

TEWKSBURY SCHOOL COMMITTEE AGENDA



TEWKSBURY PUBLIC SCHOOLS
CHRISTOPHER J. MALONE SUPERINTENDENT
OF SCHOOLS

Meeting Date: Wednesday, April 5, 2017
Meeting Type/Time: Executive Session #12 (6:30PM)
Meeting Type/Time: Organizational Meeting #15 (7:00PM)
Meeting Type/Time: Regular Meeting #16 (7:15PM)
Meeting Location: Tewksbury Memorial High School Library, 320 Pleasant Street

A. CALL TO ORDER (6:30PM)

B. EXECUTIVE SESSION - Non-Public Session

Move to convene an Executive Session to continue discussion relative to strategy with respect to contract bargaining or litigation. The School Committee will reconvene in Open Session following the Executive Session.

C. ADJOURN

ORGANIZATIONAL MEETING #15

A. ANNOUNCEMENT

The April 5, 2017 School Committee meeting will be televised and recorded. Under the Open Meeting Law, the public is permitted to make an audio or video recording of an open session at a public meeting. At this time I would ask if anyone is recording tonight's meeting to please identify himself/herself.

B. CALL TO ORDER by SUPERINTENDENT (7:00PM)

C. PLEDGE OF ALLEGIANCE

D. PRIMARY ELECTION OF OFFICERS

- a. Chairperson
- b. Vice-Chairperson
- c. Clerk

E. ADJOURN

REGULAR MEETING #16

A. CALL TO ORDER (7:15PM)

B. RECOGNITION

1. John W. Wynn Middle School Recognitions
2017 Scholastic Art & Writing Competition Gold and Silver Key Award Winners
Nicole Jo
Adrianna Niles
Lindsay Appleby - Art Teacher
National Geographic Bee School Champion
Nabil Barkallah
Tewksbury Representative for Project 351
Hailey Poirier

C. STUDENT REPRESENTATIVE REPORT

Kelsey Dunn, Student Council Representative to the School Committee

D. PRESENTATIONS

1. **Technology Update** - Keith Young, IT Services
2. **2017-2018 Student Handbook:**
 - a. John F. Ryan Elementary School
 - b. John W. Wynn Middle School

- E. CITIZEN'S FORUM** *(Citizens are asked to limit comments related to items on the agenda to five (5) minutes or ten (10) if spokesperson is representing a group concern.)*
- F. APPROVAL OF MINUTES**
1. March 22, 2017 Regular Meeting Minutes (File)
- G. SUBMISSION AND PAYMENT OF BILL**
1. Payroll Period Ending, 2017 (\$1,244,761.33) (File)
- H. SUPERINTENDENT & STAFF REPORT**
- I. CONSENT AGENDA** *(itemized on page 3)*
- J. COMMITTEE REPORTS**
Elementary School Building Committee
Tewksbury Education Foundation
Wellness Advisory Committee
- K. POLICY CHANGES, PROPOSALS, and ADOPTION**
None
- L. OLD BUSINESS**
1. Next-Generation MCAS Update (File)
2. Review and Approval of FY18 Budget (File)
3. The New Tewksbury Elementary School Update (File)
4. Chain of Communication (File)
- M. NEW BUSINESS**
1. Wynn Middle School Student Council Third Annual Canobie Lake Park Trip (File)
1. School Choice: Vote Not to Participate (File)
2. Last Day of School: 2016-2017 School Year Calendar (File)
3. Contract Agreement Between the Tewksbury Public Schools and Judi McInnes, Principal of John Ryan Elementary School (File)
4. Contract Agreement Between the Tewksbury Public Schools and Kristen Vogel, Principal of Tewksbury Memorial High School (File)
5. Contract Agreement Between the Tewksbury Public Schools and John Weir, Principal of John Wynn Middle School (File)
6. Contract Agreement Between the Tewksbury Public Schools and Sheri Matthews, Business Manager (File)
7. School Committee Sub-Committee Updates
8. Powers & Sullivan: FY 2016 End-Of-Year Audit Report (File)
- N. SCHOOL COMMITTEE MATTERS OF INTEREST**
- O. FUTURE SCHOOL COMMITTEE & FUTURE SUB-COMMITTEE MEETING DATES**
April 26, 2017 Regular Meeting; May 1, 2017 Annual Town Mtg; May 3, 2017 Special Town Mtg; May 10, 2017 Regular Meeting;
June 14, 2017 Regular Meeting
- P. FUTURE AGENDA ITEMS**
- Q. ADJOURNMENT**

TEWKSBURY SCHOOL COMMITTEE CONSENT AGENDA

Superintendent of Schools
Christopher J. Malone
cmalone@tewbury.k12.ma.us

TEWKSBURY SCHOOL COMMITTEE
Kristen M. Pollmeno, Chairperson, kpollmeno@tewbury.k12.ma.us
Dennis G. Francis, Vice-Chairman, dfrancis@tewbury.k12.ma.us
Arthy S. Bennett, Clerk, abennett@tewbury.k12.ma.us
James A. Cutellis, Member, jcutellis@tewbury.k12.ma.us • Keith M. Sullivan, Member, ksullivan@tewbury.k12.ma.us

I. **CONSENT AGENDA**

1. **Correspondence**

- a. STEM Pipeline Fund - Commonwealth of Massachusetts (File)
- b. MSBA My Ideal School Contest (File)
- c. National Science Bowl - TMHS Competition (File)

2. **Enrollment Update**

None

3. **Monthly Expenditure Report**

None

4. **Personnel Items**

New Hires: Gary Blonigen (\$35,720 prorated), Lead Building Custodian, Tewksbury Memorial High School, effective March 27, 2017

Appendix B: None

Transfer: None

Retirements/Resignations/Terminations: Elaine Walsh, School Nurse, Heath Brook School, effective June 30, 2019; Jessica Boland, Grade 6 Moderate Special Needs Teacher, John Ryan Elementary School, effective June 30, 2017; Susan Moorer, Grade 3 Teacher, Louise Davy Trahan School, effective March 27, 2017; Kathrynne Jennings, Physics Teacher, Tewksbury Memorial High School, effective June 30, 2017

5. **Acceptance of Donation/Gift:** None

6. **Fundraiser/Raffle:** TMHS Class of 2019, Panera Dine-out fundraising event, May 15, 2017 (File)

Executive Session

<p>TEWKSBURY PUBLIC SCHOOLS</p> <p>JOHN E. O'CONNOR, ED.D. SUPERINTENDENT OF SCHOOLS</p>	<p>TEWKSBURY SCHOOL COMMITTEE AGENDA</p> <p>Meeting Type/Time: Executive Session #12 – Non-Public Session at 6:30 p.m.</p> <p>Meeting Date: Wednesday, April 5, 2017</p> <p>Meeting Location: Tewksbury Memorial High School, Guidance Conference Room 320 Pleasant Street, Tewksbury, MA 01876</p>
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A. CALL TO ORDER

B. EXECUTIVE SESSION

1. To continue discussion relative to strategy with respect to contract bargaining or litigation. The School Committee will reconvene in Open Session.

C. ADJOURNMENT

Organizational Meeting

Recognition and/or Presentations

Tewksbury School Committee – April 5, 2017

RECOGNITIONS

John W. Wynn Middle School

2017 Scholastic Art & Writing Competition Gold and Silver Key Award Winners

Nicole Jo
Adrianna Niles

Wynn Middle School Art Teacher – Lindsay Appleby

National Geographic Bee School Champion
Nabil Barkallah

Tewksbury Representative for Project 351
Hailey Poirier

PRESENTATIONS

- 1. Technology Update – Keith Young, IT Services**
- 2. 2017-2018 Student Handbooks:**
 - a. John F. Ryan Elementary School Student Handbook
 - b. John W. Wynn Middle School Student Handbook

Updates and Edits for 2017-2018 Ryan School Student Handbook

Please refer to the page numbers at the bottom of each page of edited handbook to locate changes. After significant revisions of our handbook last year, we only had minor changes to make this time.

Guide to Edits:

- All dates were updated to reflect the 2017-2018 school year.
- All Table of contents section was updated to reflect new pages.
- Page 1 – Wording was changed so that parents will only check off that they don't want their student's picture to be included in publications.
- Page 7 – Additional language was added to the "Student Code of Conduct" addressing that violations of this code could impact participation in school events.

John F. Ryan Elementary School

Tewksbury, Massachusetts

Student/Parent and Guardian Handbook Sign-Off

September ~~2016~~ 2017

Dear Parent/Guardians,

Your student has been issued a copy of the ~~2016-2017~~ 2017-2018 John F. Ryan Elementary Student Handbook in this student agenda. Please read and review this portion of the agenda carefully with your child.

In order to confirm that both students and parents/guardians have read the handbook, **please sign this page, tear it out of the agenda, and return it to the homeroom teacher by Thursday, September 1, 2016. Tuesday, September 5, 2017.**

The staff and I thank you in advance for your cooperation in this important matter.

Sincerely,

Judi McInnes

Judi McInnes, Principal

☐

By checking this box, **I don't allow for my student's picture/image to be included in school-based and community-based publications.**

I have received and reviewed the ~~2016-2017~~ 2017-2018 Ryan School Handbook.

X

Parent/Guardian Signature

X

Student Signature

Tewksbury Public Schools

Tewksbury, MA

JOHN F. RYAN SCHOOL

STUDENT HANDBOOK

~~2016-2017~~ 2017-2018



Use email to inform us of your student's absence and include your student's name

ryanattendance@tewksbury.k12.ma.us or call (978) 640-7880

Judi McInnes~ Principal

jmcinnes@tewksbury.k12.ma.us

William Hart

whart@tewksbury.k12.ma.us

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JOHN F. RYAN ELEMENTARY SCHOOL

INTRODUCTION

Mission Statement

The mission of the John F. Ryan School is to utilize the resources provided by the district to maximize the educational benefits for all students. Our purpose is to promote an active learning atmosphere that encourages student participation, school/parent/community partnerships, and team building. This collaboration inspires students to become successful lifelong learners who possess higher order thinking skills.

John F. Ryan Elementary School Motto

Work hard. Be kind. Anything is “paws”-ible.

Woof!

This student handbook contains information, rules, regulations, policies and laws relevant to the life of a student at the John F. Ryan Elementary School. Students and their parents/guardians are responsible for reading and understanding this handbook in order to maintain a healthy and productive learning environment.

As an upper elementary school of grades 5 and 6, we recognize the unique needs of students in these grades and strive to build strong academic teams, a wide range of extracurricular activities, and a place where cooperation and acceptance are the norm. The expectations contained within this handbook are designed to support our students as they grow and learn academically, socially and emotionally.

We are excited for our students and families to enjoy in all that our school has to offer.

Welcome to our school!

The Administration and Staff of the John F. Ryan Elementary School

DOCUMENT TRANSLATION

If you need this handbook and code of conduct translated into your native language, please contact your building principal. Si usted necesita este manual y código de la conducta traducidos a su lengua, por favor entre en contacto

con el director del edificio. Se voce necessitar estes manuel e codigo de conduta traduzidos em sua lingua native, contate por favor o principal do edificio.

ACADEMIC INFORMATION

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.

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 and parents/guardians of these times. Transportation to before or after school extra help is the responsibility of the parent/guardian.

HOMEWORK

Homework is assigned on a regular basis at the school. The primary objectives of homework assignments are as follows:

- To help students develop independent work/study habits.
- 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.

HOMEWORK ASSIGNMENT and REQUESTS

Homework guidelines are as follows: Grades 5 & 6~ 45 minutes to 75 minutes a day

It is the responsibility of the student to make-up all work missed due to his/her absence.

Requests for missed work and/or homework due to absence can be made on the second continuous day of the documented absence. Please contact the school office by telephone regarding the missed work at the start of the school day to allow time for your request. Concerns or questions regarding homework should be directed to your child's teacher. (Please note: many of your student's curriculum workbooks and textbooks are available online for home use.)

HONOR ROLL

The John F. Ryan School is pleased to acknowledge two levels of achievement earned by students.

- The first area of recognition is comprised of students who have attained all A's and 4's and 3's in all subject areas. Those meeting this requirement have earned *High Academic Honors*.
- The second area of recognition is comprised of students who have attained all A's, B's, and 4's and 3's in all subject areas. Those meeting this requirement have earned *Academic Honors*.

PROGRESS REPORTS & REPORT CARDS

Parents/guardians will receive an academic progress report at the mid-point of each marking term and a report card at the end of each term. Progress reports provide parents/guardians with an up-to-date report on academic achievement, effort, and behavior. These reports will be posted on the student portal of Aspen, our student data base.

If you need any assistance accessing your student's account on Aspen, please call the school secretary during school hours (8:00-3:00 Monday-Friday) at (978) 640-7880.

Report cards are issued at the end of each quarter. The marks are as follows:

A= 93 to 100	B= 83 to 86	C+= 77 to 79	D= 65 to 69
A-= 90 to 92	B+= 87 to 89	C= 73 to 76	E= 64 and below (Failure)
	B-= 80 to 82	C-= 70 to 72	

CODE OF STUDENT CONDUCT BEHAVIORAL EXPECTATIONS

The Ryan School Code of Conduct exists to ensure that the Tewksbury Public Schools' mission statement is met in a safe environment in which the students and staff feel secure and protected. The purpose of the code is to foster an atmosphere of dignity and respect in order to help students grow into self-disciplined, responsible, and accountable individuals. The Ryan School community hopes to achieve this through clearly defined standards and consequences that are applied with fairness and consistency.

The information contained in this Code of Conduct is also intended to make each student and parent aware of what is to be expected should student disciplinary problems arise **during school hours or at school events**. Please become familiar with this code **as participation in school events may also be impacted by a violation of this Code of Conduct**.

Any discipline actions taken by the administration and/or staff are confidential and will not be shared with anyone other than the student's parents/guardians and/or their designee.

STUDENT CONDUCT

Students are expected to behave in ways that facilitate intellectual, emotional, social and physical well-being. This includes being in class on time, having all required materials, and completing all work on time and at the required standards. Any behavior that jeopardizes the safety or self-esteem of others or interferes with the teaching/learning process will not be tolerated.

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;
- **Having Regular Attendance:** Arrive on time; remain on school grounds the whole school day; do not leave without permission; bring a note from your parents or guardian explaining any absence;
- **Respecting Others:** Treat others as you would like them to treat you and show the same respect for the property of others as well;
- **Respecting Self:** Dress appropriately; meet the standards of health and cleanliness; be honest, courteous and moral; only use acceptable language; refrain from actions that seem insubordinate or unruly.

STUDENT BEHAVIOR

Students are responsible for exercising good behavior to ensure the safety and well-being of themselves and others. When misbehavior occurs, 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 can include, but is not be limited to:

- Being spoken to by a staff member or administrator
- Loss of privileges

- A telephone call being made by the staff member or administrator to parents/guardians
- Teacher detention
- Office detention
- Parental meeting with the principal to discuss the behavior
- In-School or Out-of-School suspension

BUS CONDUCT

Pupils who use school buses are subject to school rules while on the bus and at bus stops. Riding the school bus is a privilege which may be suspended whenever a student fails to follow bus rules. Severe or continuous misbehavior may result in permanent bus suspension. Students should be at their stop 5 minutes prior to scheduled pick-up. Buses leave school on or about 2:30pm. There are no late buses if a student stays for an activity, detention, or extra help. Students are not allowed to switch buses except for significant extenuating circumstances. In such cases, requests must be made in writing and permission must be granted from administration and transportation director.

RULES FOR BUS CONDUCT

- Obey all directions of the bus driver quickly and courteously
- Do not throw any objects in or out of the bus
- Do not open windows or doors without the driver's permission nor put arms, head or hands outside the window
- Do not do anything which will disturb or distract the driver
- No horseplay or rough-housing is forbidden
- Pay for any damage that the student has caused on the bus
- Do not open emergency exit doors unless instructed to do so by driver
- Keep stairwell and aisles free of musical instruments and other large objects
- Remain seated
- No eating and/or drinking
- No use of tobacco products
- No obscene or inappropriate language

EXAMPLES OF MAJOR BUS OFFENSES which may result in an immediate bus suspension include:

- | | |
|---|---|
| • Lighting matches/smoking/tobacco use | • Throwing objects in or out of bus |
| • Hanging out windows | • Threatening or resorting to violence |
| • Defacing school property/vandalism | • Bullying or harassment |
| • Swearing and/or inappropriate language | • Inappropriate use of electronic devices |
| • Setting off firecrackers or any incendiary devices | • Fighting |
| • Tampering with bus equipment | • Possessing or using drugs or alcohol |
| • Destroying property, i.e. tearing seats, breaking windows, etc. | • Using obscene language |

These procedures apply when a bus discipline problem occurs:

- The bus driver will provide the administration with a School Bus Incident Report. The administration will then issue a consequence to the student including, but not limited to: warning, written assignment, detention, temporary bus suspension, permanent bus suspension.
- Students will be suspended from the bus for three (3) consecutive days for 3 minor offenses or three (3) consecutive days for one major offense. The administration will rule as to the type of offense.
- Continuous misbehavior will result in additional consequences and may lead to permanent bus suspension.
- When a student is suspended from the bus, parent/guardians are responsible for transportation to and from school.

Security Video Cameras on School Buses

The Tewksbury School Committee has implemented a policy regarding Security Video Cameras on School Buses. Please refer to Tewksbury Public Schools Policy Manual, Section EEAEF/ECAF – Use of Video Cameras on School Buses.

DETENTIONS and SUSPENSIONS

School administrators are authorized to conduct investigations into school related disciplinary matters, including student interviews. After investigating the infraction, school administrators or designee will notify parents/guardians of the infraction, the results of the investigation, and any disciplinary action, if deemed necessary.

After school detention will be on the day of the infraction once parents/guardians have been notified. A student who is assigned an after school detention must bring his/her schoolbooks to the designated area. After school detentions are served on the day assigned by the teacher; however, after school detentions may be rescheduled after contacting the teacher or administrator prior to the 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. Truancy from school; cutting a class or 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. Tampering with fire alarms or other safety equipment
9. Lighting incendiary devices such as firecrackers
10. Failure to bring books or proper materials to class
11. Gum chewing
12. Bus infractions (see above)
13. Bullying
14. Cheating/Plagiarism
15. Bringing items to school, which are prohibited unless specifically authorized by the administration, such as iPods, cell phones, radios, cameras, electronic games, etc.

Repeated offenses for any of the above infractions will be referred to the School Building Principal who may, upon her discretion, take such additional disciplinary action for such offenses, as she deems appropriate under the circumstances. In some cases, the conduct of a student may necessitate his/her suspension from continued participation in the activities of the school. Generally, a student may be suspended from school for doing the following (including the offenses above or behavior deemed disruptive to the learning environment):

1. Bringing items to school which are prohibited including weapons
2. Use of alcohol, tobacco or other controlled substances
3. Willful violation of any local, state or federal law
4. Vandalizing school property

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 (further details below).

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. A referral to the Guidance Department may also be made. The student's parents/guardian will be notified orally or in writing of the basis for the discipline, the intended actions of the administration, and the right to have a hearing in the primary language of the home with an interpreter if needed. Further, before a student may be readmitted to school following a period of suspension, the

student and the student's parents/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.

Students will be provided with an opportunity to make up assignments, tests, papers, and other school work missed while serving the suspension. 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 may lose credit for it.

MGL Chapter 71; Section 37H3/4 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.

