

# *Tewksbury Public Schools*

**Elementary Schools Pre-K through Grade 4**

*Student Handbook*  
*Parent Information Guide*  
**2017-2018**



Loella F Dewing School	Terry Gerrish, Principal Jan Fuller, Asst. Principal
Heath Brook School	Felicia Wettstone, Principal
North Street School	Karen Cronin, Principal
Louise Davy Trahan School	Matthew Castonguay, Principal

Please see page 5 for School Contact information

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## Introduction

There are four public elementary schools in the Tewksbury School System: Loella F. Dewing, Heath Brook, North Street, and Louise Davy Trahan. Each school has a very dedicated staff of teachers, aides and support staff who work with students each day.

The Mission of these schools is to provide all students with the best education by addressing their academic, social, emotional and physical needs while working within the Tewksbury School System curriculum and policies. The principle of respect is the basis of all school behavior; respect for self, respect for others and respect for the environment. All discipline that may take place, based on the concept of respect, is progressive in nature and does not discriminate on the basis of race, color, sex, religion, national origin, sexual orientation or disability.

This handbook is a guide for parents and guardians. School-specific data and policies can be found in the tables below. The rest of the handbook contains general information for all Tewksbury elementary schools. Please take the time to review the contents of this handbook and keep it with your permanent files; sign and return the last sheet. If you have any questions about the contents, contact your school's principal (contact information found on accompanying chart).

SCHOOL	GRADES	CONTACT INFORMATION
Dewing	PreK-2	Terry Gerrish, Principal Jan Fuller, Assistant Principal 1469 Andover Street, Tewksbury, MA 01876 978-640-7858 <a href="http://www.tewksbury.k12.ma.us">http://www.tewksbury.k12.ma.us</a> Facebook: Dewing Elementary School Twitter: @Dewing_tps
Heath Brook	K - 2	Felicia Wettstone, Principal 165 Shawsheen Rd. Tewksbury, MA 01876 978-640-7865 <a href="http://www.tewksbury.k12.ma.us">http://www.tewksbury.k12.ma.us</a>
North Street	3 & 4	Karen Cronin, Principal 133 North Street, Tewksbury, MA 01876 978-640-7875 <a href="http://www.tewksbury.k12.ma.us">http://www.tewksbury.k12.ma.us</a>
Trahan	3 & 4	Matthew A. Castonguay, Principal 12 Salem Rd. Tewksbury, MA 01876 978-640-7870 <a href="http://www.tewksbury.k12.ma.us">http://www.tewksbury.k12.ma.us</a> Facebook: Louise Davy Trahan Elementary School

SCHOOL	ARRIVALS	DISMISSALS
Dewing	Enter through the Ella Fleming School driveway on Andover St. (the little red school), drive through the staff parking lot, and drop students off at the front corner (cafeteria side) closest to the front sidewalk from 8:25-8:40 am <b>only</b> . Staff is not available to supervise children until 8:25 am. Students may not be dropped off at the side cafeteria door or at the back of the building near the playground	Children who are picked up daily will be dismissed through the gym.  Students who are dismissed before 2:45 will require a parent to sign their child <u>at the office</u> . Identification must be shown at the time of dismissal. No dismissals will take place through the office between 2:45 and 3:10.
Heath Brook	Parents who are dropping students off are asked to enter through the left side parking lot entrance. Students may be dropped off in front of the cafeteria between 8:25a.m. - 8:40a.m. only. Staff is not available to supervise children until 8:25a.m.	Children who are picked up daily will be dismissed through the cafeteria.  Students who are dismissed before 2:45 will require a parent to sign their child <u>at the office</u> . Identification must be shown at the time of dismissal. No dismissals will take place through the office between 2:45 and 3:10.
North Street	Parents dropping off are asked to stay to the right of the main circle and to turn around at the back of the side parking lot (in front of the dumpster). Students may be dropped off at the front corner (cafeteria side) closest to the front sidewalk from 8:25 am – 8:40 am <b>only</b> . Staff is not available to supervise children until 8:25 am. Students may <b>not</b> be dropped off at the side cafeteria door or at the back of the building near the playground.	Children who are picked up daily will be dismissed through the cafeteria.  Students who are dismissed before 2:45 will require a parent to sign their child <u>at the office</u> . Identification must be shown at the time of dismissal. No dismissals will take place through the office between 2:45 and 3:10.
Trahan	Parents are to drop off their child along the drop off circle in front of the cafeteria starting at 8:25am. Students should not be dropped off until a staff member is present at the front of the school. Drop off is from 8:25am-8:40am. Any student not present prior to 8:45am will be marked tardy.	Children who are picked up daily will be dismissed through the cafeteria. Parents must enter the school through the cafeteria door once the door is opened at 3:10pm. Parents must park in the parking lot adjacent to the main entrance of the school. There is NO parking along the circle in front of the cafeteria. Identification must be shown at the time of dismissal - no exceptions. Any dismissal prior to 2:45pm must take place through the main office. No dismissals will take place through the main office between 2:45pm and 3:10pm.

## HEALTH AND SAFETY

### ACCIDENT / ILLNESS

In life threatening emergencies or potentially disabling conditions as specified in EMS policy, every effort will be made to notify a parent personally by either an administrator or by the school nurse. Emergency treatment and transport will not be delayed and not be dependent on notification of parent.

For non-life threatening emergencies and illnesses that may or may not require further medical consultation, school personnel will rely on the information contained on the Accident/Illness Form on file in the school. The contact may be either a telephone call, message, or in writing with a first aid slip. Minor first aid and symptoms of illness that are resolved in school will not require a first aid slip. Parents will be notified for any fever over 100 degrees F. and the child will be dismissed. Parental contact for temperature under 100 degrees F is not medically indicated per standard medical practice.

All dismissals from school due to illness must be consistent with school department policy.

**ACCIDENT/ILLNESS Forms:** Each year parents/guardians shall supply information indicating where the student is to be taken in case of an emergency; the name, address, and phone number of a neighbor to be contacted in case the parent/guardian is not available; and any allergies or diseases the student might have.

Please correct and return as soon as possible. Any recent health problem that is not reflected in your child's health record should be brought to the school nurse's attention immediately. The importance of correct forms cannot be overemphasized. Please update the school with any changes during the school year.

### ALLERGY /Food Allergy

A food allergy is an abnormal reaction to a particular food. Symptoms of a food-allergic reaction can range from mild and bothersome to severe and life threatening. While any food potentially can cause a food allergy, the few foods that are responsible for more food-allergic reactions in children include eggs, cow milk, peanuts, soy, wheat, fish and tree nuts.

