

John F. Doherty, Ed. D.  
Superintendent of Schools

82 Oakland Road  
Reading, MA 01867  
Phone: 781-944-5800  
Fax: 781-942-9149



Christine M. Kelley  
Assistant Superintendent

Sharon Stewart  
Interim Director of Student Services

Gail Dowd, CPA  
Chief Financial Officer

# Reading Public Schools

*Instilling a joy of learning and inspiring the innovative leaders of tomorrow*

October 2018

Dear Prospective Reading Public School Parents:

Welcome to the Reading Public Schools! We are beginning the kindergarten registration process for the 2019-2020 school year. The School Committee Policy JEB – School Entrance Requirements for admission to school is as follows:

“A child must have reached the age of five years **on or before August 31** of the entering year. Under no circumstances will children younger than five years be admitted to kindergarten.”

If your child is now attending a private kindergarten and you plan to enroll him/her in our first grade, please indicate this on the attached form. Please know that the building principals will assign students to first grade or kindergarten in accordance with their age. If your youngster meets the age requirements indicated above but you are not sure and/or are not planning to send him/her to kindergarten in the fall, we would appreciate it if you would still return the registration form (next page) and check the appropriate box.

The Reading Public Schools offers two kindergarten programs: a tuition-based full day program and a half day program. The cost of the full day program is \$4,450 which can be paid in 10 monthly payments. There is no cost for the half day program. Students whose families complete the necessary forms and qualify for free or reduced lunch will receive a reduced tuition or have the tuition waived. Our half day programs may be traditional or consist of an integrated model with full and half-day students mixed in each class, based on available space and enrollment.

**It is important to note that based on kindergarten enrollment for each program and classroom space availability, it is possible that half day kindergarten classes may not be assigned to every school. If a student is in a half day kindergarten program, their class for the 2019-20 school year may not be assigned at their neighborhood school, but at a different elementary school. We will know this information by February 1<sup>st</sup>.**

To begin your child's kindergarten experience, we would like to invite you to a parent information meeting on **Tuesday, October 30, 2018 at the Killam Elementary School, 333 Charles St. at 7:00 PM.** At this meeting we will discuss the registration process, half and full-day kindergarten

programs, and the screening process. Because information changes from year to year, we recommend that all incoming kindergarten parents attend this session.

Following this meeting, please complete the following information and return it to the Superintendent's Office, along with the information below **by Friday, December 7, 2018.**

- kindergarten registration form
- proof of residency (see attached document),
- a copy of your child's birth certificate and
- application for full-day kindergarten & \$35 registration fee (if interested)
- home language survey

You are welcome to drop the information off at the Superintendent's Office or mail it to the above address. **Please note: if you want to be considered for our full day program, your paperwork must be postmarked or received by December 7<sup>th</sup>. For your convenience, we now have a secure envelope drop off at the entrance of the Superintendent's Office.**

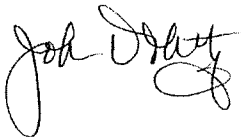
\* School placement will be determined upon residency, class size, and program availability. Please see Reading School Committee Policy JC – Attendance Areas for placement procedures.

Additional Information included in this packet:

- Kindergarten Registration Form: To be filled out by all incoming Kindergarten families
- Full Day Kindergarten Application: **To be filled out by families interested in full day kindergarten (in addition to the above form) plus a check for \$35.**
- Procedures for Determining Residency Information
- Reading School Committee Policy JC – Attendance Areas
- Reading School Committee Policy JEB – School Entrance Requirements
- Home language survey

We look forward to working with you to ensure a successful school experience for your child. If you have any questions, please contact the Reading Public Schools Administration Offices at 781-944-5800 or by email to [linda.engelson@reading.k12.ma.us](mailto:linda.engelson@reading.k12.ma.us).

Sincerely,



John F. Doherty, Ed.D.  
Superintendent of Schools

Reading Public Schools  
Reading, Massachusetts

STUDENT REGISTRATION FORM

The following information is necessary on all pupils entering for the first time to the Reading Public Schools.

