



Randolph Public Schools
2012-13 Kindergarten Registration



Office of the Superintendent
40 Highland Avenue
Randolph, MA 02368-4513



RANDOLPH PUBLIC SCHOOLS

Christine Evans
Executive Director of Student Centered Learning
Phone: 781-961-6206
Fax: 781-961-6295
Email: evansc@randolph.k12.ma.us

January, 2012

Dear Parents/Guardians:

Kindergarten registration time is here. Registration begins on January 30, 2012 and runs through February 2, 2012. Registration takes place **by appointment only** at the Family Resource Center, 70 Memorial Parkway – Door 9 on the Highland Avenue side of the high school. If you have not already made your appointment, please contact the Family Resource Center as soon as possible. 781-961-6247

Please make sure you bring all the required documentation to registration so that we will be able to process your child's application quickly and efficiently. (Please see the next page).

Children entering kindergarten must be five (5) years old on or before August 31, 2012. Randolph Public Schools offers a full day program from 8:30 a.m. to 3:15 p.m.

Massachusetts law requires that all children attending kindergarten be screened. Children are screened in the areas of speech and language, cognitive development and thinking, perception and fine and gross motor coordination. Screenings will be held by appointment during the month of April. You will be making your child's screening appointment at registration.

We look forward to having your child in our kindergarten program.

Sincerely,

A handwritten signature in cursive script that reads "Christine Evans".

Christine Evans
Executive Director of Student Centered Learning

Enc.

RANDOLPH PUBLIC SCHOOLS
2012-2013 KINDERGARTEN REGISTRATION ☺

WHO: All children who reside in Randolph and who will be five (5) years old before September 1, 2012. There is space for every eligible child.

HOW: **By Appointment Only** – at the Family Resource Center
Located in the Randolph High School
(Door 9 on the Highland Avenue side of the high school,
look for the blue signs)
70 Memorial Parkway
Randolph, MA 02368
781-961-6247
registrationoffice@randolph.k12.ma.us

WHEN: Registration begins on Monday, January 30, 2012 and runs through Thursday, February 2, 2012 by appointment only. Please make sure you register during our scheduled times.

WHAT
YOU
MUST
SUBMIT:

1. Completed Registration Forms
2. Copies of Three (3) Forms of Proof of Residency (see next page), **one from each group**. Documents must be pre-printed with the complete name and full address of the student's parent, guardian or responsible adult.
3. Copy of Birth Certificate
4. Copy of Guardian/Custody Papers if applicable
5. **Copy of Immunization Record including a lead screening with result, vision screening (including stereopsis) and Tb test with result or Tb risk assessment**
6. Copy of Physical Exam (within a year)
7. Copy of School Records (assessments, individualized educational plan, progress report, etc.)

All applicants must submit at least one document from each of the following groups:

Group A	Group B	Group C
<ul style="list-style-type: none"> ✧ Current Mortgage Statement and most recent payment* <p>If you no longer pay a mortgage on your home, you must submit a copy of the property deed along with a copy of the discharge of mortgage.</p> <ul style="list-style-type: none"> ✧ Current property tax bill and most recent payment* ✧ Current property water bill and most recent payment* ✧ Settlement Statement and most recent mortgage payment* ✧ Current lease and most recent rent payment* ✧ Legal affidavit from landlord affirming tenancy and record of most recent rent payment* <p>*You must submit both of these documents.</p> <p>You may present a copy of a money order, cancelled check or rent receipt. You may also present a copy of a bank statement that shows an automatic deduction for rent or mortgage payment.</p>	<p><i>A utility bill dated within the past 60 days:</i></p> <ul style="list-style-type: none"> ✧ Cable bill ✧ Electric bill ✧ Gas bill ✧ Oil bill ✧ Telephone bill <p>If you live in a household where all utilities are in someone else's name, and if this is noted on your lease or affidavit, then you may submit a utility bill in the name of the homeowner.</p> <ul style="list-style-type: none"> ✧ Current excise (vehicle) tax bill ✧ Current vehicle registration 	<ul style="list-style-type: none"> ✧ Valid government-issued photo identification (e.g. Massachusetts drivers license, passport, etc.) <p><i>Dated within the past year:</i></p> <ul style="list-style-type: none"> ✧ W-2 form <p><i>Dated within the past 60 days:</i></p> <ul style="list-style-type: none"> ✧ Letter from a government agency ✧ Payroll stub ✧ Bank statement