If your child has a particular allergy please contact our nurse as soon as possible so that we may properly handle your particular situation. Applicable staff members will be notified of those students who have allergies and the nature of the allergy. Specific information will be posted in the nurse's office and cafeteria kitchen. All staff will receive Epi-Pen training at the beginning of each school year, and as necessary.

Due to the increased number of students with allergies present in our schools, the following guidelines will be implemented in all K-4 Elementary Schools:

1. There will be no trading or sharing of food by any student or staff member.
2. Parents will be notified if there is a student with a particular food allergy in their child's classroom. Parents and students are strongly advised against bringing known allergens or by-products into the classroom due to the life threatening nature of such allergies.
3. Classroom teachers will advise parents of any school activity that requires the use of food in advance of the project or activity.

4. Each student is allowed to consume a personal food item for any celebrations, birthdays, etc. provided from home at the discretion of the teacher. No outside food may be shared by students in a classroom.
5. Food consumption on the school bus is prohibited except for any medical documented needs.
6. The sale of food items outside of the Tewksbury Public Schools Food Service Department during the school day is prohibited.

Other allergies may include insect bites and plant contact. The above policy will also be in effect for those students.

### **BUS EMERGENCY EVACUATION DRILLS**

In addition to bus riding safety information that is shared, at least twice each school year, students who ride buses shall participate in bus emergency evacuation drills.

### **COMMUNICABLE DISEASES**

Any illness your child might have that could be transmitted to another student should be considered communicable. When in doubt, call your doctor. The child should remain at home until after 24 hours on antibiotics or the condition is cleared up. These conditions might be demonstrated by a fever, rash, skin infection, head lice, irritated or reddened eyes, pinworms, etc. If a child has been found to have head lice, he/she must be checked by the nurse before re-admittance to school. Please accompany your child to school that morning in case she/he needs to go home again. Please report any case of chickenpox to the school nurse as this can be a serious problem for certain students with preexisting health problems. Contact the school nurse if you have any questions regarding the necessity for a doctor's note upon returning to school after an illness, or if you have any questions regarding school policy and child's health.

#### **When to keep your child home**

Fever over 100°F. Students may return to school when fever free for 24 hours without the use of fever reducing medications such as Tylenol or ibuprofen

An unexplained vomiting episode, or 3 or more loose, watery stools or loss of control of stools. May return after 24 hours after last episode, and has returned to normal diet.

Conjunctivitis: Any drainage from the eye can signal infection. Please have it checked and provide written clearance from a health care provider. Keep the student home until 24 hours after the first dose of medication.

Antibiotics: these are prescribed for infections. Please avoid spreading infection by keeping the student home until 24 hours after the first dose of medication.

Please call your school nurse if your child requires medication, or has any change in their medical condition. If you are not sure, check with your nurse.

### **FIRE DRILLS - see also school safety drills, p8**

Fire Drills and other emergency evacuation drills are conducted at various times throughout the school year.



## HEALTH NOTES

A registered nurse is generally in attendance during the school day. The nurse attends to ill or injured students during school hours, and notifies parents when necessary. Please inform the nurse of any communicable diseases or health problems. The school department recommends that children do not come to school if they are ill. It is always advisable to keep a child at home if he/she has a sore throat, bad cold, rash or temperature. No student will be excused from Physical Education class or recess unless a directive is received from the student's physician that the child should not participate in that particular activity. No student will be allowed to participate in Physical Education class after being excused until a physician's note states it is appropriate.

**Illness, Injuries and Surgeries:** Please call the school when your child is absent. In the event of a physician documented contagious illness, it is important for the school nurse to know. This is for the protection of your child as well as the other students and staff that may be susceptible to infection. A Doctor's note is required when the student returns to school when there are any restrictions in activity, including the nature of the restriction and the time/ length of the restriction especially in cases of hospitalization and surgery. Students should have documentation from a MD before returning to school, with splints, braces crutches, slings, and stitches etc.

## MEDICINES

Requests made by parents/guardians for administration of medication shall be reviewed and approved by the principal, designee, or school nurse and administered in accordance with MA Department of Public Health regulations. Any medication (including aspirin, Tylenol, cough syrup, cough drops etc.) will be maintained in a secure area in the nurse's office.

Consistent with Massachusetts General law (105 CMR 210.000) the Tewksbury Public Schools district requires that the following forms be on file in your child's health record before we can begin to administer or allow self-administration of medication in school **(This includes both prescription and nonprescription medications):**

Parents should make every effort to give prescription and nonprescription medication at home. If this is not possible, the school nurse will administer the medication in accordance with the following policy:

- A written directive from physician including diagnosis, medication, dosage and time required. A pharmacy labeled container may be used as the written doctor's order. If student must keep the medication on his/her person, this must be authorized in writing by the physician (e.g. inhalers). Written doctor's consent is necessary for ALL over-the-counter drugs as well.
- A signed consent form/note from the parent or guardian to issue the medication
- A signed medication order. The written medication order form should be completed and signed by your child's physician. Medication orders are valid for one school year only. All changes in the medication dosage must be in writing from the physician.
- A signed medication plan by the school nurse and parent. Consent forms are available from the school nurse.

Self-administration is allowed in only certain circumstances and only with physician orders, parent permission and consultation and approval from the school nurse. No child is allowed to self-administer medication without approval, consultation and knowledge from the school nurse.

Medications must be delivered to the school in a pharmacy or manufacturer's labeled container by the parent or a responsible adult. Please ask your pharmacy to provide you with separate bottles for both home and school. No more than a thirty-day supply of medicine should be delivered to the school.

Medication will not be administered unless this process is complete. If you have any questions or concerns, please call your child's school.

The nurse must screen any child who returns to school after being treated for head lice.

## **PHYSICALS**

In compliance with Massachusetts State Law, the Tewksbury Public School System requires a complete physical examination with appropriate immunizations upon entering kindergarten, fourth grade, seventh grade and tenth grade. Physical exam reports should be given to the nurse.

## **SAFE HOME**

It's not too early to set up a "safe home" for your child. In rare occasions, school may be dismissed early (inclement weather, etc.) Your child should be instructed as to where to go and what to do if he/she arrives home to a locked or empty house.

## **SCHOOL SAFETY DRILLS**

Regularly throughout the school year, students and staff participate in a variety of school safety drills including, but not limited to, lockdowns, lockouts, evacuation due to fire, other evacuations, A.L.I.C.E. school intruder. To learn ALICE protocol, classroom teachers share the trade book, "I'm Not Scared, I'm Prepared," along with practicing appropriate safety maneuvers.

