

## ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

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The Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older pupil as is otherwise entitled by law to a free public education.

#### Eligibility to Attend School

The Board shall admit pupils eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1.

A child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

The Board shall also admit any student that is kept in the home of a person other than the student's parent or guardian, where the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child in accordance with N.J.A.C. 6A:22-3.2. A student is only eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the Board of Education, a sworn statement that he or she: is domiciled within the school district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the student relative to school requirements; and provides a copy of his or her lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner. Pursuant to N.J.S.A. 18A:38-1. c, any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and



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any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly person's offense.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1. b if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year during which the parent or guardian returns from active military duty.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.(d) if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of a student attending the school district of temporary residence. When one of a student's parents or guardians temporarily resides in the school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.

A student is eligible to attend this school district free of charge:

1. If the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;
2. If the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2;
3. If the student previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district, pursuant to N.J.S.A. 18A:38-3.b. The school district shall not be obligated for transportation costs; and



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4. If the student resides on Federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year in pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.2(h). If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A. 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.

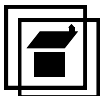
A student's eligibility to attend this school shall not be affected by the physical condition of an applicant's housing, or his or her compliance with local housing ordinances or terms of lease.

Except as set forth in N.J.A.C. 6A:22-3.3(b)1, immigration/visa status shall not affect eligibility to attend school and the school district shall not condition enrollment in the school district on immigration status. A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111.

### Proof of Eligibility

The Board of Education shall accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.A.C. 6A:22-3.4. The Board of Education shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or subset of documents, without regard to other evidence presented.

The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school as outlined in N.J.A.C. 6A:22-3.4(d). The Board of Education may consider, in a



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manner consistent with Federal law, documents or information referenced in N.J.A.C. 6A:22-3.4(d) or pertinent parts thereof if voluntarily disclosed by the applicant. The Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment. However, in the case of a dispute between the school district and the parent or guardian of a student in regard to the student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district.

### Registration Forms and Procedures for Initial Assessment

Registration and initial determinations of eligibility will be in accordance with N.J.A.C. 6A:22-4.1. The Board of Education shall use Commissioner-provided registration forms or locally developed forms that are consistent with the forms provided by the Commissioner. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.

Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.

When a student appears ineligible based on the information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and an intent to appeal to the Commissioner of Education. An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.

When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a



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written statement indicating the student will be attending school in another school district or a nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of “neglect” for the purposes of ensuring compliance with compulsory education law, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student’s name, the name(s) of the parent/guardian/resident, and the student’s address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

Enrollment or attendance at the school shall not be conditioned on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children. Enrollment or attendance in the school district shall not be denied based upon the absence of the certified copy of the student’s birth certificate or other proof of a student’s identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.

Enrollment in the school district shall not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.

When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student’s prior educational record. However, the applicant shall be advised student’s initial educational placement may be subject to revision upon the school district’s receipt of records or further assessment of the student.

### Notice of Ineligibility

When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student’s initial application is found to be deficient upon subsequent review or investigation, the school district immediately shall provide



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to the applicant notice that is consistent with Commissioner-provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4 et seq. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside. Notices of ineligibility shall include information as outlined in N.J.A.C. 6A:22-4.2

### Removal of Currently Enrolled Pupils

Nothing in N.J.A.C. 6A:22-4.3 et seq. and this Policy shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility status, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.

When a student, who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal in accordance with the provisions of N.J.A.C. 6A:22-4.3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student" (as defined in N.J.A.C. 6A:22-1.2) has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult student or resident keeping an "affidavit student", does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board or a Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

### Appeal to the Commissioner

An applicant may appeal to the Commissioner of Education the school district's determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition which shall be filed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C.



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6A:3. Pursuant to N.J.S.A. 18A:38-1. b (1), appeals of "affidavit student" eligibility determinations shall be filed by the resident keeping the student.

### Assessment and Calculation of Tuition

If no appeal to the Commissioner is filed following notice of a an ineligibility determination, the Board of Education may assess tuition, for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq. If the responsible party does not pay the tuition assessment, the Board of Education **district** may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10; through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.

If an appeal to the Commissioner is filed and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition in accordance with the provisions of N.J.A.C. 6A:22-6.2(a). Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition in accordance with N.J.A.C. 6A:22-6.2.

