

**Franklin Public Schools  
Franklin, Massachusetts 02038**

**Action Required**

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**Subject:** Policy

**Date:** June 12, 2018

**Dept:** School Committee

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**Reason:** Required Vote

**Enclosure:** YES

**Recommendation:**

Policy – First Readings

I recommend moving the following policies to a second reading as discussed:

- JQA – Financial Assistance Policy
- JQA-R – Financial Assistance Application & Procedures
- EFD – Meal Charge Policy
- EFD-R – Meal Charge Policy & Procedures
- JFAA-R – School Admission/Residency

**Action Requested of the School Committee:**

Majority vote of the School Committee is required.

<b><u>Vote Tabulator</u></b>	
A. Bergen: Y / N	D. Schultz: Y / N
C. Douglas: Y / N	MJ Scofield: Y / N
D. Feeley: Y / N	G. Zub: Y / N
M. Linden: Y / N	Action: _____

## **FINANCIAL ASSISTANCE POLICY**

While the Franklin School Committee has found it necessary to institute fees for various school programs and activities, the Committee strongly believes that all students should have the opportunity to participate in curricular and extracurricular activities regardless of economic circumstances. As a result, financial assistance for school-related fees is made available to students who qualify through the centralized application process. The goals of this application process are:

- 1) To establish an objective financial assistance program for all students and families;
- 2) To allow families a single point of contact and status determination within the School District;
- 3) To adhere to a standard of confidentiality throughout the District;
- 4) To avoid any violation of the USDA School Lunch program by using Free and Reduced Lunch applications without authorization to determine eligibility for assistance for programs other than Food Services and Transportation.

**NOTE:** Students who qualify for Free/Reduced Lunch status may complete an *Information Sharing Agreement* with the District to authorize FPS to use a student's Free/Reduced status for waivers of school program fees except preschool. Families seeking financial assistance for preschool tuition must complete this application. Families who sign the *Information Sharing Agreement* **do not** have to complete this application in order to receive financial assistance. Under Massachusetts General Law, a student who qualifies for a Free or Reduced lunch automatically qualifies for a waiver of the transportation fee.

Financial assistance is offered system wide to eligible families and covers certain district-level program fees (transportation, athletics, extracurricular fees, and preschool tuitions.) While financial assistance may be granted according to income guidelines, a minimum non-refundable registration or participation fee may be required for fee-based activities and programs. Additionally, financial assistance for preschool tuition will be capped at the discretion of the Superintendent in consultation with the School Committee and based on the budgetary impact for the fiscal year as well as programmatic expenses and space availability.

The amount of financial assistance that a family may qualify for is based on the total household income as it relates to the Federal Poverty Guideline in any given year. The following table is how the amount of financial assistance is determined:

Household Income Relative to Federal Poverty Guideline	Determination Status	Family Will Pay:
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At or below 1.3 times the Poverty Guideline	90% fee reduction for preschool only	10% of the preschool program fee
1.5 times the Poverty Guideline	75% fee reduction	25% of the program fee
2 times the Poverty Guideline	50% fee reduction	50% of the program fee
2.5 times the Poverty Guideline	25% fee reduction	75% of the program fee

The district's Financial Assistance Program is based on the US Department of Health and Human Services Poverty Guidelines. The US Department of Agriculture also uses these guidelines to determine the Free and Reduced Lunch eligible income levels. The district expanded the poverty level by a multiplier to better match Franklin's income level and assist families whose income is greater than those established by the Free and Reduced Lunch Guidelines. To access the Federal Poverty Guidelines, click on the following link:

<https://aspe.hhs.gov/poverty-guidelines>

To access the Financial Assistance Application, please go to the Franklin Public Schools website and click on the ***Financial Assistance Information*** link. (insert link here)

### **Exclusions:**

This Franklin Public Schools Financial Assistance Program does not include:

- Tuition-based programs other than Preschool. (ie. Solutions, Music Academy, Summer programs, Summer Athletics, etc.).
- Student clubs and activities that have additional fees such as ski club, class dances, senior week activities, yearbook purchases, and athletic wear (other than uniforms), etc.
- Student travel programs, including overnight trips. (Curricular field trips that take place during the school day in conjunction with classroom instruction shall be at no cost to students/families.)
- PSAT, SAT, AP Exams and other fees charged by outside organizations.
- Fines for lost or damaged books, IDs, chromebooks, chromebook insurance, or other fines.