RANDOLPH PUBLIC SCHOOLS
2012-2013 REGISTRATION FORM

CHECK ONE OF THE FOLLOWING: NEW STUDENT RE-ENTRY EVALUATION ONLY

STUDENT INFORMATION

Name: Last Name (Legal) First Name (Legal) Full Middle Name (Legal) Age: Projected Grade: Kindergarten

Address: Street No. Street Name City/Town State Zip

Primary Phone: Home Cell Work Male Female Home Language:

Date of Birth: Month Day Year Place of Birth: City/Town State Country

D.C.F. Custody: Yes No State Ward: Yes No Social Security No.:

Student Resides With: Name(s) Relationship to student

Previous Home Address: Street No. Street Name City/Town State Zip

Previous School Information: School Name City/Town State Zip

Ethnicity (choose only one): Not Hispanic or Latino Hispanic or Latino

Race (choose one or more): American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

CHECK EACH THAT APPLIES: ELL Services Special Services Title 1 504 Plan

ADDITIONAL INFORMATION:

HEALTH INFORMATION

Health Insurance: Yes No Name: Membership No.:

Medical Conditions/Concerns:

The federal McKinney-Vento Homeless Education Assistance Act requires that school districts immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment, such as school records, medical records or proof of residency. ***
Randolph Public Schools Homeless Education Liaison, Christine Evans, Executive Director of Student Centered Learning, can be reached at 781-961-6206 or at evansec@randolph.k12.ma.us for more assistance.

FOR SCHOOL USE ONLY
APPROVED: DATE: SCHOOL/GRADE:
PARENT/GUARDIAN NOTIFIED: YES LM N/A DATE: BY: VOL. TRNS. YES N/A
ROUTING: ARC. FRC IT NURSE/REC. SCHOOL ELL STUDENT SRVCS. TITLE 1 PRESCHOOL - R.M. SRVCS. DATE:

PARENT/GUARDIAN INFORMATION

Name: _____ Relationship to Student: _____
Last Name (Legal) First Name (Legal)

Address: _____
Street No. Street Name City/Town State Zip

Home Phone: (____) _____ Cell Phone: (____) _____

Email: _____

Employer Name: _____ Work Phone: (____) _____

Has custody _____ Lives with student _____ Receives mail _____ Has the right to dismiss/receive the student Yes ___ No ___

Name: _____ Relationship to Student: _____
Last Name (Legal) First Name (Legal)

Address: _____
Street No. Street Name City/Town State Zip

Home Phone: (____) _____ Cell Phone: (____) _____

Email: _____

Employer Name: _____ Work Phone: (____) _____

Has custody _____ Lives with student _____ Receives mail _____ Has the right to dismiss/receive the student Yes ___ No ___

SIBLINGS

Name: _____ Grade: _____ School: _____

Name: _____ Grade: _____ School: _____

EMERGENCY CONTACT INFORMATION

List two relatives/others who have agreed to assume temporary care of your child during school hours if you cannot be reached.

Name: _____ Daytime No.: (____) _____ Relationship: _____

Name: _____ Daytime No.: (____) _____ Relationship: _____

Parent/Guardian Signature: _____ Date: _____

YOUR SIGNATURE INDICATES THAT YOU HAVE RECEIVED ALL THE NECESSARY INFORMATION TO COMPLETE THIS REGISTRATION.

FOR SCHOOL USE ONLY

BIRTH CERTIFICATE: YES ___ NO ___ CUSTODY/GUARDIANSHIP: YES ___ PERM. ___ TEMP. ___ EXPIRES/REVIEWED _____ NO ___

AFFIDAVIT OF RES.: YES ___ CENSUS FORM: YES ___ VER. ___ TO TOWN HALL: YES ___ ENTD. DATABASE: DATE _____ BY _____

MEDICAL RECORDS EMAILED ___ FAXED ___ TO: _____ DATE _____ APPROVED _____ DATE _____

PROOF OF RES. (3): GROUP A _____ PYMT. _____ GROUP B _____ GROUP C _____ COPY TO DCF FOLDER: YES ___ N/A ___

FAXED ___ SENT ___ FOR DISC./RECORDS: YES ___ NO ___ N/A ___ DATE _____ DATE REC. _____ SCANNED ___ SENT TO SCHOOL ___

MILEAGE: DONOVAN _____ KENNEDY _____ LYONS _____ YOUNG _____ N/A ___ NO. OF PAGES: DIST. _____ ARC. _____

EMAILED TO: ELL _____ FAM. RES.CTR. _____ IT (LUNCH APPL.) _____ STUDENT SRVCS. _____ DATE: _____

RANDOLPH PUBLIC SCHOOLS
HOME LANGUAGE SURVEY

Dear Parent/Guardian:

To help your child succeed in school, we ask that you please answer the following questions for each child attending the Randolph Public Schools. Your answers will help us in providing the best possible educational program for your child.

