

Holbrook Public Schools
SCHOOL ADMISSIONS / RESIDENCY

The Holbrook School Committee adopts the following policy regarding the residency and admissions of students. The staff is directed to ensure that all forms and regulations are fully executed and conform to this policy.

I. RESIDENCY

In order to attend the Public Schools of Holbrook, a student must actually reside in the Town of Holbrook, unless one of the exceptions (set forth in Part V below) 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, the Public Schools of Holbrook retain the right to require the production of a variety of records and documentation and to investigate where a student actually resides. **Determining residence for the purpose of school attendance requires consideration of several factors, including where the parent/child regularly sleeps at night and whether that town serves as the center of the family and/or student's "domestic, social and civil life."*

A determination that a student does not actually reside in the Town of Holbrook renders the student ineligible to enroll in the Public Schools of Holbrook or, if the student is already enrolled in the Public Schools of Holbrook, shall result in the termination of such enrollment. A parent, legal guardian, or student who has reached the age of majority (18), who is aggrieved by a determination of residency, may appeal the determination to the Superintendent of Schools, whose decision shall be final.

II. VERIFICATION OF RESIDENCY

Before any student is enrolled in the Public Schools of Holbrook, his or her parent or legal guardian must provide:

1. A signed Affidavit of Residency; and
2. Proof of residency in the Town of Holbrook (3 documents)

Before any student is enrolled in a Holbrook public school, his/her parent(s) or legal guardian(s) must provide three proofs of residency in the Town of Holbrook. The same current Holbrook residential street address must be present on all three documents as evidence of residency.

Effective immediately upon adoption of this policy, all applicants must submit at least one document from each of the following three columns:

<u>Column A</u>	<u>Column B</u>	<u>Column C</u>
<p>Copy of deed OR record of most recent mortgage payment OR Town of Holbrook real estate tax bill</p> <p>Signed copy of lease (including EBHA and HUD leases) OR record of most recent rent payment</p> <p>Signed legal affidavit from landlord affirming tenancy</p> <p>Signed section 8 Agreement</p> <p>Signed Purchase and Sale Agreement OR Insurance Binder</p> <p><u>Dated in Current Fiscal Year:</u> Town of Holbrook Tax Bill</p>	<p>A utility bill OR utility work order dated within the past 60 days; including:</p> <ul style="list-style-type: none"> ▪ Gas Bill ▪ Oil Bill ▪ Electric Bill ▪ Home telephone bill (land line only) ▪ Cable Bill 	<p>Valid driver’s license</p> <p>Valid Passport</p> <p><u>Dated within 1 year:</u></p> <ul style="list-style-type: none"> ▪ W-2 ▪ Excise tax bill <p>Property tax bill</p> <p><u>Dated within past 60 days:</u></p> <ul style="list-style-type: none"> ▪ Letter from approved government agency ▪ Payroll Stub <p>Bank Statement</p>

The Principal, or his/her designee, shall verify the home address and home 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 days of the change.

III. ENFORCEMENT

Any family and/or student suspected of living outside of Holbrook while attending Holbrook Public Schools shall be subject to investigation.

The Holbrook Public Schools may retain the services of an investigative agency and/or enlist the assistance of the Holbrook Police Department, including, but not limited to the School Resource Officer and the School Attendance Officer, to pursue tips and conduct proactive investigations of residency declarations suspected to be fraudulent.

A residency investigation will be conducted on families suspected of living outside the Town of Holbrook, including, but not limited to:

- Families who submit incomplete, suspicious or contradictory proofs of address;
- Families reported to be in violation of the residency policy through anonymous and/or identified tips, and
- Families whose correspondence from Holbrook Public Schools is returned by postal authorities to a school or central office because of invalid address. In order to collect the correspondence, the parent/guardian shall be required to present additional proofs of residency.

Any family under investigation may be required to present additional proofs of residency beyond those outlined in Section II above.

Holbrook Public Schools may (re)examine any student's residency at any time. Residency investigations may occur prior to and after enrollment of a student.

