



2018-2019

School Calendar and Chain of Communication

| August 2018 | | | | | | | September 2018 | | | | | | | October 2018 | | | | | | | |
|---------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|---|----|----|----|----|----|----|---|
| Su | M | Tu | W | Th | F | Sa | Su | M | Tu | W | Th | F | Sa | Su | M | Tu | W | Th | F | Sa | |
| | | | 1 | 2 | 3 | 4 | | | | | | | 1 | | 1 | 2 | 3 | 4 | 5 | 6 | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | 29 | 30 | 31 | | | | |
| | | | | | | | 30 | | | | | | | | | | | | | | |
| November 2018 | | | | | | | December 2018 | | | | | | | January 2019 | | | | | | | |
| Su | M | Tu | W | Th | F | Sa | Su | M | Tu | W | Th | F | Sa | Su | M | Tu | W | Th | F | Sa | |
| | | | | 1 | 2 | 3 | | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| 25 | 26 | 27 | 28 | 29 | 30 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | 31 | | | |
| | | | | | | | 30 | 31 | | | | | | | | | | | | | |
| February 2019 | | | | | | | March 2019 | | | | | | | April 2019 | | | | | | | |
| Su | M | Tu | W | Th | F | Sa | Su | M | Tu | W | Th | F | Sa | Su | M | Tu | W | Th | F | Sa | |
| | | | | | 1 | 2 | | | | | | 1 | 2 | | | 1 | 2 | 3 | 4 | 5 | 6 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| 24 | 25 | 26 | 27 | 28 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | | |
| | | | | | | | 31 | | | | | | | | | | | | | | |
| May 2019 | | | | | | | June 2019 | | | | | | | <p>FIRST AND LAST DAY OF SCHOOL (Includes 5 snow/emergency days)</p> <p>SCHOOLS CLOSED</p> <p>PROFESSIONAL DEVELOPMENT DAY NO SCHOOL - STUDENTS</p> <p>TEACHER WORKSHOP DAY HALF DAY - STUDENTS</p> <p>HALF DAY - EARLY DISMISSAL</p> <p>TMHS Graduation - June 7th</p> | | | | | | | |
| Su | M | Tu | W | Th | F | Sa | Su | M | Tu | W | Th | F | Sa | | | | | | | | |
| | | | 1 | 2 | 3 | 4 | | | | | | | 1 | | | | | | | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | | | | | | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | | | | | | | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | | | | | | | |
| 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | | | | | | |
| | | | | | | | 30 | | | | | | | | | | | | | | |

| | | | |
|---------------|----------------------------------|-----------|--|
| Aug 27-Aug 28 | Professional Development Days | Feb 18-22 | February Recess |
| Aug 29 | First Day of School for Students | Apr 15-19 | April Recess |
| Dec 24-Jan 1 | December Recess | Jun 20 | *Last Day of School (Half-day) *Includes 5 snow/emergency days |

Tewksbury Public Schools - School Committee Members

Krissy M. Polimeno, Chairperson, kpolimeno@tewksbury.k12.ma.us
 Arthy S. Bennett, Vice-Chair, abennett@tewksbury.k12.ma.us ♦ James A. Cutelis, Clerk, jcutelis@tewksbury.k12.ma.us
 Dennis G. Francis, dfrancis@tewksbury.k12.ma.us ♦ Keith M. Sullivan, ksullivan@tewksbury.k12.ma.us

REVISED: 8-15-2018
 APPROVED: 3-14-2018

CHAIN OF COMMUNICATION

WHOM DO I CALL WITH A QUESTION OR SUGGESTION?

The Tewksbury Public School District has developed communication protocols to promote direct, open and respectful interactions so that problems and concerns can be worked out quickly and efficiently. The communication protocol starts with the staff member closest to the situation, as that person will usually have the most information. Appropriate communication channels for a variety of topics are listed below. Please refer to individual school and department websites for contact information. Start at Step 1 if not resolved move to next Step.

Classroom Issues Involving an Individual Child

Classroom procedures, grades, schedule, behavior, social emotional needs, etc. - OR -

Curriculum and Instruction Subject matter being taught, strategies, textbooks and materials used, etc.

For Preschool:

STEP 1 – Classroom Teacher, Special Education Teacher or Related Service Provider; If not resolved...

STEP 2 – Building Administrator; if not resolved...

STEP 3 – Assistant Superintendent; if not resolved...

STEP 4 – Superintendent of Schools

For Grades K-4:

STEP 1a – Classroom Teachers, Special Education Teacher or Related Service Provider; if not resolved...

STEP 1b – If appropriate – School

Psychologist/School Adjustment Counselor; if not resolved...

STEP 2 – Building Administrator; if not resolved...

STEP 3 – Assistant Superintendent; if not resolved...

