

**Harpursville Central School District  
ADMISSION OF NON-RESIDENT STUDENTS**

**Policy Statement:**

The Harpursville Central School District ("District") Board of Education affirms that its primary responsibility is to provide the best possible educational opportunities for the children who are legal residents of the District and who are of legal age to attend school.

The Superintendent of Schools ("Superintendent") or their designee may grant approval for a non-resident student to enroll in, or continue attending a District school pursuant to the terms and conditions of this Policy. Enrollment and attendance in District schools as a non-resident is considered a privilege and does not establish a legal entitlement for a non-resident student to attend District schools.

Non-resident children may be permitted to attend District schools on an annual tuition-paying basis at the discretion of the Superintendent and Board of Education subject to the following terms and conditions:

**Terms and Conditions:**

1. A parent, guardian or person in parental relation to the child must submit annually a completed Non-Resident Student Application for Enrollment and Non-Resident Student Agreement signed by both the parent and student to the Superintendent or his/her designee. Applications for admission of a non-resident student will only be accepted from parents or persons who can produce satisfactory evidence of legal custody of the student. The parent/guardian must sign releases for all educational records including attendance and disciplinary records, and cooperate fully in the student's transfer from the district of residency to the District.

If in the discretion of the Superintendent or their designee, an application is incomplete and/or requires additional information or clarification in order to determine eligibility under this policy, and the applicant fails to furnish the required information within 10 days, the application shall be deemed withdrawn.

2. The Superintendent or their designee is authorized to make a decision to accept the enrollment of a non-resident student, or continue said enrollment on an annual basis when:

- a. Space is available in existing classrooms, and it is determined by the Superintendent or their designee and if applicable, the Committee on Special Education, that the educational needs of the non-resident student can be met within the District's existing programs and by the District's existing staff.
- b. 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 non-resident student. In making this determination, the District will consider both current and future capacity and anticipated needs to accommodate incoming students.
- c. The Superintendent or their designee, after reviewing the non-resident applicant's student record, including disciplinary and attendance records has determined that the non-resident student applicant is a student in good standing. Non-resident students with unexcused absences in excess of five percent (5%) (nine school days) and/or facing or serving a suspension from instruction, expulsion or another disciplinary penalty in their district of residence, or in any other educational institution, are not encouraged to apply for enrollment. Absent unusual circumstances as determined in the sole discretion of the Superintendent or their designee, students with significant prior attendance or discipline issues will likely be denied acceptance pursuant to this policy.

3. Non-resident students must be enrolled in the District in order to participate in curriculum based, extra/co-curricular, interscholastic, extra-classroom and athletic activities, subject to all applicable rules and regulations of the District, the New York State Public High School Athletic Association and applicable New York law and regulation. While non-resident students shall be allowed to participate in all activities/sports to the same extent as resident students of the District, parents/guardians of such students shall be responsible for their transportation from any after school activities to their home.
4. Non-resident students and their parents/guardians shall abide by all District building policies, rules, the District Code of Conduct, and procedures as a condition of continued enrollment. Subject to all applicable due process requirements and procedures, if the Superintendent or their designee, during the school year, determines that a non-resident student has violated the District Code of Conduct or other policies, the Superintendent or their designee may, in addition to other disciplinary measures, notify the student and the student's parents that the student's enrollment at the School District is terminated. In such a case, there will be no refund of any applicable tuition charges.
5. Non-resident student attendance in the District shall be subject to annual review in order to determine whether the student's continued attendance is in the best interest of the District. If the parent/guardian wishes to continue as a non-resident they will be responsible to submit and renewal application by July 1st of the preceding school year.
6. The Superintendent reserves the right to terminate a non-resident student's enrollment at any time for academic or disciplinary reasons. No refund of any applicable tuition charges will be made under these circumstances.
7. In making determinations regarding the admittance of non-resident students, the District will not discriminate on the basis of based upon creed, race, color, sex, sexual orientation, national origin, marital status, disability or any other legally protected category.
8. The District will not provide transportation for non-resident students to and from their residence.
9. Nothing in this policy shall require the District to assume responsibilities for the education of a non-resident student beyond those specifically outlined above. All services not specifically referred to herein shall remain the obligation of the student's district of residence including, but not limited to homebound instruction and the provision of any special education services to which the student may otherwise be entitled which are not available within the District.

#### **Tuition**

10. Non-resident students will not be permitted to attend school pursuant to this Policy if tuition payments are not made on a timely basis. The Board of Education will annually establish tuition charges for non-resident students. Tuition rates shall be determined in accordance with the formula established by the Commissioner of Education at 8 NYCRR §174.3.

Tuition is based on a full school year unless the non-resident student is accepted for enrollment after the commencement of the current school year in which case tuition will be prorated accordingly. Tuition shall be paid as follows:

- a. in full, on or before August 15 for the upcoming school year or;

- b. in two equal installments, the first payable on or before August 15th for the upcoming school year and the second payable on or before January 15th of the current school year.
- c. Pro-rated tuition shall be paid in full prior to the non-resident student's enrollment or in two equal installments, the first of which prior to enrollment and the second on a date to be established in the sole discretion of the Superintendent or their designee based on the date of enrollment.

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

12. Foreign exchange students participating in a recognized Student Exchange Program will apply as a non-resident student, but will be allowed to attend District schools without payment of tuition.

13. At the discretion of the Superintendent of Schools, the tuition payment may be reduced or waived depending on the circumstances. Should a material misstatement of fact be made and relied upon by the Superintendent in admitting a non-resident student with reduced or without tuition, the District shall be entitled to recover the cost of instruction for the time the student was not authorized to attend a District school from the parent/guardian of the student.

First reading: July 10, 2024

Second reading: August 14, 2024

Adopted: August 14, 2024