IV. PENALTIES

Any student found to be in violation of this residency policy shall be withdrawn immediately from the Holbrook Public Schools. All persons registering a student with the Holbrook Public Schools shall be required to sign a certification of residency statement, which includes the penalties of perjury regarding the information provided. In addition, any person who falsely claims that a student lives with them, or the parents of that student, may be required to pay the full cost of the student's tuition to the Holbrook public schools as well as any necessary legal fees.

In addition to withdrawal from school, the Holbrook Public Schools reserves the right to impose additional penalties on families in violation of this policy, including but not limited to:

- Legal action;
- A fine based on the cost of educational services received during the period of non-residency. This may include reimbursement for transportation or any other services provided by the district; and
- The withholding of Holbrook Public Schools-administered scholarships and prizes

V. EXCEPTIONS

The Residency Requirements Shall Not Apply to the Following:

- A. Any pupil who is legally enrolled in the Holbrook Public Schools (grades PreK-11) and who changes his/her residence to a place outside of the geographical limits of the Town of Holbrook after February 1 of any school year may complete the school year in the school which he/she has been attending without the payment of tuition. In such cases, no claim for transportation shall be made against the Holbrook Public Schools. Requests for exception to this regulation must be sought from the Superintendent or his/her designee.

- B. Any pupil legally enrolled in the Holbrook Public Schools who is completing his/her senior year (grade 12) at Holbrook Junior-Senior High School and who changes his/her residence outside of the geographical limits of the Town of Holbrook may complete the year without payment of tuition. In such cases, no claim for transportation shall be made against the Holbrook Public Schools. Requests for exception to this regulation must be sought from the Superintendent or his/her designee.
- C. Any student whose parent or legal guardian has purchased or will purchase property and will occupy such property during the school year, provided appropriate documentation is submitted to the Superintendent and providing the responsibility for transportation of the student is assumed by the parent.
- D. Students who are entitled to attend the Public Schools of Holbrook under the McKinney-Vento Homeless Assistance Act.
- E. Students who move because of the severe or chronic illness of the student or immediate family member; the death of an immediate family member; disaster to the residence; or other circumstances having a significant impact upon the student.
- F. Students who are entitled to attend the Holbrook Public Schools under the School Choice Program.

VI. POTENTIAL WAIVER WHEN RESIDENCY 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:

- A. Pending Purchase of Dwelling
The children of families who have a signed and accepted Purchase and Sale Agreement to purchase and reside in a dwelling in the Town of Holbrook 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.
- B. Construction of New Dwelling
Children of families which are building a primary residence in Holbrook may enroll in the Schools at the beginning of the school year if they have obtained a certificate of occupancy from the Town.
- C. Residence in Rental Properties
Children of families who plan to rent a primary residence in Holbrook may enroll in the Holbrook Public Schools 30 days prior to taking possession of the rental property, as evidenced by a signed lease and evidence of financial commitment.
- D. Brief Residence Outside the Town
Holbrook Schools students whose families must briefly live outside the Town because they are (a) moving from one Holbrook residence to another, or (b) renovating a current

Holbrook residence, may continue to attend the Holbrook Public Schools. Evidence of the intention and ability to resume residency in Holbrook within 90 days may be required.

VII. NOTIFICATION

The Public Schools of Holbrook residency requirements, verification procedures, and consequences of falsifying or misrepresenting residency will be published in the Holbrook School Committee Policy Manual, and published in each school handbook.

Families will be notified by the Holbrook Public Schools concerning residency requirements, verification procedures and consequences of falsifying residency through a variety of means, including but not limited to:

- Notice in the Holbrook Student Handbook and/or other publications;
- Letters to Parents;
- Notices to local newspapers, and other media outlets;
- Signage and notices in Holbrook Public Schools Administrative Offices
- Signage and notices in school buildings; and
- Postings on Holbrook Public Schools web sites.

LEGAL REFS.: MGL 76:5
McKinney-Vento Homeless Assistance Act

CROSS REFS.: JF School Admissions
JFABD Homeless Students: Enrollment Rights and Services

Adopted: July 26, 2007
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