seals this _____ day of __, 20 __.

ATTEST:

KEYSTONE OAKS SCHOOL DISTRICT

Secretary, Board of School Directors

By: _____
President, Board of School Directors

WITNESS:

By: _____
Parent and/or Guardian

By: _____
Parent and/or Guardian