Name of Pupil _____		
First Name	Middle Name	Last Name
(if no middle name – insert n/a)		
Address: _____		
Gender:	Male: _____	Female: _____ Date of Birth: _____
Birth Place: City _____	State _____	
(Mandatory)		

Parent 1 Name _____	Parent 2 Name _____
Home Phone _____ Cell _____	Home Phone _____ Cell _____
Email: _____	Email: _____
Guardian _____	Other _____
Name/Relationship	Name/Relationship
Phone: Home _____	Phone: Home _____
Cell _____	Cell _____

Sibling's Name _____	School _____	Grade _____
Sibling's Name _____	School _____	Grade _____
Sibling's Name _____	School _____	Grade _____

What language does your child use at home? _____
Are languages other than English spoken by any family members living at home? _____
Grade your child will enter 2019-20: K _____ Grade 1 _____ Not Coming _____
Entering Kindergarten: _____
(Name of Preschool and number of years attended)
Entering Grade 1 Students: _____
(Name of Private Kindergarten)

Citizen of the Unites States: Yes \_\_\_\_\_ No \_\_\_\_\_ If No: citizen of what country? \_\_\_\_\_

Alien Registration Number \_\_\_\_\_ Guardian: \_\_\_\_\_

Are both parents living? \_\_\_\_\_ Does child live with both parents? \_\_\_\_\_

Student resides with:

Mother \_\_\_\_\_ Father \_\_\_\_\_ Guardian \_\_\_\_\_ Other \_\_\_\_\_

If parents are separated or divorced, who has legal custody? \_\_\_\_\_

Does child see other parent? \_\_\_\_\_ Special conditions? \_\_\_\_\_

Reading Public Schools  
Reading, MA 01867

Application for Full-Day Kindergarten Program  
2019-2020

*Please complete the information below and return this form and the non-refundable application fee of \$35 (Cash or Check only) by **December 7, 2018** to the Superintendent's Office, 82 Oakland Road, Reading, MA 01867.*

Child's Name \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Sex: \_\_\_\_\_ Male \_\_\_\_\_ Female

Parent/Guardian 1 Name \_\_\_\_\_

Parent/Guardian 2 Name \_\_\_\_\_

Home Address \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Email Address 1: \_\_\_\_\_

Email Address 2: \_\_\_\_\_

**Kindergarten assignments will be based on geographical location and class size.**

\_\_\_\_\_ I have enclosed a check in the amount of \$35 payable to the Town of Reading.

**If you need further information regarding the application process, please contact your building principal.**

**Office Use Only**

\_\_\_\_\_ Check Received

\_\_\_\_\_ Date Received

# \_\_\_\_\_

John F. Doherty, Ed. D.  
Superintendent of Schools

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Christine M. Kelley  
Assistant Superintendent

Carolyn J. Wilson, M.Ed., JD  
Director of Student Services

Gail Dowd, CPA  
Director of Finance

# Reading Public Schools

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## Procedures for Determining Residency

In order to attend the Reading Public Schools, a student must actually reside in Reading, unless the exception applies. The residence of a minor child is ordinarily presumed to be the legal residence of the child's parent or legal guardian having physical custody of the child. A student's actual residence is considered to be the place where he or she lives permanently. In determining residency, Reading Public Schools (RPS) retains the right to require the production of a variety of records and documentation and to investigate where a student actually resides.

## VERIFICATION OF RESIDENCY

**To be eligible to attend school in Reading**, a student's parent or legal guardian must submit at least **one original document from each category listed below** and any other documents that may be requested, including but not limited to those referenced categories. A parent, guardian, or student who is unable to produce the required documents should contact the Superintendent of Schools.