**SCREENINGS:** State law mandates the following screenings:

- Height, weight and BMI measurements in grades 1, 4, 7 and 10. This information will be mailed home individually to the parents/guardians.
- Vision screening is conducted during the year in grades 1-5, 7 and 9. Parents/guardians will be informed if the child requires follow up. These are screenings are not to be used as diagnostic studies. Hearing screening is conducted during the year in grades K-3, 5, 7 and 9. Parents/guardians will be informed if the child requires follow up. These are screenings are not to be used as diagnostic studies.
- Postural Screening is conducted on all students in grades 5 - 9. This is mandated by the state of Massachusetts. You will be notified prior to the screening and if your child requires follow up.
- **A Parent /guardian may refuse any screening for their child in writing to the school nurse.**

## **STUDENT SERVICES**

The Tewksbury Public Schools provide a variety of supplementary services for students. These services include:

- Title 1
- English as a Second Language
- MTSS (Massachusetts Tiered System of Support) support services

- Screening of 3 and 4 year old children
- Kindergarten screening
- Home tutorial services
- Special Education

## **504 POLICY**

The Tewksbury Public School District provides Equal Education Opportunity without regard to race, creed, color, national origin, sex, marital status, disability, or sexual orientation.

The School District complies with all applicable State and Federal Laws, including but not limited to, Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Massachusetts General Laws, c.151C and c.71B.

The School District has a duly appointed individual responsible for the overall monitoring, auditing and ensuring compliance with this policy as it pertains to students attending the Tewksbury Public Schools. For compliance issues, parents should contact:

Brenda Theriault-Regan, is 978-640-7800 extension 201, Assistant Superintendent and Section 504 Coordinator, Tewksbury Public Schools, 139 Pleasant Street, Tewksbury, Massachusetts, 01876. Individuals who believe they have been discriminated against in any of the District's educational activities can file a written grievance with the Assistant Superintendent of Schools.

## **SPECIAL EDUCATION**

The Massachusetts special education law, popularly known as Chapter 766 aligns with the Federal Education law, known as IDEA (Individuals with Disabilities Education Act). Both the state and federal laws require that every child between the ages of 3 and 22 be provided with a free and appropriate public education in the least restrictive environment. Tewksbury Public Schools has established a decentralized special education process. Special Education decision-making is conducted by the In-School Evaluation Team at the school. Parents are an integral part of each special education team. If a child is found to have special education needs in one or more areas, PL 94-142 requires School Systems to develop a special education program for that child which, to the maximum extent possible, allows the child to be educated with children who are not in need of special education. Questions about special education services and/or the TEAM process should be directed to the principal or Rick Pelletier, the Director of Student Services, at 978-640-7800.

## **TITLE I PROGRAMS AND SERVICES**

Title I services are available to Title I eligible students in Kindergarten through grade 4. This federally funded program provides supplemental services to Title I eligible students in three specifically identified Title I school sites. School site identification is based on Title I federal guidelines. Student eligibility is determined by student need based on standardized test results and on supplemental teacher referral information.

Current staffing in the district includes a Lead Teacher and two other Title I teachers. One Title I teacher may be currently working at the school. Each elementary school is staffed with a DESE certified Reading Specialist, who plans and oversees the collection of reading data and the organization of support services for students. Title I eligible students participate in inclusive in-class, tutorial pullout, and/or consultation

based instructional programs in Reading and the Language Arts. These Title I instructional services supplement the Regular Education program and are coordinated with the Regular Education curriculum.

### **TUTORIAL SERVICES (relative to medical and related absences)**

Upon notification by a physician that a student is unable to attend school for 14 school days or more, home/hospital tutoring may be provided by the school system. Home or hospital tutoring services is generally provided for four hours per week in either the home or hospital setting. A form must be completed by a physician in this instance.

## **GENERAL INFORMATION/POLICIES AND PROCEDURES**

### **ACADEMIC RECORD INFORMATION**

A parent/guardian of a student has the right to inspect academic, scholastic, or any other records concerning such student that are kept or are required to be kept, regardless of the age of such student.

A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release and allows eligible students and parents a reasonable amount of time after such notice to request that this information not be released without the prior consent of the eligible student or parent.

If students move to another attendance area within the school system or seek to enroll in a school outside of the system, students' records will be sent to the new school upon official request from that school.

### **ACCEPTABLE USE POLICY - TECHNOLOGY AND MEDIA RELEASE**

Pictures and videos are often taken to commemorate school events, usually by school staff, but occasionally by area print and broadcast media. These photographs occasionally may be uploaded and shared via the Tewksbury Public Schools website, school Facebook or Twitter pages. Parents/Guardians are asked to indicate publishing preferences in the appropriate section of the Handbook Signature Page. The following paragraphs share TPS acceptable use of technology.

Parent/Guardian Acceptable Use Signature Parent collaboration and consent working together is a crucial focus of Tewksbury Public Schools. Through our technology integration, we want to work with parents so they understand the different initiatives that are taking place at school, whether they are using technology or not. We encourage you to have your children guide you through their work so you will see their work as it develops. As parents, students and teachers working together, we become a strong learning community, therefore, creating more opportunities for our students to become successful.

Technology is provided for educational purposes in keeping with the academic goals of Tewksbury Public Schools, and that student use for any other purpose is inappropriate. It is impossible for the school to restrict access to all controversial materials, and the school cannot be responsible for materials acquired on the school network. Children's computer activities at home should be supervised as they can affect the academic environment at school. Parents are asked to support their student in adhering to this Acceptable

Use Procedure. Breaches of this agreement may result in consequences that could include suspension of computer privileges and/or disciplinary action.

The school network and email accounts are owned by Tewksbury Public Schools and that Tewksbury Public Schools has the right to access any of the information used through the mediums provided through the school at any time.

Parents are asked to give permission for their child to use technology resources in Tewksbury Public Schools. Parent/Guardian Student Images for Educational Purposes Tewksbury Public Schools attempts to provide students with the best educational practices and resources. Tewksbury schools will also attempt to recognize student achievement and success by publishing student names and/or pictures in the newspaper, school based web pages or blogs, school newsletters, and video/cable access television. Photographs and video recordings may also be taken during school activities for use on Tewksbury Public Schools web pages, blogs, newsletters, yearbooks, and newspaper articles. Tewksbury Public Schools owns the photographs and video recordings and all rights to them.

