

## DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

### POLICY

#### School Admission Residency

**JF**

The Dudley-Charlton Regional School Committee adopts the following policy and guidelines (Requirements for Admission to the Dudley-Charlton Regional School District) regarding the residency and admissions of students to the Dudley-Charlton Regional School District. The staff is directed to ensure that all forms and regulations are fully executed and conform to this policy.

Only students who actually reside in the town of either Dudley or Charlton may attend the Dudley-Charlton Regional School District schools. "Residence" is a place where a person actually lives. Unless expressly permitted under the approved guidelines, temporary residence in the town of either Dudley or Charlton solely for the purpose of attending district schools is not considered "residence" for admission to the district schools.

For those situations where properties straddle the town lines, a fact specific review and analysis will be completed on a case by case basis. At a minimum, factors in the analysis and review will include: plot plan of the dwelling, detailing the location of major rooms, and inclusion in the town census as an occupant of the dwelling.

In determining residency, the committee retains the right to require the production of a variety of records and documentation and to investigate where a student actually resides. Students found to be in violation of the residency policy may be dismissed immediately from the district and the parent(s), guardian(s) or responsible adult may be jointly and severally liable to the district for the student's tuition for the full academic year(s). The district may also impose other penalties on the family such as legal fees incurred by legal action and the withholding of certain scholarships and prizes. 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.

#### **Legal Ref.: MGL c. 76, sec. 5**

McKinney – Vento Homeless Assistance Act

Adopted September 7, 1972

Amended September 15, 1977

Amended May 13, 1987

Amended October 10, 2007

Amended December 12, 2012

The Dudley-Charlton Regional School Committee adopts the following policy regarding the residency and admission 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 school in the Dudley-Charlton Regional School District, a student must actually reside in the towns of Dudley/Charlton, 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 Dudley-Charlton Regional School District retains the right to require the production of a variety of records and documentation and to investigate where a student actually resides.

A determination that a student does not actually reside in the towns Dudley/Charlton renders the student ineligible to enroll in the district schools, or if the student is already enrolled in the Dudley-Charlton Regional School District, 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 Dudley-Charlton Regional School District, his or her parent or legal guardian must provide:

1. A signed Affidavit of Residency; and
2. Proof of residency in the town of either Dudley or Charlton (3 documents)

All applicants for enrollment must submit at least one document each from Column A, B, and C and any other documents that may be requested, including but not limited to those from Column A, B, or C (noted below). A parent, guardian, or student who is unable to produce the required documents should contact the superintendent of schools.

<b>Column A Evidence of Residency</b>	<b>Column B Evidence of Occupancy</b>	<b>Column C Evidence of Identification (Photo ID)</b>
Record of recent mortgage payment and/or property tax bill	Recent bill dated within the past 60 days showing Dudley-Charlton address: Gas, Electric, Oil, Home Telephone (not cell phone), Cable, Excise Tax.	Valid Driver's license
Copy of lease and record of recent rental payment		Valid Massachusetts photo ID card
Landlord Affidavit and recent rental payment		Valid passport
Section 8 agreement		

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**

Should a question arise concerning any student's residency in the towns of either Dudley or Charlton while attending the district schools, the student's residency will be subject to further inquiry and/or

investigation. Such questions concerning residency may arise on the basis of incomplete, suspicious, or contradictory proofs of address; anonymous tips; or correspondence that is returned to the Dudley-Charlton Regional School District because of an invalid or unknown address, or other grounds.

The superintendent/principal may request additional documentation, may use the assistance of the district's attendance officer, and/or may obtain the services of police or investigative agency personnel to conduct investigations into student residence. The attendance officer and/or residency investigator(s) will report his or her findings to both, who shall make final determination of residency.

Upon an initial determination by the superintendent of schools/principal that a student is actually residing in a city or town other than Dudley or Charlton, the student's enrollment in the district schools shall be terminated immediately.

#### IV. PENALTIES

In addition to termination of enrollment and the imposition of other penalties permitted by law, Dudley-Charlton Regional School District reserves the right to recover restitution based upon the costs of educational services provided during the period of non-residency.

#### V. EXCEPTIONS

1. The residency requirements shall not apply to the following:

- a. **Students enrolled in Shepherd Hill Regional High School** under special programs approved by the Dudley-Charlton Regional School Committee, such as educational exchange programs or School Choice. In order to be considered for enrollment, the foreign exchange student should be at the level of eleventh grade of high school and be fluent in the English language. Students attending for one year under such a program will not be eligible for a Shepherd Hill diploma but may be awarded a certificate of attendance. Requests for the attendance of a foreign exchange student will be acted upon by the committee upon recommendation of the superintendent, in order of the receipt of applications which contain supporting documents, and no more than two students to be admitted in any one year. Approval of the school committee must occur prior to July 30 of the incoming year.
- b. Tuition paying students, as permitted by law;
- c. Students who are entitled to attend school in the Dudley-Charlton Regional School District under the McKinney-Vento Homeless Assistance Act.