STEP 4 – Superintendent of Schools

For Grades 5-6:

STEP 1a – Classroom Teacher, Special Education Teacher or Related Service Provider; if not resolved...

STEP 1b – If appropriate – Team Leader, School Psychologist; if not resolved...

STEP 2 – Building Administrator; if not resolved...

STEP 3 – Assistant Superintendent; if not resolved...

STEP 4 – Superintendent of Schools

For Grades 7-12:

STEP 1a – Classroom Teacher, Special Education Teacher or Related Service Provider; if not resolved...

STEP 1b – If appropriate – Department Head, Team Leader, School Psychologist or Guidance Counselor; if not resolved...

STEP 2 – Building Administrator; Curriculum Coordinator, if not resolved...

STEP 3 – Assistant Superintendent; if not resolved...

STEP 4 – Superintendent of Schools

504 Plans

For Grades PreK-8:

STEP 1 – Classroom Teacher; if not resolved...

STEP 2 – Designated Building 504 Coordinator; if not resolved...

STEP 3 – Building Administrator; if not resolved...

STEP 4 – District 504 Coordinator/Assistant Superintendent; if not resolved...

STEP 5 – Superintendent of Schools

For Grades 9-12:

STEP 1 – Guidance Counselor; if not resolved...

STEP 2 – Guidance Dept. Head; if not resolved...

STEP 3 – Assistant Principal (Student Last Name A-K); Assistant Principal (Student Last Name L-Z); if not resolved...

STEP 4 – Principal; if not resolved...

STEP 5 – District 504 Coordinator/Assistant Superintendent; if not resolved...

STEP 6 – Superintendent of Schools

Special Education

Classroom procedures, grades, schedule, behavior, social emotional needs, etc.

Preschool:

STEP 1 – Teacher, Special Education Teacher, Case Manager, Related Service Provider; if not resolved...

STEP 2 – Building Administrator; if not resolved...

STEP 3 – Assistant Director/Director of Student Services; if not resolved...

STEP 4 – Assistant Superintendent; if not resolved...

STEP 5 – Superintendent of Schools

For Grades K-4:

STEP 1 – Teacher, Special Education Teacher, Case Manager, Related Service Provider; if not resolved...

STEP 2 – Building Administrator; if not resolved...

STEP 3 – Assistant Director/Director of Student Services; if not resolved...

STEP 4 – Assistant Superintendent; if not resolved...

STEP 5 – Superintendent of Schools

For Grades 5-6:

STEP 1 – Teacher, Special Education Teacher, Case Manager, Related Service Provider; if not resolved...

STEP 2 – Building Administrator; if not resolved...

STEP 3 – Assistant Director/Director of Student Services; if not resolved...

STEP 4 – Assistant Superintendent; if not resolved...

STEP 5 – Superintendent of Schools

For Grades 7-8:

STEP 1 – Teacher, Special Education Teacher, Related Service Provider; if not resolved...

STEP 2 – Case Manager; if not resolved...

STEP 3 – Building Administrator; if not resolved...

STEP 4 – Assistant Director/Director of Student Services; if not resolved...

STEP 5 – Assistant Superintendent; if not resolved...

STEP 6 – Superintendent of Schools

For Grades 9-12:

STEP 1 – Special Education teacher; if not resolved...

STEP 2 – High School Special Education Liaison; if not resolved...

STEP 3 – Case Manager; if not resolved...

STEP 4 – Assistant Principal (Student Last Name A-K), Assistant Principal (Student Last Name L-Z); if not resolved...

STEP 5 – Principal; if not resolved...

STEP 6 – Assistant Director/Director of Student Services; if not resolved...

STEP 7 – Assistant Superintendent; if not resolved...

STEP 8 – Superintendent of Schools

Medical Concerns

For Grades PreK-8:

STEP 1 – School Nurse; if not resolved...

STEP 2 – Nurse Leader; if not resolved...

STEP 3 – Building Administrator; if not resolved...

STEP 4 – Assistant Superintendent; if not resolved...

STEP 5 – Superintendent of Schools

For Grades 9-12:

STEP 1 – School Nurse; if not resolved...

STEP 2 – Nurse Leader; if not resolved...

STEP 3 – Assistant Principal (Student Last Name A-K), Assistant Principal (Student Last Name L-Z); if not resolved...

STEP 4 – Principal; if not resolved...

STEP 5 – Assistant Superintendent; if not resolved...

STEP 6 – Superintendent of Schools

Guidance Department

Classroom, college, career, course needs, social emotional needs, school counseling needs, etc.

For Grades 7-8:

STEP 1 – Guidance Counselor; if not resolved...

STEP 2 – Assistant Principal; if not resolved...

STEP 3 – Building Administrator; if not resolved...

STEP 4 – Assistant Superintendent; if not resolved...