Financial assistance for school-level expenses may be available for the above programs.

Financial assistance at the building level is at the sole discretion of the school Principal/Program Director based on (1) eligibility determined by the Business Office and (2) the availability of funds, which are typically limited. Parents must check with the Principal/Program Director on the availability of funds for each fee reduction or waiver request.

## **FINANCIAL ASSISTANCE APPLICATION AND PROCEDURES**

### **Process for Applying**

There are two ways to receive financial assistance:

1) through the Free/Reduced Lunch program by completing an *Information Sharing Agreement*,

**OR**

2) by completing this application. If you qualify for Free/Reduced Lunch and submit the *Information Sharing Agreement*, you **do not** need to file this application.

Financial Assistance Applications must be completed each school year. The application is available online and copies are available from the Business Office and from individual school offices. Families should continue to register according to posted program deadlines to ensure that the ability to participate in a program is not missed while the application is being processed.

The District will also verify sources of income or other holdings through public agencies and public records as may be necessary to make a determination.

All documents are kept confidential and are not included in any student file. All documentation is retained for four years and then shredded and destroyed.

Completion of all information is necessary in order to make a determination. Incomplete applications will not be processed.

### **When to Apply**

Applications are processed by the Business Office as they are submitted throughout the school year and we make every effort to process them quickly to be responsive to families' needs. To ensure that your student is approved to participate at the start of any activity during the year it is best to submit the application prior to the start of the school year. However, in no event should you apply for financial assistance for a specific activity less than two (2) weeks prior to the start of that activity so there is no delay in your student's ability to participate.

### **Where to Apply**

All applications must be submitted to the following address:

Franklin Public Schools  
School Business Office  
Attn: Financial Assistance  
355 East Central Street  
Franklin, MA 02038

### **Determination of Income**

The Franklin Public Schools Financial Assistance Program determines income based on the income of **ALL** household residents. Everyone living in your household is required to submit income documentation including domestic partners, relatives, and any other individuals residing at the address. The District has a single application procedure for all school fees for the full school year (School Lunch being the only exception). No employee, coach, or staff member has the authority to waive any fees or charges without the income determination letter provided by the Business Office.

If you have any questions regarding the application process, please contact the Business Office at 508-553-4825.

Once a determination as to eligibility for assistance is made, you will be notified of the decision in writing. Please allow at least two weeks for processing.

### **Required Documentation**

**Copies** of the following required documentation must be submitted with your application. (please **do not** send originals). Required documentation of household income includes but is not limited to the following:

1. **Internal Revenue Service TRANSCRIPT for the most recent tax year, for all adults residing in the household. Call 800-908-9946 or visit:**  
<https://sa.www4.irs.gov/irfofra/start.do;jsessionid=mHkJcM8EAhRddGZUerqB7fRS>
  - a. See instructions on the Document Checklist attached to the Application Form.
2. **The most recent two month period of paychecks/income for each resident of the household who is employed.**

### **Other Supporting Documentation**

The following are additional documents you may submit, or be asked to submit, if they apply to your circumstances. These documents are not required but if you have one or more of them please submit them with your application to help expedite the process:

- Unemployment Compensation and Severance Pay for any member of the household;
- Supplemental Security Income (SSI) and Disability Income;
- Alimony and Child Support Agreements;
- Transitional Assistance Letters and Benefits (issued in August);
- Franklin Housing Authority Income Determination Letter;
- Section 8 Housing Voucher;
- Valid Employment Contract if not paying taxes;
- Documentation of income from parties who do not reside with the household but who are providing financial support;
- Documentation of guardianship and foster child status;

- Any other documentation to demonstrate a change in income or financial status since the most recent tax return, such as unemployment compensation, layoff notice, payroll statements showing reduced earnings, etc.