### Category 1 – Evidence of Residency: (one of the below)

- Record of recent mortgage payment and/or property tax bill from the Town of Reading
- Fully signed and executed Lease and/or Rental Agreement (Must be executed by both parties)
- Landlord/Owner of Property Affidavit (See Residency Statement/Affidavit below)
- Fully signed and executed Purchase & Sale (P & S) Agreement (Provided occupancy date occurs within 30 days of enrollment)
- Section 8 Agreement

### Category 2 – Evidence of Occupancy: (one of the below)

- Gas/Oil Bill
- Electric Bill
- Home (not cell) Telephone Bill
- Cable Bill
- Water Bill (Bill must be dated within the past 45 days and address and name must be stated)
- Recent bill dated within the past 45 days showing Reading address and name (A Residency Statement/Affidavit is required with this option)

- Occupancy Statement/Affidavit must be notarized if a bill cannot be provided prior to a student's enrollment

**Category 3 – Evidence of Identification (Photo ID): (one of the below)**

- Valid MA Driver's License
- Valid MA Photo ID Card
- Valid Passport
- Other Government issued Photo ID

The principal or his/her designee shall verify the home address and telephone number of each student at least once during the school year. Any irregularities shall be reported promptly to the Superintendent of Schools. Parents are required to notify the school of any changes of their address or the address of the student within five business days of the change.

**ENFORCEMENT**

Should a question arise concerning any student's residency elsewhere while attending RPS, the student's residency will be subject to further inquiry and/or investigation. Such questions concerning residency may arise on a basis of incomplete, suspicious, or contradictory proofs of address; anonymous tips; correspondence that is returned to the RPS because of invalid or unknown address, or other grounds.

The Superintendent may request additional documentation, may use the assistance of School Department personnel, and/or may obtain the services of police or investigative agency personnel to conduct investigations into student residence, who will report his/her finding to the Superintendent of Schools. The Superintendent will then make a final determination of residency. Upon an initial determination by the Superintendent of Schools that a student is actually residing in a city or town other than Reading, the student's enrollment in RPS shall be terminated immediately.

**PENALTIES**

In addition to termination of enrollment and the imposition of other penalties permitted by law (M.G.L Chapter 76, Section 5), the RPS reserves the right to recover restitution based upon the costs of educational services provided during the period of non-residency.

**EXCEPTION**

1. The Residency requirements shall not apply to the following:
  - a. Students who are entitled to attend the Reading Public Schools under the McKinney-Vento Homeless Assistance Act.
  - b. Reading Memorial High School seniors already enrolled in the RPS who move out on or after October 1<sup>st</sup> of a given school year, may complete the current school year provided they have made the Superintendent of Schools aware of the move in writing within 5 business days of such move.
  - c. The Superintendent of Schools is authorized to admit new students from the Metropolitan Council for Educational Opportunity (METCO) program from K – 12,

subject to the School Committees guidelines for class size and subject to availability of funds from the Department of Elementary and Secondary Education (DESE).

- d. Any other exceptions covered under School Committee Policy JFA – E.

### **POTENTIAL WAIVER WHEN RESIDENCE IS IN TRANSITION**

For students whose residency is in transition, the following exceptions to the general policy may apply, with prior written approval from the Superintendent of Schools:

1. Pending Purchase of Dwelling – The children of families who have signed and accepted Purchase and Sale Agreement to purchase and reside in a dwelling in the Town of Reading may be enrolled up to 30 calendar days in advance of the time actual physical residence occurs. If actual residence occurs later than 30 days after enrollment, students may be asked to leave the schools until actual residence occurs.
2. Construction of New Dwelling – Children of families which are building a primary residence in Reading may enroll in the schools at the beginning of the school year if they have obtained a certificate of occupancy from the Town.

### **NOTIFICATION**

The Reading Public Schools residency requirements, verification procedures, and consequences of falsifying or misrepresenting residency will be published in the Reading Public Schools Policy Manual, and published in each school handbook. Legal Reference M.G.L. Chapter 76, Section 5.



Category 1  
**Reading Public Schools**  
**Residency Statement/Affidavit**

This form is to be completed by a Landlord/Property Owner\* of said property of which the enrolling student(s) resides.

I \_\_\_\_\_, swear under oath, that the following information is true:  
Please Print

\_\_\_\_\_ child(ren) of school age  
(List all applicable children)

is/are living at \_\_\_\_\_, Reading, MA 01867 of which I am the owner\* of said property.