2. Extraordinary Circumstances:

a. Tuition Waivers

At the discretion of the Superintendent and the Dudley-Charlton Regional School Committee, tuition may be waived in the following cases:

1. Students who have completed their junior year at Shepherd Hill Regional High School, and who move from either Dudley or Charlton just prior to or during their senior year.
2. 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.

3. Dwellings that are intersected by town lines in Dudley/Charlton:

a. Dwellings that are intersected by the town line prior to the adoption of this policy:

In the case of a single family dwelling, as distinguished from a plot of land, that is intersected by whatever degree by the towns' boundary lines prior to the adoption of this policy, and upon which some property tax is assessed by the towns of either Dudley or Charlton, persons residing therein may attend school in the Dudley-Charlton Regional School District.

b. Dwellings that are built or altered after the adoption of this policy:

In the case of a single family dwelling that is intersected by whatever degree by the town boundary lines because of construction or alterations occurring after the adoption of this policy, if more than fifty percent of such dwelling is located within the towns' boundary, persons residing therein may attend school in the Dudley-Charlton Regional School District.

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:

1. Pending purchase of dwelling

The children of families who have signed a home rental or purchase contract to reside in the school district may, subject to verification of residency, be enrolled for the quarter in which they expect to become residents, subject to the superintendent's approval.

2. Construction of new dwelling

The children of families who have signed a home rental or purchase contract to reside in the school district may, subject to verification of residency, be enrolled for the quarter in which they expect to become residents, subject to the superintendent's approval.

3. Residence in rental properties

The children of families who plan to rent a primary residence in either Dudley or Charlton may enroll in the district schools 30 days prior to taking possession of the rental property, as evidenced by a signed lease and evidence of financial commitment.

4. Brief residence outside the town

Dudley-Charlton Regional School District students whose families must briefly live outside the towns of Dudley or Charlton because they are (a) moving from one in-town residence to another, or (b) renovating a current Dudley or Charlton residence, may continue to attend the district schools. Evidence of the intention and ability to resume residency in either Dudley or Charlton within 90 days may be required.

VII. NOTIFICATION

The Dudley-Charlton Regional School District residency requirements, verification procedures, and consequences of falsifying or misrepresenting residency will be published in the Dudley-Charlton Regional School Committee Policy Manual, and published in each school handbook.



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, gender identity, religion, national origin or sexual orientation.

*Amended by st.1971, c.622, c.1; st.1973, c.925, s.9A, st.1993, c.282; st.2004, c.352, s.33)*

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

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Parent/Guardian/ Responsible Adult

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Parent/Guardian/ Responsible Adult

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**This form and proof of residency must accompany this form with at least one document from each of the following three columns: A, B, and C.**

<b>Column A</b> <b>Evidence of Residency</b>	<b>Column B</b> <b>Evidence of Occupancy</b>	<b>Column C</b> <b>Evidence of Identification</b> (Photo ID)
Record of recent mortgage payment and/or property tax bill Copy of lease <b>and</b> record of recent rental payment Landlord Affidavit and recent rental payment Section 8 agreement	Recent bill dated within the past 60 days showing Dudley-Charlton address: Gas, Electric, Oil, Home Telephone (not cell phone), Cable, Excise Tax.	Valid Driver's license Valid Massachusetts photo ID card Valid passport

# DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

**Dr. Kristine E. Nash**  
*Interim Superintendent of Schools*

**Richard J. Mathieu**  
*Director of Finance and Operations*



68 Dudley-Oxford Road  
Dudley, Massachusetts 01571  
508-943-6888  
Fax: 508-943-1077  
[www.dcrsd.org](http://www.dcrsd.org)

**Lorinda C. Allen**  
*Administrator of Special Needs*  
**Barbara A. Marderosian**  
*Interim Director of Curriculum  
and Student Assessment*  
**Karen A. Ares**  
*STEAM Director*

## Records Release Form

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Grade: \_\_\_\_\_

*Per Department of Education Regulation 603 CMR 23.07 (4) (g) Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll.*

I hereby grant permission for release of records of the following documents:

Transfer Card                       IEP (if applicable)                       Discipline Report\*                       Health Card  
 Transcript of Grades                       504 (if applicable)                       MCAS Scores                       Other

\*Discipline Report must include any record of prior suspensions or expulsions, or a statement that there are no records of any such actions, signed by a school official.