Foster Children are considered as one household and are not included as a member of the family with whom they are residing nor in the household income of the custodial parent;

Non-Custodial Parent income is considered when one parent receives the tax deduction for the dependent and there is no record of child support.

Unearned income, gifts, donations, family support (e.g. rent-free housing, money, etc.) from outside of the domicile must be reported as financial support.

Determinations are based solely on household income and do not take into account mortgage payments, property value (unless zero income is reported), college tuitions, or household expenses.

If you need guidance in making an application for financial assistance or cannot provide the documentation items above, please contact the Business Office.

### **Other Financial Assistance available in Massachusetts**

Department of Transitional Assistance: Supplemental Nutrition Assistance Program or SNAP is the name for the Food Stamp Program. If you live in Massachusetts, you can apply for SNAP/Food Stamps online at <http://www.mass.gov/snap>. To get more information about SNAP/food stamp benefits and an application, call the Department of Transitional Assistance SNAP Benefits Hotline at 1-866-950-FOOD (3663). SNAP benefits are available for qualified Massachusetts residents.

## **MEAL CHARGE POLICY (New)**

The Franklin School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on school work, while also maintaining the financial integrity of meal programs and minimizing any impact on students with meal charges. However, unpaid meal charges place a large financial burden on the school district, as food services is a self-supporting entity within the district. The purpose of this policy is to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program, as well as provide oversight and accountability for the collection of outstanding student meal balances.

The provisions of this policy pertain to regular priced school meals only. The School Committee will provide a regular (reimbursable) meal to students who forget or lose their lunch money.

### **Meal Charges and Balances**

Students will pay for meals at the regular rate approved by the School Committee and for their meal status (regular, reduced-price, or free) each day. Payment options will be provided to parents of incoming students. After the balance reaches zero and enters the negative, students will not be allowed to purchase a la carte items including but not limited to a second entrée, snack, ice cream, or an additional beverage. The student will still be allowed to take a meal, and that meal will continue to be charged to the account at the standard lunch rate based on their meal status. The parent/guardian is responsible for any meal charges incurred. If there is a financial hardship, a parent/guardian should contact food services directly to discuss payment options such as an individualized repayment plan.

### **Payments**

Parents/Guardians are responsible for all meal payments to the food service program. Notices of low or deficit balances will be sent directly to parent/guardians via email, notice through the school office, or regular postal mail at regular intervals during the school year. Students with a negative balance may be reminded by the cashier of their account status in a confidential and developmentally appropriate manner. At no time shall any staff member give payment notices directly to students unless that student is known to be an emancipated minor who is fully responsible for themselves or over the age of 18. If parent/guardians have issues with student purchases they should contact food services for assistance.

Parents/Guardians may pay for meals in advance. Further details are available on the school district webpage. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student, whether positive or negative, will be carried over to the next school year.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and those records are available to parents by setting up an online account or by speaking with the school food service director. The point of sale system is designed to prevent direct identification of a student's meal status. Parents

can opt to receive automated low-balance emails and will receive mailed notices bi-weekly, if student balances exceed the value of three lunches. If notices do not result in payment, parents may receive a phone call from food services. If the phone call does not result in payment the food service manager shall turn the account over to the business office.

### **Refunds**

Refunds for withdrawn and/or graduating students are not issued. Parents have the option to transfer funds to a sibling's or other student's account. After one (1) year, any remaining credit balance on a school lunch account for a student who is no longer enrolled in the Franklin Public Schools will become the property of the Franklin School Lunch Program to be used as a donation to offset uncollected debt.

### **Delinquent Accounts/Collections**

Failure to maintain up to date accounts may result in a student's inability to participate in extra-curricular activities such as prom, banquets, dances, etc., especially those that are fee based. Graduating seniors with delinquent accounts may lose the ability to participate in senior week or other graduation related activities.

The Superintendent shall ensure that there are appropriate and effective collection procedures and internal controls within the school district's business office that meet the requirements of law.

If a student is without meal money on a consistent basis, the administration may investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child. Applications with instructions are available at each school and on the district's website

### **Policy Communications**

This policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the year.