### **ADDRESS CHANGE and EMERGENCY CONTACT INFORMATION**

In the interest of students, it is critical that the school be able to contact parents at any time the child is at school. Therefore, it is essential that the school have on file a current address as well as home and business telephone numbers. Emergency contacts with telephone numbers are needed in case a parent cannot be reached. If parents move or change jobs, they should contact the school immediately to update this important information.

### **ALCOHOL AND OTHER DRUG POLICY**

The use of and or possession of drugs, alcohol or tobacco on premises under the control of the Tewksbury School District is strictly prohibited.

A student will be suspended from school and may be subject to further discipline if found to be in possession of alcohol or other drugs (or under the influence of, or distributing) while on school premises, on school buses, or at school sponsored events such as after school activities and athletic games. The school will report violators to the police.

### **ARRIVALS**

School-specific arrival information is found in the table on page 5. Students in all schools arriving after 8:45 am are considered tardy. They must be escorted by a parent or guardian and signed in at the main office. At that time, they will be issued a tardy pass to present to the classroom teacher upon entrance. In order to ensure student safety and smoother traffic patterns please adhere to the school-specific directions found in the table above. If you drop off your child, please do not block the driveway and **wait** for buses in front of you to leave before exiting.

### **ATTENDANCE and ABSENCES (*Absenteeism and the Massachusetts General Laws*)**

The parents or guardians of each pupil shall, annually, at the commencement of each school year, be sent a notice instructing them to call a designated telephone number at a designated time to inform the school of the absence of a pupil and the reason therefore. Said notice shall also require such parent or guardian to furnish the school with a home, work or other emergency telephone number where they can be contacted during the school day. If a pupil is absent and the school has not been notified by the designated time, the

school shall call the telephone number or numbers furnished to inquire about said absence.  
(Massachusetts General Law Title XII, Chapter 76, Section 1A)

### **Classification of Absences in the Tewksbury Public Schools K-8**

#### **Excused Absences**

***Exempt Absence:*** When a student is absent for a court appearance (court documentation required), religious observance or funeral (parent/guardian call required), or documented medical reasons (notes and/or receipts required), then the student's absence is classified as excused or "exempt". An exempt absence does **not** count toward the total number of accumulated absences.  
(Aspen Code: E – with Reason from drop down menu)

#### **Unexcused Absences**

***Absent Confirmed:*** For an absence to be confirmed, a parent/guardian must call the child's school on the morning of the absence or the student must present a note from a parent/guardian upon his or her return to school. It is considered an unexcused absence unless it satisfies one of the reasons listed above. An "absent confirmed" still counts toward the total number of accumulated unexcused absences. (Aspen Code: AC)

***Absent (Truant):*** When a student is absent from school and no phone call or note has been received from a parent/guardian verifying the absence, the student's absence is classified as unexcused or truant. This type of absence or truancy also counts toward the total number of accumulated unexcused absences. (Aspen Code: A)

#### **Attendance Protocol in the Tewksbury Public Schools:**

1. Following the fifth (5th) unexcused absence, a letter will be sent home to parents or guardians notifying them of their child's attendance and a copy of the letter will be placed in the student's file.
2. Following unexcused absences of seven (7) full days or fourteen (14) half-days within any period of six (6) months, a supervisor of attendance may choose to file a "failure to send" complaint in the juvenile court. (Massachusetts General Law Title XII, Chapter 76, Section 2)
3. Following the twelfth (12th) unexcused absence, a second letter will be sent home to the parents/guardians notifying them of their child's attendance and a copy will be placed in the student's file. Parents/guardians may be asked to meet with school administration and/or guidance department at this time.
4. Between twelve to fifteen (12-15) absences the Attendance Officer may make phone contact or visit the home of the parent/guardians.
5. Following the eighth (8th) unexcused absence in one quarter, the Principal or designee may choose to file a Child Requiring Assistance (CRA) in the juvenile court to support the student in attending school. (Massachusetts General Law Title XVII, Chapter 119, Section 39 E&G)

## **BREAKFAST**

Breakfast (cereal, milk, yogurt, fruit) will be available at 8:25 in the cafeteria at the Dewing, Heath Brook, and North Street Schools. Breakfast is served in the classroom each morning at 8:45am at the Trahan School. The cost is \$1.50 or \$.30 for those students who pay reduced fees.

## **CELL PHONES/ELECTRONIC DEVICES**

Cell phones may be brought to school, but can be a distraction and negatively affect the educational process. Cell phones should be turned off and put away between the hours of 8:25 a.m. and 3:10 p.m., unless it is being used under the direction of the classroom teacher. Also, unless under the direction of the classroom teacher, the camera component of the cell phone may not be used at school. The school is not responsible for lost, stolen or broken cell phones at school or on the bus.

Tewksbury elementary schools have adequate technology for all students' educational programs. Parents are encouraged to have students keep family-owned devices, especially iPads and other types of tablets, at home. To help parents with this if children bring them to school, schools may hold device in office and call parent to retrieve them at their convenience.

## **CHAIN OF COMMUNICATION**

Communication between home and school is imperative to the educational process. When concerns arise about your child regarding issues such as grading, discipline, homework, etc. please contact the staff member most closely involved in the matter. Parents and staff members should discuss concerns and work together towards a resolution. To view the Tewksbury Public Schools Chain of Communication, please visit [www.tewksbury.k12.ma.us](http://www.tewksbury.k12.ma.us) or [click here](#).

## **CHEATING/ PLAGIARISM**

If a student cheats on a test or assignment the student's teacher will inform his/her parents or guardian of the incident. The student shall receive a grade of "zero" which cannot be made up. If the student is subsequently caught cheating again, the student's teacher will inform the school administration for the taking of further disciplinary action which may include, but not be limited to, suspension.

## **CLOSING OF 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.

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

## **COMPUTER USE - See also ACCEPTABLE USE POLICY - TECHNOLOGY**

Students are expected to read and sign the Tewksbury Public Schools Guidelines for Student Internet Use. This is the Acceptable Use Policy (AUP) for the utilization of the Internet in the school. Students will be

prohibited from use of the Internet at the school if students and parents/guardians do not sign the AUP form, located as part of the general signature page at the end of this handbook. Students are expected to be responsible in the use of the Internet at all times and to honor other student's work saved on the school server.

### **CORI REQUEST and FINGERPRINT REQUIREMENTS**

All employees of the School Department, Bus Drivers and substitute Teachers are required to undergo a "CORI Check." This is a record check for access to any convictions or pending criminal case data. Any parent who wishes to volunteer or chaperone a field trip, dance, party, etc. must undergo a CORI check as well. Please obtain a form from our office or your child's teacher. Persons who do not have a CORI Request form on file in our office will be unable to volunteer or chaperone. Additional background screening processes may also be required for the aforementioned individuals.