Student's Name (Please Print): _____
First Name
Middle Name
Last Name

Grade: _____ Date of Birth: _____ Age: _____ Male _____ Female _____

HOME LANGUAGE QUESTIONS	ANSWERS
1. What language did your child first understand or speak?	
2. What language do you use most often when speaking to your child at home?	
3. What language does your child use most often when speaking to you?	
4. What language does your child use most often when speaking with other family members?	
5. What language does your child use most often when speaking with friends?	
6. What language(s) does your child read?	
7. What language(s) does your child write?	
8. How long has your child lived in the United States?	
9. Has your child attended school in another country? If so, which country and for how long?	
10. At what age did your child start attending school?	
11. Has your child had any interruptions in formal schooling? If so, please explain.	
12. What language would you prefer for the school to communicate to you orally and in writing? (English, Haitian Creole, Vietnamese, Spanish, Portuguese, Chinese, other, please specify)	

Signature of Parent/Guardian: _____ Date: _____

Relationship of Person Completing Survey: Mother _____ Father _____ Guardian _____

FOR OFFICE USE: PLEASE FILE ORIGINAL SURVEY IN A FOLDER IN THE STUDENTS' CUMULATIVE RECORD.

FOR SCHOOL USE - INTERVIEW: YES _____ NO _____ TESTER: _____

TEST REFERRAL: YES _____ NO _____ TESTER: _____

ENGLISH LANGUAGE DEVELOPMENT (ELD) LEVEL: _____ SEI _____ ESL _____

SIGNATURE OF E.L.L. DIRECTOR: _____ DATE: _____

RESIDENCY REQUIREMENT

CHAPTER 76. SCHOOL ATTENDANCE

Chapter 76: Section 5. Place of attendance; violations; discrimination

Section 5. 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.

According to the Randolph Public Schools Residency Policy students found to be in violation of Massachusetts General Laws, Chapter 76: Section 5 may be dismissed immediately from the Randolph Public Schools and parent(s), guardian(s) or responsible adult(s) may be jointly and severally liable to the Randolph Public Schools for the student's tuition for the full academic year(s). The Randolph Public Schools may also impose other penalties on the family such as legal fees incurred by legal action and the withholding of certain scholarships and prizes. All applicants must reside in our town (Massachusetts General Laws, Chapter 76: Section 5).

ENROLLMENT OF HOMELESS STUDENTS

***The Massachusetts Department of Elementary and Secondary Education adopted Section 725(2) of Act regarding the definition of homeless children and youth:

- *individuals who lack a fixed, regular, and adequate nighttime residence or have a primary nighttime residence in a supervised, publicly or privately, operated shelter for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.*

This definition shall include:

- children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless because they are living in circumstances described above; and
- unaccompanied youth a youth not in the physical custody of a parent or guardian.

In addition, according to McKinney-Vento, a **fixed residence** is one that is stationary, permanent, and not subject to change. A **regular residence** is one which is used on a regular (i.e., nightly) basis. An **adequate residence** is one that is sufficient for meeting both the physical and psychological needs typically met in home environments. Therefore, **children and youth who lack a fixed, regular, and adequate residence will be considered homeless.**

**RANDOLPH PUBLIC SCHOOLS
AFFIDAVIT OF RESIDENCY**

I/we, the parent(s), legal guardian(s) or responsible adult of _____,
hereby certify as follows: (Print Student's Full Name)

1. I/we wish to enroll the above named student in the Randolph Public Schools. I/we understand that pursuant to Massachusetts law and Randolph Public School Committee Policy, students who actually reside in the Town of Randolph may attend the Randolph Public Schools and students who do not actually reside in the Town of Randolph may not attend the Randolph Public Schools.