I understand that the Reading Public Schools reserves the right to investigate residency if they feel that temporary residency was established for the sole purpose of attending Reading Public Schools. I further understand that according to Massachusetts General Law (Chapter 76, Section 5) "*Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools.*"

Signed under pain and penalties of perjury on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name)

*\*Reading Public Schools reserves the right to validate property ownership by the Principal, or his/her designee, through the on-line Middlesex Registry of Deeds*

Statement of Notary Public:

**Commonwealth of Massachusetts**

Middlesex County, ss.

On this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned notary public, personally appeared \_\_\_\_\_ (name of document signer), proved to me through satisfactory evidence of identification, which were \_\_\_\_\_, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

Category 2  
Reading Public Schools  
Occupancy Statement/Affidavit

I/We, the parent(s), legal guardian(s) or responsible adult of \_\_\_\_\_  
(Print student's full name)

Hereby certify as follows:

1. I/We wish to enroll the above named student in the Reading Public Schools. I/We understand that pursuant to Massachusetts General Law (Chapter 76, Section 5) and Reading Public Schools Policy, students who actually reside in the Town of Reading may attend the Reading Public Schools (RPS) and students who do not actually reside in the Town of Reading may not attend the Reading Public Schools.
2. I/We hereby certify that effective \_\_\_\_\_, 20\_\_, the above named student is/will be residing at the following address in Reading, Massachusetts, with:

\_\_\_\_\_  
Printed Name(s) of Parent(s)/Guardian(S)/Responsible Adult

\_\_\_\_\_, Reading, MA 01867

No. Street Apt/Unit No.

Home Telephone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

3. I/We acknowledge that I am/we are required to notify the Reading Public Schools or the above student's school, in writing, of any change in said student's address within five (5) business days of such change of address.
4. I/We understand that this Occupancy Statement will be relied upon by the Reading Public Schools for the purpose of determining the above student's eligibility to attend the Reading Public Schools on the basis of residency. If said student is enrolled in the Reading Public Schools based upon the information provided and it is subsequently determined that the student does not actually reside in Reading, I/we understand that the student's enrollment in the Reading Public Schools will be promptly terminated and I/we will be jointly liable to the Reading Public Schools for the student's tuition for the full academic year(s).
5. I/We further certify that I am/we are the parent(s), legal guardian(s), or responsible adult of the above student.
6. I/We understand that all applicants must reside in the Town of Reading as outlined in the Massachusetts General Laws Chapter 76, Section 5 which states:

OVER

*Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation.*

Signed under pain and penalties of perjury on this \_\_\_\_\_ day of \_\_\_\_\_, 20

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Parent/Guardian/Responsible Adult (**Please circle relationship**)

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Parent/Guardian/Responsible Adult (**Please circle relationship**)

Statement of Notary Public:

**Commonwealth of Massachusetts**

Middlesex County, ss.

On this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned notary public, personally appeared \_\_\_\_\_ (name of document signer), proved to me through satisfactory evidence of identification, which were \_\_\_\_\_, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose.

\_\_\_\_\_

Notary Public  
My Commission Expires:

## Home Language Survey

Massachusetts Department of Elementary and Secondary Education regulations require that *all* schools determine the language(s) spoken in each student's home in order to identify their specific language needs. This information is essential in order for schools to provide meaningful instruction for all students. If a language other than English is spoken in the home, the District is required to do further assessment of your child. Please help us meet this important requirement by answering the following questions. Thank you for your assistance.