In September 2013, Governor Patrick signed into law Chapter 77 of the Acts of 2013, "An Act Relative to Background Checks." This new law expands the Criminal Offender Record Information (CORI) checks currently used in our schools. Specifically, it requires a fingerprint-based state and national criminal record check for all school employees. The State Applicant Fingerprint Identification System (SAFIS) MorphoTrust USA IndentoGo TM has been created for this purpose. For more information, please see the TPS website: <http://www.tewksbury.k12.ma.us/districtinfo.cfm?subpage=1207580>

### **CUSTODY/GUARDIANSHIP**

If a student resides with any person other than a natural parent, a certified copy of the court documents that establish legal guardianship will be required at the time of enrollment.

If custody of a minor child changes after enrollment, documents should be provided to the school as soon as possible after the change. Students cannot be withdrawn without this information.

The school system will give to non-custodial parents, upon request, all information required under the Family Educational Rights and Privacy Act unless there is a valid court order directing the school system not to divulge such information. If such an order exists, a certified copy must be delivered to the principal's office.

Court orders that specifically authorize or direct the release of custody will be followed. The school system will not interject itself in a custody or visitation dispute between two parents. It is the responsibility of the parent to provide the school with current court documents.

### **DAMAGED / LOST BOOKS**

Students will be responsible for the cost of replacing lost or damaged books and/or school materials.

### **DISMISSALS**

Regular dismissal time is 3:10 pm. There are times when a student may have to be dismissed early. In order to dismiss early, the student must bring a note from home stating the requested dismissal time and the authorized adult who will meet and sign out the child. The authorized adult must bring proper identification, which will be checked upon sign out. **Children cannot be picked up without proper sign-out.**



Children who are picked up daily will be dismissed through the school's designated area (see [page ??](#)), provided a Dismissal Notification has been turned into the office. Parents go through the sign-out procedure in the designated area. Children who are picked up occasionally must have a note approved the day of the dismissal.

## **DRESS CODE**

Student appearance should not be distracting to the learning environment. Students should dress in neat, clean and safe clothes. Shirts or other articles of clothing that make reference to violence, alcohol, drugs or sex should not be worn to school. The wearing of hats, sandals/flip-flops, bandanas, and bare midriff outfits is also prohibited. Coats or jackets should not be worn in classrooms. Backpacks must be stored in the student's locker or cubby.

## **DRUGS**

The School Building Principal has authority to discipline a student from school (or the school district) if a student is found to have any of the following in his/her possession while he/she is on school property, on a school vehicle or at a school event such as an athletic game:

1. a dangerous weapon (such as a gun or knife); or
2. illegal drugs (such as marijuana, cocaine, and heroin).

## **ENTRANCE/REGISTRATIONS**

In order to be eligible for kindergarten a child must be five years of age as of August 31st of the coming school year. A birth certificate or proof of age must be submitted at the time of registration. Proof of residency is also required. This proof may be a utility bill. A driver's license is not acceptable proof. The requirements for the first grade are the same except that child must be six years of age as of August 31st of the coming school year. No child will be admitted to school without a certificate of immunization. It is strongly recommended that parents/guardians bring records indicating the dates of immunizations at the time of registration. All immunizations are required and must be completed by the first day of school.

## **EXTRA HELP**

A student may seek extra help from his/her teachers when the student finds his/her assignments difficult or when the student has been absent from school. Teachers will schedule before or after school extra help sessions and will notify students of these times. Transportation to before or after school extra help is the responsibility of the parent/guardian.

## **FIELD TRIPS**

A permission slip by the parent/guardian is required for each student participating on a field trip. During the trip the student will stay with his/her teacher or chaperone. Participation on a field trip is at the discretion of the school administration. A student may be excluded from a field trip if his/her behavior has been consistently inappropriate. Any parent volunteer accompanying a field trip must complete a CORI request form.

## **FINGERPRINTING - See CORI REQUEST and FINGERPRINT REQUIREMENTS**

## **FUNDRAISERS**

The School Building Principal must approve any fundraising activity.

Children are not to engage in door-to-door solicitations for any school fund raising activities. All Parent Advisory Councils (PACs) include this message in all fund raising literature. The children's safety is the foremost concern.

## **FURTHER POLICIES**

The Elementary School Handbooks may be amended by any policy or procedure subsequently enacted by the Tewksbury School Committee.

## **HOMEWORK**

Nightly homework is assigned on a regular basis at school. Occasionally teachers may also assign projects that are to be completed over multiple days - even a week or more. The primary objectives of homework assignments are as following:

- To help students develop independent work-study habits, including the organization of longer term projects.
- To reinforce learning that has taken place in school.
- To increase potential for communication between home and school.
- To provide increased opportunities for enrichment activities
- To correlate school learning and outside interests.

To develop within each student the responsibility for completing and returning homework assignments. While faculty will be encouraged not to assign homework over weekends, classroom teachers decide the amount and type of nightly homework that is appropriate to help their students develop mastery over content. It is the responsibility of the student to make-up all work missed due to his/her absence within a reasonable amount of time as discussed with the classroom teacher.

## **LOST AND FOUND**

When a student finds something that isn't his/hers, bring it to the office. A student may look through "found" items in the main office area to find something that was lost and turned in.

## **NON-DISCRIMINATION NOTICE**

All publications for students, parents and employees, including written materials and other media used to publicize the school, specifically affirm that the school does not discriminate on the basis of race, color, sex, religion, national origin, sexual orientation or disability. Students with differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation (lesbian, gay, bisexual, transgender, queer), mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics, will be provided support and anti-bullying skills, knowledge and strategies needed to prevent or respond to bullying or harassment of the student with differentiating characteristic(s) and the peer group. Individuals who believe they have been discriminated against in any of the District's educational activities can file a written grievance with Assistant Superintendent, Brenda Theriault-Regan, 139 Pleasant St. Tewksbury, MA 01876. 978-640-7800

## **OPEN HOUSES**

There are three evenings for parents to formally come to the school to discuss curriculum and their child's progress. The first Open House in September allows the administration and staff to explain the upcoming year. Curriculum for that particular grade level will be explained in the child's classroom. The second

and third evenings are Conference Nights where parents are encouraged to set up appointments with their child's teacher to discuss student progress and any other concerns. In addition to regularly scheduled conferences, parents are encouraged to make an appointment to talk with teachers if students are finding it difficult to meet their responsibilities or have problems that they feel should be discussed.