Transfer out from: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Transfer in to:

Shepherd Hill Regional High School  
68 Dudley-Oxford Road  
Dudley, Ma 01571  
P - 508-943-6700 x175 (Guidance)  
F - 508-949-3513 (Guidance)

Dudley Middle School  
70 Dudley-Oxford Road  
Dudley, Ma 01571  
P - 508-943-2224  
F - 508-949-0720

Charlton Middle School  
2 Oxford Road  
Charlton, Ma 01507  
P - 508-248-1423  
F - 508-248-1418

Dudley Elementary School  
16 School Street  
Dudley, Ma 01571  
P - 508-943-3351  
F - 508-949-3305

Heritage School  
34 Oxford Road  
Charlton, Ma 01507  
P - 508-248-4884  
F - 508-248-1109

Mason Road School  
20 Mason Road  
Dudley, Ma 01571  
P - 508-943-4312  
F - 508-949-1005

Charlton Elementary School  
9 Burlingame Road  
Charlton, Ma 01507  
P - 508-248-7774  
F - 508-248-7003

Special Education Department, District Office  
68 Dudley-Oxford Road  
Dudley, Ma 01571  
P - 508- 943-3980  
F - 508-943-1077

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Dudley-Charlton Regional School District**  
**Student Biographical Information for Cumulative Record Folder**

Parental Concerns Regarding this Child:

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Siblings (Names and ages):

Are you a single parent?       Yes                       No

Name of others living in household:

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**Please check all that relate to the child**

- |  |   |
|--|---|
| <input type="checkbox"/> Difficulty with speech                                  | <input type="checkbox"/> Difficulty with language                 |
| <input type="checkbox"/> Strangers have a difficult time understanding the child | <input type="checkbox"/> Difficulty with coordination             |
| <input type="checkbox"/> Clumsy  | <input type="checkbox"/> Prefers to be alone                      |
| <input type="checkbox"/> Does not get along with other children                  | <input type="checkbox"/> Aggressive                               |
| <input type="checkbox"/> Impulsive/quick to act                                  | <input type="checkbox"/> Has frequent tantrums                    |
| <input type="checkbox"/> Bangs head  | <input type="checkbox"/> Gets along easily with familiar adults   |
| <input type="checkbox"/> Separates from parent/caregiver easily                  | <input type="checkbox"/> Gets along easily with unfamiliar adults |
| <input type="checkbox"/> Has difficulty doing what he/she is told                | <input type="checkbox"/> Is stubborn                              |
| <input type="checkbox"/> Is shy/timid  | <input type="checkbox"/> Easily frustrated                        |
| <input type="checkbox"/> Has blank staring spells                                | <input type="checkbox"/> Very active                              |
| <input type="checkbox"/> Underactive/lethargic                                   | <input type="checkbox"/> Eats poorly                              |
| <input type="checkbox"/> Bites nails   | <input type="checkbox"/> Sucks thumb                              |
| <input type="checkbox"/> Easily excited  |   |
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Describe any dangerous behaviors that the child engages in:

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Describe any fears, habits, or mannerisms that the child has:



## Dudley-Charlton Regional School District 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 _____	Last Name _____	Gender F <input type="checkbox"/> M <input type="checkbox"/>
Country of Birth _____	Date of Birth (mm/dd/yyyy) _____	Date first enrolled in ANY U.S. school (mm/dd/yyyy) _____	

### School Information

Start Date in New School (mm/dd/yyyy) _____ / _____ /20 _____	Name of Former School and Town _____	Current Grade _____
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### Questions for Parents/Guardians

What is the primary language used in the home, regardless of the language spoken by the student? _____	Which language(s) are spoken with your child? (include relatives - <i>grandparents, uncles, aunts, etc.</i> - 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? _____
How many years has the student been in U.S. Schools? (not including pre-kindergarten) _____	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"/> If yes, what language? _____	Will you require an interpreter/translator at Parent-Teacher meetings? Y <input type="checkbox"/> N <input type="checkbox"/> If yes, what language? _____
Parent/Guardian Signature: X	_____ / _____ /20 _____ Today's Date: (mm/dd/yyyy)



Dudley-Charlton Regional School District  
Ethnicity Form

1. Is the student Hispanic or Latino? (chosed only one)

No, not Hispanic or Latino

Yes, Hispanic or Latino

Hispanic or Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race
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2. What is the student's race? (choose one or more)

American Indian or Alaskan Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

American Indian or Alaskan Native	A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community.
Asian	A person having origins on any of the original of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Black or African American	A person having origins in any of the black racial groups of Africa.
Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.



Dudley-Charlton Regional School District  
Military Family Status

The purpose of this form is to provide information regarding Military Family Status. In May 2012, Massachusetts joined other states as part of the Interstate Compact on Educational Opportunity for Military Children. The purpose of collecting this data is to make the transition, enrollment, assessment and graduation easier for mobile children in military families. Completing this form is voluntary.

