October 2016

Dear Prospective Reading Public School Parents:

Welcome to the Reading Public Schools! We are beginning the kindergarten registration process for the 2017-2018 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 Town of Reading offers two kindergarten programs. Parents may choose which program they would like for their child to attend. There will be a half day program in each building. The half day program may be a traditional or an integrated model based on available classroom space. The other program will be a tuition-based full day class.

To begin your child’s kindergarten experience, we would like to invite you to a parent information meeting on Wednesday, November 9, 2016 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.

Following this meeting, please complete the following information and return it to the Superintendent’s Office, along with:

- kindergarten registration form
- proof of residency (see attached document),
The Reading Public Schools does not discriminate on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, age or disability.

- a copy of your child’s birth certificate and
- application for full-day kindergarten & $35 registration fee (if interested)
- home language survey

by Friday, December 16, 2016. 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 by December 16th.

* School placement will be determined upon residency and class size. 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 and your child in our schools. 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.

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 ___________________________

Home Phone ___________ Cell ___________

Email: __________________________________

Guardian ___________________________ Name/Relationship

Phone: Home ___________________________ Cell ___________________________

Parent 2 Name ___________________________

Home Phone ___________ Cell ___________

Email: __________________________________

Guardian ___________________________ Name/Relationship

Phone: Home ___________________________ 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 2017-18: K ______ Grade 1 ______ Not Coming _________

Entering Kindergarten: ___________________________________________

(Name of Preschool and number of years attended)

Entering Grade 1 Students: ___________________________________________

(Name of Private Kindergarten)

OVER
Citizen of the United 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
2017-2018

Please complete the information below and return this form and the non-refundable application fee of $35 (Cash or Check only) by December 19, 2016 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 # ________
Reading Public Schools

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

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)

The Reading Public Schools does not discriminate on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, age or disability.
• 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 1st 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:

The Reading Public Schools does not discriminate on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, age or disability.
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:

The Reading Public Schools does not discriminate on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, age or disability.
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

Parent/Guardian/Responsible Adult (Please circle relationship)

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:

The Reading Public Schools does not discriminate on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, age or disability.
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

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>F ☐ M ☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Country of Birth</th>
<th>Date of Birth (mm/dd/yyyy)</th>
<th>Date first enrolled in ANY U.S. school (mm/dd/yyyy)</th>
</tr>
</thead>
</table>

### School Information

<table>
<thead>
<tr>
<th>Start Date in New School (mm/dd/yyyy)</th>
<th>Name of Former School and Town</th>
<th>Current Grade</th>
</tr>
</thead>
</table>

### Questions for Parents/Guardians

<table>
<thead>
<tr>
<th>What is the native language(s) of each parent/guardian? (circle one)</th>
<th>Which language(s) are spoken with your child? (include relatives-grandparents, uncles, aunts, etc. - and caregivers)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(mother / father / guardian)</td>
<td>seldom / sometimes / often / always</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What language did your child first understand and speak?</th>
<th>Which language do you use most with your child?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Which other languages does your child know? (circle all that apply)</th>
<th>Which languages does your child use? (circle one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>speak / read / write</td>
<td>seldom / sometimes / often / always</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Will you require written information from school in your native language?</th>
<th>Will you require an interpreter/translator at Parent-Teacher meetings?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y ☐ N ☐</td>
<td>Y ☐ N ☐</td>
</tr>
</tbody>
</table>

Parent/Guardian Signature: X

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

Reading Public Schools
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

Reading Public Schools