DISCIPLINE OF STUDENTS ON EDUCATIONAL PLANS

All students are expected to meet the requirements for behavior set forth in this handbook. Chapter 71B of the Massachusetts General Laws (also known as Chapter 766) requires that additional provisions be made for children with special needs. The following additional requirements apply with respect to discipline of students with special needs.

1. The Individual Educational Program (IEP) for a special needs student will indicate whether the student is expected to meet the regular discipline code or if the student's condition requires a modification. Any modification will be described in the student's IEP.
2. For special needs students who may be removed from their educational program for more than ten days, cumulatively, in a school year, a review of the relationship between the misconduct and the student's disability will be conducted.
3. If, after conducting such review, the student's special education Team determines that the behavior was a manifestation of the student's disability, the Team will discuss a modified program for the student. If the Team determines that the student's behavior was not a manifestation of his/her disability, the student may then be subject to the school's disciplinary code. In that event, an alternative setting for the student for the student to receive instruction will be determined.
4. A Functional Behavioral Assessment will also be conducted with respect to a special needs student whose behavior violates the school's disciplinary code.
5. If a student's conduct involves weapons or drugs, the team may place the student in an alternative educational setting.

When a student is on an educational plan he/she must abide by the Ryan Elementary School rules and regulations unless his/her plan states otherwise. Suspensions will be reported to the Administrator of Special Education. Plans will be reviewed by a special education team when a student has accumulated 10 days of suspension from classes in a school year.

BULLYING

Bullying behavior is not tolerated at the John F. Ryan Elementary School. The Tewksbury Public Schools policy prohibits bullying as defined by M.G.L., c.71, §370.

The Tewksbury Bully Prevention and Intervention Plan (BPIP) and all associated forms can be found at <http://www.tewksbury.k12.ma.us/districtinfo.cfm?subpage=597430>

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.

Cyber Bullying 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, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber bullying 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. Cyber bullying 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.

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, questioning), mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have 1 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.

Anyone wishing to report a suspected act of bullying may fill out a Bully Report Form available in the John F. Ryan Elementary School office or on the TPS website. In addition, a suspected act of bullying may be reported by phone, email or in person to any staff member. All reports will be fully investigated by the Ryan School staff.

CAFETERIA BEHAVIOR

In the cafeteria, all school rules apply. To make it a pleasant setting for all of our students to enjoy lunch, we ask students to:

- Select one seat for the entire lunch period
- Behave in an appropriate manner
- Clean their table and floor areas
- Not push or cut in the lunch line
- Ask permission to leave the table (use restroom sign-out book, get a utensil, etc.)
- Not make excessive noise
- Not throw objects or food
- Dispose of trash properly

CHEATING/PLAGIARISM

"Plagiarism is passing off a source of information, ideas or words as your own by omitting to acknowledge the source - an act of lying, cheating and stealing." (Harvey, Gordon, Writing with Sources: a guide for Harvard students, Hacket Publishing Company, Inc., Indianapolis, Cambridge, 1998). Cheating and plagiarism undermine the basic relationship of trust between a student and teacher. Cheating and plagiarism prevent the proper evaluation of a student's work and detract from the achievement of all students in the class. They are among the

most serious offenses a student can commit. Any cheating infractions including plagiarism may be brought to the attention of Administration.

If a student cheats on a test or assignment, the student's teacher will inform his/her parents/guardian of the incident. The student may 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 is not be limited to, suspension.

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 ethnic, religious or gender group. 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 a recommendation of expulsion from school.

For compliance issues in the area of harassment, parents should contact:

Brenda Theriault-Regan Assistant Superintendent of Schools Tewksbury Public Schools 139 Pleasant Street Tewksbury, MA 01876 Telephone 978-640-7800	Judi K. McInnes, Principal John F. Ryan Elementary School 135 Pleasant Street Tewksbury, MA 01876 Telephone 978-640-7880
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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 Telephone 978-640-7800	Judi K. McInnes, Principal John F. Ryan Elementary School 135 Pleasant Street Tewksbury, MA 01876 Telephone 978-640-7880
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PLAYGROUND REGULATIONS

Outdoor recess rules:

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

Indoor recess rules:

- Children must be seated in a chosen area engaged in a quiet activity
- Permission must be received before leaving one's seat
- Playground-type equipment is not allowed.

HEALTH AND SAFETY

ACCIDENT / ILLNESS

In life threatening emergencies or potentially disabling conditions, 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 temperature over 100° F. and the child will be dismissed. Parental contact for temperature under 100° F. is not medically indicated per standard medical practice.

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

PLEASE KEEP YOUR EMERGENCY CONTACT INFORMATION UP TO DATE AND NOTIFY THE RYAN SCHOOL OFFICE OF ANY CHANGES.

COMMUNICABLE DISEASES

To comply with Massachusetts General Laws, Chapter 71, Section 56, if a child is found to be suffering from disease, injury, or illness requiring treatment, the parent/guardian or emergency contact will be notified by the school nurse, principal or designee to request the dismissal of his/her student to seek proper care. 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 the student is readmitted to school. Please accompany your child to school that morning in case she/he needs to go home again. Please report any case of chicken pox 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.

FIRE, EMERGENCIES AND SECURITY

Students should be aware that fire exit directions are posted in each classroom. Students should:

- Locate and consult these directions when entering each classroom or school area
- Follow those directions quickly and quietly when the alarm sounds
- Leave the school building immediately with teachers
- Follow the prescribed route and ask teachers if there are any questions concerning the fire exit directions
- Use alternate routes other than posted instructions in case the fire is blocking established routes, e.g. rear doors adjoining one class with another, outside exits, different staircases, etc.
- Listen to any additional instructions given on the public address system and follow these:
- Not enter the building until directed to do so by a teacher
- While outdoors, remain at least 50 feet from the school building with teachers
- Treat every fire alarm as a real alarm

NOTE: Pulling a false alarm is an unlawful act and will be treated as a police matter.

As an enhanced commitment to a safe and secure learning environment, a video security system is in operation at the Ryan School.

LOCKOUT

- Used as an indirect measured response often in response to a community event such as a robbery.

LOCKOUT is procedure to be used when dealing with a threat or potential threat to the school building or occupants from outside of the building.

The Administration or designee will initiate LOCKOUT over the intercom. Students will be instructed to go into their assigned room. All students will rejoin their class or activity.

LOCKDOWN

- **Direct, Immediate Response**

LOCKDOWN is a procedure to be employed when dealing with a threat or potential threat to the school building or occupants from within the building.

The Administration or designee will initiate LOCKDOWN over the school intercom. Students will be instructed to go to the nearest room and evacuate the hallways.

Students and staff will utilize this approach as part of the A.L.I.C.E response (see below).

A.L.I.C.E. PROTOCOL

Students and staff are trained in the A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate) protocol and are able to choose from the above response options in determining the most effective way of ensuring their physical safety when faced with an imminent threat. Further information on this safety protocol may be found on the TPS website: <http://www.tewksbury.k12.ma.us>

FOOD ALLERGY / ALLERGY

If your child has a particular allergy (food or other), please contact our nurse and principal as soon as possible so that we may properly handle your particular situation. Please provide medical documentation from your health care provider to the school nurse. Provide the school with a signed Medication Order Form from the physician, signed parent permission for medication administration, and a signed medication plan. With permission, the following procedure will be followed:

- Staff members will be notified of those students who have allergies and the nature of the allergy.
- Information will be posted in the nurse's office and cafeteria.
- All staff will receive Epi-Pen training.
- Remind children of the no sharing / no trading food program.
 - *I understand and have explained to my son/daughter that because of the chance of fellow students having food allergies and negative reactions to the same, no food is to be exchanged with, given to, or accepted from another student or any person on the bus or at school.*

To view the complete Food Allergy Procedure, please visit our website: <http://www.tewksbury.k12.ma.us/>

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 student 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 participation is appropriate.

MEDICINES

Requests made by parents/guardians for administration of medication shall be reviewed and approved by the principal or designee 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 School district requires that the following forms be on file in your student's health record before we can begin to administer or allow self-administration of medication in school (**This includes both prescription and non-prescription medications**).

Parents should make every effort to give prescription and non-prescription 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 a physician including diagnosis, medication, dosage and time required. A pharmacy labeled container may be used as the written doctor's order. If a student must keep the medication on his/her person, this must be authorized in writing by the physician (e.g. inhalers).
- A 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 student 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 student's school.

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, and every three years thereafter. Physical exam reports should be given to the nurse.

STUDENT SERVICES

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

- Title I
- English as a Second Language
- 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, Assistant Superintendent and Section 504 Coordinator, Tewksbury Public Schools, 139 Pleasant Street, Tewksbury, Massachusetts, 01876 (tel. 978-640-7800). Individuals*

who believe they have been discriminated against in any of the District's educational activities can file a written grievance with Mrs. Regan.

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 student 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 student which, to the maximum extent possible, allows the student to be educated with students who are not in need of special education. Questions about special education services and/or the TEAM process should be directed to Judi McInnes the Principal 978-640-7880, Cheryl Porcaro, the Case Manager 978-640-7880, or Richard Pelletier, Director of Student Services 978-640-7818.

TUTORIAL SERVICES

Upon notification by a physician that a student is unable to attend school for 14 days or more and will be confined to home or hospital, home/hospital tutoring is provided by the school system for grades pre-school through grade 6. 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 and approval of the Principal and Special Education Director is required.

GENERAL INFORMATION

ADDRESS INFORMATION and RESIDENCY REQUIREMENTS

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, home and business telephone numbers, and an available email address (if applicable). Emergency contacts with telephone numbers are needed in case a parent cannot be reached. Parents are required to notify the school of any changes of their address or the address of the student within five business days of the change

All students in the Tewksbury Public School System are required to meet Massachusetts General Laws Chapter 76, Section 5 pertaining to residency. Should a question arise concerning any student's residency elsewhere while attending the TPS, the student's residency will be subject to further inquiry and/or investigation. The procedures for residency requirements and enforcement can be viewed on the Tewksbury Public School district's webpage link: <http://www.tewksbury.k12.ma.us/districtinfo.cfm?subpage=794335>

ATTENDANCE AND ABSENCES

Chapter 76, section 1, 1A & 2 of the Massachusetts General Laws states that all children between the ages of 6 and 16 must attend school. Parents and guardians, as well as students themselves, have the responsibility to ensure that attendance at school is regular and timely. Continuity of learning requires daily attendance at a full day of school as well as being prompt and punctual which prevents disruption of the classroom. The administration and staff of the John F. Ryan School believe that attendance by students at school is vitally important to a successful education.

It is most important that parents/guardians call the Ryan School and report your child's absence or email the school at ryanattendance@tewksbury.k12.ma.us and include the student name in the subject field of the email. You may call or email anytime the day prior or the morning of the absence (before 8:15 AM) utilizing our automated telephone system. Simply call 978-640-7880 and follow the prompts. Please spell your child's name and include the date of the absence. This is a safety issue.

Upon a student's return to school, the student must bring a note signed by his/her parent or guardian to his/her Homeroom Teacher stating the specific reason for the absence. If a signed note is not provided to the Homeroom

Teacher, the Homeroom Teacher will refer the student's name to the office for further action to verify the appropriateness of the student's absence.

Exempt Absence: When a student is absent for medical reasons (doctor's note required), court appearance (court documentation required), religious observance or funeral (parent/guardian call required), then that student's absence is classified as "exempt". An exempt absence does not count toward the total number of accumulated absences.

Excused Absence: For an absence to be classified as excused, 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. An excused absence still counts toward the total number of accumulated absences.

Unexcused Absence (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". An unexcused absence or truancy also counts toward the total number of accumulated absences.

Attendance Protocol:

1. Unexcused Absence (Truant):

a. 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 therefor. 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 1B)

b. Following the 5th unexcused absence, a letter will be generated from the Principal's office, or the Principal's designee, notifying the parent/guardian, in writing, of the student's absence, and requesting a meeting with the parent/guardian to discuss the student's attendance. The letter will direct the parent/guardian to contact the Principal's office, or the Principal's designee, within 5 school days to schedule a meeting. If the parent/guardian does not contact the Principal's office or the Principal's designee, within 5 school days, the Principal's office, or the Principal's designee will call the parent/guardian for purposes of scheduling a meeting. At the meeting, the Principal (Assistant Principal or other designee), the parent/guardian and the student must develop action steps to address the student's attendance. Other relevant school personnel and officials from public safety, health and human services, housing and nonprofit agencies, may offer input into the development of action steps. (Massachusetts General Law Title XII, Chapter 76, Section 1B)

2. Non-Exempt Absences:

- a. Following the seventh (7th) nonexempt absence, a letter will be sent home to parents/guardians notifying them of their child's attendance and a copy will be placed in the student's file. Following nonexempt 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)
- b. Following the twelfth (12th) nonexempt 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.
- c. Between twelve to fifteen (12-15) absences the Attendance Officer may make phone contact or visit parent/guardians.
- d. Following the eighth (8th) nonexempt 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)

DISMISSAL FROM SCHOOL

Whenever it is necessary for a student to be dismissed from school before the end of the school day for medical or family reasons, the student must bring a note stating the reason, the time, and identity of the individual who will

pick the student up at school (Photo ID will be required). Only in emergencies will a student be dismissed on the basis of a telephone call. All dismissal notes must be given to the student's Homeroom Teacher at the beginning of the school day.

TARDINESS

Each student is to be in his/her homeroom not later than 8:15 AM. A student is considered tardy if he/she arrives after opening exercises. If a student arrives to school after 8:15 A.M., he/she must be accompanied to the main office. The student must obtain an admission slip from the office before reporting to class. If a student is frequently tardy, the student may be assigned an after school session or, at the discretion of the school administration, the student may be restricted from taking part in school activities and/or privileges.

CHAIN OF COMMUNICATION: (Please see pages 22-24 of this Student Handbook.)

Communication between home and school is imperative to the educational process. When concerns arise about your student 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.

COMPUTER and INTERNET USE (Please also see page 18 regarding electronic devices.)

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. Students are expected to be responsible in the use of the Internet at all times.

For complete policy, visit our website: <http://www.tewksbury.k12.ma.us>

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.

DRESS CODE

Students should dress in neat, clean and safe clothes and should not wear disruptive or distracting attire. Shirts or other articles of clothing that make reference to violence, alcohol, drugs or sex should not be worn to school. Jackets, coats, hats and bandannas are not allowed to be worn in the school building. Students who violate the school dress code will be sent to the office and may be required to change the clothing or turn the t-shirt inside out or have a parent/guardian bring appropriate clothing. Shirts that expose the midriff, spaghetti straps, halter tops, see-through clothing, spandex shorts, and sunglasses (without a doctor's note) are not considered appropriate for the classroom. Shorts, skirts (or skorts), and dresses must reach the fingertips when arms are relaxed by the student's sides. Flip flops are not recommended for safety reasons and will not be allowed for participation in PE, which is required, and other physical activities. During inclement weather, appropriate attire will be required as we regularly go outdoors for some fresh air during the lunch period. Coats or jackets should not be worn in classrooms, and backpacks must be stored in the student's locker.

ELECTRONIC DEVICES

Radios, iPods, tablets, cell phones and other personal electronic devices are prohibited in the school without consent from the Principal or as designated in a student's IEP or 504 plan. Students found in possession of such items will have them confiscated and parents/guardians may pick them up at the main office that same day.

ENTRANCE/REGISTRATIONS *Please read full registration process and obtain forms at:*

<http://www.tewksbury.k12.ma.us/districtinfo.cfm?subpage=794335>

New students at the John F. Ryan Elementary School must appear with parent/guardian and bring the following at time of registration:

- proof that student lives in the school district (If a student is not living with parents, the school needs to know who the person is and what authority they have to be the guardian and have appropriate documentation)
- copy of academic transcript from last school
- transfer card from last school
- medical/immunization record
- most recent Educational Plan (if applicable)
- verification that student was not expelled from previous school; if student was expelled, it is possible that enrollment may not be permitted

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.

FUND RAISERS

The School Building Principal must approve any fund raising activity.

Students 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 safety of our students is the foremost concern.

LOCKERS AND VALUABLES

Students are assigned a locker to store books, other school materials, coats and jackets at the beginning of each year. The school owns the locker and gives the student the use of it. A student may go to his/her locker before and after school and at the beginning of his/her lunch period as well as other times designated by the teachers. Money and/or items of value should not be brought to school. The school is not responsible for lost or stolen money or valuables.

Students should not bring large amounts of money or expensive items to school. Other items may be temporarily stored in the main office. **DO NOT LEAVE MONEY, WATCHES, RINGS, PURSES OR OTHER THINGS OF VALUE IN AN OPEN LOCKER OR CLASSROOM.**

Because the school is not responsible for items removed from a locker without the student's permission or knowledge, the combination to a locker should be kept secret. All items stored in a student's locker must be related to an authorized school activity. School officials may, without telling the student, examine the content of a student's locker when there is reason to believe that prohibited items may be located therein.

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 cafeteria area to find something that was lost and turned in.

NONDISCRIMINATION

The Tewksbury Public Schools' policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation or disability. If you have a complaint or feel that you have been discriminated against in any of the District's educational activities because of

your race, color, sex, gender identity, religion, national origin, sexual orientation or disability, register your complaint with the Title IX compliance officer, Mrs. Brenda Theriault-Regan, 139 Pleasant St., Tewksbury, MA 01876 (tel. 978-640-7800). (File: AC, ACA, ACAB in School Committee Policy).

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 or, if appropriate, the parent/guardian. 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.

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.

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, 139 Pleasant Street, Tewksbury, MA 01876 Telephone 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. 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 do **NOT** give consent to have your student's picture published, **simply leave the check box empty on the Student/Parent and Guardian Handbook Sign-Off sheet at the front of this agenda.**

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. The practices observed concerning student records are described in the section: "Academic Record Information."

VISITORS AND VOLUNTEERS

Visitors are welcome to our school. To minimize interruption, to assure safety for our students, and to 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/guardians may not visit the classroom without a scheduled appointment.

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.

WALKERS/BIKE RIDERS

A student may walk or ride a bicycle to and from school provided a signed and dated permission note is received from the parent/guardian. Bicycles stored on school property are done so at the student's own risk and the school is not responsible for lost or stolen property. Bicycle riders are encouraged to wear helmets for safety.

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 will be paid for in accordance with school system rules.

FURTHER POLICIES

The John F. Ryan Elementary School Handbook may be amended by any policy or procedure subsequently enacted by the Tewksbury School Committee.

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, behavior, grades, schedule, etc.

- OR -

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

For Preschool:

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

STEP 2 – Head Teacher; if not resolved...

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

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

STEP 5 – 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 Advisory Council or 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 – School Advisory Council or 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 – School Advisory Council, School Psychologist or Guidance Counselor; if not resolved...

STEP 2 – Building Administrator; 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

For Grades PreK-8:

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

STEP 2 – Head Teacher; if not resolved...

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

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

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

STEP 6 – 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 – 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 – 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, Case Manager, Related Service Provider; if not resolved...

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

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

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

STEP 5 – 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 – Director of Transportation; if not resolved...

Special Education

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 – 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 – 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

For Grades 7-8:

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

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

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

STEP 4 – Building Administrator; if not resolved...

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

STEP 6 – 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 – Director of Transportation; 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 – Director of Transportation; if not resolved...