### **PARTIES AND BIRTHDAYS**

Because of the prevalence of food allergies, there may be no food brought into classrooms to share other than that provided by the school department food services. After checking with a student's teacher, parents may wish to have their child bring in small tokens, such as stickers, erasers or pencils to share with classmates, though nothing is expected. All children should bring in their own food item(s)-not to be shared.

### **PETS**

No pets of any kind are allowed at school without permission from the school. Teachers may give special permission for pets to be brought to school as part of a special display or activity if approved by the principal. Under no circumstance is a potentially dangerous pet to be brought to school. Pets or animals are not allowed on the school bus.

### **PLACEMENTS**

The principal in consultation with the staff makes classroom assignments. Parents are welcome to provide information in writing regarding their child that they feel would be helpful in making an appropriate student placement for the following school year i.e. learning styles or unusual personal circumstances. Requests for specific teachers will not be accepted. Letters should be received in school by May 1<sup>st</sup> and will not be honored past that date.

### **PLEDGE OF ALLEGIANCE**

Students will be given the opportunity to recite the Pledge of Allegiance each school day. If a child wishes not to participate in reciting the Pledge they should tell a teacher about this or have their parents send a note to the teacher. If students do not wish to participate, they may either stand or remain seated.

### **SAFETY**

As per the requirements of 40 CFR 763 section 84(f) of the AHERA regulation, asbestos inspections and management plans are available for review at the office of the building principal during normal working hours.

### **SAFETY DRILLS - see school safety drills, p 8**

### **SEARCH AND SEIZURE**

School officials' balance a student's legitimate right to privacy against the need to provide a safe environment in which others can learn. In this regard, school officials can search lockers, desks, and other school areas without a warrant as long as there is a reasonable suspicion that the search is necessary to find contraband or to preserve public safety. If contraband is found, it will be confiscated and turned over to the Police Department. The school will also notify the offending student's parents or guardian and begin the procedure that may lead to the student's suspension from school.

## **STATE AND FEDERAL LAWS**

All students are expected to abide by all State and Federal Laws, and any violation of these laws will be cause for disciplinary action, including police involvement.

The Tewksbury Public School District provides Equal Opportunity without regard to race, creed, color, national origin, sex, marital status, disability or sexual orientation.

The School District complies with all applicable State and Federal Laws, including but not limited to: Title VI, Title VII, Title IX, the American Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Massachusetts General Laws, c.151C and c.71B and c.76.

The School District has a duly appointed individual responsible for the overall monitoring, auditing, and ensuring compliance. For any compliance issues please contact:

Brenda Theriault-Regan Assistant Superintendent of the Tewksbury Public Schools.

Address: 139 Pleasant Street Tewksbury, MA 01876 978-640-7800

## **STUDENT PICTURES**

Many times photographers or television crews or others may take still pictures or video of our students here at school during the course of the day. Our school is technology rich and has many activities ongoing so this can be a common occurrence. Due to the ever-increasing use of technology, student pictures and work may be posted on the Tewksbury Public Schools Website. (Please note: Last names are prohibited on the Internet.) If you would prefer **NOT** to have your child's picture published, simply put your request in writing when submitting the signature page for this document.

## **STUDENT RECORDS**

In accordance with state and federal regulations, the school has established policies and procedures to ensure the confidentiality of student records. Any parent with questions concerning student record information maintained for his or her child should contact the principal.

## **TOYS/CARDS/ETC.**

Toys, cards and other entertainment type items can be a distraction and negatively affect the educational process. These items may not be brought to school except with the expressed permission of the teacher.

## **TRUANCY**

A student is "truant" when he/she is absent without the permission of his/her parents or guardian, such as when a student:

- Leaves school without being signed out by the Nurse's Office or by the Main Office staff;
- Is absent from school without prior permission from his/her parents or guardian;
- Does not report to class (skip class);
- Obtains a pass to go somewhere in the building and does not report there;
- Becomes ill and goes home or stays in the restroom without permission;
- Reports to school but does not attend classes.

A student must make up all work missed during an unexcused absence. The student's parents or guardian must accompany the student to a conference before he/she can be readmitted to the school. Disciplinary action may include, but not be limited to, an afternoon session, suspension, expulsion or legal action.

## **FAMILY TRIPS**

The Tewksbury Public School policy expects that a student will be excused from school for vacation purposes only during scheduled school district vacation periods. Elementary learning is foundational...families are encouraged to have their child(ren) in school every day it is in session.

## **VALUABLES**

Students should not bring large amounts of money or expensive items to school. If necessary, money may be placed in a sealed, labeled envelope and stored in the safe in the main office. Other items may be temporarily stored in the main office. **DO NOT LEAVE MONEY, WATCHES, RINGS, PURSES OR OTHER THINGS OF VALUE IN A LOCKER OR CLASSROOM.**

## **VEHICLES RUNNING ON SCHOOL PROPERTY**

The Tewksbury School Committee is committed to provide a safe learning environment. The committee is cognizant of the fact that vehicles left idling and unattended on school property can pose a threat to the safety of the school community.

Therefore, the School Committee adopts this policy (approved May 2009) in accordance with the provisions of Massachusetts General Law Chapter 90, Section 12. The School Administration will inform the motorist of the first infraction and will be obligated to report the license number to the Tewksbury Police Department for subsequent infractions.

## **VISITORS AND VOLUNTEERS**

Visitors are welcome to our school. To minimize interruption, to assure safety for our students, and preserve the educational environment of all students, ALL parents/guardians and visitors must stop at the main office to sign in, pick up a visitor's badge and receive permission to proceed to classrooms or other parts of the school building or property. Parents may not visit the classroom without a scheduled appointment. The teacher and/or Room Mother(s) will handle all parties. Students may bring in food for parties or parents may drop it off at the office in compliance with the food allergy policy.

Families and community members can be active participants in the educational process, not only by supporting our schools financially, but also by volunteering their time at the school. Please remember that a CORI check must be completed for all volunteers. All volunteers are to enter through the main entrance and sign in at the office. Please always wear a visitor's badge in the building.

## **WEAPONS**

Any student who is found on school premises or at school-sponsored or school-related event, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal. Toys such as cap pistols, water guns, and rubber knives are prohibited. Toy guns of any kind are not permitted. They will be confiscated and discipline imposed.