### Transfer Privileges

Pupils who wish to enroll in a multiple year vocational instructional program offered in only one of the District high schools, may attend that school whether or not they reside on that school's attendance area. This transfer privilege shall not apply to a single course or to a Foreign Language offering. Transportation shall be provided to those pupils in accordance with governing policies and statutes.

~~1. In lieu of a transfer, when feasible and cost effective, shuttle bus transportation between schools may be arranged by the superintendent to permit pupils to take a course or courses not offered at the high school to which they have been assigned in accordance with this policy.~~

**12.** Pupils who have been transferred to a high school in a different attendance area in accordance with the provisions of this section of



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the policy, shall be returned to the high school in their attendance area at the beginning of the next school year when:

- a) For any reason, a ninth grade or tenth grade, **or eleventh grade** pupil drops the program which prompted the transfer.
- b) If a transfer student fails his/her special program selection ~~for the second year~~, said student will be returned to his/her school of attendance.

~~• A pupil who does not earn a passing grade in the first year of the program may remain at the school to which he/she transferred for another year to take the failed course(s) a second time.~~

~~• A failure in the introductory course during the second or repeat year shall result in a return to the high school in his/her attendance area, unless the pupil elects to take another vocational program offered only in that school.~~

~~• A pupil who does not earn a passing grade in the second year or second level of a program which prompted his/her transfer, must take the program course(s) again to remain at the school to which he/she transferred. Failure to retake the program course(s) shall result in a return to the school in his/her attendance area.~~

• Pupils transferred under this section of the policy and who successfully complete two years of the program which prompted the transfer (**three years for JROTC**), may remain in and graduate from the school to which they transferred.

- c) A ninth, ~~or tenth grade~~, **or eleventh grade** pupil elects to return.

2. If a program which exists in only one school becomes heavily subscribed by pupils from the other high school's attendance area, the superintendent may establish the program in the second high school, unless a vocational shop **or JROTC Program** is involved, in which case the superintendent may offer a recommendation to the Board for consideration.





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4. Pupils who move from the attendance area of one District high school to the attendance area of the other District high school, may continue to attend and graduate from the high school attended prior to the change in residence. Transportation is not included.

35. Including pupils coming to the District from constituent district eighth grade programs, any pupil who wishes to attend a high school outside the pupil's attendance area, must complete an application form developed for this purpose. The form will require the parent/pupil to state the reason for the requested transfer. The completed form is to be submitted to the Guidance Department in the pupil's attendance area for review. If the guidance director perceives the request not to be submitted for a proper reason or if the director believes the pupil may experience difficulty with the requested program, the director may require the pupil and parents/guardians to come to the school for a conference with a counselor or with him/her. Following the conference, if the counselor or director still believe the transfer not to be appropriate and has not been able to convince the pupils/parents/guardians the transfer is not in their best interests, that judgment shall be noted on the form and forwarded to the superintendent's office for a final determination. A transfer request to which no exception is taken shall be forwarded directly to the guidance director in the school to which the pupil wishes to transfer. If the director in the receiving school finds the request to meet the letter and intent of this policy, the pupil shall be admitted and processed for classes. If the director in the receiving school has a question about the request, he/she may call the pupil's parents/guardians in for a conference. Following the conference, if the counselor or director still believes the transfer not to be appropriate and has not been able to convince the pupils/parental guardians the transfer is not in their best interests, that judgment shall be noted on the form and forwarded to the superintendent's office for a final determination. **If the request for transfer is granted, transportation will not be included.**

46. The superintendent may transfer any pupil from one school to the other when he/she feels the best interests of the pupil or the District can be served by such a transfer. Prior to such a transfer, the principals shall have an opportunity to discuss the matter with the superintendent. Parents/Guardians who request transfers which are not approved by the superintendent may appeal directly to the Board of Education.



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### Foreign Exchange Students

The board may admit foreign exchange students into district schools in order to promote cultural awareness and understanding among students.

The board may accept exchange students on a J-1 visa who reside within the district as participants in group-sponsored exchange programs approved by the board. Tuition may be waived for students on a J-1 visa.

The board may accept privately sponsored exchange students on an F-1 visa for attendance only in secondary schools upon payment of tuition at the established district rate. Tuition cannot be waived for students on an F-1 visa, and attendance in district schools shall not exceed 12 months. Students attending the schools of this district on an F-1 visa may not participate in any adult-education programs sponsored by the board under any circumstances.

