

RESIDENCY POLICY

The Norwood School Committee adopts the following policy regarding the residency and admissions of students.

I. REGISTRATION POLICY

All children of school age who actually reside in Norwood are entitled to attend the Norwood Public Schools pursuant to M.G.L. c. 76, Section 5.

Before any student is enrolled in the Norwood Public Schools, the student's parent or legal guardian must prove legal residence in the Town of Norwood. Residency means the place where a child spends the majority of her/his time before and after the school day during the school year. Residency is determined by identifying and establishing the geographical center of the student's domestic, social, and civic life.

II. VERIFICATION OF RESIDENCY

Before any student is assigned or invited to attend a Norwood Public School, the student's parent or legal guardian must prove legal residence in the Town of Norwood. Families whose primary residence is outside of Norwood are not eligible to attend Norwood Public Schools.

All applicants must submit at least THREE (3) proofs of residency, including a valid PHOTO ID. Documents must be pre-printed with the name and address of the student's parent or guardian and must be presented at the school at the time of registration. All documentation needs to be from an appropriate third party source, and must bear the name and address of the student's parent, guardian, caregiver or sponsor.

All applicants must submit the following documents from EACH of the following two (2) columns: Column A (Need 2 Items) Column B (Need 1 Item) that are found on the District's website:

http://www.norwood.k12.ma.us/about/documents/11adm_proof_res.pdf

The Principal, or his/her designee, shall annually ask families to update and confirm their home address and telephone number of each student for both emergency purposes and residency confirmation. 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 (5) business days** and submit copies of documentation above.

Documentation Required By Sponsor or Caregiver

If a student is living in Norwood with someone other than a parent or guardian and that person is considered a "caregiver" for the minor, the caregiver must submit a notarized statement explaining the relationship to the student. The statement should include the name, address and telephone number of the caregiver, the student's parents and the people with whom the student is living. In addition, the parent/guardian needs to provide documentation that he/she consents

to the student living with a caregiver. All residency documentation must be provided by the caregiver with whom the student is residing.

If a student is living with a parent or guardian in a residence not owned, rented or leased by their parent or guardian, the Town of Norwood sponsor, with whom the student is living, shall be required to submit a letter to the Superintendent's office.

Exceptions to Residency Requirement:

- (1) Students for whom another community or state agency may pay approved tuition rates;
- (2) Students enrolled, whose tuition is paid, in Special Education programs in our schools;
- (3) Students who may be affected by the federal legislations regarding the homeless under the McKinney-Vento Homeless Education Assistance Act;
- (4) Students who are participating in exchange programs sanctioned by the Norwood Public Schools.
- (5) The Superintendent or designee may admit students to the Norwood Public Schools upon presentation of evidence of their intent to become a resident within thirty (30) days. This evidence may be a purchase and sales agreement, a rental agreement, a property lease, a contract to build a house, or such other evidence that clearly indicates their intent to move to Norwood. The Superintendent or designee may grant additional time upon request.
- (6) Any Norwood High School student who moves from the Town of Norwood after January 1st of senior year shall be permitted to remain at Norwood High School.

Investigation

The School District reserves the right to request additional information and conduct an interview with the parent, guardian, caregiver, and/or sponsor who is registering the student.

The Superintendent may request additional documentation and use the assistance of the School Department's Resource Officer, and/or may obtain the services of police or investigative agency personnel to conduct investigations into student residency. The Resource Officer and/or residency investigator(s) will report his or her findings to the Superintendent of Schools, who shall make a final determination of eligibility for residency.

III. ENFORCEMENT

Should a question arise concerning any student's residency elsewhere while attending the Norwood Public Schools, the student's residency will be subject to further investigation.

Upon an initial determination by the Superintendent of Schools that a student is actually residing in a city or town other than Norwood, the student's enrollment in the Norwood Public Schools shall be terminated.

IV. PENALTIES

The Norwood Public Schools reserves the right to recover from parent, legal guardian or caregiver, the tuition and other costs expended on behalf of the student for the period of non-residency.

V. NOTIFICATION

The Norwood Public School's Residency Policy will be published in the Norwood Public School's Policy Manual, the school's website and Student Handbook.

Legal Reference: M.G.L. Chapter 76, Section 5; Cross Reference: School Committee Policies JEB, JEC, JFABC.

School Committee Adopted: 10/26/17