

Students

Out-of-Attendance Zone Placement

I. DEFINITIONS AND CONDITIONS

A. Out-of-Attendance Zone Placement.

Out-of-Attendance Zone Placement refers to a child attending a school other than the one in the attendance zone of his/her legal residence. Enrollment in magnet schools or special district programs such as 504 or Special Education are not considered Out-of-Attendance Zone placements.

A parent or guardian initiates the request for Out-of-Attendance Zone placement. Requests may be granted only after careful consideration and for limited reasons.

B. Legal Guardian

A legal guardianship is recognized when there is appropriate documentation of the transfer of parental responsibility to someone other than the parent.

C. Out-of-Attendance Zone Process

The Superintendent's designee conducts the review of requests for Out-of-Attendance Zone placement.

D. Duration

Out-of-Attendance Zone placement shall be granted for one school year only. New applications and renewals must be filed with the Office of Family and Community Engagement (OFCE) for placement.

Renewals must be filed by May 15; parents/guardians will be informed by June 15.

New applications filed by July 15 will be processed and parents/guardians informed by August 15. New applications filed by August 16 will be processed and parents/guardians informed by September 1. New applications filed on/or after September 2 will be processed and parents/guardians informed within two weeks of receipt of application.

E. Transportation

Parents/guardians must provide transportation, unless placement is made to comply with individual educational needs as are prescribed by a Planning and Placement Team (PPT), by a Section 504 team, or by recommendation of a school's English Language Learner team.

F. Student Responsibility

Students are subject to the district's Attendance Policy and Regulations (5113, 5113-R) and Student Behavior Policy and Regulations (5131, 5131-R). Students who do not comply may be required to return to their districted school.

II. REASONS FOR GRANTING OUT-OF-ATTENDANCE ZONE PLACEMENT REQUESTS

A. Medical/Psychological Issues

The Board recognizes Out-of-Attendance Zone placements to accommodate serious medical/psychological needs of students.

1. The parent/guardian is required to provide sufficient documentation to establish the medical/psychological necessity for a student to attend a school outside his/her attendance zone. The request must also establish the advantages of the receiving school over the regularly assigned school to avoid documented physical and/or psychological harm that would otherwise occur.
2. Medical problems must be documented by a physician. Psychological problems must be documented by a psychologist, psychiatrist, professional clinic or agency while the student is in treatment.
3. At the discretion of the Superintendent's designee, permission may be sought to speak with a physician to document a medical issue and/or treatment. Medical/psychological documentation may be forwarded to the City Health Director or other designated agent of the Board for review and recommendation.

B. Child Care Issues

The Board recognizes Out-of-Attendance Zone placement to accommodate families of elementary and middle school students, where both parents/guardians are working.

1. The parent/guardian is required to complete an Out-of-Attendance Zone application.
2. The Out-of-Attendance Zone application must include:
 - a. A letter provided by the parent/guardian's employer stating the hours and location of employment.

- b. A letter provided by the baby sitter/child care provider documenting his/her place of residence and the schedule of child care.
- c. A description of efforts to obtain child care in the child's zoned school or the necessity to maintain the existing child care services such that out-of-attendance zone placement is needed.

C. Professional Courtesy

C1. Resident Staff

1. Certified staff who reside in Stamford may request Out-of-Attendance Zone placement for their children to attend the school at which they teach rather than the districted school. Staff may not select a third school (e.g., a teacher teaching at Westhill who live in the Stark district cannot request that his/her elementary school child attend Roxbury).
2. Certified staff who reside in Stamford and teach in magnet schools may request that their children be placed in the magnet schools in which they teach. Children of magnet school teachers will be admitted as space permits, after students who have applied through the lottery are admitted to fill classes at the district's class size average, up to the contractual class limit.
3. Enrollment of a child of certified staff to the school at which the parent/guardian teaches shall be subject to the availability of space in existing classes at the child's grade level. Enrollment may be denied if the enrollment of such a student would exceed the contractual class size limit.
4. Certified staff will receive notification of the child's school assignment after class enrollments are determined and no later than the week directly prior to the start of the school year of entry.
5. Except as provided in this policy, students in the SPS remain subject to any and all applicable policies of the Stamford Board of Education. Resident students will be afforded all the protections under Stamford's conduct and discipline policies.

C2. Non-Resident Staff:

1. Non-resident certified staff may request their children to attend the school at which the parent/guardian teaches. The district will assign children of non-resident staff to schools if the school levels of the parent/guardian and child differ (e.g., the parent teaches at the elementary level, but the child is of high school age).

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2. Non-resident certified staff who teach in magnet schools may request that their children are placed in the magnet schools in which they teach. Children of magnet school teachers will be admitted as space permits, after students who have applied through the lottery are admitted to fill classes at the district's class size average, up to the contractual class size limit.
3. Enrollment of children of non-resident staff to the school at which the parent/guardian teaches shall be subject to the availability of space in existing classes at the child's grade level. Enrollment may be denied if the enrollment of such a student would, in the judgment of the Superintendent's designee, require creation of an additional class or grouping on the assignment of paraprofessional support in accordance with the teachers' contract. The district will then offer enrollment to the child at a school closest to where the parent/guardian teaches., as space permits.
4. Non-resident certified staff will receive notification of the child's school assignment by the week directly prior to the start of the school year of entry.
5. Non-resident certified staff may request their children to enroll in Stamford public Schools in accordance with the Stamford Teacher contract and subject to applicable federal and state laws, including laws requiring payment of tuition for services in excess of the district average per pupil cost. Tuition shall be paid prior to the beginning of the school year. If adjustments occur as a result of subsequent placement in special programs or provisions or additional services, the added costs will be payable upon billing.