STEP 4 – Business Manager, if not resolved...
STEP 5 – Superintendent of Schools

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

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

Community Services

Before & After School/Vacation

Programs/Summer Extended Day

Programs/Adult Ed/ Enrichment/REC Activities

STEP 1 – Site Director; if not resolved...
STEP 2 – Community Educational 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 Educational Services Director; if not resolved...
STEP 3 – Assistant Superintendent; if not resolved...
STEP 4 – Superintendent of Schools

Online Payment System (MCC)

STEP 1 – Community Educational Services Director; if not resolved...
STEP 2 – Business Manager; if not resolved...
STEP 3 – Superintendent of Schools

District Positions and Names

Central Office

PHONE 978-640-7800

Superintendent of Schools – Christopher J. Malone **Extension 204**

Assistant Superintendent For Curriculum & Instruction – Brenda Therlault-Regan, C.A.G.S. **Extension 201**

Business Manager – Sheri L. Matthews **Extension 216**

Director of Student Services – Richard T. Pelletier **Extension 206**

Food Services:

Director of Food Services – DebraLee Mugford **Extension 212**

Extended Services

Director of Extended Day & Community Educational Services – John Lyons **Extension 219**

Human Resources

Human Resources Administrator – Michele Rivera **Extension 222**

Information Technology (IT) Services

Network Administrator – Keith Young **Extension 226**

Transportation

Finance & Operations Manager – Doreen Libby **Extension 220**

Principals/Building Administrators (Grades 9-12)

Tewksbury Memorial High School, Guidance Department & Athletic Department – Kristen Vogel, M.A.T., Principal 978-640-7825

Eileen Osborne, Ed.D., Assistant Principal - (Student Last Name A-K) 978-640-7825

Jason Stamp, M.S., Assistant Principal - (Student Last Name L-Z) 978-640-7825

Department Heads (TMHS):

Social Studies – Brian Aylward 978-640-7825

English – Lynne Hardacre 978-640-7825

Mathematics, Computer Programming, Business & Art – Shelli-An Ryan 978-640-7825

Science, Technology, Family & Consumer Science & Music – Susan Barnett 978-640-7825

Guidance – Karen Baker O'Brien 978-640-7838

Athletics

Athletic Director – Ronald Drouin 978-640-7834

Principals/Building Administrators (Grades PreK-8)

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

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

John F. Ryan Elementary School – Judi 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

Jan H. Fuller, Assistant Principal 978-640-7858

Louise Davy Trahan School – Matthew A. Castonguay, Principal 978-640-7870

North Street School – Angela D. Kimble, Principal 978-640-7875

Nurse Leader Elaine Walsh 978-640-7875

John W. Wynn
Middle School
Student Handbook
~~**2016-2017**~~
2017-2018

WYNN MIDDLE SCHOOL MISSION STATEMENT

To provide a safe place where every day we build mind, body, and character.

WYNN MIDDLE SCHOOL MOTTO

Do the right thing!

This student handbook contains information, rules, and regulations pertaining to the life of a student at the John W. Wynn Middle School. Students and parents are responsible for reading and understanding the rules and policies of the middle school.

The Wynn Middle School promotes a positive atmosphere of respect for self and others through its core values of accountability, dignity, fairness, honesty, and responsibility.

The "Middle School Concept" is heavily based on respect for one another and mutual teaming of our efforts. Communication between students, parents, and staff is open and continuous.

This booklet has been prepared in this spirit of cooperation and respect among all teachers, parents and, most importantly, members of the student body. The rules and regulations are prepared to serve as a guideline for students in their efforts to become exemplary school citizens.

Have a productive and enjoyable school year!

The Administration and Staff
of the John W. Wynn Middle School

DOCUMENT TRANSLATION

If you need this handbook and code of conduct translated into your native language, please contact your building principal. Si usted necesita este manual y código de la conducta traducidos a su lengua, por favor entre en contacto con el director del edificio. Se voce necessitar estes manuel e código de conduta traduzidos em sua língua native, contate por favor o principal do edificio.

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ACADEMICS

PROGRESS REPORTS:

Parents/guardians will be notified at mid-term to access the Aspen Portal for their student's mid-term grades. A separate notification will be sent to parents/guardians of students who are averaging a seventy percent or below in a course.

REPORT CARDS

Report cards are issued at the end of each quarter. The marks are as follows:

A+ = 97 to 100

A = 93 to 96

A- = 90 to 92

B+ = 87 to 89

B = 83 to 86

B- = 80 to 82

C+ = 77 to 79

C = 73 to 76

C- = 70 to 72

D+ = 67 to 69

D = 63 to 66

D- = 60 to 62

F = 59 and below

Students receive grades in Effort and Behavior on a scale of 1 to 4. A grade of 4 is the highest and 1 is the lowest.

LEVELS OF INSTRUCTION

Students are heterogeneously grouped with the exception of math.

In grade 8 there are 2 levels of instruction: Math 8 and Honors Math 8. Student placement is determined by the following criteria: common assessments, placement exam, and seventh grade class performance.

PROMOTION REQUIREMENTS

A *grade 7 student* who receives a failing grade (E) in two or more core courses (English, Mathematics, Science, Social Studies) will not be promoted to the next grade. That student may have the opportunity to attend summer school, and upon successful completion, may be promoted to the 8th grade. Alternatively, a student may be transferred to the 8th grade if an academic plan is developed by the guidance staff and teaching team and agreed to by student and parent/guardian. If a student does not meet the requirements for promotion for two years in succession, said student will be retained until he/she meets the requirements for each grade.

A *grade 8 student* who has not passed two or more major subjects for the year, will be **required** to attend summer school to remediate academic deficiencies before moving on to the ninth grade. If the student does not attend summer school, he/she will be retained in the eighth grade. *No grade 8 student, who has failed all four major subjects will be promoted to the 9th grade.*

EXTRA HELP

Students should seek extra help from a teacher if they are experiencing difficulty in the subject area or if they have been absent. Students should speak with the teacher and schedule an extra help session for before or after school according to the teacher's scheduled extra help time. Transportation is the responsibility of the parent/guardian.

A teacher may request a student to stay before or after school if it is apparent that the student is having difficulty with his/her work. This is not to be thought of as a punishment, but as a desire by the teacher to help the student make necessary progress.

HOMEWORK POLICY

Teachers assign homework on a regular basis and in all areas of the Curriculum. The objectives of homework are:

- To help students develop independent work study habits.
- To reinforce learning that has taken place in school.
- To increase potential for home/school communication.
- To increase opportunities for enrichment activities.
- To correlate school learning with outside interest.
- To develop within each student the responsibility for completing and returning homework assignments.

PRESIDENT'S AWARD FOR EDUCATIONAL ACHIEVEMENT--SILVER

To qualify, a student needs to show **Outstanding Commitment** by achieving all 3s and 4s in effort for the first, second and third terms of 8th grade AND by obtaining a minimum of a B- average in English, Math, Science, and Social Studies for the first, second and third marking periods of 8th grade.

STUDENT CONDUCT

Expectations for Students

Students are expected to behave in ways that facilitate their and others' intellectual, emotional, social and physical well-being. This includes being in class on time, having all required materials, and completing all work on time and at the required standards. Any behavior that jeopardizes the safety or self-esteem of others or interferes with the teaching/learning process will not be tolerated.

You are 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 them as you would like them to treat you, and show the same respect to their property;
- **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.

This Code of Conduct lets you know what the John W. Wynn Middle School expects of you and what it will do to ensure that you receive the education you are guaranteed by the Constitution of the Commonwealth of Massachusetts. As a Student, you must do your part to make the most of the opportunities you are given here to receive an education. At a minimum, you need to come to school on time and on a regular basis. You need to behave in a way that allows your fellow students to learn. Your success is up to you.

The Wynn Middle School Code of Conduct exists to ensure that the Tewksbury Public Schools' mission statement is met in a safe environment in which the students and staff feel secure and protected. The purpose of the code is to foster an atmosphere of dignity and respect in order to help students grow into self-disciplined, responsible, and accountable individuals. The Wynn Middle School community hopes to achieve this through clearly defined standards and consequences that are applied with fairness and consistency.

This Code of Conduct lets you and your parents/guardians know what to expect when disciplinary problems arise during the school day. If it is a minor problem, teachers may simply talk it out with you. If the problem is more significant or if you have repeated behavior issues, you might serve a teacher detention, an office ~~after-school~~ detention or be suspended from school. Please become familiar with this Code of Conduct.

Expectations for Students

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- ~~• **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 them as you would like them to treat you, and show the same respect to their property;~~
- ~~• **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.~~

Wynn Middle School Handbook
Updates and Edits for 2017-2018

Please refer to the page numbers at the bottom of each page of the edited handbook to locate changes. The "Index of Topics" will be inaccurate due to the inclusion of the edits and old language. This will be corrected when we remove the material intended for deletion. Blue font indicates new language or language inserted in a different area. The Wynn Middle School Council provided input to these changes.

We would like to only publish our handbook online this year. Students will continue to receive agendas, but we will save money by not printing handbooks for each agenda. We would print some copies for those who do not have internet access or by request.

Guide to Edits:

Page 3: "Expectations for Students" moved to a different spot as an introductory element

Pages 4-6: Offenses were organized in more straightforward manner.

Offenses were edited for parallel structure.

"Bullying" and "Harassment" offenses were condensed into the item "Violation of Bullying and Harassment Policy."

New lunch schedule requires attention to orderly passage (bottom of p. 6)

Page 7 (top): The lunch charging and balance paying procedure was added to reinforce the district policy.

Page 7 (bottom): The Dress Code was rewritten to address concerns brought to us by a student last year indicating that our language seemed to focus more heavily on female attire.

Page 12: "Reason to believe" was changed to "reasonable suspicion."

Page 13: Important aspects of locker expectations were emphasized in a bulleted list

- Possessing and/or using water pistols, yo-yos, toys, laser pointers, ~~items with inappropriate comments~~, and other items inappropriate for school use. **These items** will be confiscated and discarded unless a parent picks them up within the next 5 school days. It is the student's responsibility to inform the parent if he/she wishes to have the items returned.
- ~~Backpacks/book bags are not allowed to be carried from class to class; they must be placed in lockers and remain there throughout the school day. Teachers will schedule locker times that will allow students to access their belongings at various times throughout the day.~~
- ~~Inappropriate use of personal electronic devices (see p. 13 Appropriate Use of Personal Electronic Devices)~~

DETENTION

~~Team or teacher detentions generally occur on Tuesdays, Wednesdays, and Thursdays and normally last for 1 hour following the dismissal of students. Office detentions are issued by an administrator, are held on Tuesdays and Thursdays, and last until 3:00pm. Any student failing to report to an office detention will receive an additional office detention. Failure to report to both detentions may result in a suspension from school.~~

~~A student will be assigned a Friday Afternoon Detention when he/she has been tardy a total of six (6) times in a quarter. Additional Friday detentions will be assigned for every two (2) tardies after the 6. A student may be asked to serve a Friday detention for academic or behavioral reasons. Any student failing to report to Friday detention will be suspended for the following school day. Friday detention meets from 2:00 PM until 4:00 PM.~~

SUSPENSION

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. Students may be suspended from school for serious infractions of school regulations.

These actions may include, but are not limited to, the following:

- Refusal to do school work in class as requested by a teacher;
- Frequent violation of school rules;
- Direct insubordination following a warning by a staff member
- Stealing (**major**);
- Possession or use of alcoholic or other controlled substance in school, on the school bus, or at any school function;
- **Defacing school property through** vandalism, graffiti or "tagging";
- **Possession or** use of tobacco products in school, on school property, or on a school bus;
- Leaving the building without permission;
- **Possession, use and/or** the sale of drugs in school, on school grounds, or at any school function;
- **Possession or use of** firecrackers or "stink bombs" on school property;
- ~~Bullying, threatening or harassing peers or adults;~~
- Improper behavior while on a field trip or while representing the school off school property;
- Fighting in the school building, on school grounds, or on the bus;
- Activating a fire alarm under false pretenses;
- Possession of drug/smoking paraphernalia and drug facsimiles;
- "Pantsing."
- Improper use of the Internet;
- Violation of a local, state or federal law;
- **Possession of items used for gambling, betting or lottery purposes, including playing cards, dice, lottery tickets, etc.;**
- Possession of a weapon;
- Possession of a cigarette lighter, **matches** or any other incendiary device;
- Truancy from class;
- Presence in school while intoxicated or under the influence of drugs or alcohol;
- Inappropriate physical contact;
- Physical and/or verbal abuse;
- ~~Sexual harassment;~~
- Failure to report to detention or office when instructed by a teacher;
- Use of crude, **offensive**, vulgar, or obscene gestures and/or language (verbal or written) on school property;
- Instigating, encouraging or being part of a group that encourages a fight;
- Recording, videotaping, or photographing anyone during the school day;
- Planning a fight during school that will occur after school or off school property

- Not make excessive noise
- Not move from table to table
- Not push or cut in the lunch line

Any student whose account is at the charge limit and does not bring a lunch from home will be offered an alternative cold reimbursable meal (i.e., sandwich or yogurt, with fruit, vegetable and milk).

If parent or guardian continues to carry a balance or doesn't provide lunch money to a student who does not qualify for the free or reduced meal benefits, the Principal or Business Manager will be informed by Food Service to determine course of action.

If a student violates cafeteria rules, he/she will be disciplined accordingly. Consequences may include, but are not limited to, seating change or suspension of cafeteria privileges.

CHEATING AND PLAGIARISM

"Plagiarism is passing off a source of information, ideas or words as your own by omitting to acknowledge the source - an act of lying, cheating and stealing." (Harvey, Gordon, Writing with Sources: a guide for Harvard students, Hacket Publishing Company, Inc., Indianapolis, Cambridge, 1998). Cheating and plagiarism undermine the basic relationship of trust between a student and teacher. Cheating and plagiarism prevent the proper evaluation of a student's work and detract from the achievement of all students in the class. They are among the most serious offenses a student can commit. Any cheating infractions including plagiarism may be brought to the attention of Guidance and Administration.

Students who are found cheating on a test or assignment will receive a grade of zero (0) for that assignment which cannot be made up. The teacher will inform the parent/guardian of the incident and detention will be assigned. If a student is caught copying another student's work with the second student's consent, the second student will receive the same consequence.

CARE OF SCHOOL PROPERTY

Students are responsible for the safe keeping of all books, supplies and other school equipment. If a student willfully damages such school property, he/she will be required to pay for its replacement and will face disciplinary action. Parents/guardians will be notified and, possibly, the police department as well. The school may either sue the student or have the police bring charges against the student for the repair of damage. Lost books must be paid for before the student leaves in June for summer vacation. Failure to pay for lost materials could also result in disciplinary action.

CORRIDOR PASSES

A teacher will issue a pass in order for a student to leave class. It will show the destination, time the student leaves, and time the student returns to class. The student must also sign in and out of the class on the class log.

DRESS CODE

It is our belief that school is a place of business: the business of teaching and learning. As such, dress is expected to be in good taste, appropriate for academic work and consistent with safety standards. Student dress is a matter of personal pride as well as an indication of respect for the learning environment. Thus, clothing such as pajamas and beach attire are not appropriate for school. While clothing styles will change over time and specific articles of dress and accessories will emerge and require further review, we provide the following general guidelines:

Shirts/items which make reference to sex, violence, gangs, drugs, alcohol or tobacco, or shirts/items with crude or offensive language are inappropriate attire for school.

Sunglasses (without a doctor's note) are not considered appropriate for the classroom.

Hats or head coverings of any type, except those worn for religious or medical purposes, shall not be worn.

Garments that do not sufficiently cover the torso, chest, legs, or back are not appropriate.

Garments must be opaque and not see through.

Any display of undergarments is prohibited. Pants or shorts must be worn so as not to expose underclothing such as boxer shorts or other types of underwear.

Students will be asked to change the article in question by any staff member. This dress code is in effect for all school events.

~~It is our belief that school is a place of business: the business of teaching and learning. As such, dress is expected to be in good taste appropriate for academic work and consistent with safety standards. Students who violate the school dress code will be sent to the guidance office and may be required to change into gym clothes, turn tee-shirts inside out or have parent/guardian bring in appropriate clothing.~~

- ~~Beach attire, pajamas, tube tops, shirts that expose the midriff, spaghetti straps, halter tops, see-through clothing, spandex shorts, and sunglasses (without a doctor's note) are not considered appropriate for the classroom. Shorts,~~

Students are **not allowed** to switch buses except for significant extenuating circumstances. In such cases, requests must be made in writing and permission must be granted from administration and transportation director.

RULES FOR BUS CONDUCT

- Students must obey all directions of the bus driver quickly and courteously;
- Students may not throw any objects in or out of the bus;
- Students may not open windows or doors without the driver's permission nor put arms, head or hands outside the window;
- Students may not do anything which will disturb or distract the driver;
- Horseplay or rough-housing is forbidden;
- Students must pay for any damage that they have caused on the bus;
- Students may not open emergency exit doors unless instructed to do so by driver;
- Stairwells and aisles must be kept free of musical instruments and other large objects;
- Students must remain seated;
- Eating and/or drinking are not allowed;
- The use of any tobacco products is forbidden;
- The use of obscene or inappropriate language is forbidden

Examples of major bus offenses which may result in an immediate bus suspension include:

- lighting matches/smoking/tobacco use;
- throwing objects in or out of bus;
- hanging out windows;
- using obscene language;
- having or using drugs or alcohol;
- tampering with bus equipment;
- destroying property, i.e. tearing seats, breaking windows, etc.;
- fighting;
- physical abuse to others;
- verbal abuse to others.

These procedures apply when a bus discipline problem occurs:

- The bus driver will provide the administration with a **School Bus Incident Report**. The administration will then issue a consequence to the student including, but not limited to: warning, written assignment, detention, temporary bus suspension, permanent bus suspension.
- Students will be suspended from the bus for three (3) consecutive days for 3 minor offenses or three (3) consecutive days for one major offense. The administration will rule as to the type of offense.
- Continuous misbehavior will result in additional consequences and may lead to permanent bus suspension.
- When a student is suspended from the bus, parent/guardians are responsible for transportation to and from school.

SECURITY VIDEO CAMERAS ON SCHOOL BUSES –

The Tewksbury school committee has implemented a policy regarding Security Video Cameras on School Buses. Please refer to Tewksbury Public Schools Policy Manual, Section EEAEF/ECAF – Use of Video Cameras on School Buses.

STATE AND FEDERAL LAWS

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.

SEARCH AND SEIZURE--School officials balance a student's legitimate right to privacy against their need to provide a safe environment in which others can learn. We can search student 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 we find contraband, we will confiscate it and turn it over to the police. We will also notify parents/guardians and begin procedures which may lead to a student suspension from school.

GENERAL INFORMATION

Attendance and Absences

Excused Absences

Exempt Absence: A student's absence is classified as excused or "exempt" for the following reasons:

- A medical reason or hospitalization (health care provider documentation or receipts required)
- A court appearance (court documentation required)
- A religious observance (parent/guardian call or note required)

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. This may be accompanied by a phone call home expressing concern to arrange a meeting with the Principal or designee and/or the School Guidance Counselor.
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 parent/guardian notifying them of their child's attendance and a copy will be placed in the student's file.
4. Between twelve to fifteen (12-15) absences the School 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)

Please be advised that students who received attendance interventions in the previous school year(s) may be subject to more serious and immediate interventions should signs of continued attendance concerns be observed during the current school year.

TUTORING SERVICES

If a student is absent because of **extended illness** (14 school days) the parent/guardian should telephone the Office of Special Education (978 640-7818) to request a form for a physician to sign so that the school can provide a tutor to help the student keep up with class assignments.

TRUANCY

Truancy, which is absence from school without permission, is against the law. Any student who has been proven to be truant will be disciplined by the school and may be referred to a higher authority for action.