2. I/we hereby certify that effective _____, 20____, the above student
(enter date you were first at the Randolph address)

is/will be residing at the following address in Randolph, Massachusetts, with:

Parent(s)/Legal Guardian(s)/Responsible Adult

No. Street Apt./Unit No. Town, State Zip Code

Home Telephone: (_____) _____

Cell Phone: (_____) _____ Work Phone: (_____) _____

3. I/we acknowledge that I am/we are required to notify the Parent Information Center and the student's school, in writing, of any change in said student's address within five (5) calendar days of such change of address.
4. I/we understand that this affidavit will be relied upon by the Randolph Public Schools for the purpose of determining the above student's eligibility to attend the Randolph Public Schools on the basis of residency. If said student is enrolled in the Randolph Public Schools based upon the information contained in this affidavit and it is subsequently determined that the student does not actually reside in Randolph, I/we will be jointly and severally liable to the Randolph Public Schools for the student's tuition for the full academic years(s).
5. I/we further certify that I am/we are the parent(s), legal guardian(s) or responsible adult of the above student. (If signing as a responsible adult, you will be required to complete the Responsible Adult's Affidavit provided by the Randolph Public Schools).
6. I/We understand that all applicants must reside in our town (Massachusetts General Laws, Chapter 76: Section 5).

Your signature below indicates that you have received and understand the Randolph Public Schools Residency Policy.

Signed under the pain and penalties of perjury on this _____ day of _____, 2012.

Parent/Legal Guardian/Responsible Adult

Parent/Legal Guardian/Responsible Adult

Witness (Registrar)

ANNUAL CENSUS FORM

YOU MUST FILL OUT THE ANNUAL CENSUS FORM AS REQUIRED BY THE RANDOLPH PUBLIC SCHOOLS RESIDENCY POLICY.

GENERAL INSTRUCTIONS: PLEASE PRINT ALL INFORMATION

RESIDENT ADDRESS – Please list your home address.

PHONE NUMBER – If unlisted, put a checkmark in the indicated space.

EMAIL – Please list your email address.

A – NAMES OF ALL HOUSEHOLD MEMBERS AT THIS ADDRESS – Enter the names of all household members at this address. This should include any household member in Military Service or away at school. List by last name, first name then middle initial.

B – GENDER M/F – Enter “M” for Male or “F” for Female.

C – DATE OF BIRTH – Enter date of birth in MM(month)/DD(day)/YYYY(year) format. For example, April 23, 2001 would be entered as 04/23/2001.

D – OCCUPATION – Enter occupation (job), not place of employment. If child, list as student.

E – PUBLIC SAFETY – Check this box if you are a member of a public safety agency (police and fire) and **WORK AND LIVE IN THIS COMMUNITY.**

F – NATIONALITY – Enter only if not a U.S. Citizen.

G – VETERAN – Indicate Yes or No.

Please complete all information listed on the form then sign and date it.

RANDOLPH PUBLIC SCHOOLS
FAMILY RESOURCE CENTER/REGISTRATION OFFICE
70 MEMORIAL PARKWAY
RANDOLPH, MA 02368

RELEASE FORM/RELEASE OF INFORMATION

Student's Name: _____
First Name Middle Name Last Name

Date of Birth: _____ / _____ / _____ Projected Grade: Kindergarten Enrolling: September/2012
Month Day Year Month/Year

School Information

Current School: _____
Name of School

School Address: _____
Street No. Street Name City/Town State Zip

School Phone No.: (_____) _____ School Fax No.: (_____) _____

I authorize the Randolph Public Schools as the system in which I am registering my child to receive all pertinent school records including but not limited to:

- Official Permanent Record (including assessments, progress report, etc.)
- Achievement and Aptitude Test Scores
- Attendance and Discipline Records
- Medical Records (immunizations and physical exam information)
- Evaluation(s)/Special Education Records (I.E.P., etc.)/504 Plan if applicable

I also authorize the Randolph Public Schools to contact other sources to obtain information relative to my child's application.