## **WITHDRAWAL FROM SCHOOL**

When a student is withdrawn from school during the school year, a parent must complete withdrawal procedures through the school office. At the time of withdrawal, students must return all textbooks,

library books, and other school-owned items. Those items not returned must be paid for in accordance with school system rules.

## **ACADEMIC AND BEHAVIORAL EXPECTATIONS**

### **Code of Student Conduct**

This Code of Conduct is intended to inform students and parents as to the expectations of the staff and administration of the school to ensure that each student receives the benefit of an educational experience that fosters skill and knowledge development, social and emotional growth and self-worth. In return, each student is expected to function as a responsible individual who cooperates with and respects the rights of others. At a minimum, each student is expected to come to school on time and on a regular basis, and to behave in a way that allows students to enjoy all of the educational programs that our school may provide.

The information contained in this Code of Conduct is also intended to make each student and parent aware of what is to be expected when student disciplinary problems arise. Please become familiar with this CODE.

Each student is responsible for the following:

- **Doing Quality Work**: Do your best each day to complete assigned lessons including homework and assignments missed because of absence;
- **Knowing School Rules**: Learn our school's Code of Conduct and respect the adults who have a duty to enforce it;
- **Regular Attendance**: Arrive on time; remain on school grounds the whole school day; don't leave without permission; bring a note from your parents or guardian explaining any absence to the satisfaction of your Homeroom Teacher;
- **Respect for Others**: Treat others, as you would like them to treat you, and show the same respect for the property of others as well;
- **High Personal Standards**: Dress appropriately; meet standards of health and cleanliness; be honest, courteous and moral; only use acceptable language; refrain from actions that seem insubordinate or unruly.

## **BEHAVIORS/CONDUCT**

### **BULLYING - "We don't do that here!"**

Bullying behavior is not tolerated in the Tewksbury Public Schools as defined by Massachusetts General Law (M.G.L. c. 71).

Key Definitions:

**Bullying** is defined as:

The repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the educational process or the orderly operation of a school.

**Cyberbullying** is defined as:

Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyberbullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyberbullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be assessed by more than one persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Bullying in the school building, on school grounds, on the bus or school sanctioned transportation, or at school-sponsored functions will not be tolerated and will be grounds for the disciplinary action up to and including suspension and expulsion.

## **BUS CONDUCT**

School bus drivers are instructed to ensure that all school bus passengers:

- Remain seated and do not change seats while the bus is in motion;
- Don't throw anything out of the bus or inside the bus;
- Don't put arms, head or hands outside the window;
- Don't make excessive noise or distract driver;
- Don't transport animals or large packages;
- Hold books and other property on his/her lap;
- Don't eat or drink on the bus;
- Don't use any tobacco products on bus;
- Obey all directions of driver quickly and courteously;
- Open emergency exits only when instructed by driver;
- Keep step wells and aisles free of musical instruments;
- Pay for any damage that is caused to the bus;
- The use of electronic and digital devices must conform to Tewksbury Public School policies.

Whenever an infraction of one or more of the above occurs, the student will be suspended at the discretion of the school administration for two (2) or three (3) consecutive days for three (3) minor offenses or three (3) consecutive days for one (1) major offense. The determination of the administration as to the type of offense shall be final.

Examples of major offenses include:

- a. lighting matches/smoking/tobacco use;
- b. throwing objects in or out of bus;
- c. hanging out windows;
- d. using obscene language;
- e. having or using drugs or alcohol;
- f. tampering with bus equipment;
- g. destroying property, i.e. tearing seats, breaking windows, etc.
- h. aggressive acts towards others
- i. possession of an object which may be perceived as a weapon

Please note that video cameras have been installed on all school buses.

The student's parents or guardian will be notified before a student is suspended. Every reasonable effort will be made to notify the student's parents or guardian on the day the offense occurs.

Whenever continued major violations occur, the student may, at the discretion of the school administration, forfeit his/her bus privilege for an indefinite period.

*NOTE: When a student's bus privileges are suspended, the student's parents or guardian are responsible for transporting the student to and from school.*

### **CAFETERIA CONDUCT**

To encourage good nutrition, a well-balanced lunch is offered at a reasonable price each school day. All school rules apply. To make it a pleasant setting for all our students to enjoy lunch we ask:

- Eat with appropriate table manners
- Remain at table until given permission to leave
- Leave the table and table area clean (no litter left behind)
- Keep food in the cafeteria
- Speak in a quiet tone of voice.
- Walk at all times

### **HARASSMENT, CIVIL RIGHTS AND RESPECT**

"Harassment" is conduct that is personally offensive, degrading or threatening to others. It is strictly prohibited at the school. The school's policy against harassment refers to but is not limited to insulting or harmful comments or actions based on a person's race, gender, sexual orientation, national origin, physical characteristics or disability. Examples of harassment include, but are not limited to name calling, put downs, threats, sexually suggestive remarks, unsolicited physical contact, unwelcome and insulting comments and gestures, and the display or circulation of written materials or pictures that are degrading to any individual, or any race, color, sex, gender identity, religion, national origin, sexual orientation or disability. All members of the school community are expected to adhere to this policy and are strongly encouraged not to tolerate, even by silence, any violation of it by others. Consequences for violating this policy can include mandatory counseling, exclusion from school social events, and suspension from



school ranging from one to ten days with notification to the police. Repeated or extreme forms of harassment may result in further disciplinary action.

**HARASSMENT: SEXUAL**

All students should show respect toward each other in the school setting. Bothering another person with unwanted verbal or physical advances of a sexual nature is unacceptable. Displays of affection are also not considered appropriate in the school setting or at school events. These behaviors may lead to disciplinary action. For compliance issues, parents should contact:

Brenda Theriault-Regan, Assistant Superintendent of Schools - Tewksbury Public Schools 139 Pleasant Street - Tewksbury, MA 01876 978-640-7800	
Terry Gerrish, Dewing Principal 1469 Andover St. Tewksbury, MA 01876 978-640-7858	Angela Kimble, North Street Principal 133 North Street. Tewksbury, MA 01876 978-640-7875
Felicia Wettstone, Heath Brook Principal 165 Shawsheen St. Tewksbury, MA 01876 978-640-7865	Matthew Castonguay, Trahan Principal 12 Salem Rd. Tewksbury, MA 01876 978-640-7870

**PLAYGROUND REGULATIONS**

Outdoor recess rules:

- Play in designated areas only
- Use playground equipment properly and safely
- Keep hands, feet and objects to yourself
- Use proper language
- Report hurtful actions to an adult immediately!

Indoor recess rules:

- Children may participate in various games and activities appropriate for indoor play.
- Balls and playground type equipment are not allowed.