TARDINESS

Students must be in their homeroom seats at 7:35am. If tardy, students must obtain an admission slip from the office. Tardy students should also bring a note, have a parent call, or have a parent accompany him/her to the office.

Please be aware of the following disciplinary actions regarding tardies within one quarter:

- At three (3) tardies a student will receive an office detention.
- At six (6) tardies a student will receive a Friday afternoon detention.
- For each additional two (2) tardies a student will receive another Friday detention.
- If a student fails to report to Friday detention, he/she will be suspended for the next school day.
- A student will receive an excused tardy only if he/she has a doctor's note or if the bus has been delayed.

DISMISSALS

Dismissal notes should be given to the homeroom teacher and state the following:

- Student's first name, last name, homeroom, time of dismissal, reason for dismissal, room number where the student will be at that time, and parent signature.
- No student will be dismissed from school unless a responsible adult is available to escort him/her home.
- A student dismissed before 10:30am is considered absent unless the student returns to school.

Under no circumstance should a student when feeling ill use a cell phone to contact a parent/guardian to be picked up from school without first reporting to the nurse's office. During the school day, cell phones are not to be used without teacher permission. If the nurse is unavailable, the student is to report to the main office.

EARLY ARRIVAL

Students who do not take the bus in the morning will be unable to enter the building prior to 7:15am. Teacher supervision begins at this time and we are unfortunately unable to guarantee the safety of students who arrive earlier. Upon arrival after 7:15am students should report to the cafeteria and wait for the 7:20am bell to ring prior to reporting to homeroom.

VACATIONS DURING THE SCHOOL YEAR

- Backpacks/book bags are not allowed to be carried from class to class; they must be placed in lockers and remain there throughout the school day. Teachers will schedule locker times that will allow students to access their belongings at various times throughout the day.
- Students are held responsible for the proper use and care of the locker assigned to them.
- Student must **never** leave locker combinations **unlocked**.
- The school assumes **NO** responsibility for lost articles.

VALUABLES

Students should not bring large amounts of money or expensive items to school. If necessary, students may place money in a sealed, labeled envelope and store it temporarily in the safe in the main office. **DO NOT LEAVE** money, watches, rings, purses or other things of value in lockers or classrooms. A student may ask a Physical Education Teacher to hold valuables for a student during gym. Setting a locker combination or pegging a locker encourages theft. Students disregard these suggestions at their own risk.

LOST AND FOUND

Students are encouraged to bring “found” items to the guidance office. Students may look through “found” items in the guidance office to search for an item that they have lost.

RESTROOM USE

Student use of the restrooms without a pass is restricted to before and after school and the beginning of the lunch period. We ask that students do their best to keep them clean. Those who loiter, write on walls or damage the facilities hurt everybody. Students should use the gym restrooms only when they are scheduled for gym.

TELEPHONE USE

No student will be called to the telephone during school hours. The office phone is for emergency use only. Students who telephone home requesting a parent to deliver something to the office are expected to check the office for the article and not have to be called from the classroom. We do not interrupt class work without substantial reason.

WALKING TO SCHOOL

Students may walk home from school if parents submit a letter granting the student permission to walk home that day. A parent may also write one letter that permits the student to walk home at any time during the school year. The student will be issued a *Walking Pass* from the office. Students who are walking may leave at second dismissal.

RIDING A BICYCLE TO SCHOOL

Students are permitted to ride a bicycle to school if they have turned in a *Student Bicycle Riding Contract* signed by student, parent/guardian and administrator which states, in part:

- In accordance with the Massachusetts Bicycle Helmet Law, **all individuals, 16 or younger, must wear a bike helmet when riding a bicycle to school.**
- Students riding a bicycle will leave on second dismissal.

SCHOOL DANCES

The administration and staff sponsor dances for 7th and 8th graders to reward students who follow school rules and procedures. These dances begin at 7:00pm and end at 9:00pm. If a student has been suspended from school, given a bus suspension, served an office detention, or otherwise has not followed the rules and procedures set forth in the Student Handbook, he/she may not be permitted to attend the next school dance. A “NO DANCE” list will be issued on the day of the dance. If a student’s name appears on the “NO DANCE” list and he/she appears at the dance, the student will be sent home and not allowed to attend the next dance.

The following rules govern student conduct at school dances:

- Students will not be admitted after 7:30 p.m. without a note from parent/guardian.
- Students may not leave the dance unless they are picked up by a parent.
- Students may be excluded from the next dance if not picked up by 9:15pm.
- Parents picking up students should be in the upper parking lot by 9:00pm.
- Only 7th and 8th grade students enrolled at the John W. Wynn Middle School may attend the dances.
- A student may not attend the dance if absent from school on the day of the dance.
- Students who are dismissed on the day of the dance will be unable to attend the dance; a doctor’s note citing a medical appointment must be

A.L.I.C.E. PROTOCOL

Students and staff are trained in the A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate) protocol and are able to choose from the above response options in determining the most effective way of ensuring their physical safety when faced with an imminent threat.

NEW STUDENT REGISTRATION

New students at the John W. Wynn Middle School must appear with parent/guardian and bring the following at time of registration:

- proof that student lives in the school district (If a student is not living with parents, the school needs to know who the person is and what authority they have to be the guardian);
- copy of academic transcript from last school;
- transfer card from last school;
- medical/immunization record;
- most recent Educational Plan (if applicable);
- verification that student was not expelled from previous school; if student was expelled, it is possible that enrollment may not be permitted. **Note: Until all materials are obtained and verified, registration is incomplete.**

SCHOOL INSURANCE

Each year parents/guardians can purchase low cost insurance to cover the costs of accidents that might have occurred during the time a student leaves for school and when the student returns home. The school does not benefit from student coverage but encourages students to have it.

POLICIES

ACCEPTABLE USE OF COMPUTERS

Before a student can use the school computers, he/she and a parent/guardian must read and sign the Acceptable Use Policy. Those policy forms will be distributed during the first week of school. Violation of the acceptable use policy could lead to disciplinary action including, but not limited to, loss of computer privileges, detention, or suspension.

AHERA

As per the requirements of 40CFR 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.

ALCOHOL AND OTHER DRUG POLICY

A student will be suspended from school and may be subject to expulsion if he/she is 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 dances and athletic games. The school will report violators to the police. This policy also applies to any student found to be in possession of drug paraphernalia and drug facsimiles.

APPROPRIATE USE OF PERSONAL ELECTRONIC DEVICES

During the school day, students may have in their possession a silenced personal electronic device such as, but not necessarily limited to, a cellular/mobile telephone, smartphone, audio-visual player/recorder, or laptop/tablet/handheld/pen-based computer. The use of communication features of such devices during instructional time is prohibited, unless the classroom teacher or other school official has provided authorization for their use. Students accessing the internet through the use of cellular wireless technology are expected to adhere to their signed acceptable use policy for the internet.

Notwithstanding the foregoing, students may use the communication features of such devices during their designated lunch period within the cafeteria and the cafeteria lobby only; provided, however, that the Principal or his designee shall have the right to prohibit or otherwise regulate the use of such devices within the cafeteria and cafeteria lobby.

Students who utilize such personal electronic devices in the halls, in classes without permission, or in a manner that is disruptive will have their device taken and held at the Administrator's office to be picked up by a parent or lawful guardian. Use of a personal electronic device's audio or visual recording features is not permitted without prior approval of an administrator or teacher.

Massachusetts law makes it a crime to secretly record an in-person or telephone conversation without the consent of all parties to the conversation.

Failure to comply with the requirements of this policy will result in disciplinary action and may result in suspension.

- Adequate time to prepare for the hearing;
- Access to all documents the school intends to use at the hearing;
- The right to question witnesses; and,
- A reasonably prompt, written hearing decision supported by specific findings of fact.

HARASSMENT, CIVIL RIGHTS AND RESPECT

"Harassment" is conduct that is personally offensive, degrading or threatening to others. It is strictly prohibited at the John W. Wynn Middle 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 ethnic, religious or gender group. All members of the Wynn Middle 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 a recommendation of expulsion from the Wynn Middle School.

Incidences of harassment may result in a hearing conducted by the principal. The parents will be contacted. The totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. After due process has been afforded, a decision will be rendered. Harassment will be treated on an equal basis with those incidents involving bias or hatred. Since harassment may involve state and/or federal law, the Tewksbury Police may be asked to offer assistance, clarification and/or direction. For compliance issues, parents should contact:

Brenda Theriault-Regan, Assistant Superintendent
Tewksbury Public Schools
139 Pleasant Street
Tewksbury, MA 01876
Telephone 978-640-7800 Ext. 201

John Weir, Principal
John W. Wynn Middle School
1 Griffin Way
Tewksbury, MA 01876
Telephone 978-640-7847

HARASSMENT: SEXUAL

Boys and girls 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.

A student who believes he or she has been subjected to sexual harassment should consult the district's sexual harassment complaint procedure, a copy of which is available in the principal's office.

An individual who feels that he/she has been sexually harassed may file a complaint with the following agency. A statute of limitations of 180 days may apply to the filing of such complaint.

Commonwealth of Massachusetts
Commission Against Discrimination
One Ashburton Place
Boston, MA. 02108

HAZING LAW

Massachusetts General Laws - Chapter 269

C. 269,S.17. Crime of Hazing: Definition: Penalty

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in section eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or any other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage or drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as defense to any prosecution under this action. Added by St. 1985,c.536; amended by St. 1987,c.665.

For Grades 7-12:

STEP 1a – Classroom Teacher, Special Education Teacher or Related Service Provider; if not resolved...
STEP 1b – If appropriate - School Advisory Council, School Psychologist or Guidance Counselor; if not resolved...
STEP 2 – Building Administrator; if not resolved...
STEP 3 – Assistant Superintendent; if not resolved...
STEP 4 – Superintendent of Schools

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 – System-wide Team Chairperson; if not resolved...
STEP 4 – Assistant Superintendent; if not resolved...
STEP 5 – Superintendent of Schools

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 – Director of Transportation; 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 – Director of Transportation; if not resolved...
STEP 4 – Business Manager; if not resolved...
STEP 5 – Superintendent of Schools

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

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

Community Services

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

STEP 1 – Site Director; if not resolved...
STEP 2 – Community Educational 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 Education Services; if not resolved...
STEP 3 – Assistant Superintendent; if not resolved...
STEP 4 – Superintendent of Schools

Online Payment System (MCC)

STEP 1 – Community Educational Services Director; if not resolved...
STEP 2 – Business Manager; if not resolved...
STEP 3 – Superintendent of Schools

District Positions and Names

Central Office Phone 978-640-7800

Superintendent of Schools – Christopher J. Malone Ext. 204

Assistant Superintendent for Curriculum & Instruction – Brenda Theriault-Regan, C.A.G.S. Ext. 201

Business Manager – Sheri L. Matthews Ext. 216

Director of Student Services – Richard T. Pelletier Ext. 206

Food Services

Director of Food Services – Debra Mugford Ext. 212

Extended Services

Extended Student & Community Educational Services – John Lyons Ext. 219

Human Resources

Human Resources Administrator – Michele Rivera Ext. 222

Information Technology (IT) Services

Network Administrator – Keith Young Ext. 226

Transportation

Finance & Operations Manager – David A. Libby Ext. 220

Principals/Building Administrators (Grades 9-12)

Tewksbury Memorial High School – Kristen Vogel, Principal 978-640-7825

Eileen Osborne, Ed.D., Assistant Principal - (Student Last Name A-K), 978-640-7825

Jason Stamp, Assistant Principal - (Student Last Name L-Z) 978-640-7825

Department Heads (TMHS):

Social Studies – Brian Aylward 978-640-7825

English – Lynne Hardacre 978-640-7825

Mathematics, Computer Programming, Business & Art – Shelli-An Ryan 978-640-7825

Science, Technology, Family & Consumer Science & Music – Susan Barnett 978-640-7825

Guidance – Karen Baker O'Brien 978-640-7838

Athletics

Athletic Director – Ronald Drouin 978-640-7834

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 McInnes, Principal 978-640-7880

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

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

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

Louise Davy Trahan School – Matthew Castonguay, Principal 978-640-7870

North Street School – Angela D. Kimble, Principal 978-640-7875

Integrated Preschool – Jan Fuller 978-640-7863

Nurse Leader

Elaine Walsh, 978-640-7880

Need Updates

Minutes

Payroll

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date 3/23/2017

I move the School Department Payroll for the period ending
to be approved and certified in the amounts and categories as shown for
a total amount of **\$1,244,761.33**

GRANTS

\$24,412.46	2016-2017	Special Ed 240 Grant
	2016-2017	Collaborative Partnerships
\$11,853.17	2016-2017	Title I Grant
	2016-2017	Title II Grant
	2016-2017	Special Ed Improvement
	2016-2017	After School Out of School Time
\$656.82	2016-2017	Academic Support
	2016-2017	Literacy Partnerships
\$1,043.95	2016-2017	Early Childhood
	2016-2017	Early Childhood Improvement

REVOLVING ACCOUNTS

\$35,735.20	2016-2017	Ext Day Program
\$2,401.46	2016-2017	Adult Education Program
	2016-2017	New Start
\$21,289.55	2016-2017	Lunch Program
\$999.54	2016-2017	TMHS Clubs
	2016-2017	Athletic Revolving
	2016-2017	Circuit Breaker
\$278.77	2016-2017	Hanover Funds
\$4,655.41	2016-2017	Recreation
	2016-2017	Community Services Recreation
\$5,057.02	2016-2017	Facilities
\$404.12	2016-2017	Parking Fees
\$3,053.69	2016-2017	Preschool
	2016-2017	Ryan Clubs
\$45.00	2016-2017	Wynn Clubs
	2016-2017	Recreation Maintenance
\$111,886.16	SUB TOTAL - NON LEA FUNDS	

LEA FUNDS

\$1,132,875.17 2016-2017 School Department Account

\$1,132,875.17 SUB TOTAL - LEA FUNDS

\$1,244,761.33 TOTAL

Superintendent/
Staff /School
Committee
Reports

Consent Agenda



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF EDUCATION
ONE ASHBURTON PLACE • ROOM 1403
BOSTON, MA 02108

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

JAMES A. PEYSER
SECRETARY

TEL: (617) 979-8340
FAX: (617) 727-0049
www.mass.gov/education

March 29, 2017

Mitchell D. Chester
Commissioner
Department of Elementary and Secondary Education
75 Pleasant Street
Malden, Massachusetts 02148

Dear Commissioner Chester:

I am writing to convey good news in our collective efforts to support access to STEM education here in the Commonwealth.

Having become aware of the threat that budgetary uncertainty at the federal level is currently posing to that access, the Executive Committee of the STEM Advisory Council under the leadership of the co-chairs – Lieutenant Governor Karen Polito, Dr. Jeff Leiden, and U.S. Representative Joseph Kennedy III – agreed at its March 24th meeting to pay fees for low-income students who take Advanced Placement (AP) exams in STEM fields this spring. The Executive Committee directed that up to \$326,000 of the FY17 STEM Pipeline Fund be allocated to support exam fees for those low-income students who take exams this spring in STEM subjects (i.e., biology, chemistry, physics, computer science, calculus, environment science, and statistics). I anticipate this funding will cover costs for all exams in STEM subjects for low-income students, and I am hopeful that this funding will ensure that all eligible AP students will be extended an opportunity to take AP exams in STEM subjects. I am also hopeful that this generous support by the Council will put districts in a better position to support all of their low income AP students to access AP exams this spring in other subject areas.

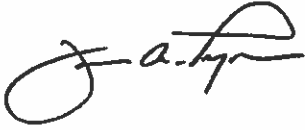
The STEM Pipeline Fund allocation for this purpose is one-time funding for spring 2017 administrations of the exams. It is the Council's hope that this one-time support will provide a bridge for districts to the FY17-18 school year when they will be in a better position to predict federal aid levels and appropriately plan for continuing access to AP exams by low income students.

I am pleased that the process for paying for the exam fees covered by this funding will be consistent with payments made in previous years, from the district perspective. The College Board will invoice both the districts and DESE. DESE will coordinate funding arrangements with the Department of Higher Education (the agency responsible for administration of the STEM Pipeline Fund) and will remit payment to the College Board directly for all exams covered by the STEM Pipeline Fund.

Finally, in addition to the co-chairs and the entire Council, I want to express my gratitude to Governor Baker, Secretary Lepore and her team, and to you and your team at DESE, as well as Commissioner Santiago and his staff at the Department of Higher Education, for working so quickly and collaboratively to make this happen.

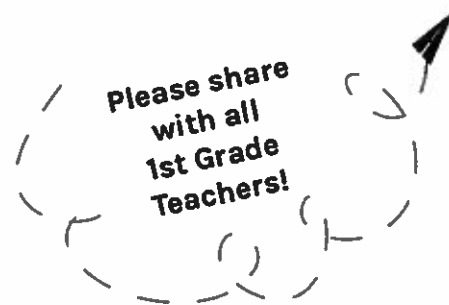
I know that the April 7th registration deadline is quickly approaching. Please share this news with district leaders as soon as possible.

Sincerely,

A handwritten signature in black ink, appearing to read "J. A. Peyser", with a stylized flourish at the end.

James A. Peyser
Secretary

cc: Lieutenant Governor Karen Polito
U.S. Representative Joseph Kennedy III
Dr. Jeff Leiden, Vertex Pharmaceuticals
Secretary Kristen Lepore, Executive Office of Administration and Finance
Commissioner Carlos Santiago, Department of Higher Education



State Treasurer Deborah Goldberg, Chair of the Massachusetts School Building Authority (MSBA) Board of Directors, Interim MSBA Chief Executive Officer James A. MacDonald, and MSBA Executive Director Jack McCarthy, are pleased to announce the **11th Annual "My Ideal School" Contest**. The goal of the "My Ideal School" Contest is to promote discussion among students and teachers as to how thoughtful design and construction of schools in Massachusetts supports student engagement and 21st century learning.

Regional winners and 1 grand prize winner will be selected to each receive a special prize generously donated by People's United Bank. The grand prize winner will also have their "My Ideal School" Contest illustration featured on the cover of the MSBA's 2017 Annual Report.

All winners will be honored at a special awards ceremony at the Massachusetts State House. Winners will be contacted directly through their schools and their names, drawings and essays, will be posted on the MSBA's website, www.MassSchoolBuildings.org.

HOW TO PARTICIPATE: ENTRIES SHOULD INCLUDE BOTH AN ILLUSTRATION AND A SHORT ESSAY

1. Student Illustration: Draw Your "Ideal School"

What would your ideal school look like? What are the most important areas of a school to you? What would your ideal school have that would engage you as a student? (Use your imagination, creativity and be colorful!)

2. Student Essay: Name 3 things that you love about your school that you would want in your "Ideal School"

What do you love about your current school? How does this affect your idea of an ideal school? How does your school inspire you to learn and do your best?

ENTRY GUIDELINES

Entrants must be in the 1st grade and attend a Massachusetts public school. Only one entry per student will be accepted. Winners will be contacted through their school's administration.

SCHOOL DRAWINGS & FORMAT

School drawings should be completely student-drawn, colorful, and submitted on an 8.5 x 11" solid white piece of paper. Drawings can be of the outside of a school or of a particular classroom(s) or activity within a school (art room, library, etc.). The student's essay should be submitted on a separate piece of paper. The essay should be no more than 60 words.