The Stamford Public Schools does not determine the admission of a student based on the student's disability status. After admission, if the Superintendent of Schools, or his or her designee, determines that a non-resident student is in need of special education or related services, and provision of those services exceeds the per pupil expenditures of the Stamford Public Schools, the non-resident student's receipt of such services will be conditioned upon payment of that portion of the tuition over and above the per pupil cost. For tuition non-resident students, payment for special education and/or related services will be in addition to the tuition cost.

The obligations of the Stamford Public Schools, relative to the location, identification and evaluation of students, and the provision of special education and/or related services to non-resident students, shall be in accordance with the Individuals with Disabilities Education Act, 42 U.S.C. 1401 et seq. and applicable state law.

6. Except as provided in this policy, students in the Stamford Public Schools remain subject to any and all applicable policies of the Stamford Board of Education. Non-resident students who attend by permission of the Superintendent's designee may be disenrolled at any time due to behavior/discipline concerns.

III. GENERAL CONSIDERATIONS

- A. Out-of-Attendance Zone placement may be limited by Board of Education policies relating to the following:
 1. Class size
 2. Socioeconomic balance
 3. Other pertinent Board of Education policies
- B. When a parent requests an out-of-attendance zone placement, transportation shall be the responsibility of the parent, unless the placement is made for individual educational needs as determined by a Planning and Placement (PPT) team, a Section 504 team, or English Language Learner team meetings. For non-resident staff, all transportation is the responsibility of the parent/guardian.
- C. A student, who applies for and receives approval for an out-of-attendance zone placement, may be ineligible for interscholastic competition. Eligibility shall be determined in accordance with the rules of the Connecticut Interscholastic Athletic Conference and policies of the Stamford Public Schools.

IV. SPECIAL CONSIDERATION

- A. Special consideration may be given in the following cases provided the student's record of past attendance, academic performance and behavior is acceptable:
 1. Students who are Stamford residents, entering the last year at a particular school level (i.e., grade 5, 8, or 12), may be granted permission to complete the educational program at that school. Students who move out of Stamford may also request to remain at the school they attended, but will be charged the tuition rate, calculated for the school year in which the child is enrolled.
 2. A student who moves out of his/her attendance zone after December 1, but remains a Stamford resident, may be allowed to remain in his/her school for the balance of that school year. The student is required to enroll in his/her district school in the following year. A student who moves out of Stamford after December 1, may also remain in his/her school, but will be charged the prorated tuition rate.

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3. School personnel may request that a student be placed in a school program other than at his/her assigned school to accommodate requirements of IDEA, Section 504, or state statutes for English Language Learners. The school assignment is determined by the district.

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Stamford, Connecticut

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August 6, 1988
October 26, 1993
June 27, 2000
March, 2008

**Procedure for Implementation
Guidelines for Out-of-Attendance Zone Placement**

Standard Procedures for Out-of-Attendance Zone Placement:

The procedures below apply to initial Out-of-Attendance Zone placements as well as reapplications.

1. Out-of-Attendance Zone forms may be obtained from the Board of Education, 888 Washington Blvd., Stamford, Connecticut, Office of Family and Community Engagement. Out-of-Attendance Zone forms may also be obtained at Stamford schools, except the magnet schools.
2. Completed forms and necessary, accompanying documentation should be returned to the Office of Family may discuss the request with the principals from both the sending and receiving schools. After consultation with the principals, the Superintendent's designee will make the decision to either accept or reject the request based on Board policy. The parent or guardian may appeal this decision as set forth below.
3. The Superintendent's designee will notify the parent/guardian and schools involved of the final disposition of the request.
4. For reapplication the above procedure applies.

Out-of-Attendance-Zone Appeals:

1. In the case where an out-of-attendance zone request is denied, the denial may be appealed following the steps below:
 - Parent receives written notice from the Superintendent's designee that the request for out-of-attendance zone placement has been denied.
 - Parent may write a letter of appeal to the Superintendent of Schools. The appeal letter must identify the specific basis for the requested placement.
 - If the Superintendent is satisfied with the decision and rationale, he forwards his response to the parent, indicating that the decision stands.
 - If the Superintendent of Schools wishes to continue the review process based on the parent's appeal he/she may convene an appeal review.
 - The appeal review will consist of the following:

The Superintendent of Schools (or his/her designee), not the person making the original decision, will review the appeal on paper. If

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necessary, the designee may invite the parent/guardian to a meeting to which the relevant principal may also be invited, if he/she has relevant information.

After the Superintendent (or his/her designee) makes a decision, the parent or guardian will be informed of this decision in writing.

If the appeal is granted, a letter to the parent/guardian will contain the conditions as outlined in the out-of-attendance zone placement guidelines. There is no further right of appeal from an adverse decision of the Superintendent of Schools or his/her designee, not the person making the initial decision. These conditions, if not complied with, may result in the student having to return to his regularly assigned school.

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