

ISLESBORO CENTRAL SCHOOL

ADMISSION OF NON-RESIDENT STUDENTS – ADMINISTRATIVE PROCEDURES

The residents of Islesboro bear the financial responsibility for the public school system, which is charged with providing education for the school-age children residing on Islesboro. To insure that school funds are spent for the benefit of residents, the School Committee must limit free admission to children whose parents or legal guardians reside on Islesboro, except as required or permitted by statute or policy. Through the Islesboro Central School magnet program, the School Committee admits students who are not residents of Islesboro upon such terms and conditions as the School Committee may establish.

The School Committee establishes that attendance at the Islesboro Central School by private tuition students is a privilege, not a right. For the purpose of encouraging academic and social interaction and to increase classroom enrollment, the School Committee may agree to accept non-resident pupils in grade K-12.

- A. Any child whose parent(s)/guardian(s) hereinafter referred to as parents, reside outside the town limits of Islesboro shall be considered non-resident. Non-resident pupils may be admitted on a tuition basis upon completion of the following:
  1. Parents will contact the Office of the Principal to inquire about the class size and current availability at the grade level(s) for which they are interested prior to completing an application. The Principal will determine availability based on current size of classes and respond to all parental inquiries.
  2. If there is availability in the desired grade level(s), parents will complete an application form to be developed by the Administration.
  3. Application for non-resident student admission will be accepted or rejected on the following criteria:
    - a. Whether space is available in the grade level or classroom in which the student desires to be enrolled. Space availability will be evaluated on an annual basis.
    - b. Whether appropriate educational programs or services are available for the student.
    - c. Whether the student's attendance at ICS is likely to create a risk to the health and safety of other students and staff.
    - d. Whether the student's admission to ICS will enhance the school's academic standards in accordance with established goals. Students seeking admission to ICS must have attained an average of 85% or better in core academic areas of English, Math, History, and Science.
    - e. Whether a complete set of application materials, such as submitted transcripts, letters of reference, co-curricular activities, and an essay of 150 words stating why they want to attend ICS, and a personal interview have been successfully completed.

- f. Whether all prior school records have been presented upon request including, but not limited to: health records, birth certificate, report cards, state test scores, and all other standardized test scores.
- B. Tuition for all enrolled pupils in grades K-12 shall be according to a schedule set forth by the School Committee and modified by resolution on an annual basis. Rates will be established each May for upcoming school year.
  1. Fees are established as follows;
    - a. Grades K-8: \$
    - b. Grades 9-12: \$
  2. If accepted, a completed Pupil Tuition Contract and a \$200 acceptance fee must be remitted to the School Business Office within ten (10) days of written notification of acceptance and will be applied toward the first tuition payment.
  3. Tuition payments will be made monthly. Advanced payment plans may be requested.
  4. Should parents choose to remove a pupil mid-month, there will be no pro-rated reimbursement.
  5. All fees and payments are non-refundable. In the event of non-payment of any charge or fee when due, parents agree that the pupil's enrollment may be canceled and the pupil shall be withdrawn from ICS immediately upon notice from the Superintendent. All outstanding balances may be forwarded to collections.
- C. The School Committee reserves the right to withdraw private tuition status from any pupil admitted under this policy for academic or disciplinary reasons or failure to pay tuition. If this occurs, the home district of the pupil will be notified.
- D. Pupils are admitted under this policy with the assumption that their educational needs can be addressed without additional programming cost or additional staffing. Should it be determined that this is not so, the School Committee reserves the right to withdraw non-resident tuition students, or request additional fees to cover such costs. There shall be no increase in teaching staff due to the acceptance of non-resident tuition pupils.
- E. Parents of tuition/magnet program students will be responsible for transportation to and from the Islesboro ferry, Lincolnville terminal.
- F. Pupils shall maintain appropriate academic and/or social standards and adhere to school disciplinary requirements. In the event a pupil fails to do so, the School Committee may terminate the enrollment of that pupil at ICS.
- G. As a general rule, ICS will accept students into the regular educational program only. Special education needs, Section 504 accommodations, modifications and supports that incur any additional cost cannot be met at regular tuition rates. This includes any programs or services that require IEP team evaluation, classification, programming or instruction by a special education teacher. If, after enrollment, it is determined by the school staff that a special education referral or classification is necessary, the parent agrees to withdraw the student from the school, or enter a modified contract in which the parent agrees to pay all additional costs associated with the special education program. If the parent withdraws the pupil, ICS will refund tuition on a pro-rated basis and notify the home district of the change in enrollment status.
- H. In accordance with law and board policy, the decision to admit or to re-admit a non-resident student shall not be based on gender, race, religion, economic status or social status.

- I. Continued enrollment of individual non-resident students will be evaluated quarterly by the Magnet Student Review Committee as follows:
  - 1. The student must be passing all courses at the end of the first and third quarters.
  - 2. The student must have attained a grade of “C” (78% - 84%) or better in all courses at the end of the second and fourth quarters.
  - 3. The student’s behavior must be judged to be acceptable according to the published student handbook and related board policies as interpreted by the Principal.
  - 4. Failure to meet any one of the above requirements will result in the loss of the student’s privilege to attend ICS.
- J. The Superintendent shall report to the School Committee on an annual basis regarding the non-resident tuition program, and the School Committee shall evaluate possible modifications to the program based on that review.
- K. Non-resident tuition students shall be offered the same educational opportunities as resident students, and all laws, regulations, and requirements applicable to resident students shall apply to non-resident students.
- L. In the event acceptance of non-resident tuition pupils is rendered impossible by law, judgment, or decision otherwise, the School Committee’s only liability shall be for the return of unearned tuition payments.
- M. Non-resident tuition admission decisions will be made according to board policy by the Superintendent and Principal. All acceptance decisions are final.
- N. A Magnet Student Review Committee made up of two teachers and the Principal will review all applications and make recommendations as needed to the Superintendent and School Committee.

Legal Reference:

Cross Reference:

Adopted: August 12, 1997  
Revised: December 9, 2014