ENTRY DEADLINE: (RECEIVED BY) MAY 5, 2017

Should you have any questions, please contact
Maria Puopolo at (617) 720-4466,
Maria.Puopolo@MassSchoolBuildings.org
or visit

www.MassSchoolBuildings.org/programs/ideal_school

MAIL ENTRIES TO:

Massachusetts School Building Authority
"My Ideal School" Contest, Attn: Maria Puopolo
40 Broad Street, Suite 500
Boston, MA 02109



Entry Form

* Please fill out one form per student entry and staple the form at the top corner to the front of the entry.

Student's Full Name: _____

Teacher's Name: _____

Teacher's Email: _____

School Name: _____

School Address: _____

City/Town: _____ Zip Code: _____

School's Phone #: _____

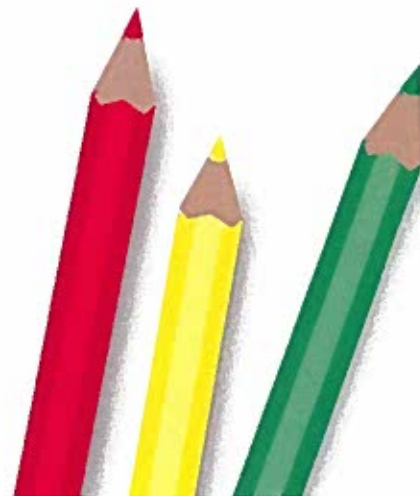
Please submit all entries
by **May 5, 2017** to:

Massachusetts School Building Authority
"My Ideal School" Contest
Attn: Maria Puopolo
40 Broad Street, Suite 500
Boston, MA 02109

Contact Maria Puopolo
with any questions at (617) 720-4466
or visit www.MassSchoolBuildings.org

MSBA
MY IDEAL
SCHOOL
CONTEST

A project of
State Treasurer Deborah Goldberg and the
Massachusetts School Building Authority



Prizes generously donated by:

People's United
Bank



U.S. DEPARTMENT OF
ENERGY | Office of
Science

TMHS National Science Bowl Team



On Saturday, March 4th, the TMHS Science Team competed in their own "March Madness" competition at the University of Connecticut School of Engineering against 48 teams from high schools in the New England region. The National Science Bowl is a Jeopardy style competition sponsored by the U.S. Department of Energy where students answer questions in biology, earth and space science, chemistry, physics, and

math. This is the second year that the TMHS Science Team has competed at the regional competition and once again team members represented Tewksbury with fierce competitiveness, considerable gamesmanship, and extraordinary sportsmanship. Team members kept all their matches close and exciting with a big win in round 3, talked to UCONN engineering students about possible careers in engineering, and especially enjoyed the ice cream made fresh on campus produced from cows in the agricultural program. It was a long day (left the school at 5:00am and back at 6:30pm) but we made lots of new friends, worked hard, and had a great time...we're looking forward to next year's competition!!



TEWKSBURY PUBLIC SCHOOLS

Request for Fund Raising

RECEIVED
TEWKSBURY PUBLIC SCHOOLS

Date:

3/20/17

1. Name of Organization: TMHS Class of 2019
2. Describe in detail the method of the fund raising activity. Attach additional information if necessary: Panera dine out

3. School location and facilities desired: (cafetorium, cafeteria, classroom, gymnasium).
Please attach an approved Use of Facilities form!!

4. Purpose of anticipated funds (to be approved by the building principal).

Class Fundraising

5. Proposed dates of fund raising activity: from: 4/1/17 to: 4/20/17
5/15/17 5/15/17

6. Describe student involvement in the fund raising activity:

none

7. Type of identifying credential to be used during fund raising activity.

8. Is there a contract or agreement to be signed: Yes ☐ No ☒

9. Name of responsible individual: Julia Nix

Signature of applicant: [Signature]

Address: jnix@tewksbury.k12.ma.us

Telephone No.: [Redacted]

Date:

3/20/17

1. Your request for permission to raise funds is approved/disapproved. (Circle)
2. Reason for disapproval:
3. You are authorized to begin the activity of this date:
4. You are to submit a written narrative describing the amount of money raised and the funds not later than thirty (30) days after the ending date as shown above.
5. Comments by the principal:

6. Copy sent to the office of the Athletic Director.

Signature: [Signature]

Date:

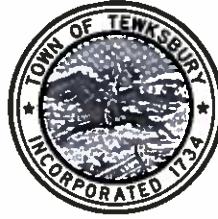
3/20/17

Policy

Old Business

Tewksbury Public Schools

Christopher J. Malone, C.A.G.S.
Superintendent (978) 640-7800
cmalone@tewksbury.k12.ma.us



Brenda Theriault-Regan, C.A.G.S.
Assistant Superintendent (978) 640-7800
bregan@tewksbury.k12.ma.us

March 24, 2017

Dear Parents and Guardians of Students in Grades 3-8,

With the onset of spring, you have probably been hearing your children talk about the many efforts taking place at school to prepare for our new state mandated **Next Generation Massachusetts Comprehensive Assessment System (NG MCAS)**. With the test mode going online for grades four (4) through eight (8) this year, significant resources and supports are being deployed to the Wynn, Ryan, North Street, and Trahan Schools to improve the technology infrastructure, teacher readiness, and student preparedness. *(Please note that grade three (3) will continue the paper-based NG MCAS test for this school year, and transition to online testing in the 2017-2018 school year.)*

We are excited to tell you that, due to approved Town funding and donations from our PAC's and the Tewksbury Education Foundation (TEF), we have added over 1000 *HP Stream* netbooks to our schools. This brings us to approximately one device for every two students in grades three to eight. With the implementation of these new devices, our principals, teachers, students and digital learning support staff are working diligently to make this transition a successful one for all by providing:

- Ongoing support and training for teachers and students in the management, sharing protocols, and regular integration of mobile devices into our daily lessons
- Systematic training for teachers and students in using the online NG MCAS tutorials, practice tests, and embedded online testing tools
- Infrastructure trials (a "dry run" of the NG MCAS test) and stress testing on our servers
- Continued attention towards the improvement of our WiFi capabilities

If you are looking for tools to support your child's transition and preparedness to online testing and learning here are some helpful websites:

- <http://mcas.pearsonsupport.com/tutorial/> (This site has actual MCAS tutorials and practice tests that integrate online test taking tools.)
- <https://parcc.pearson.com/practice-tests> (While we are not taking the PARCC test, this site offers several versions of practice tests with the same online test taking tools as MCAS.)
- <https://www.khanacademy.org/> (Online practice exercises and instructional videos)

As a reminder, the 2016-2017 NG MCAS schedule is posted on our website and can be accessed by [clicking here](#). Please feel free to call your child's school or this office if you have any questions pertaining to the 2016-2017 NG MCAS testing.

Sincerely,
Brenda Theriault-Regan

TPS Mission Statement:

To educate and challenge all learners in the Tewksbury Public School Community while supporting their development as well prepared and productive members of a diverse global society.

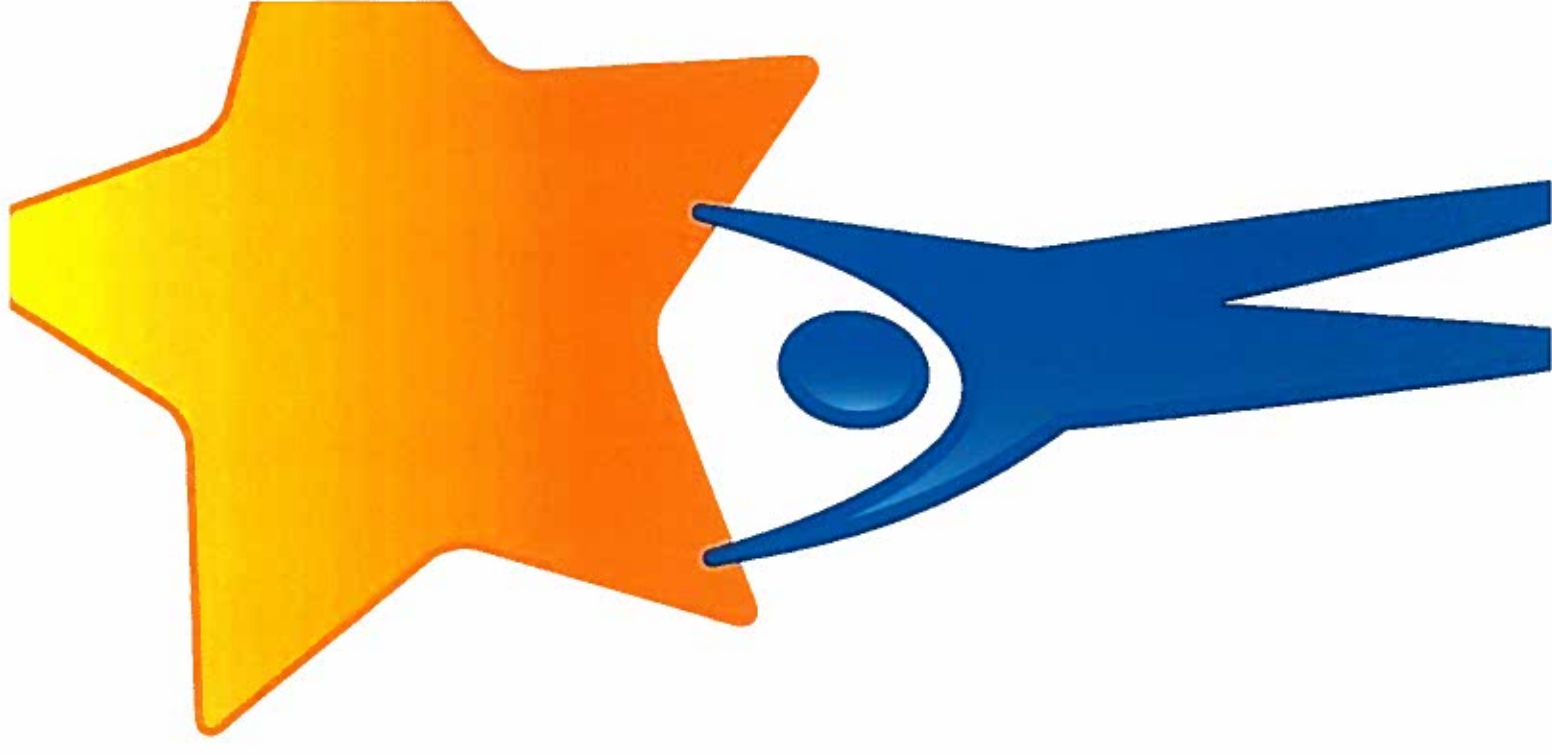
Test participation issues

MCAS Communication Workgroup

March 21, 2017

Jeff Wulfson

MASSACHUSETTS DEPARTMENT OF
ELEMENTARY AND SECONDARY
EDUCATION



Why testing is important to educators, parents, and students

- ★ State testing is required by both state and federal law, but more importantly, test results help:
 - ★ Parents gauge whether their children are making academic progress.
 - ★ Educators identify strengths and weaknesses in their curricula and instructional methods.
 - ★ Provide context to other students in the same school and across the state.
 - ★ The state target additional resources to underperforming schools.
 - ★ Document our progress to the Governor and the Legislature as we seek to ensure adequate funding for all our schools.



Massachusetts Comprehensive Assessment System

Participation Requirements for Students in Grades 3-8 and 10

General Participation Requirements

The 1993 Massachusetts Education Reform Law, state law M. G. L. Chapter 69, section 1I, mandates that **all** students in the tested grades who are educated with Massachusetts public funds participate in MCAS. This requirement includes the following groups of students:

- students enrolled in public schools
- students enrolled in charter schools
- students enrolled in innovation schools
- students enrolled in a Commonwealth of Massachusetts Virtual School (CMVS)
- students enrolled in educational collaboratives
- students enrolled in private schools who receive special education that is publicly funded by the Commonwealth, including approved and unapproved private special education schools within and outside Massachusetts
- students enrolled in institutional settings who receive educational services from the district
- students in military families (See the exception for students in grade 11 in the [Student Participation Guidelines for the High School Tests and Retests](#) section.)
- students in the custody of either the Department of Children and Families (DCF) or the Department of Youth Services (DYS) (See the [DYS and 45-Day Placements](#) section below.)
- students who are English language learners (ELLs) (See the exception in the [Participation Requirements for ELL Students](#) section.)
- students with disabilities, including students with temporary disabilities such as broken arms (See the exception in the [Participation Requirements for Students with Significant Disabilities](#) section.)
- students who have been expelled but receive educational services from the district
- foreign exchange students who are coded as #11 under "Reason for Enrollment" in the Student Information Management System (SIMS) in grades 3-8 and 10

Students in grades 3-8 and 10 must participate in MCAS tests only for the grade in which they are enrolled and reported in SIMS. Students must participate in the same grade for all of the subject area tests; otherwise, results will be invalidated. Also note that students must respond to at least one question in each test section to be counted as a participant for accountability purposes. For more information on grade 10 participation requirements, see the [Student Participation Guidelines for the High School Tests and Retests](#).

Participation Requirements for Students Educated in Alternate Settings

Home/Hospital Instruction and Other Settings

For the small number of students who are enrolled in a school but are unable to physically attend school, and therefore receive tutoring services from their district, every effort must be made to administer the MCAS tests to these students in school. If this is not possible, school principals must submit a request to test the student in an alternate setting off-site by using the form in each administration-specific [Principal's Administration Manual](#).

Principals are encouraged to submit requests at least one week prior to testing. Requests must be submitted for approval for each test administration, even if approved for a previous test administration.

DYS and 45-Day Placements

For the small number of students who are enrolled in a school and are in the temporary custody of the Department of Youth Services (DYS) or are attending a temporary 45-day placement, every effort must be made to administer the MCAS tests at the student's placement.

The principal of the sending school is responsible for the following steps, as well as additional steps listed in each administration-specific [Principal's Administration Manual](#).

- contacting the placement to notify the director of MCAS participation requirements
- confirming that the placement has been established as a site for testing and has a Department district and school code for MCAS testing purposes (If not, refer the facility's director to the Student Assessment Services Unit at 781-338-3625.)

Massachusetts Comprehensive Assessment System

Student Participation

› Commissioner's March 6, 2017 Message on MCAS Participation

› Participation Requirements for Students in Grades 3 - 8 and 10

Students educated with Massachusetts public funds are required by federal laws and the 1993 Massachusetts Education Reform Law, state law M. G. L. Chapter 69, section 1I, to participate in statewide testing.

› Accessibility, Accommodations, and Participation Requirements for MCAS and ACCESS for ELLs

Students with disabilities and ELL students must participate in all MCAS testing scheduled for their grades regardless of the program and services they are receiving, with the exception of ELL students who are in their first year of enrollment in U.S. schools (i.e., students first enrolled after the March SIMS submission), for whom ELA testing is optional; and students taking the MCAS Alternate Assessment (MCAS-Alt) who must take alternate assessments in the grades and subjects required for students in that grade.

In addition, all ELL students are required to participate in the ACCESS for ELLs tests, regardless of the English language services they receive, to comply with federal and state laws. Details are posted on how all students participate in [spring MCAS testing](#) and how ELL students participate in [ACCESS for ELLs testing](#).

› Participation Requirements for Students with Significant Disabilities

The MCAS-Alt is available for students with significant disabilities who, due to the nature and severity of their disabilities, are unable to participate in the standard MCAS tests, even with accommodations. The IEP or 504 plan must state whether a student requires an alternate assessment and if so, in which subject(s).

› Student Participation Guidelines for the High School Tests and Retests

All Massachusetts students who are seeking to earn a high school diploma must meet the Competency Determination (CD) standard, in addition to meeting all local graduation requirements.

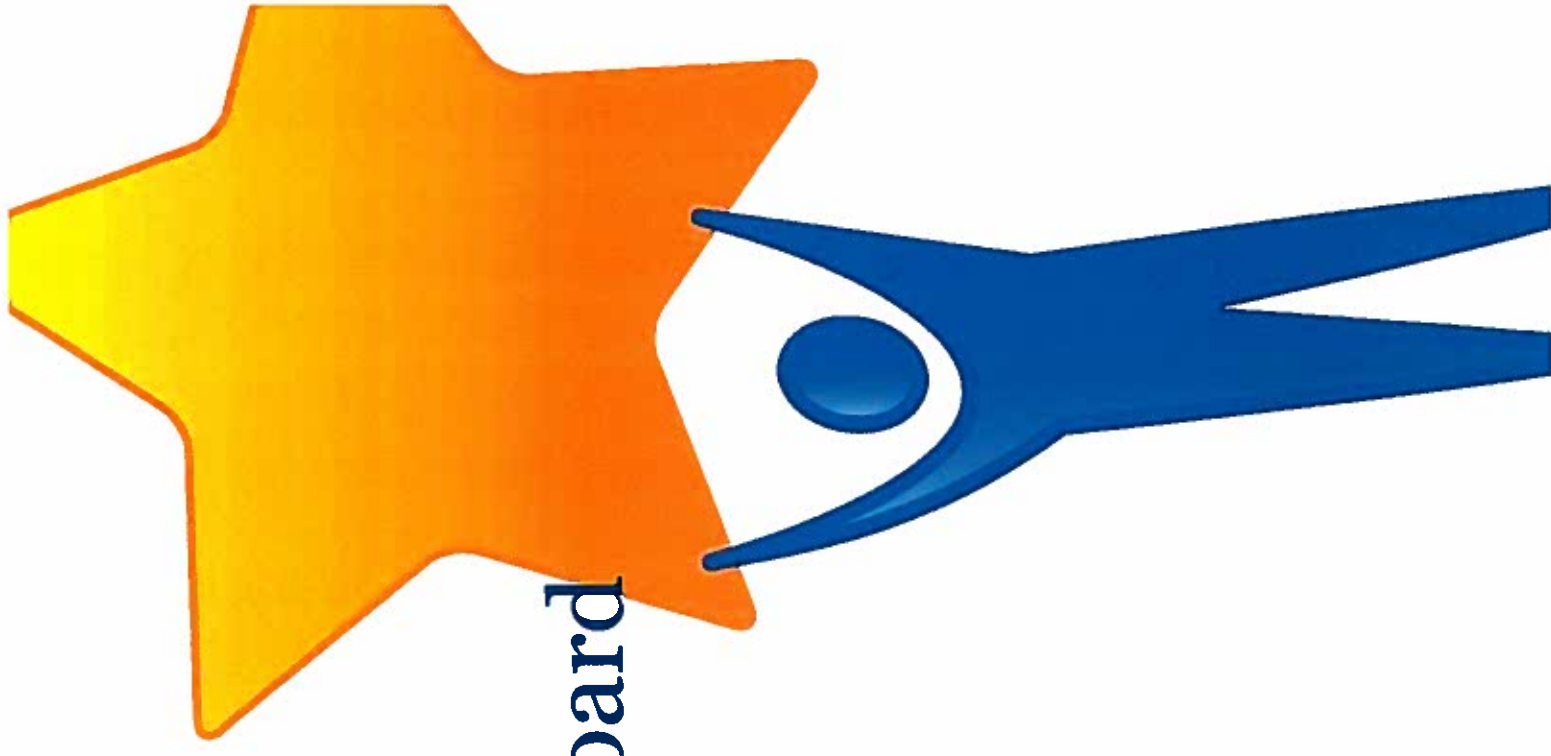
Next-generation MCAS board agenda items

MCAS Communication Workgroup

March 21, 2017

Jeff Wulfson

MASSACHUSETTS DEPARTMENT OF
ELEMENTARY AND SECONDARY
EDUCATION



Revised ELA/Literacy and Math Curriculum Frameworks

- ★ Outcomes of review process:
- ★ Maintains and improves the Frameworks' **focus, coherence, rigor, and clarity**
- ★ Incorporates lessons learned in five years of implementing the standards
- ★ Is driven by input from stakeholders in schools, districts, higher education, and the broader community



Next-Generation MCAS: New Achievement Level Descriptors

Exceeding Expectations

- A student who performed at this level exceeded grade-level expectations by demonstrating mastery of the subject matter.