Student Name: \_\_\_\_\_

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

Please check as applicable:

	00 – Not a member of a military family
	01 - Yes, the student is the child of an active duty member of the military.
	02 - Yes, the student is the child of a member of the military or veteran who are medically discharged or retired within the last 12 months.
	03 - Yes, the student is the child a uniformed military member who died on active duty.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



Dudley-Charlton Regional School District  
 68 Dudley-Oxford Road  
 Dudley, MA 01571

**Health Services use only:**  
 Reviewed/Entered by: \_\_\_\_\_  
 Parent Contacted: \_\_\_\_\_  
 Orders on file: No Yes  
 Alert entered in student information system: No Yes

**STUDENT HEALTH HISTORY**  
 To be completed by parent/guardian

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex: Male Female

No Yes Glasses/Contacts, Date of last eye evaluation: \_\_\_\_\_

No Yes Hearing aid, Date of last hearing exam: \_\_\_\_\_

Primary Doctor (name and phone): \_\_\_\_\_

Dentist (name and phone): \_\_\_\_\_ Date of last dental visit: \_\_\_\_\_

**Daily Medications**

Written orders from a Health Care Provider is required before any prescription medication can be given at school.

No Yes Medication needed at school (list): \_\_\_\_\_

No Yes Medication needed at home (list): \_\_\_\_\_

No Yes Allergies (list): \_\_\_\_\_

**Life Threatening Medical Conditions**

Students with life threatening health conditions, where the condition would “put the child in danger of death during the school day”, must have medication/treatment orders AND a nursing plan in place **before** your child can attend school. Please contact your school office or school nurse for guidance.

**Life Threatening Conditions (Requires Health Care Provider Orders)**

*Please check all that apply:*

No Yes **Severe Allergic reaction to Nuts (list):** \_\_\_\_\_

No Yes **Severe Allergic reaction to Bee Stings requiring emergency medication:** \_\_\_\_\_

No Yes **Other Severe Allergies – affecting School. Specify:** \_\_\_\_\_

No Yes **Diabetes** \_\_\_\_\_

No Yes **Seizure Disorder that requires emergency medication:** \_\_\_\_\_

No Yes **Severe Asthma: regularly takes medication for asthmatic condition and/or hospitalized within the last 5 years for asthmatic condition.** \_\_\_\_\_

**Health Concerns** (potentially life threatening conditions that may require Health Care Provider orders)

*Please check all that apply and explain:*

No Yes **Asthma: takes medication only when needed:** \_\_\_\_\_

No Yes **Seizure: Type of Seizures and date of last Seizure:** \_\_\_\_\_

No Yes **Heart Condition:** \_\_\_\_\_

No Yes **Behavioral / Emotional Concerns:** \_\_\_\_\_

No Yes **Other Health Concerns:** \_\_\_\_\_

No Yes **Any Chronic or recurring illness:** \_\_\_\_\_

**Does your child have any other condition that would affect his/her classroom performance or P.E. activities?**

No Yes-if yes, explain: \_\_\_\_\_

*All health information is considered confidential. It may be shared with staff as needed during the time your child is enrolled in the Dudley-Charlton Regional School District in order to ensure the health and safety of your child.*

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

**Dudley-Charlton Regional School District  
Transportation Request/Change Form**

This form is to be used for new students and all changes related to student transportation. Allow a minimum of 3 working days for information to be processed and bus to be assigned.

Circle One and Enter Date:      Add a student: Start Date \_\_\_\_\_  
 Delete a Student: Delete as of: \_\_\_\_\_  
 Change of Information: Start Date: \_\_\_\_\_

Student Information:  
 Last Name: \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_  
 Address (Residential): \_\_\_\_\_  
 DOB: \_\_\_\_\_ Gender: Male / Female  
 School: \_\_\_\_\_ Teacher \_\_\_\_\_  
 Grade: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Parent/Guardian: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Emergency Contact \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Relationship to Student: \_\_\_\_\_

Please fill in the following information if your child needs bus arrangements to **a sitter or day care provider.**

Sitter's Name: \_\_\_\_\_  
 Sitter's Address: \_\_\_\_\_ Sitter's Phone: \_\_\_\_\_

**\*\*\*Please note: The Boys/Girls Club closes on early dismissal days due to bad weather.\*\*\***

	<i>Home</i>	<i>Sitter</i>	<i>Parent Transp.</i>	<i>Other</i>
<b>Monday AM</b> Bus# to school from:				
<b>Monday PM</b> Bus# from school to:				
<b>Tuesday AM</b> Bus# to school from:				
<b>Tuesday PM</b> Bus# from school to:				
<b>Wednesday AM</b> Bus# to school from:				
<b>Wednesday PM</b> Bus# from school to:				
<b>Thursday AM</b> Bus# to school from:				
<b>Thursday PM</b> Bus# from school to:				
<b>Friday AM</b> Bus# to school from:				
<b>Friday PM</b> Bus# from school to:				
<b>Early Dismissal</b> Bus# from school to:				