

## FITCHBURG PUBLIC SCHOOLS

**STUDENTS AND INSTRUCTION SECTION: 5000**  
**ATTENDANCE: 5100**

**POLICY NAME: ENROLLMENT OF CHILDREN OF PERSONNEL**

**POLICY#: 5103.02**

**DATE FIRST READING: 12/11/23**

**DATE SECOND READING: 1/8/24**

**DATE ADOPTED: 1/5/87**

### **ENROLLMENT OF CHILDREN OF PERSONNEL**

Teachers and Administrators who reside outside of the City of Fitchburg will be authorized, on a space available basis, to enroll their children, tuition free, in the Fitchburg Public Schools, subject to the following considerations:

1. The Superintendent has the right to make the final decision regarding acceptance and/or placement and/or termination of the student in the Fitchburg Public Schools, to the extent allowed by law. On an annual basis, the Superintendent or designee will determine if any new students can be accepted via this employee benefit offering.
2. Staff must submit a request in writing to the Superintendent or designee on or before April 1, or upon hire if staff is new to the District, that they wish to enroll their children in the Fitchburg Public Schools in September of the same year. The request should state their child's grade level as of September. Staff need only submit a request once per child – requests are not required each school year for students actively enrolled.
3. Students will be assigned to a school based on space availability, parent/guardian preference, and a final decision made by those responsible for student placement in the District.
4. No student will be initially assigned to any grade or class, which as a result of the assignment, causes the class size to exceed the guidelines. Once a student is enrolled and assigned, however, that student shall be permitted to remain in that class so long as their parent/guardian is eligible for the employee benefit under this Policy.
5. If a student under this Policy requires special education services and if it is anticipated that the student may need the services of a private day or residential school, an individual education plan team meeting shall be convened. Fitchburg will notify the school district where the student resides of the team meeting at least five school days prior to the meeting. Personnel from the school district where the student resides will be allowed to participate in the team meeting concerning the future placement of the child.
6. Staff member parents/guardians are responsible for providing transportation for students admitted under this Policy.
7. Students of staff shall not be allowed to remain in the District if the staff member ceases to be employed by the District for any reason, provided the Superintendent or designee may allow a student to complete the current school year if the staff member's employment ends on or after October 1.

SOURCE: MASC