Meeting Expectations

- A student who performed at this level met grade-level expectations and is academically on-track to succeed in the current grade in this subject.

Partially Meeting Expectations

- A student who performed at this level partially met grade-level expectations in this subject. The school, in consultation with the student's parent/guardian, should consider whether the student needs additional academic assistance to succeed in this subject.

Not Meeting Expectations

- A student who performed at this level did not meet grade-level expectations in this subject. The school, in consultation with the student's parent/guardian, should determine the coordinated academic assistance and/or additional instruction the student needs to succeed in this subject.



Next Generation MCAS Communication Workgroup

Tuesday, March 21, 2017

ESSA and Alternative Assessments (Dan Wiener)

- Alternative assessments current are taken by approximately 1.5% of students participating in the assessment system.
- A writing assessment has recently been added to the alternative assessment program.
- A "Commissioner's Memo" on this topic (ESSA and Alternative Assessments) was recently posted to the DESE Website. The memo is available here: <http://www.doe.mass.edu/mcas/alt/essa/>.
- ESSA includes a 1% rule, which places a 1% limit on the percentage of students from each state who may participate in the alternative assessment. This rule conflicts with the authority of each IEP team to determine whether students will participate in the alternative assessment program.
- ESSA also includes a parental notification requirement, outlining (among other things) that graduation may be jeopardized or delayed as a result of participation in the alternative assessment.
- Next Step for Districts – DESE will request written justification from districts who believe they are likely to exceed the 1% "cap" in 2017-2018.
- The steps taken by DESE are "not intended to get students off of the MCAS-Alt."

State Board Meeting (Jeff Wulfson)

- Revised ELA and Mathematics standards will be on the agenda for potential adoption at the March meeting.
- In addition, a final vote is anticipated on the achievement level descriptors (Exceeds Expectations, Meeting Expectations, Partially Meeting Expectations, and Not Meeting Expectations).

Test Administration Update (Michol Stapel)

- Next Generation MCAS Assessments begin on April 3rd.
- With respect to the on-line test, approximately 95% of all schools will be using the on-line assessment in the required grades (grades 4 and 8). Approximately 60% of schools will also be testing in the non-required grade levels.

MCAS-Alt and the Every Student Succeeds Act (ESSA)

MCAS Communication Workgroup

March 21, 2017

Dan Wiener

MASSACHUSETTS DEPARTMENT OF
ELEMENTARY AND SECONDARY
EDUCATION



Agenda

- ★ ESSA and alternate assessments
 - Commissioner's Memo and attachments posted to www.doe.mass.edu/mcas/alt/essa
- ★ Which students should take MCAS-Alt?
 - Clarifying the criteria for participation
 - Other assessment options
- ★ Next Steps for Districts and IEP Teams



Every Student Succeeds Act (ESSA): The “One Percent” Rule for Statewide Alternate Assessments

★ “The total number of students assessed in a subject using an alternate assessment aligned with *alternate academic achievement standards*...may not exceed 1% of the total number of students in the state who are assessed in that subject.”

- **Districts** may exceed 1%, if justification is provided.
- **States** may not exceed 1%, but may request a one-year waiver, if 95% of students were assessed.



ESSA Also Requires Parental Notification of Participation in an Alternate Assessment

Parents must be clearly informed, as part of the IEP process, that

- ★ their child's academic achievement will be measured based on "alternate achievement standards;" and
- ★ participation in an alternate assessment may eventually delay or otherwise affect completing the requirements for a diploma.

(See Sample ***Parent Notification Letter***)



Outcomes of the

Alternate Assessment

- ★ To include difficult-to-assess students in assessment and accountability (it's the law).
- ★ To ensure that standards-based skills and content are taught at levels that are meaningful and challenging.
- ★ To determine which knowledge and skills students have learned.
- ★ To provide information to schools and parents on the achievement of students with significant disabilities (i.e., what they *can* do).



Who Should Take MCAS-Alt?

A student with a disability who is....

- ★ Working on learning standards that have been substantially modified due to the severity of the disability, **and** is
- ★ Receiving intensive, individualized instruction in order to acquire, generalize, and demonstrate knowledge and skills, **and** is
- ★ Unable to demonstrate knowledge and skills on a standardized, on-demand paper or online test, even with accommodations,

... should take the **MCAS-Alt** in that subject.

(Teams decide annually in each content area)



A student should not take the MCAS-Alt based solely on...

- ★ a particular disability or placement
- ★ previous low achievement on MCAS or classwork
- ★ lack of standards-based instruction
- ★ participation in MCAS-Alt the previous year (since this is an annual decision)
- ★ ELL status
- ★ low income or child in foster care
- ★ principal's wish to earn accountability points



Other assessment options for students with significant disabilities

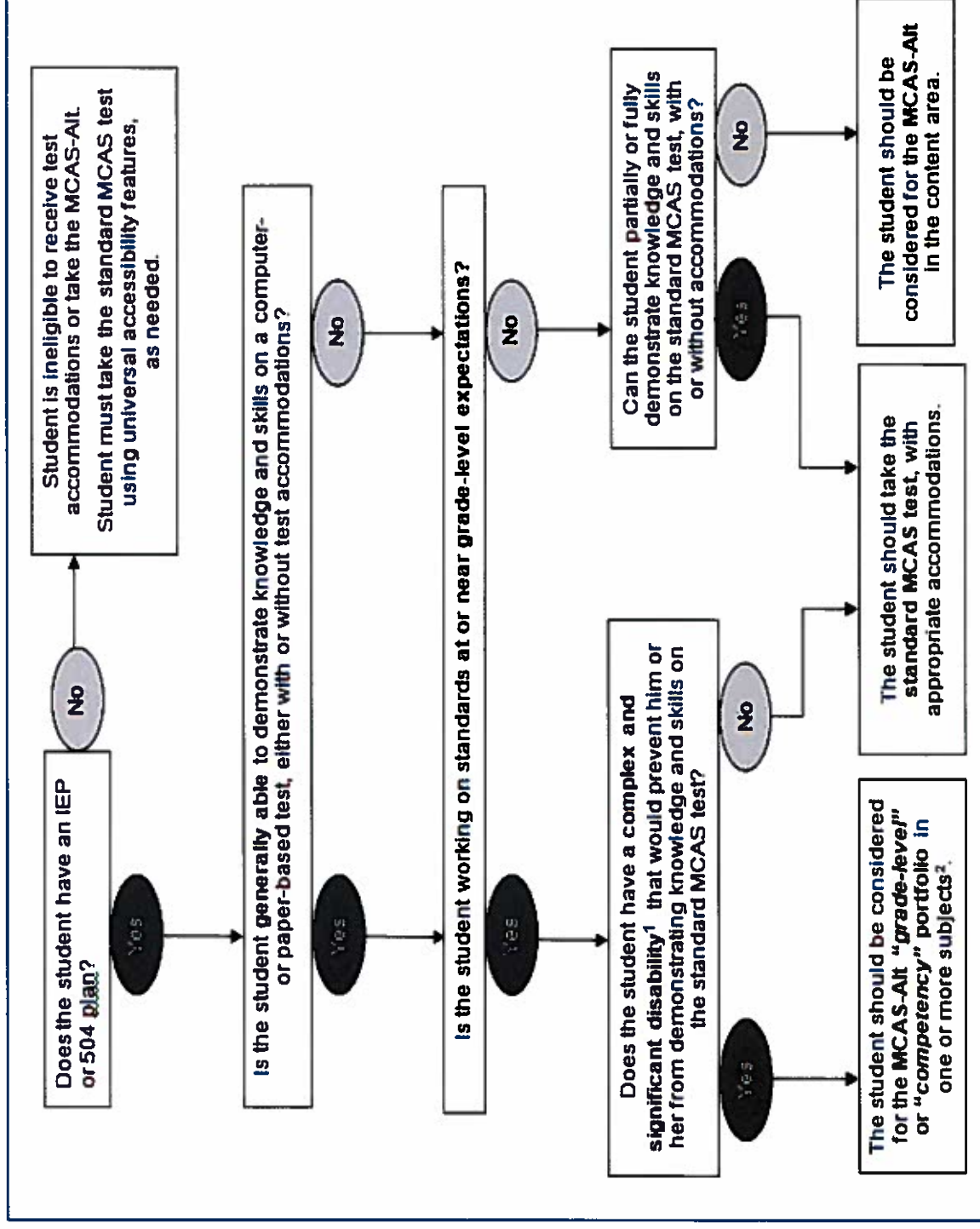
A student with a significant disability should be considered for a **grade-level** or **competency portfolio**, if he/she:

- performs classroom work **at or near grade-level**;
- cannot demonstrate knowledge and skills on the MCAS test in that grade and subject, even with accommodations;
- and**

- is attempting to earn a score that is comparable to a student who takes and passes the MCAS test.



Decision-Making Tool to guide IEP teams in determining the appropriate assessment option



Next Steps for Districts

- ★ Review your district's 2016 rate of participation in the ELA and Mathematics MCAS-Alt
 - See new page
- ★ District provides **written justification** if likely to exceed one percent in 2017-2018.
- ★ **Retrain teams** annually on criteria to be used (and not used) in selecting students for MCAS-Alt.
- ★ **Increase awareness** of other assessment options:
 - next-generation computer-based MCAS tests (with new accessibility features), and
 - grade-level and competency portfolios



Next Steps for IEP Teams

- ★ Team members review guidelines, criteria, and decision-making tool in Commissioner's memo.
 - During scheduled IEP meetings, review IEPs for students currently taking the MCAS-Alt.
 - Determine if students meet the criteria for MCAS-Alt, and whether another assessment option would be more appropriate.
- ★ If administering MCAS-Alt, provide parents with a notification letter.



In Conclusion...

- ★ This is not intended to “get students off the MCAS-Alt” or encourage large-scale migration away from the alternate assessment.
- ★ Instead, ESSA gives us an opportunity to refine and clarify the criteria used for team decision-making.
- ★ Ensure that students who take the MCAS-Alt really need this assessment format.



Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee
From: Christopher J. Malone, Superintendent
Date: April 5, 2017
Re: Approval of FY18 Tewksbury Public Schools' Budget

This Requires a Roll Call Vote

At the request of the Business Manager and keeping in-line with the Town Manager's recommended budget for the Tewksbury Public Schools, I recommend the Tewksbury School Committee approve the FY18 School Budget of \$58,054,329.

FY18 Proposed Tewksbury Public Schools Budget

	<u>School Dept</u> <u>FY18 Request</u>	<u>Town Manager</u> <u>Recommend FY18</u>
Salaries	31,943,421	31,943,421
Operating	12,711,328	12,711,328
Capital Outlay	250,000	250,000
Total School Appropriation	44,904,749	44,904,749
Fixed Costs		
Health	8,039,223	8,039,223
Retirement	1,309,767	1,309,767
Medicare	451,000	451,000
Unemployment	75,000	75,000
Insurance	197,341	197,341
Debt Non-Exempt Principal	5,895	5,895
Debt Non-Exempt Interest	110	110
Short Term Interest	-	-
Total Fixed Costs	10,078,335	10,078,335
Total	54,983,084	54,983,084
Debt Exempt Principal	2,115,000	2,115,000
Debt Exempt Interest	956,245	956,245
Total	3,071,245	3,071,245
Grand Total School Budget	58,054,329	58,054,329

The ESBC Members:

The Elementary School Building Committee

Matthew Castonguay Principal, Trahan School

Jonathan Ciampa Resident

Thomas Cooke Finance Committee

Jamcy Culelis School Committee

Shannon Demos Teacher, Trahan School

Dennis Francis School Committee & ESBC Chair

Christopher Malone Superintendent

Christopher Modica Resident

Richard Montuori Town Manager

Anno Marie Stornach Selectman & ESBC Vice Chair

Brenda Theriault-Regan Asst Superintendent & ESBC Clerk

Maria McLaughlin Secretary to the ESBC

Questions please contact

Superintendent Christopher Malone @ 978-640-7800



The New Tewksbury Elementary School Update



Tuesday, March 28, 2017

The Need:

Elementary School Facility Assessment Study, 2006* & 2012**

Trahan=1952 North St.=1954 Heath Brook=1956 Dewing=1968

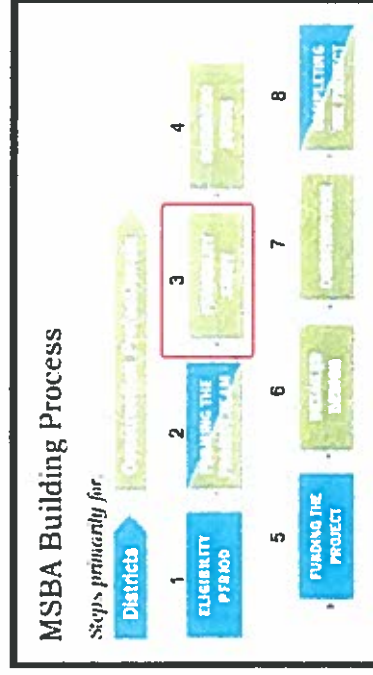
- Not ADA Compliant
- Leaking Roofs
- Water Penetration
- Outdated Boiler Systems
- Obsolete Control Systems
- Replace All Doors & Windows
- Insufficient Security
- No Fire Suppression
- Inadequate Ventilation
- Insufficient Electrical & Internet

*2006 SMMA Study recommended the full replacement of the Trahan, NS, HB, & TMHS, and extensive renovation to the Dewing.

*2006 Long Range Facilities Study by Symmes, Maini, & McKee Architects, Inc.

** 2012 Selectmen created the Tewksbury School Facilities & Space Planning Committee

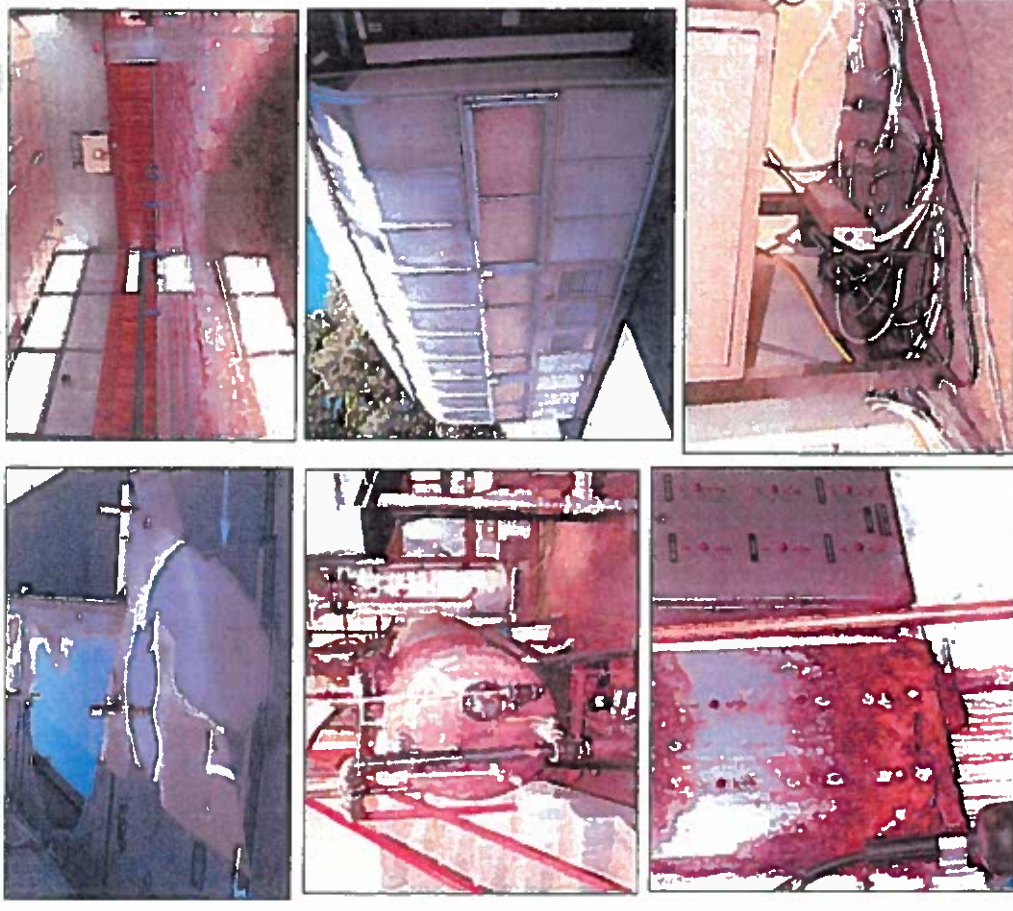
The MSBA Process:



Anticipated Timeline:

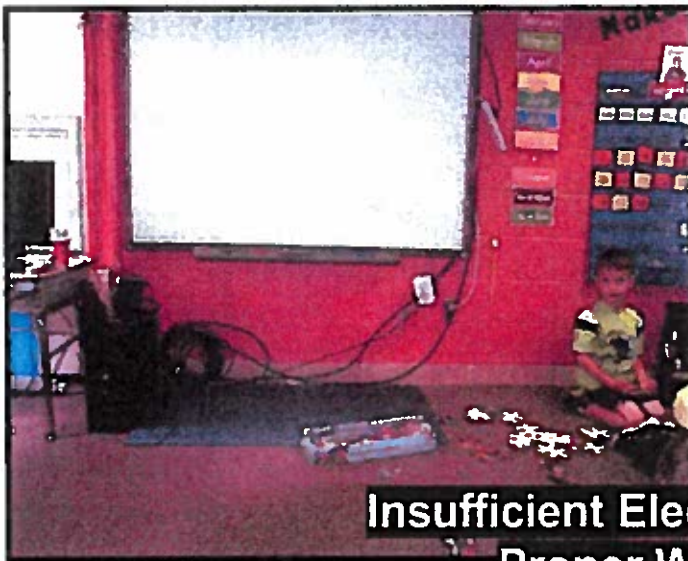
1. 2016-2017
2. 2016-2017
3. 2017
4. 2017
5. 2017-2018
6. 2018
7. 2018-2020
8. 2020-2021

Outdated Buildings:

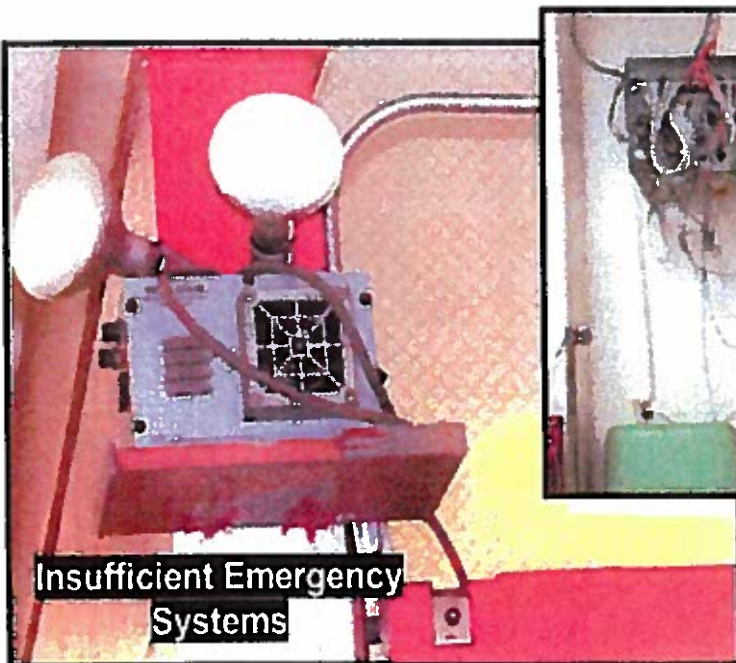




Insufficient Storage



Insufficient Electrical, Internet & Proper Workspaces

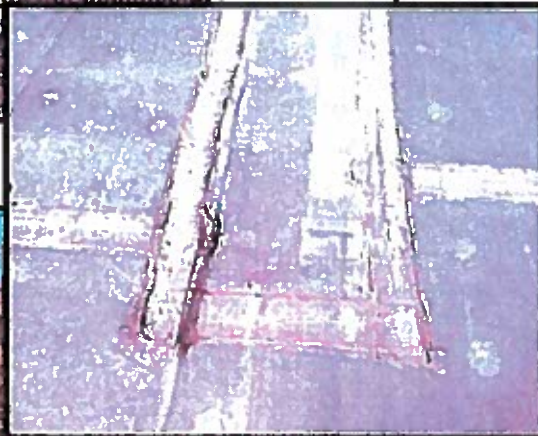
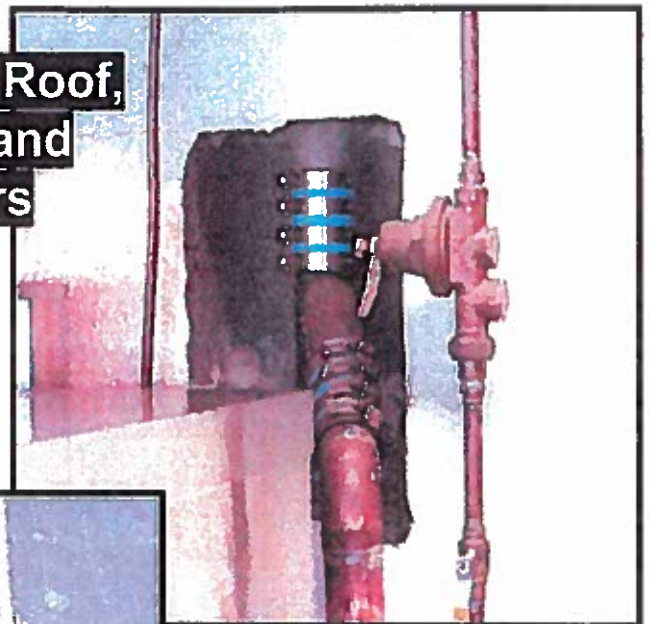
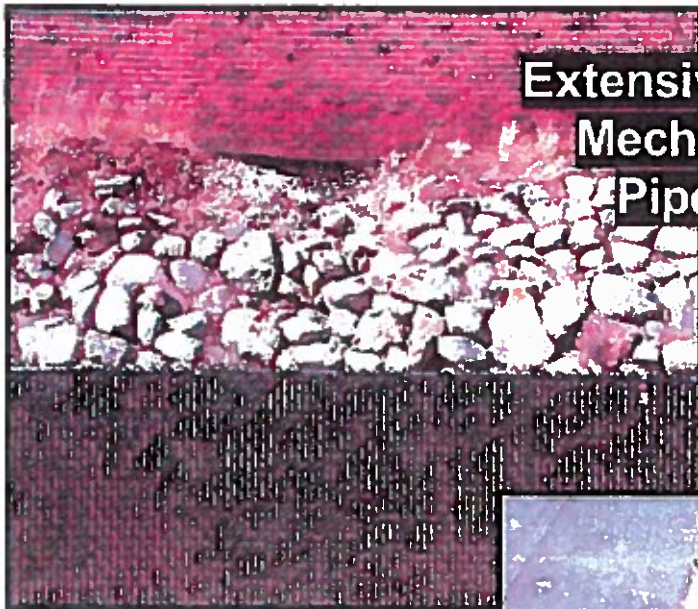


Insufficient Emergency Systems

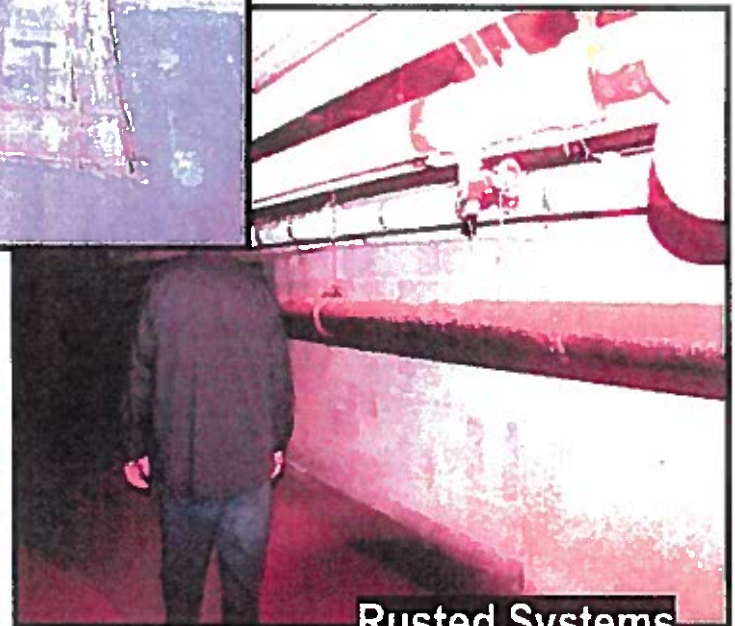


Non ADA Compliant

**Extensive Site, Roof,
Mechanical, and
Pipe Repairs**

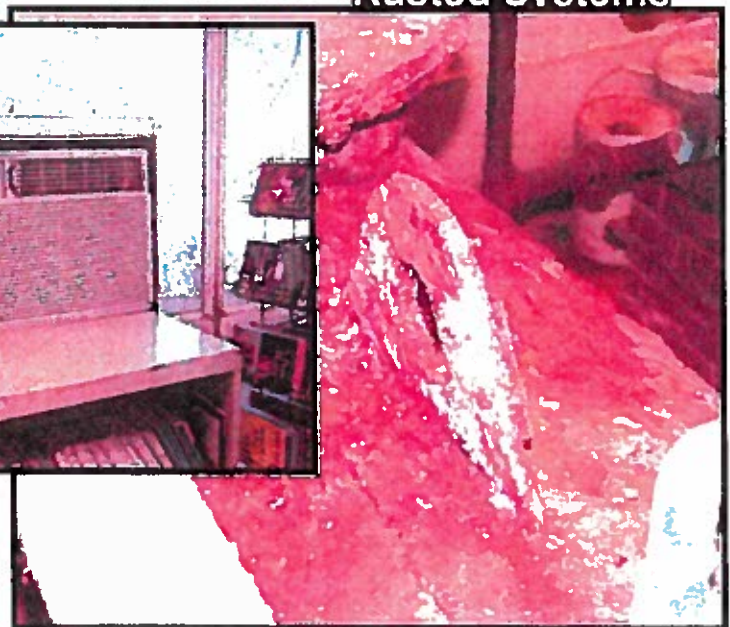
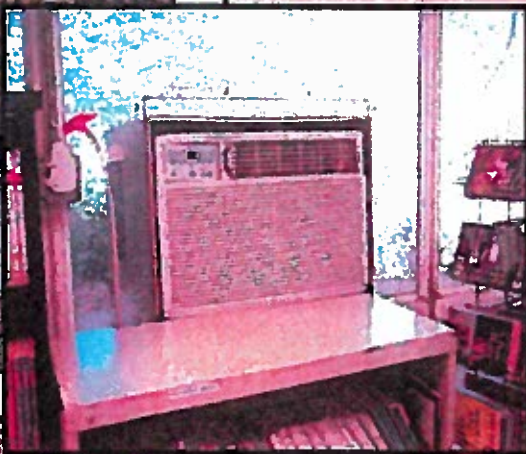
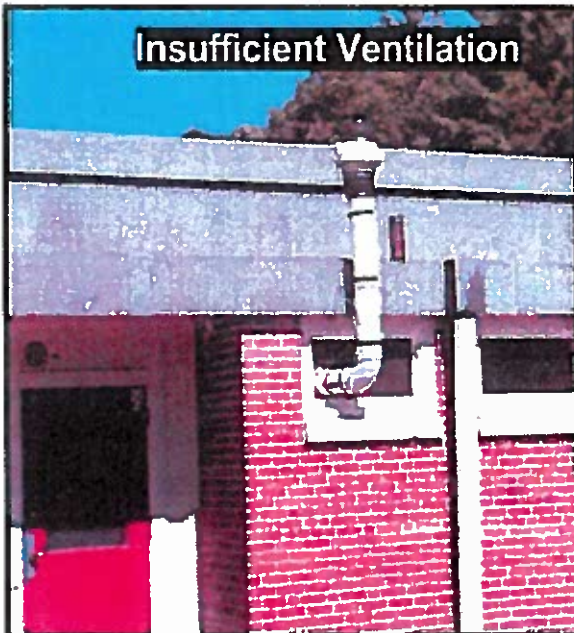


**Eroding Sites &
Non-ADA Compliant**



Rusted Systems

Insufficient Ventilation



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

Special Education**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 – Guidance Department Head; if not resolved...

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

STEP 4 – Building Administrator; if not resolved...

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

STEP 6 – 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 – Finance & Operations 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 – Finance & Operations 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, C.A.G.S.

Assistant Superintendent of Curriculum & Instruction – Brenda Theriault-Regan, C.A.G.S.

Business Manager – Sheri L. Matthews

Director of Student Services – Richard T. Pelletier

Assistant Director of Student Services – Alexis J. Bosworth

Community Services & Community Coordinator

Community Services Director, Community Coordinator & Director of Extended Day – John L. Lyons, M.Ed.

Food Services

Director of Food Services – DebraLee Mugford

Human Resources

Human Resources Administrator – Michele Rivera

Information Technology (IT) Services

Network Administrator – Keith Young

Transportation

Finance & Operations Manager – David A. Libby

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

Tewksbury Memorial High School – Kristen S. Vogel, M.A.T., Principal

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

Jason Stamp, M.S., 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

Principals/Building Administrators (Grades PreK-8)

John W. Wynn Middle School, Guidance Department – 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

Jan H. Fuller, Assistant Principal 978-640-7858

Louise Davy Trahan School – Matthew A. Castonguay, Principal 978-640-7870

North Street School – Angela D. Kimble, Principal 978-640-7875

Nurse Leader

Elaine Walsh 978-640-7865

New Business

3/24/17

Dear Superintendent Malone,

We are writing on behalf of the Wynn Student Council. After the success of the last two year's eighth grade end of the year events, the students are eager to attend what we hope to be our third annual eighth grade Canobie Lake Park trip.

With school tentatively set to end on June 21, we will request our trip date be set for Thursday, June 15th, with a rain date of Friday, June 16th. The exact date would be determined at the beginning of the week based on weather conditions. We would leave as soon as the buses could pick us up, around 9-9:15, and have a pickup time of 1:00, with a return time to the schools of approximately 1:45.

If we book soon, we can use last year's prices. The total cost of tickets and buses is approximately \$25 per student. The students of Student Council have generously donated \$1,200 from their fundraising efforts of this past year to bring the cost down. The past three trips have been a fun experience for our 8th grade Wynn students, and we hope to do it again this year.

We thank you for supporting us in this successful endeavor.

Joshua Bilodeau and Maggie Perkins
Student Council Advisors
J.W.Wynn Middle School

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee
From: Christopher J. Malone, Superintendent
Date: April 5, 2017
Re: 2017-2018 School Choice

This Requires a Roll Call Vote

The Educational Reform Act of 1993 requires the School Committee to take an annual vote relative to participation in the School Choice Program. The Act also requires the Superintendent to notify the Massachusetts Department of Elementary and Secondary Education (DESE) of the action taken by the School Committee. This notification must be sent prior to June 1st.

I am recommending the School Committee vote not to participate in the School Choice Program. I am offering this recommendation in consideration of the following reasons:

- Declining enrollment and the uncertainty of continued operation of our schools
- Increased enrollment at Tewksbury Memorial High School

Thank you for your consideration.

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee
From: Christopher J. Malone, Superintendent
Date: April 5, 2017
Re: Last Day of School for the 2016-2017 School Year

This Requires A Roll Call Vote

The Tewksbury Public Schools' 2016-2017 School Calendar included five snow days with an anticipated last day of school on June 23, 2017. The school district used three (3) snow days: February 9, 2017, February 13, 2017, and March 14, 2017. It is the recommendation of the Superintendent for the last day of school to be June 21, 2017.

This is a half-day of school adhering to the early release schedule as follows:

Tewksbury Memorial High School	10:24 a.m.
John Wynn Middle School	10:24 a.m.
John Ryan Elementary School	11:10 a.m.
K-4 Elementary Schools	12:10 p.m.

**AGREEMENT BETWEEN
THE TEWKSBURY SCHOOL DISTRICT
AND
JUDI K. MCINNES
JOHN F. RYAN ELEMENTARY SCHOOL PRINCIPAL**

Agreement made effective July 1, 2017 by and between the Tewksbury School District, Middlesex County, in the Commonwealth of Massachusetts (hereinafter referred to as the "District" and Judi K. McInnes. Said District has and does hereby employ said Judi K. McInnes as an ELEMENTARY SCHOOL PRINCIPAL. Both parties agree that said employee (hereinafter referred to as "Ms. McInnes") shall perform the duties of Elementary School Principal as prescribed by the laws of the Commonwealth of Massachusetts and by the rules, regulations, and policies made thereunder by the Tewksbury School Committee under the direction of the Superintendent.

The parties hereto agree as follows:

**SECTION ONE
EMPLOYMENT**

1.01 The District hereby employs Ms. McInnes as an ELEMENTARY SCHOOL PRINCIPAL, in Tewksbury, MA. Ms. McInnes hereby accepts such employment on the following terms and conditions. Ms. McInnes is hereby assigned to the John F. Ryan Elementary School. The assignment may be changed by the Superintendent based on the needs of the Tewksbury Public Schools, including but not limited to reorganization of school districts, school closings or re-configurations of grades attending the school or schools to which Ms. McInnes is assigned.

**SECTION TWO
TERM**

2.01 The Principal shall be employed for the period commencing July 1, 2017 and ending June 30, 2020, unless sooner terminated as herein provided.

2.02 In the event that the Superintendent decides not to extend the contract, the principal agrees this provision constitutes notice of expiration or non-renewal of the agreement effective June 30, 2020, said notice issued pursuant to M.G.L. c.71 §41.

2.03 This agreement constitutes notice that, in the absence of a written agreement, this agreement will not automatically extend or be renewed after June 30, 2020. The principal agrees this provision constitutes notice of expiration or non-renewal of the agreement effective June 30, 2020, said notice issued pursuant to M.G.L. c 71 §41.

**SECTION THREE
COMPENSATION**

3.01 The District agrees to pay the Principal, in consideration of the faithful, diligent and competent performance of her duties and responsibilities as provided herein and in the statutes and regulations of the Commonwealth, at the following annual rates of pay:

3.02 Ms. McInnes will receive an annual salary of \$113,239.00 based on a total work year of 225 days. Yearly salary may be impacted by annual increase authorized by the School Committee.

3.03 The annual salary rate shall be paid to Ms. McInnes in twenty-six (26) equal biweekly payments in accordance with the schedule of payments established for teaching employees of the Committee.

SECTION FOUR **TERMINATION**

4.01 The Principal shall not be dismissed during the term of this contract unless she has been furnished with a written notice of intent to dismiss with an explanation of the grounds for the dismissal and, if she so requests, has been given a reasonable opportunity, within fifteen days of receiving such notice, to review the decision with the superintendent. At such meeting, the Principal may be represented by an attorney or other representative to present information pertaining to the basis or bases for the decision and to her status. Neither this provision nor this contract shall under any circumstances be construed as requiring good cause for dismissal, nor shall this provision apply to the non-renewal of this contract, or termination of this contract during its term pursuant to Section 4.02 below.

4.02 This agreement may be terminated during its term, and the Principal's employment thus terminated, for reasons including but not limited to:

- a. Mutual agreement of the parties;
- b. Resignation or retirement of the Principal, provided she provides ninety (90) days notification, and provided that no resignation shall become effective until the close of any school year in which the contract is in effect, unless the Superintendent fixes a lesser period of time at which resignation or release is to take effect; or
- c. Elimination of the Principal's position pursuant to a reorganization, reduction in force, budgetary reasons, closing of the building to which the Principal is assigned, and/or declining enrollment.

SECTION FIVE **CERTIFICATE**

5.01 Ms. McInnes shall furnish and maintain during the term of Elementary School Principal, all as required by General Laws, Chapter 71, §38G.

SECTION SIX **DUTIES**

6.01 Ms. McInnes shall perform faithfully and to the best of her ability the duties of a PRINCIPAL pursuant to Chapter 71 of the General Laws and all other duties as may be assigned to her under the supervision and direction of the Superintendent of Schools or his/her designee. Said duties are attached hereto and incorporated by reference.

SECTION SEVEN

SICK LEAVE

7.01 Ms. McInnes shall be entitled to fifteen (15) days per year as sick leave with full pay. Sick leave may be used for illness of Ms. McInnes or her immediate family. Unused sick leave days shall be accumulated from year to year with no maximum limit, including any unused sick leave accumulated by Ms. Judi McInnes while employed by the District prior to this Agreement.

7.02. Ms. McInnes will be granted the value of ten (10%) of her unused accumulated sick leave upon her death or her retirement from the school system; provided, that in the event of Ms. McInnes's death, such payment shall be made to her estate.

7.03 In addition to personal illness or injury, sick leave may be utilized for any other reason approved by the Superintendent.

7.04 For the purpose of this Agreement, the term "family" shall be defined as meaning father, mother, son, daughter, spouse, parent-in-law, son-in-law, daughter in-law, or other person living in the immediate household, or any person approved by the Superintendent.

SECTION EIGHT

DISABILITY

8.01 If Ms. McInnes sustains injury or illness arising out of her employment by the Tewksbury Public Schools, she shall be entitled to receive her full pay for the period of her incapacity. If such period exceeds thirty (30) days, continued payment beyond such period shall be subject to approval by the School Committee, which may require periodic written testimony supporting the claim of continued incapacity as a condition precedent to its approval.

8.02 In lieu of a sick leave bank, if Ms. McInnes has exhausted her accumulated sick leave due to extended major illness, thirty (30) additional days of paid sick leave shall be advanced to Ms. McInnes upon proper medical documentation of the nature of the illness.

SECTION NINE

TEMPORARY LEAVES OF ABSENCE WITH PAY (Personal and Bereavement Leave)

9.01 The Superintendent may grant Ms. McInnes a personal leave of absence without loss of pay for the purpose of conducting personal business that cannot be dealt with outside of her normal workday or workweek.

9.02 Four days, not to be deducted from sick leave, shall be granted in the event of the death of a member of Ms. McInnes's family.