All potential organizations or individuals applying for admission shall forward the request to the chief school administrator by July 1 preceding the school year of attendance. Foreign exchange students shall comply with all immunization requirements for students of this district. The chief school administrator shall be responsible for determining the visa status and eligibility of foreign exchange students applying for admission.

### Nonresident Pupils

The admission of a nonresident student to school free of charge must be approved by the Board. No student otherwise eligible shall be denied admission on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation or sex, social or economic status, or disability. The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of citizenship and discipline.

### Future Residents

A student otherwise eligible for attendance whose parent has signed a contract to buy, build, or rent a residence in this district shall be enrolled for a period not to exceed sixty days previous to the anticipated date of residency without tuition charges. If the child has not become a resident of the district by the end of the period of free attendance, tuition shall be required for the remainder of the time until residency is established.



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Parent(s) of children who are future residents shall be required to demonstrate proof of the anticipated residency. The Board reserves the right to verify such claims, and to remove from school a nonresident pupil whose claim cannot be verified.

### Senior Privilege

Regularly enrolled students whose parent(s) or legal guardian(s) have moved out of the school district during the final school year of their attendance may make a formal request for "Senior Privilege" whereby they are seeking permission for continued enrollment within the district, at no charge, for the duration of that school year.

Eligible students include only those who have attended a district school for three consecutive years and will be of senior status, or eligible for senior status, during the subsequent school year, which would constitute their final year of attendance within the district. Students who have moved prior to the conclusion of their third consecutive year within the district will not be considered eligible to request "Senior Privilege".

Eligible students must be deemed in "Good Standing" where factors including, but not limited to, attendance, academic achievement, and disciplinary record may be considered. Student eligibility is also contingent upon the parent(s) or guardian(s) consent to provide transportation to and from school, as well as all extra-curricular and/or non-academic activities. The Board of Education will bear no responsibility for the provision of transportation to any student deemed eligible for "Senior Privilege".

The provisions of this policy are also applicable to students who move from one area of the Black Horse Pike Regional School District to another, which would necessitate a transfer from one of the district's high schools to another.

The initial request must be approved by the building principal, who will forward his/her approval to the Superintendent/Designee. Following receipt of Superintendent/Designee approval, the request will be forwarded to the Board of Education for approval. With this policy, the Board of Education asserts that approval is for the requesting student-only. The approval is not applicable to any siblings of the student for whom the request was made.

### Former Residents



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Regularly enrolled children, who are not eligible to apply for senior privilege, and whose parent(s) or legal guardian(s) have moved out of the school district during the final marking period of the school year shall be permitted to finish the school year without payment of tuition. Regularly enrolled children, who are not eligible to apply for senior privilege, and whose parent(s) or legal guardian(s) move from the district at any other time during the school year may remain enrolled for the remainder of the school year on payment of tuition prorated.

### Children of Nonresident Staff Members

Children of nonresident employees of the Board may be enrolled in the schools of this district at a tuition rate equal to one-half of the tuition calculated by State formula under the following conditions:

1. Occasional employees such as substitutes, referees, consultants, contractors and other are not to be extended this benefit. To be eligible an employee must draw a regular semi-monthly salary.
2. The State formula shall be the most recent one available. The actual tuition paid will be based upon the formula calculation from the prior year.

### Other Nonresident Students

Other nonresident pupils may be admitted to this district on payment of tuition and availability of space.

The Superintendent shall develop procedures for the enrollment of nonresident children that allow admission of such children only on the proper application of parent(s) or legal guardian(s); verify claims of residency and submission of affidavits of guardianship; deny admission where the educational program maintained for the children of this district is inadequate to meet the needs of the applicant; do not exclude any child, otherwise eligible, on the basis of such child's race, color, creed, national origin, affectional or sexual orientation, atypical hereditary cellular or blood trait of any individual or ancestry; and make continued enrollment of any nonresident pupil contingent upon maintaining good standards of citizenship and discipline.

N.J.S.A. 18A:38-1 et seq.; 18A:38-3; 18A:38-3.1

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-1.1 et seq



# POLICY

## BLACK HORSE PIKE REGIONAL BOARD OF EDUCATION

Students

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