Student Information	
First Name _____	Middle Name _____
Country of Birth _____	Date of Birth (mm/dd/yyyy) _____
Last Name _____	Date first enrolled in ANY U.S. school (mm/dd/yyyy) _____
Gender F <input type="checkbox"/> M <input type="checkbox"/>	
School Information	
Start Date in New School (mm/dd/yyyy) _____	Name of Former School and Town _____
Current Grade _____	
Questions for Parents/Guardians	
What is the native language(s) of each parent/guardian? (circle one)  _____ (mother / father / guardian) _____ (mother / father / guardian)	Which language(s) are spoken with your child? (include relatives -grandparents, uncles, aunts, etc. - and caregivers) _____ seldom / sometimes / often / always _____ seldom / sometimes / often / always
What language did your child first understand and speak?	Which language do you use most with your child?
Which other languages does your child know? (circle all that apply) _____ speak / read / write _____ speak / read / write	Which languages does your child use? (circle one) _____ seldom / sometimes / often / always _____ seldom / sometimes / often / always
Will you require written information from school in your native language? Y <input type="checkbox"/> N <input type="checkbox"/>	Will you require an interpreter/translator at Parent-Teacher meetings? Y <input type="checkbox"/> N <input type="checkbox"/>
Parent/Guardian Signature:  X _____	_____ / _____ /20 Today's Date: (mm/dd/yyyy)

## ATTENDANCE AREAS

Attendance areas for the various schools of the town will be drawn up by the Superintendent and approved by the School Committee. The primary considerations that govern the establishment of a school attendance area are school capacity and transportation considerations. Generally, students will attend the school in the attendance area in which they live.

In establishing an attendance area, the following general guidelines will also be applied:

1. Use of safe walking conditions consistent with the Committee's transportation policies; where possible, major traffic thoroughfares and natural barriers will be used for boundaries.
2. Honoring community of interest; where possible, school attendance zones will incorporate community patterns.

From time to time an overcrowded condition in an existing school, the development of new residential areas, or the opening of a new school may require the establishment or change of previously established school attendance areas.

The Committee will confer with community representatives prior to setting new attendance lines. However, the Committee's primary basis for judgment must be equality of educational opportunity for all students rather than the personal desires of any one group.

The Superintendent is authorized to make exceptions to attendance lines for individual children in the best interests of the student and/or the school.

Adopted by the Reading School Committee on March 26, 2007

LEGAL REFS.: M.G.L. 71:37C; 71:37D; 71:37I; 71:37J  
Board of Education Regulations Pertaining to Section 8 of Chapter 636 of the Acts of 1974, Regarding Magnet School Facilities and Magnet Educational Programs, adopted 2/25/75  
Board of Education Regulations Pursuant to Chapter 636 of the Acts of 1974, adopted 9/10/74  
Board of Education Regulations Pertaining to the Preparation of Racial Balance Plans which Involve Redistricting, adopted 4/24/73

## SCHOOL ENTRANCE REQUIREMENTS

To be eligible for admission to the Reading Public Schools a child must have reached the age of five on or before August 31 of the entering year to enter kindergarten or must have reached the age of six on or before August 31 of the entering year to enter grade one. Under no circumstances will children younger than five be admitted.

No child shall be admitted to school except upon presentation of a physical exam and evidence of immunization as required by the State Immunization Law and in accordance with the schedule established by the Department of Public Health. Effective March 1, 1990 children are required to present documented evidence of lead screening prior to entrance into preschool and kindergarten.

Under laws of the Commonwealth, each child shall attend school beginning in September of the calendar year in which he attains the age of six.

Children entering a public school for the first time will be assigned either to kindergarten or first grade by the building principal after a thorough consideration of preschool registration information. The decision of the principal is final. Registration is normally held in the early spring of each year.

Upon entering school each child is required to present a birth certificate.

The only exception to this policy will be for a child who has successfully completed a public school kindergarten in a community where he/she resided previously and where the entering school age does not coincide with that of the Reading Public Schools. The child must be at least six years old on or before August 31 of the entering year into grade one unless entering from a public kindergarten whose entering school age does not coincide with the Reading Public Schools.

Adopted by the Reading School Committee on March 26, 2007

Revised by the Reading School Committee on May 19, 2008

Revised by the Reading School Committee on March 2, 2009

Revised by the Reading School Committee on April 6, 2009

LEGAL REFS.: M.G.L. 15:1G  
Board of Education Regulations for Entrance to First Grade and Kindergarten,  
adopted 7/20/71