Signature of Parent/Guardian

Date

PLEASE SEND ALL PERTINENT RECORDS TO:
Randolph Public Schools
Family Resource Center/Registration Office
C/O Rindi Skiffington
P.O. Box 260
Randolph, MA 02368-0260
Telephone Number: (781) 961-6247
Fax Number: (781) 961-6234
registrationoffice@randolph.k12.ma.us

**RANDOLPH PUBLIC SCHOOLS
OFFICE OF THE SUPERINTENDENT**

**SCHOOL START TIME
SCHEDULE – 2012-2013**

	<u>STARTING TIME</u>	<u>DISMISSAL TIME</u>
HIGH SCHOOL – GRADES 9-12	7:20 A.M.	2:13 P.M.
RANDOLPH COMMUNITY MIDDLE SCHOOL – GR. 6-8	7:45 A.M.	2:35 P.M.
<u>ELEMENTARY SCHOOLS/ KINDERGARTEN</u> DONOVAN, KENNEDY, LYONS & YOUNG	8:30 A.M.	3:15 P.M.
<u>PRE K</u>	<u>A.M. SESSION</u> 8:20 – 10:50 A.M.	<u>P.M. SESSION</u> 11:50 – 2:20 P.M.

SCHEDULE FOR WORKSHOP EARLY DISMISSAL

	<u>DISMISSAL TIME</u>
PRESCHOOL	10:50 A.M.
ELEMENTARY SCHOOLS/ KINDERGARTEN	11:55 A.M.
RANDOLPH COMMUNITY MIDDLE SCHOOL – GR. 6-8	11:02 A.M.
HIGH SCHOOL – GRADES 9-12	11:10 A.M.

**FOOD SERVICE WILL SERVE MEALS ON ALL EARLY RELEASE DAYS
UNLESS OTHERWISE NOTED**

RANDOLPH PUBLIC SCHOOLS
OFFICE OF THE SUPERINTENDENT
SCHOOL CALENDAR

SEPTEMBER 2012 – JUNE 2013

2012:

AUGUST

28 Teachers/Staff Report
29 School Opens – Gr. 1-9
30 School Opens – Gr. 10, 11, 12
31 No School

SEPTEMBER

3 Labor Day
10 Kindergarten & Preschool Open
17, 18 Rosh Hashanah
26 Yom Kippur

OCTOBER

8 Columbus Day
16 Early Dismissal

NOVEMBER

6 Professional Development/No Classes
9 2nd Quarter Begins (RHS/RCMS)
12 Veterans Day
21 Early Dismissal
22-23 Thanksgiving Recess

DECEMBER

5 2nd Trimester Begins (Elem)
5 Early Dismissal
12/24 -1/1 Holiday Recess

2013:

JANUARY

2 School Reopens
10 Early Dismissal
21 Martin Luther King Day
28 3rd Quarter Begins (RHS/RCMS)

FEBRUARY

13 Early Dismissal
18-22 Winter Recess
18 President's Day

MARCH

5 Early Dismissal
16 Third Trimester Begins (Elem.) Marks close March 7th report cards sent March 16th
29 Good Friday

APRIL

3 Early Dismissal
9 4th Quarter Begins (RHS/RCMS)
15-19 Spring Recess

MAY

2 Early Dismissal
27 Memorial Day
31 Last Day for Seniors

JUNE

2 High School Graduation
18 180th Day for Students (Early Dismissal)
25 185th School Day

The school calendar will be adjusted, if required, so that the schools shall be in session 180 days.

Important Message from the
Randolph School Committee

Under the provisions of M.G.L. CH. 71
Sec. 68

The Randolph Public Schools does not
provide school bus transportation



Student Dress Code Policy for the Randolph Elementary Schools

All Randolph Public School (RPS) students who attend the Randolph Elementary Schools should dress in a manner that shows pride in themselves and their schools. All students are required to dress and groom themselves in clothing that promotes health, safety and cleanliness and is suitable for school activities. Clothing should not disrupt the educational atmosphere or programs of the schools.

The Randolph School Committee firmly believes that with the full cooperation of all parents/guardians, students, teachers and administrators this dress code policy can help: students better concentrate on school work, enhance the appearance of Randolph Public School Students and help students learn to “dress for success.”

Guidelines:

- Pants/slacks are to be worn in an appropriate manner. No pants/slacks are to be worn low. No pants/slacks can have artwork or graffiti on them which would disrupt the educational atmosphere.
- Tank tops may be worn under another shirt/blouse as long as the shirt/blouse is opaque and no cleavage is exposed. Spaghetti straps, halter tops, halter dresses and tube tops are not allowed.
- Skirts/shorts length must be appropriate for the school environment even when seated. Skirts/shorts must be at least mid-thigh in length. The skirt/shorts should be long enough to pass the tip of the fingers when the arm is resting at the side.
- Underclothing. Bras and underwear will be covered at all times.
- Revealing or immodest clothing is not permitted. “Muscle” shirts, uncovered midriff baring shirts/blouses, back- baring shirts/blouses, tube tops, one shoulder tops or halter tops are not acceptable. Tops (shirts/blouses) and bottoms (pants/slacks/skirts/shorts) must meet.
- Clothing or accessories with inappropriate language or pictures that can cause a disruption are not allowed. Clothing which exhibits language or designs which are explicit, violent, obscene, sexually suggestive or offensive will not be allowed.
- Clothing that advertises alcohol, tobacco or illegal materials are not permitted.
- Footwear will be worn at all times. Footwear will not be hazardous to the health and safety of the student; some examples include backless shoes or sneakers, cleats, open toed shoes or sneakers. Slippers are not allowed. Footwear should not be destructive to the floors. Rubber flip flops and sandals are not allowed. Shoes should be appropriate for physical education, outdoor activities and safe movement throughout the building. Roller Skate shoes/sneakers will not be worn in or on school grounds.

- Head coverings are not to be worn in school.

Examples include: Scarves, bandannas, masks, athletic headbands, hats, nylon caps, do-rags, (a simple piece of cloth tied at the back, used to cover the head), wave caps, caps, hoods or any kind of head covering to any class.

Exceptions include: Head coverings worn for sincerely held religious beliefs or medical purposes, also head coverings for special events led by the principal for a specific day(s) and authorized head coverings worn during outdoor rallies. Students may wear hair head bands, e.g., plastic or cloth ones that go on top of the head in the middle to hold hair in place.

- Note: Any student requiring head covering for medical reasons must supply a doctor's note, on a doctor's official stationery, clearly specifying that the cap, etc., is a medical necessity.
- Outerwear Coats, jackets, leather jackets are not to be worn in school.
- Chains such as spikes, heavy rope bands, dog collars, or other potentially dangerous articles of any type are not to be worn in the building during school hours. Key chains of any kind must be kept inside student backpacks. Because of safety issues, earrings will not be worn during recess or during physical education instruction.
- Sleepwear such as pajamas including pajamas sometimes called "dorm pants" and scrubs are not allowed. Exception is clothing for special events let by the principal for a specific day.
- Beachwear, e.g., bathing suits/trunks worn as attire is not allowed.

These guidelines have been approved by the School Committee. Elected officials, Parents, Students and Administrators provided input to this policy. All support the idea that when students "dress for success" they are more likely to be successful. Students are expected to maintain personal dress and appearance consistent with reasonable standards of health, safety and cleanliness. If you wear inappropriate clothing to school or wear your clothing inappropriately (i.e. pants worn on the hips rather than the waist, baring your midriff), you will be referred to the building administrator who will decide on what action shall be taken. Your parents may be called to bring in appropriate clothing for you. In the event a parent is unable to be reached, the principal or his/her designee will make provisions in order for the child to return to class.

Residency Policy for the Randolph Public Schools

Residency Requirements for Students:

To attend the Randolph Public Schools, a student must actually reside in the Town of Randolph. "Residence" is the place where a person actually lives. Residency also implies that the student:

- Keeps his/her personal possessions at the Randolph address listed on the registration document and on the Affidavit of Residency.
- Returns to the address listed on the registration document and the address on the Affidavit of Residency to spend the evening or night there.
- Receives his/her mail at the address listed on the registration document and on the Affidavit of Residency.
- Shall be listed in the Residence List in the Town of Randolph and if not listed the parent, guardian or responsible adult must fill out a census form at the time of registration.

Temporary residence in the Town of Randolph, solely for the purpose of attending a Randolph public school, is not considered "residency."

Proof of Town of Randolph Residency:

Before any student is assigned to or may attend any Randolph Public School, the student's parent, guardian or responsible adult must provide proof of residency in the Town of Randolph. Documents pre-printed with the name and address of the student's parent, guardian or responsible adult must be presented at the Parent Information Center at the time of registration. Please note that legal guardianship requires additional documentation from a court or agency.

These documents also will be required for any change of address.

If the student, parent, guardian or responsible adult is not able to prove residence in Randolph by means of a tax bill, utility bill, lease with his/her name on it, or other independent documentation, he/she may prove residency by one of the following methods:

- A. A letter from a landlord or other individual with whom the student and parent, guardian or responsible adult are residing;
- B. An affidavit, taken under oath, that both the student and parent, guardian or responsible adult reside at a specific address within the town of Randolph.