STEP 5 – Superintendent of Schools

For Grades 9-12:

STEP 1 – Guidance Counselor; if not resolved...

STEP 2 – Guidance Department Head; if not resolved...

STEP 3 – Assistant Principal (Student Last Name A-K), Assistant Principal (Student Last Name L-Z); if not resolved...

STEP 4 – Assistant Superintendent; if not resolved...

STEP 5 – Superintendent of Schools

Transportation

Bus Safety, Pick Up, Drop Off Questions, and Bus Incidents.

For Grades PreK-8:

STEP 1 – Building Administrator; if not resolved...

STEP 2 – Transportation: Assistant Business Manager; if not resolved...

STEP 3 – Business Manager; if not resolved...

STEP 4 – Superintendent of Schools

For Grades 9-12:

STEP 1 – Assistant Principal (Student Last Name A-K), Assistant Principal (Student Last Name L-Z); if not resolved...

STEP 2 – Principal; if not resolved...

STEP 3 – Transportation: Assistant Business Manager; if not resolved...

STEP 4 – Business Manager; if not resolved...

STEP 5 – Superintendent of Schools

Athletics

Issues of any nature during athletics...

For Grades 9-12:

STEP 1 – Coach; if not resolved...

STEP 2 – Athletic Director, if not resolved...

STEP 3 – Assistant Principal (Student Last Name A-K), Assistant Principal (Student Last Name L-Z); if not resolved...

STEP 4 – Principal; if not resolved...

STEP 5 – Assistant Superintendent; if not resolved...

STEP 6 – Superintendent of Schools

Community Services

Before & After School/Vacation Programs/Summer Extended Day Programs/Adult Ed/ Enrichment/REC Activities/Heath Brook Preschool

STEP 1 – Site Director; if not resolved...

STEP 2 – Community Services Director; if not resolved...

STEP 3 – Assistant Superintendent; if not resolved...

STEP 4 – Superintendent of Schools

Extended Day

For Grades K-8:

STEP 1 – Site Coordinator; if not resolved...

STEP 2 – Community Services Director; if not resolved...

STEP 3 – Assistant Superintendent; if not resolved...

STEP 4 – Superintendent of Schools

Online Payment System (Community Pass)

STEP 1 – Community Services Director; if not resolved...

STEP 2 – Business Manager; if not resolved...

STEP 3 – Superintendent of Schools

Food Service

STEP 1 – School-based Food Service Manager or Site Manager; if not resolved...

STEP 2 – Director of Food Services; if not resolved...

STEP 3 – Business Manager; if not resolved...

STEP 4 – Superintendent of Schools

Online Lunch Payment (PayPams)

STEP 1 – Director of Food Services; if not resolved...

STEP 2 – Business Manager; if not resolved...

STEP 3 – Superintendent of Schools

DISTRICT CONTACTS

CENTRAL OFFICE

PHONE 978-640-7800

Superintendent of Schools – Christopher J. Malone

Assistant Superintendent – Brenda Theriault-Regan

Business Manager – David A. Libby

Director of Student Services – Richard T. Pelletier

Interim Assistant Director of Student Services – Lynn B. Noyes

Director of STEM – Jason R. Stamp

Community Services & Community Coordinator

Community Services & Extended Day – Interim Director

Food Services

Director of Food Services – DebraLee Mugford

Human Resources

Human Resources Administrator – Michele Rivera

Information Technology (IT) Services

Network Administrator – Jason R. Stamp

Transportation

Assistant Business Manager - Jeanne R. Irwin

Nurse Leader

Elaine Walsh 978-640-7865

Principals/Building Administrators (Grades PreK-8)

John W. Wynn Middle School – John S. Weir, Principal 978-640-7846

Andrew J. Long, Assistant Principal 978-640-7846

John F. Ryan Elementary School – Judi K. McInnes, Principal 978-640-7880

William J. Hart, Assistant Principal 978-640-7880

Heath Brook School – Felicia J. Wettstone, Principal 978-640-7865

Loella F. Dewing School – M. Terry Gerrish, Principal 978-640-7858

Alexis J. Bosworth, Assistant Principal 978-640-7858

Louise Davy Trahan School – Jay S. Harding, Principal 978-640-7870

North Street School – Karen R. Cronin, Principal 978-640-7875

Principals/Building Administrators (Grades 9-12) PHONE 978-640-7825

Tewksbury Memorial High School – Kristen S. Vogel, Principal

Eileen Taylor Osborne, Assistant Principal - (Student Last Name A-K)

Sean E. O'Leary, Assistant Principal - (Student Last Name L-Z)

Department Heads:

Guidance – Karen Baker O'Brien

English – Lynne Hardacre

Mathematics, Art, Business, Computer Programming – Shelli-An Ryan

Science, Technology, Family & Consumer Science, Music – Susan Barnett

Social Studies – Brian Aylward

Athletics & Facilities Coordinator

Athletic Director – Ronald Drouin

TPS District Strategy

The Tewksbury Public Schools community believes that our educational program will encompass a 21st century teaching and learning approach that promotes consistent growth among our students and staff to achieve academic, social, and emotional success for all students.

| | | | |
|---------------|---|---------------------|---|
| Aug 27-28 | Professional Development Day | Jan 02 | Schools Reopen |
| Aug 29 | All Schools Open | Jan 18 | Teacher Workshop – Half Day for Students* |
| Aug 31 | No School – Vacation Day | Jan 21 | No School – Martin Luther King, Jr. Day |
| Sep 03 | No School – Labor Day | Feb 15 | Early Dismissal – Half Day* |
| Oct 05 | No School – Professional Development Day | Feb 18-22 | No School – February Recess |
| Oct 8 | No School – Columbus Day | Mar 08 | Teacher Workshop – Half Day for Students* |
| Nov 6 | No School – Professional Development Day | Apr 12 | Early Dismissal – Half Day* |
| Nov 12 | No School – Observance of Veterans Day | Apr 15-19 | No School – April Recess |
| Nov 21 | Early Dismissal – Half Day* | May 02 | Teacher Workshop – Half Day for Students* |
| Nov 22-23 | No School – Thanksgiving Recess | May 24 | Early Dismissal – Half Day* |
| Dec 06 | Teacher Workshop – Half Day for Students* | May 27 | No School – Memorial Day |
| Dec 24-Jan 01 | No School – December Recess | Jun 7 th | TMHS Graduation |
| | | Jun 20 | Last Day of School – Half Day** |

** (Includes 5 Snow/Emergency Days)

*** We will follow an early-release day schedule on:
 November 21st, December 6th, January 18th, February 15th
 March 8th, April 12th, May 2nd, May 24th, and June 20th**

NO SCHOOL ANNOUNCEMENTS

Schools will be closed only in the case of severe, inclement weather. Announcements relative to closing schools for inclement weather will be carried by TV stations, Twitter@tpsdistrict, and through the district’s telephone notification system “One Call Now.”
 Delayed Openings: Superintendent will notify the public by the same procedure as “no school” announcements.

Parents and students are requested not to call the Police Station, Fire Station, Bus Contractors, School Principals, or the Superintendent of Schools for “no school” information. Information will not be available from these sources.

PreK-8 Extended Day Program: Delay School Schedule – There will be NO MORNING Extended Day on days when schools are operating on a delayed schedule. **PreK-8 Extended Day Program: No School Schedule** – Extended Day will be cancelled on those days when school is not in session.

All programs, activities, and employment opportunities of the Tewksbury Public Schools are offered without regard to race, creed, color, age, sex, gender identity, national origin, sexual orientation, or disability.

SCHOOL HOURS

| | |
|--------------------|-------------------|
| High School | 7:30 am – 1:49 pm |
| Middle School | 7:35 am – 1:55 pm |
| Ryan School | 8:15 am – 2:27 pm |
| Elementary Schools | 8:45 am – 3:10 pm |

EARLY RELEASE HOURS

| | |
|--------------------|--------------------|
| High School | 7:30 am – 10:24 am |
| Middle School | 7:35 am – 10:24 am |
| Ryan School | 8:15 am – 11:10 am |
| Elementary Schools | 8:45 am – 12:10 pm |

OPEN HOUSE SCHEDULE

| | | | | |
|--|--|---|--|---|
| <u>ELEMENTARY</u> <u>Preschool – Grade 2</u> September 6 | <u>ELEMENTARY</u> <u>Grades 3 & 4</u> September 13 | <u>RYAN SCHOOL</u> September 4, Gr. 5 September 5, Gr. 6 | <u>MIDDLE SCHOOL</u> September 20, Gr. 7 October 4, Gr. 8 | <u>HIGH SCHOOL</u> September 27 |
|--|--|---|--|---|

PARENT/TEACHER CONFERENCES

| | | | | |
|--|---|--|---|--|
| <u>ELEMENTARY</u> <u>Preschool – Grade 2</u> November 27 April 23 | <u>ELEMENTARY</u> <u>Grades 3 & 4</u> November 28 April 24 | <u>RYAN SCHOOL</u> November 20 March 26 | <u>MIDDLE SCHOOL</u> November 8 March 14 | <u>HIGH SCHOOL</u> November 29 March 28 |
|--|---|--|---|--|

Parents are urged to make appointments for school visits to discuss their child's progress with teachers, guidance counselors, or principals.

**WEB SITE ADDRESS: <http://www.tewksbury.k12.ma.us>
 FOLLOW US ON TWITTER @tpsdistrict**