LEGAL REFS: MGL [71:72](#); USDA School Meal Program Guidelines May 2017

CROSS REFS: [JQ](#), Student Fees, Fines & Charges

EFD-R, Meal Charge Policy & Procedures

SOURCE: MASC February 2018



## **MEAL CHARGE POLICY AND PROCEDURES (NEW)**

The Franklin Public Schools believes that no child should be denied a reimbursable meal regardless of their ability to pay at the time the meal is served. Food services is a self-supporting entity within the district and provides oversight and accountability for the collection of outstanding student meal balances.

Prices for school meals are set by the Franklin School Committee within the parameters of federal and state regulations and can be found on the District's website.

### **KEY TERMS**

- **Reimbursable Meal:** A reimbursable meal contains at least three (3) of the five (5) offered meal components (grain, meat/meat alternative, fruit, vegetable, and milk). In addition, one of these components must be a fruit and/or vegetable.
- **Non-Reimbursable Meal:** Non-reimbursable meals are not part of the USDA School Nutrition Program and do not qualify for free or reduced price. These meals cannot be charged and must be paid for at the time of sale with cash or check or via pre-paid funds on account. A meal that does not contain at least three (3) of the five (5) offered meal components (grain, meat/meat alternative, fruit, vegetable, and milk) and does not include a fruit and/or vegetable as one of those components is considered a non-reimbursable meal.
- **Second Meals:** An additional meal consisting of one (1) or more components of the offered meal sold on an a la carte basis. Second meals are not part of the USDA School Nutrition Program and do not qualify for free or reduced price. Second meals cannot be charged and must be paid at full price at the time of sale with cash, a check or pre-paid funds on account.
- **A la carte Items:** A snack, bottled water, juice, milk (priced individually, not part of a reimbursable meal) or any single component of a meal. A la carte items do not qualify for free or reduced price and must be paid for at the time of sale with cash, check payable to Franklin School Lunch or pre-paid funds on account.
- **Free Meal:** A reimbursable meal (breakfast or lunch) served to a student who is directly certified or approved as eligible for Free meal benefits.
- **Reduced Price Meal:** A reimbursable breakfast priced at 30 cents or a reimbursable lunch priced at 40 cents served to a student who is directly certified or approved as eligible for reduced meal benefits.

- **Online Pre-paid Account:** An account on MySchoolBucks.com, a free online service that enables parents/guardians to access their student's school lunch account, view recent transactions and account balance, setup low balance alerts and automatic payments, and make pre-payments on account by e-check or major credit card. The account is free, however there is a small transaction fee charged by myschoolbucks.com for online payments. Only one fee is charged when multiple family members' accounts are loaded at the same time. The transaction fee is collected by myschoolbucks.com and does not benefit the Franklin Public Schools or Franklin School Lunch Program.
- **School Meal/School Lunch Account:** An account assigned to every student in the district, regardless of whether or not they participate in the school meal program. Students access their account by keying in their unique ID on PIN pads located at each register. Cashiers can also look up accounts by entering a student's last name. Data required to be reported to federal and state agencies is maintained through the Point of Sale (POS) system. Student eligibility status and other personal information is securely contained within the school meal account to assure confidentiality.
- **Good Standing:** A school meal/lunch account with a zero or positive balance.
- **Payment:** Cash or check paid daily for school meals or a la carte items, or with pre-paid funds on account.
- **Pre-payment:** Funds on account. Pre-payment is accepted in the form of cash or a check payable to "Franklin School Lunch" at any register, or through the online pre-payment service (MySchoolBucks.com) using an e-check or major credit card.
- **Charge:** Purchasing a reimbursable meal without making payment at the time of purchase with cash, a check, or pre-paid funds on account.

## METHOD OF PAYMENT

Meeting children's nutritional needs is an important part of their learning experience. The responsibility for remembering the payment for meals rests with the parent or guardian.

Franklin Public Schools accepts pre-payments of cash or check payable to Franklin School Lunch at any register or e-checks and major credit cards via MySchoolBucks.com, our online pre-payment service. Cash or check at the time of purchase is also accepted at any register.