**STUDENT BEHAVIOR**

Students are responsible for exercising good behavior to ensure the safety and well-being of themselves and others. When misbehavior has occurred, teachers and administrators will work toward the improvement of the student’s behavior. Student behavior will be dealt with in an appropriate and progressive manner. In the school setting this would include, but not be limited to:

- Being spoken to by a staff member,
- Losing recess,
- A telephone call being made by the staff member to parents,
- Being spoken to by the principal,
- A telephone call being made by the principal to parents,
- Receiving a letter from the principal regarding behavior,
- Parental meeting with the principal to discuss the behavior,
- Suspension from school.

In case of suspension from school, due process will be afforded to all students in accordance with the Tewksbury School District's policies pertaining to the conduct of students, as promulgated and amended from time to time.

Specific attention is directed to student behavior on a school bus. The consequences would include, but not limited to:

- A designated seating assignment,
- Parents being called to meeting to discuss the behavior
- Suspension from riding the school bus as circumstances and conditions may warrant.

## **DISCIPLINARY ACTIONS**

### **CONSEQUENCES- DETENTION**

Students may be detained after school with a teacher or administrator for the following infractions:

1. Verbal or physical harassment
2. Failure or refusal to follow a direct order (insubordination)
3. Inappropriate response or reaction (insolence)
4. Use of profanity or inappropriate language
5. Leaving school or a class without permission
6. Behavior that endangers the health, safety or learning of others
7. Bringing items to school which are prohibited unless specifically authorized by the administration.

Repeated offenses for any of the above infractions will be referred to the School Building Principal who may, acting at his/her discretion, take such additional disciplinary action for such offenses, as he/she may deem appropriate under the circumstances.

### **CONSEQUENCES- SUSPENSION**

Please refer to 603 CMR 53.00

In some cases, the conduct of a student may necessitate his/her suspension from continued participation in the activities of the school for a period up to 3 school days. Generally, a student may be suspended from school for doing the following:

1. Verbal or physical harassment
2. Failure or refusal to follow a direct order (insubordination)
3. Inappropriate response or reaction (insolence)
4. Use of profanity or inappropriate language
5. Truancy from school; cutting a class or are late to class or school
6. Leaving school or a class without permission
7. Behavior that endangers the health, safety or learning of others
8. Failure to report when a teacher requires a student to stay after school
9. Bringing items to school which are prohibited.
10. Use of alcohol or other controlled substances
11. Willful violation of any local, state or federal law
12. Smoking in school, on school property or on a school bus
13. Vandalizing school property

School authorities determine the length of a student's suspension. In certain cases a student may be offered an opportunity to perform community service in lieu of a school suspension. The student's parents or guardian will be notified in writing of the actions taken. Further, before a student may be readmitted to school following a period of suspension, the student and the student's parents or guardian must first meet with a representative of the school administration before the student will be readmitted.

When a student is suspended he/she may not come onto any property under the control of the Tewksbury School District or attend any school functions or school-sponsored activities within the District.

The student is responsible for making up all work that the student's teachers may assign while the student is suspended from school. If a student does not complete the assigned work and return it to the assigning teacher, the student will lose credit for it.

**Suspension Policy** - This policy is pursuant to MGL Chapter 71; Section 37H3/4. <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter71/Section37H3~4>

Any student who is suspended from school for more than 10 days has the right to appeal to the Superintendent. The appeal must be submitted in writing to the Superintendent within five (5) calendar days of the effective date of the long term suspension.

### **CONSEQUENCES - DUE PROCESS**

By law, the Tewksbury Public Schools must give the student and his/her parents or guardian a fair hearing before the student is separated from the school for misconduct. School administration usually conducts this hearing and may share with parents:

1. Written notice of the charge of misconduct;
2. Access to information school is using when determining whether or not consequences are appropriate.
3. A reasonably prompt, written hearing decision.

### **LEGISLATION RELATED TO SCHOOL SAFETY**

Safety is the prime issue of concern. All students should be aware of the following rules pertaining to school conduct - **MGL Chapter 71; Section 37H**

- (a) Any student who is found on school premises or at school-sponsored events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife; or a controlled substance as defined in Chapter Ninety-four C, including but not limited to marijuana, cocaine, and heroin, may be subject to expulsion from school or school district by the principal.
- (b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff or student on the premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- (c) Any student who is charged with a violation of either (a) or (b) above shall be notified in writing of an opportunity for a hearing; providing, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After the

hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to violate either paragraph (a) or (b).

- (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right of counsel at the hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of the section.
- (e) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said the student a written statement of reasons for said expulsion.

The use of tobacco products, alcohol, or illegal drugs within the school buildings, the school facilities/grounds, or school bus is strictly prohibited by any individual.

**MGL Chapter 71; Section 37H1/2**

- Upon the issuance of a criminal complaint charging a student with a felony, or upon the issuance of a felony delinquency complaint against a student, a principal may suspend such student for a period of time determined to be appropriate by said principal if said principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for suspension prior to the suspension taking effect. The student shall also receive written notification of the right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five (5) calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel. The superintendent shall have the right to overturn or alter the decision of the principal, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

Upon a student's being convicted of a felony or upon adjudication or admission in court of guilt with respect to such felony or felony delinquency, the principal may expel said student if such principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. (Due process procedures including notification, request for appeal and appeal hearing mirror those procedures outlined in the first paragraph above).

Upon expulsion of such student, no school or school district shall be required to provide educational

services to such student.

THIS PAGE IS ALSO AVAILABLE THROUGH COMMUNITY  
PASS  
Tewksbury Elementary Schools

September 2017

Dear Parents/Guardians:

The Tewksbury Elementary School Handbook and Parent Information Guide is posted on the school district website. We are also providing you with this paper copy for your family to review at home. Please read, review appropriate information with your child(ren), sign and date the bottom of this page and return it to your child(ren)'s teacher(s) by September 15, 2017  
Thank you for your cooperation.

1. I have received, reviewed and understand the information in this handbook.
2. I have read and understand the district's technology acceptable use policy.
3. I give the following permissions for photographs and videos of my child(ren) to be shared, pursuant to the terms outlined in the district's technology acceptable use policy
  - a. TPS and School web page                     yes                     no
  - b. School Facebook & Twitter                     yes                     no
  - c. Local cable and area  
    print media                     yes                     no

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent(s) /Guardian(s) Signature

\_\_\_\_\_  
Child's Teacher

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

***Please sign and return this page to your child's teacher by  
Friday, September 15, 2017***