The Randolph Public Schools (RPS) reserves the right to request additional documents and/or conduct an investigation.

When there is no parent or legally designated guardian available to take the responsibility for a minor child residing in Randolph, the responsible adult presenting the child for enrollment in Randolph will be asked to obtain or provide the following, as appropriate:

- A. Evidence of temporary or permanent legal custody;
- B. A letter of authority to act on behalf of a minor child signed by the parent or legal guardian;
- C. An affidavit, under oath, that the responsible adult cannot obtain guardianship or authority from a legal guardian that he or she will undertake to act on the child's interest with regard to all educational matters.

Students who are actually residing in Randolph and who qualify as homeless students under the federal McKinney-Vento Act will be immediately enrolled in Randolph Public Schools in accordance with federal law. Further information and assistance may be obtained from the Homeless Liaison for the Randolph Public School District.

Declaration of Town of Randolph Residency:

Custodial parents, guardians or responsible adults of Randolph Public Schools students, and students age 18 and older, must sign a statement saying they are actual residents of the Town of Randolph (See Affidavit). They must also agree to notify the Randolph Public Schools if they move during the school year.

Enforcement of the Residency Requirement:

When the school department suspects that a family of a current Randolph Public School student lives outside of Randolph, an investigation will take place. The Randolph Public Schools may suspect a student is not a resident if, for example, mail is returned due to an invalid address, the proofs of address submitted by the parent are inconsistent or suspicious, or for other reasons upon the discretion of the Superintendent or his/her designee.

The residency investigator also will work with public transportation authorities to conduct spot checks of train/bus stations from which out-of-city students may commute to Randolph schools.

What will happen to students who violate the residency policy?

Students found to be in violation of the residency policy may be dismissed immediately from the Randolph Public Schools and parent(s), guardian(s) or responsible adult may be jointly and severally liable to the Randolph Public Schools for the student's tuition for the full academic year(s). The Randolph Public Schools may also impose other penalties on the family such as legal fees incurred by legal action and the withholding of certain scholarships and prizes. All applicants must reside in our town (Massachusetts General Laws, Chapter 76 sec 5 provides... *Every person shall have a right to attend the public schools of the town where he/she 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.*

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

All Applicants Must Submit at Least One Document from Each Group:

Group A	Group B	Group C
<ul style="list-style-type: none"> • Current Mortgage Statement and record of most recent payment* <p>If you no longer pay a mortgage on your home, you must submit a copy of the property deed along with a copy of the discharge of mortgage.</p> <ul style="list-style-type: none"> • Current property tax bill and most recent payment* • Current property water bill and most recent payment* • Settlement Statement and most recent mortgage payment* • Current lease and most recent rent payment* • Legal affidavit from landlord affirming tenancy and record of most recent rent payment* <p>*You must submit both of these documents.</p> <p>You may present a copy of a money order, cancelled check or rent receipt. You may also present a copy of a bank statement that shows an automatic deduction for rent or mortgage payment.</p>	<p><i>A Utility bill dated within the past 60 days:</i></p> <ul style="list-style-type: none"> • Cable bill • Electric bill • Gas bill • Oil bill • Telephone bill <p>If you live in a household where all utilities are in someone else’s name, and if this is noted on your lease or affidavit, then you may submit a utility bill in the name of the homeowner.</p> <ul style="list-style-type: none"> • Current excise (vehicle) tax bill • Current vehicle registration 	<ul style="list-style-type: none"> • Valid government-issued photo identification (e.g., Massachusetts driver’s license, passport etc.) <p><i>Dated within the past year:</i></p> <ul style="list-style-type: none"> • W-2 form <p><i>Dated within the past 60 days:</i></p> <ul style="list-style-type: none"> • Letter from a government agency • Payroll stub • Bank statement

Randolph Public Schools Restitution Policy

The Randolph Public Schools complies with Massachusetts General Law (M.G.L. c. 76 sec. 5), which states that “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.”

Only students who actually reside in the Town of Randolph may attend Randolph Public Schools. “Residence” is a place where a person actually lives. Temporary residence in the Town of Randolph solely for the purpose of attending Randolph Public Schools is not considered “residency.”

Students found to be in violation of the residency policy may be dismissed immediately from the Randolph Public Schools and the parent(s), guardian(s) or responsible adult may be jointly and severally liable to the Randolph Public Schools for the student’s tuition for the full academic year(s). The Randolph Public School 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.

[Written July 2006]