Parents/Guardians are encouraged to sign up for a free online account with MySchoolBucks.com. This service provides access to families to view recent transaction history, request e-mail alerts for low balances, make payments and pre-payments to a student's account and set up automatic deposits to a student's account. There is a small transaction fee that is charged by MySchoolBucks.com for online payments, however the Franklin Public Schools does not benefit from or collect those fees. Information on accessing MySchoolBucks.com is available on the Food Service Office website.

## **STUDENTS WITH A FREE MEAL OR REDUCED MEAL STATUS**

- The federal school lunch program allows a free eligible student to receive one reimbursable breakfast (at those schools with a breakfast program) and one reimbursable lunch at no charge each day. Reduced eligible students can receive one reimbursable school breakfast (at those schools with a breakfast program) at the reduced price of \$.30 and one reimbursable lunch at the reduced price of \$.40.
- Students are required to take a reimbursable meal in order to receive it at no charge or reduced price.
- If a student does not take a reimbursable meal, the meal does not qualify for free or reduced price status and full price must be paid with cash, check or pre-paid funds at the time of sale. If the student does not have cash or pre-paid funds on their account, the meal will be charged at full price to the student's account resulting in a negative balance.

## **STUDENT ACCOUNTS**

Any student whose school meal account has a zero or negative balance will be allowed to charge a reimbursable meal. Charging a reimbursable meal will result in a negative balance on the student's account until funds are added to bring it current.

Based on guidelines issued by the U.S. Department of Agriculture, the district recognizes that the school food service account cannot be used to cover the cost of charged meals that have not been paid.

The Food Service Office is responsible for ensuring that the School Meal/Lunch Accounts are properly managed and accurately reported. The cafeteria managers and Food Service Office will monitor student school meal accounts with the goal of eliminating negative balances and delinquent accounts. Students with a negative balance may be reminded by the cashier of their account status in a confidential and developmentally appropriate manner. When an account has a negative balance the cafeteria manager or School Office may send a letter or e-mail to the parent or guardian of the child. If no payment or collection is made, the Food Service Department or the School Office will contact the parent or guardian in an attempt to settle or collect the unpaid balance.

If a student is without meal money on a consistent basis, the administration may take further action as needed. Parents and families are encouraged to apply for free or reduced price meals for their child(ren). Information on applying for free or reduced meals is available on the Food Service Office website. Free or Reduced lunch applications are available at each school and online and can be completed at any time throughout the school year.

The Food Service Department will make every effort to collect unpaid balances and will contact parents/guardians via e-mail, regular postal mail or phone regarding deficit balances. Parents/guardians are encouraged to contact food services directly to discuss payment options.

Student negative balance amounts are retained in the NutriKids POS meal system until resolved. That account information is available either online or through the Food Service Office at 508-613-1477. Account balances are updated daily. Payments may take up to 24 – 48 hours to appear on the student's account and to update on the registers at the child's school.

All outstanding school lunch account balances must be paid in full prior to the end of the school year. If further collection actions are needed, the Food Service Director will bring the issue to the School Principal and/or School Business Administrator for further collection actions which may involve referral to a collection agency. Thereafter, the Food Service Department will track negative balances and report same to the School Business Administrator prior to the close of the school year (June 30<sup>th</sup>). If necessary, the School Business Administrator shall cause a journal entry to be made to charge the uncollected debt to the School budget appropriation.

### **CREDIT BALANCES AND REFUND POLICY**

If a student has funds on a prepaid account, any balance at the end of the year will carry over to the following school year. Any balances can be transferred to another student (sibling, friend or neighbor), however, refunds are not issued. Transfers can be requested by calling or e-mailing the Food Service Office.

After one (1) year, any remaining credit balance on a school lunch account for a student who is no longer enrolled in the Franklin Public Schools will become the property of the Franklin School Lunch Program. The funds will be used as a donation to the School Lunch Program to offset uncollected debt.

## SCHOOL ADMISSION / RESIDENCY

The Franklin 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 Franklin, a student must actually reside in the Town of Franklin, unless one of the exceptions (set forth in Part V below) applies. The residence of a minor child is the primary place where a person dwells permanently and is the place that is the center of his or her domestic, social and civic life. In determining residency, the Public Schools of Franklin retain 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 Town of Franklin renders the student ineligible to enroll in the Public Schools of Franklin or, if the student is already enrolled in the Public Schools of Franklin, 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.

No person shall be excluded from or discriminated against, in admission to the Franklin Public Schools or in obtaining the advantages, privileges and courses of study to the Franklin Public Schools on account of race, color, creed, religion, ancestry, national origin, sex, gender identity or expression, sexual orientation, marital status, genetic information, disability, pregnancy or a related condition, veteran status, age, or homelessness

II. VERIFICATION OF RESIDENCY

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

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

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

**Column A**Evidence of Residency

Record of recent mortgage payment and/or property tax bill.

Copy of Fully Signed Lease *and* record of recent rental payment (NB; School District reserves the right to contact landlord to verify lease)

**Column B**Evidence of Identification (Photo ID)

Valid Driver's License

Valid MA Photo ID Card

Passport

Other Government issued Photo ID

Landlord Affidavit *and*  
recent rental payment

## Section 8 Agreement

## Signed HUD Settlement Statement

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 Town of Franklin while attending the Public Schools of Franklin, 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; correspondence that is returned to the Public Schools of Franklin because of an invalid or unknown address, or other grounds.

The Superintendent may request additional documentation, may use the assistance of the School Department'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 the Superintendent of Schools, who shall make 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 the Town of Franklin, the student's enrollment in the Public Schools of Franklin shall be terminated immediately.

### IV. PENALTIES

In addition to termination of enrollment and the imposition of other penalties permitted by law, the Public Schools of Franklin reserve 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 the High School under special programs approved by the School Committee, such as educational exchange programs;
- b. Tuition paying students, as permitted by law;
- c. School Choice students, as permitted by law; and if the School Committee adopts the School Choice option;
- d. Students who are entitled to attend the Public Schools of Franklin under the McKinney-Vento Homeless Assistance Act.

#### 2. Extraordinary Circumstances:

- a. Tuition Basis

Students already enrolled in the Public Schools of Franklin who move out of Franklin on or after February 1<sup>st</sup> of a given school year, or in the case of 8<sup>th</sup> graders and Franklin High School seniors who move out of Franklin on or after October 1<sup>st</sup> of a given school year, may complete the current school year.

b. Tuition Waivers

At the discretion of the Superintendent or his designee, tuition may be waived in the following cases:

1. Students in their senior class at Franklin High School who move from Franklin on or after October 1 of their senior year, and who have resided in Franklin during the entire previous school 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 the Town Line:

a. Dwellings that are Intersected by the Town Line prior to the Adoption of this Policy:

1. In the case of a single family dwelling, as distinguished from a plot of land, that is intersected by whatever degree by the Town Boundary Line prior to the adoption of this policy, and upon which some property tax is assessed by the Town of Franklin, persons residing therein may attend the Public Schools of Franklin.
2. In the case of a multiple-dwelling structure in which any apartment, suite, or family unit located therein is intersected by the Town Boundary Line prior to the adoption of this policy, and upon which some property tax is assessed by the Town of Franklin, persons residing therein may attend the Public Schools of Franklin.

b. Dwellings that are Built or Altered After the Adoption of this Policy:

1. In the case of a single family dwelling that is intersected by whatever degree by the Town Boundary Line because of construction or alterations occurring after the adoption of this policy, if more than fifty percent of such dwelling is located within the Town boundary, persons residing therein may attend the Public Schools of Franklin.
2. In the case of a multiple-dwelling structure in which any apartment, suite, or family unit located therein is intersected by the Town Boundary Line because of construction or alterations occurring after the adoption of this policy, if more than fifty percent of such apartment, suite or family unit is located within the Town boundary, persons residing therein may attend the Public Schools of Franklin.

## VII. NOTIFICATION

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

Legal Reference: M.G.L. Chapter 76, Section 1

M.G.L. Chapter 76, Section 5

Reviewed, revised 2/7/12

Reviewed, revised, adopted by School Committee: 8/26/2014  
Reviewed, revised 8/18/16