9.03 One day is allowed for death of other close relatives not to be deducted from sick leave.

9.04 Additional paid days for funeral leave purposes may be granted at the discretion of the Superintendent.

SECTION TEN

WORK YEAR

10.01 The work year shall consist of 225 work days plus holidays and vacation to reflect a total of 260 days. Those days which are not part of the traditional school year will be scheduled by the Superintendent or his/her designee after consultation with Ms. McInnes.

10.02 Ms. McInnes may accept and be compensated for up to three (3) days for speaking, writing, lecturing or other engagements of a professional nature approved in advance by the Superintendent provided they do not derogate from her duties.

SECTION ELEVEN

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

11.01 The District will consider reimbursement to Ms. McInnes for up to two courses per year in a doctoral program. The decision on reimbursement will be made after consultation with the Superintendent and the Committee. Courses in an approved doctoral program may be approved by the Superintendent or his/her designee based upon relevancy of the course. A minimum grade of B-, or pass (satisfactory), if a pass/fail system, is required. Reimbursement, if any will be made within sixty (60) calendar days after presentation of the required transcript to the Superintendent's office. A decision on course reimbursement will be made by the Superintendent consistent with financial limits set by the Committee.

11.02 The School District shall annually reimburse Ms. McInnes for travel, attendance, and expenses of local and state professional conferences, publications, and dues for membership in professional associations upon submission of a written voucher for the same. Attendance at national professional conferences must be approved in advance by the Superintendent and costs associated with attendance at said national conferences must also be approved in advance by the Superintendent.

SECTION TWELVE

INSURANCE

12.01 Ms. McInnes shall be eligible to participate in the Town of Tewksbury's group insurance plan in accordance with the terms and conditions established by the Town of Tewksbury and the terms and conditions of the contracts of insurance between the Town of Tewksbury and the insurance carrier. On the date of retirement life insurance may be continued in the amount of \$5,000.00, one-half (½) of the premium to be paid by the retiree.

12.02 Liability Insurance – Ms. McInnes shall be covered under the umbrella policy of the Town of Tewksbury for liability coverage while engaged in her duties as a School Department administrator.

SECTION THIRTEEN EVALUATIONS

The Superintendent shall evaluate the performance of Ms. McInnes in writing during each year of the term. Such evaluation shall be accomplished using the evaluation standards established by the regulations on Evaluation of Teachers and Administrators, (603 CMR 35.00). Such evaluation shall be accomplished through mutual goal setting annually in September. The evaluation shall be discussed with Ms. McInnes, she shall be given a copy thereof, and she shall have the opportunity to respond to such evaluation in writing.

SECTION FOURTEEN PROTECTION OF ADMINISTRATORS

Judi McInnes shall immediately report to the Superintendent any instance of abusive conduct, torts or assaults suffered by her in the course of her employment. Ms. McInnes will not suffer loss of pay or sick leave benefits as a result of a reported assault. The Committee will, upon the request of Ms. McInnes, provide legal support to her pursuant to the provisions of Massachusetts General Laws Chapter 258.

SECTION FIFTEEN TAX-DEFERRED ANNUITY

The Committee, at the request of Ms. McInnes and in accordance with Massachusetts law, shall withhold and transfer an amount of salary, as designated by Ms. McInnes, annually, semi-annually, or monthly, as the case may be, to a tax-deferred annuity program chosen by Ms. McInnes.

SECTION SIXTEEN ENTIRE AGREEMENT

This Agreement embodies the entire understanding and agreement between the District and Ms. McInnes and there are no inducements, promises, terms, conditions, or obligations made or entered into by either party other than those contained herein, except as may be provided in a writing signed by both the District and Ms. McInnes. This Agreement shall be construed and interpreted in accordance with the laws of the Commonwealth of Massachusetts.

SECTION SEVENTEEN
VALIDITY

If any paragraph or part of this Agreement is invalid, it shall not affect the remainder of the Agreement; but said remainder shall be binding and effective upon both parties.

IN WITNESS WHEREOF, the parties have hereunto signed and sealed this Agreement and one counterpart thereof the day and year first above written.

By:

Judi K. McInnes Date
Elementary School Principal

By:

Mr. Christopher Malone Date
Superintendent of Schools

By:

Tewksbury School Committee Date

**AGREEMENT BETWEEN
THE TEWKSBURY SCHOOL DISTRICT
AND
KRISTEN S. VOGEL
TEWKSBURY MEMORIAL HIGH SCHOOL PRINCIPAL**

Agreement made effective July 1, 2017 by and between the Tewksbury School District, Middlesex County, in the Commonwealth of Massachusetts (hereinafter referred to as the "District" and KRISTEN S. VOGEL. Said District has and does hereby employ said KRISTEN S. VOGEL as a HIGH SCHOOL PRINCIPAL. Both parties agree that said employee (hereinafter referred to as "Ms. Vogel") shall perform the duties of High School Principal as prescribed by the laws of the Commonwealth of Massachusetts and by the rules, regulations, and policies made thereunder by the Tewksbury School Committee under the direction of the Superintendent.

The parties hereto agree as follows:

**SECTION ONE
EMPLOYMENT**

1.01 The District hereby employs Ms. Vogel as a HIGH SCHOOL PRINCIPAL, in Tewksbury, MA. Ms. Vogel hereby accepts such employment on the following terms and conditions. Ms. Vogel is hereby assigned to the Tewksbury Memorial High School. The assignment may be changed by the Superintendent based on the needs of the Tewksbury Public Schools, including but not limited to reorganization of school districts, school closings or re-configurations of grades attending the school or schools to which Ms. Vogel is assigned.

**SECTION TWO
TERM**

2.01 The Principal shall be employed for the period commencing July 1, 2017 and ending June 30, 2020, unless sooner terminated as herein provided.

2.02 In the event that the Superintendent decides not to extend the contract, the principal agrees this provision constitutes notice of expiration or non-renewal of the agreement effective June 30, 2020, said notice issued pursuant to M.G.L. c.71 §41.

2.03 This agreement constitutes notice that, in the absence of a written agreement, this agreement will not automatically extend or be renewed after June 30, 2020. The principal agrees this provision constitutes notice of expiration or non-renewal of the agreement effective June 30, 2020, said notice issued pursuant to M.G.L. c 71 §41.

**SECTION THREE
COMPENSATION**

3.01 The District agrees to pay the Principal, in consideration of the faithful, diligent and competent performance of her duties and responsibilities as provided herein and in the statutes and regulations of the Commonwealth, at the following annual rates of pay:

3.02 Ms. Vogel will receive an annual salary of \$136,500.00 based on a total work year of 225 days. Yearly salary may be impacted by annual increase authorized by the School Committee.

3.03 The annual salary rate shall be paid to Ms. Vogel in twenty-six (26) equal biweekly payments in accordance with the schedule of payments established for teaching employees of the Committee.

SECTION FOUR **TERMINATION**

4.01 The Principal shall not be dismissed during the term of this contract unless she has been furnished with a written notice of intent to dismiss with an explanation of the grounds for the dismissal and, if she so requests, has been given a reasonable opportunity, within fifteen days of receiving such notice, to review the decision with the superintendent. At such meeting, the Principal may be represented by an attorney or other representative to present information pertaining to the basis or bases for the decision and to her status. Neither this provision nor this contract shall under any circumstances be construed as requiring good cause for dismissal, nor shall this provision apply to the non-renewal of this contract, or termination of this contract during its term pursuant to Section 4.02 below.

4.02 This agreement may be terminated during its term, and the Principal's employment thus terminated, for reasons including but not limited to:

- a. Mutual agreement of the parties;
- b. Resignation or retirement of the Principal, provided she provides ninety (90) days notification, and provided that no resignation shall become effective until the close of any school year in which the contract is in effect, unless the Superintendent fixes a lesser period of time at which resignation or release is to take effect; or
- c. Elimination of the Principal's position pursuant to a reorganization, reduction in force, budgetary reasons, closing of the building to which the Principal is assigned, and/or declining enrollment.

SECTION FIVE **CERTIFICATE**

5.01 Ms. Vogel shall furnish and maintain during the term of this Agreement a valid and appropriate certificate qualifying her to act in the position of High School Principal, all as required by General Laws, Chapter 71, §38G.

SECTION SIX **DUTIES**

6.01 Ms. Vogel shall perform faithfully and to the best of her ability the duties of a PRINCIPAL pursuant to Chapter 71 of the General Laws and all other duties as may be assigned to her under the supervision and direction of the Superintendent of Schools or his/her designee. Said duties are attached hereto and incorporated by reference.

SECTION SEVEN

SICK LEAVE

7.01 Ms. Vogel shall be entitled to fifteen (15) days per year as sick leave with full pay. Sick leave may be used for illness of Ms. Vogel or her immediate family. Unused sick leave days shall be accumulated from year to year with no maximum limit, including any unused sick leave accumulated by Ms. Kristen Vogel while employed by the District prior to this Agreement.

7.02 Ms. Vogel will be granted the value of ten (10%) of her unused accumulated sick leave upon her death or her retirement from the school system; provided, that in the event of Ms. Vogel's death, such payment shall be made to her estate.

7.03 In addition to personal illness or injury, sick leave may be utilized for any other reason approved by the Superintendent.

7.04 For the purpose of this Agreement, the term "family" shall be defined as meaning father, mother, son, daughter, spouse, parent-in-law, son-in-law, daughter in-law, or other person living in the immediate household, or any person approved by the Superintendent.

SECTION EIGHT

DISABILITY

8.01 If Ms. Vogel sustains injury or illness arising out of her employment by the Tewksbury Public Schools, she shall be entitled to receive her full pay for the period of her incapacity. If such period exceeds thirty (30) days, continued payment beyond such period shall be subject to approval by the School Committee, which may require periodic written testimony supporting the claim of continued incapacity as a condition precedent to its approval.

8.02 In lieu of a sick leave bank, if Ms. Vogel has exhausted her accumulated sick leave due to extended major illness, thirty (30) additional days of paid sick leave shall be advanced to Ms. Vogel upon proper medical documentation of the nature of the illness.

SECTION NINE

TEMPORARY LEAVES OF ABSENCE WITH PAY (Personal and Bereavement Leave)

9.01 The Superintendent may grant Ms. Vogel a personal leave of absence without loss of pay for the purpose of conducting personal business that cannot be dealt with outside of her normal workday or workweek.

9.02 Four days, not to be deducted from sick leave, shall be granted in the event of the death of a member of Ms. Vogel's family.

9.03 One day is allowed for death of other close relatives not to be deducted from sick leave.

9.04 Additional paid days for funeral leave purposes may be granted at the discretion of the Superintendent.

SECTION TEN

WORK YEAR

10.01 The work year shall consist of 225 work days plus holidays and vacation to reflect a total of 260 days. Those days which are not part of the traditional school year will be scheduled by the Superintendent or his/her designee after consultation with Ms. Vogel.

10.02 Ms. Vogel may accept and be compensated for up to three (3) days for speaking, writing, lecturing or other engagements of a professional nature approved in advance by the Superintendent provided they do not derogate from her duties.

SECTION ELEVEN

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

11.01 The District will consider reimbursement to Ms. Vogel for up to two courses per year in a doctoral program. The decision on reimbursement will be made after consultation with the Superintendent and the Committee. Courses in an approved doctoral program may be approved by the Superintendent or his/her designee based upon relevancy of the course. A minimum grade of B-, or pass (satisfactory), if a pass/fail system, is required. Reimbursement, if any will be made within sixty (60) calendar days after presentation of the required transcript to the Superintendent's office. A decision on course reimbursement will be made by the Superintendent consistent with financial limits set by the Committee.

11.02 The School District shall annually reimburse Ms. Vogel for travel, attendance, and expenses of local and state professional conferences, publications, and dues for membership in professional associations upon submission of a written voucher for the same. Attendance at national professional conferences must be approved in advance by the Superintendent and costs associated with attendance at said national conferences must also be approved in advance by the Superintendent.

SECTION TWELVE

INSURANCE

12.01 Ms. Vogel shall be eligible to participate in the Town of Tewksbury's group insurance plan in accordance with the terms and conditions established by the Town of Tewksbury and the terms and conditions of the contracts of insurance between the Town of Tewksbury and the insurance carrier. On the date of retirement life insurance may be continued in the amount of \$5,000.00, one-half (½) of the premium to be paid by the retiree.

12.02 Liability Insurance – Ms. Vogel shall be covered under the umbrella policy of the Town of Tewksbury for liability coverage while engaged in her duties as a School Department administrator.

SECTION THIRTEEN

EVALUATIONS

The Superintendent shall evaluate the performance of Ms. Vogel in writing during each year of the term. Such evaluation shall be accomplished using the evaluation standards established by the regulations on Evaluation of Teachers and Administrators, (603 CMR 35.00). Such evaluation shall be accomplished through mutual goal setting annually in September. The evaluation shall be discussed with Ms. Vogel, she shall be given a copy thereof, and she shall have the opportunity to respond to such evaluation in writing.

SECTION FOURTEEN

PROTECTION OF ADMINISTRATORS

Kristen Vogel shall immediately report to the Superintendent any instance of abusive conduct, torts or assaults suffered by her in the course of her employment. Ms. Vogel will not suffer loss of pay or sick leave benefits as a result of a reported assault. The Committee will, upon the request of Ms. Vogel, provide legal support to her pursuant to the provisions of Massachusetts General Laws Chapter 258.

SECTION FIFTEEN

TAX-DEFERRED ANNUITY

The Committee, at the request of Ms. Vogel and in accordance with Massachusetts law, shall withhold and transfer an amount of salary, as designated by Ms. Vogel, annually, semi-annually, or monthly, as the case may be, to a tax-deferred annuity program chosen by Ms. Vogel.

SECTION SIXTEEN

ENTIRE AGREEMENT

This Agreement embodies the entire understanding and agreement between the District and Ms. Vogel and there are no inducements, promises, terms, conditions, or obligations made or entered into by either party other than those contained herein, except as may be provided in a writing signed by both the District and Ms. Vogel. This Agreement shall be construed and interpreted in accordance with the laws of the Commonwealth of Massachusetts.

SECTION SEVENTEEN
VALIDITY

If any paragraph or part of this Agreement is invalid, it shall not affect the remainder of the Agreement; but said remainder shall be binding and effective upon both parties.

IN WITNESS WHEREOF, the parties have hereunto signed and sealed this Agreement and one counterpart thereof the day and year first above written.

By:

Kristen S. Vogel Date
High School Principal

By:

Mr. Christopher Malone Date
Superintendent of Schools

By:

Tewksbury School Committee Date

**AGREEMENT BETWEEN
THE TEWKSBURY SCHOOL DISTRICT
AND
JOHN S. WEIR
JOHN W. WYNN MIDDLE SCHOOL PRINCIPAL**

Agreement made effective July 1, 2017 by and between the Tewksbury School District, Middlesex County, in the Commonwealth of Massachusetts (hereinafter referred to as the "District" and John S. Weir. Said District has and does hereby employ said John S. Weir as a MIDDLE SCHOOL PRINCIPAL. Both parties agree that said employee (hereinafter referred to as "Mr. Weir") shall perform the duties of Middle School Principal as prescribed by the laws of the Commonwealth of Massachusetts and by the rules, regulations, and policies made thereunder by the Tewksbury School Committee under the direction of the Superintendent.

The parties hereto agree as follows:

**SECTION ONE
EMPLOYMENT**

1.01 The District hereby employs Mr. Weir as a MIDDLE SCHOOL PRINCIPAL, in Tewksbury, MA. Mr. Weir hereby accepts such employment on the following terms and conditions. Mr. Weir is hereby assigned to the John W. Wynn Middle School. The assignment may be changed by the Superintendent based on the needs of the Tewksbury Public Schools, including but not limited to reorganization of school districts, school closings or re-configurations of grades attending the school or schools to which Mr. Weir is assigned.

**SECTION TWO
TERM**

2.01 The Principal shall be employed for the period commencing July 1, 2017 and ending June 30, 2020, unless sooner terminated as herein provided.

2.02 In the event that the Superintendent decides not to extend the contract, the principal agrees this provision constitutes notice of expiration or non-renewal of the agreement effective June 30, 2020, said notice issued pursuant to M.G.L. c.71 §41.

2.03 This agreement constitutes notice that, in the absence of a written agreement, this agreement will not automatically extend or be renewed after June 30, 2020. The principal agrees this provision constitutes notice of expiration or non-renewal of the agreement effective June 30, 2020, said notice issued pursuant to M.G.L. c 71 §41.

**SECTION THREE
COMPENSATION**

3.01 The District agrees to pay the Principal, in consideration of the faithful, diligent and competent performance of his duties and responsibilities as provided herein and in the statutes and regulations of the Commonwealth, at the following annual rates of pay:

3.02 Mr. Weir will receive an annual salary of \$116,469.00 based on a total work year of 225 days. Yearly salary may be impacted by annual increase authorized by the School Committee.

3.03 The annual salary rate shall be paid to Mr. Weir in twenty-six (26) equal biweekly payments in accordance with the schedule of payments established for teaching employees of the Committee.

SECTION FOUR **TERMINATION**

4.01 The Principal shall not be dismissed during the term of this contract unless he has been furnished with a written notice of intent to dismiss with an explanation of the grounds for the dismissal and, if he so requests, has been given a reasonable opportunity, within fifteen days of receiving such notice, to review the decision with the superintendent. At such meeting, the Principal may be represented by an attorney or other representative to present information pertaining to the basis or bases for the decision and to his status. Neither this provision nor this contract shall under any circumstances be construed as requiring good cause for dismissal, nor shall this provision apply to the non-renewal of this contract, or termination of this contract during its term pursuant to Section 4.02 below.

4.02 This agreement may be terminated during its term, and the Principal's employment thus terminated, for reasons including but not limited to:

- a. Mutual agreement of the parties;
- b. Resignation or retirement of the Principal, provided he provides ninety (90) days notification, and provided that no resignation shall become effective until the close of any school year in which the contract is in effect, unless the Superintendent fixes a lesser period of time at which resignation or release is to take effect; or
- c. Elimination of the Principal's position pursuant to a reorganization, reduction in force, budgetary reasons, closing of the building to which the Principal is assigned, and/or declining enrollment.

SECTION FIVE **CERTIFICATE**

5.01 Mr. Weir shall furnish and maintain during the term of Middle School Principal, all as required by General Laws, Chapter 71, §38G.

SECTION SIX **DUTIES**

6.01 Mr. Weir shall perform faithfully and to the best of his ability the duties of a PRINCIPAL pursuant to Chapter 71 of the General Laws and all other duties as may be assigned to him under the supervision and direction of the Superintendent of Schools or his/her designee. Said duties are attached hereto and incorporated by reference.

SECTION SEVEN

SICK LEAVE

7.01 Mr. Weir shall be entitled to fifteen (15) days per year as sick leave with full pay. Sick leave may be used for illness of Mr. Weir or his immediate family. Unused sick leave days shall be accumulated from year to year with no maximum limit, including any unused sick leave accumulated by Mr. John Weir while employed by the District prior to this Agreement.

7.02. Mr. Weir will be granted the value of ten (10%) of his unused accumulated sick leave upon his death or his retirement from the school system; provided, that in the event of Mr. Weir's death, such payment shall be made to his estate.

7.03 In addition to personal illness or injury, sick leave may be utilized for any other reason approved by the Superintendent.

7.04 For the purpose of this Agreement, the term "family" shall be defined as meaning father, mother, son, daughter, spouse, parent-in-law, son-in-law, daughter in-law, or other person living in the immediate household, or any person approved by the Superintendent.

SECTION EIGHT

DISABILITY

8.01 If Mr. Weir sustains injury or illness arising out of his employment by the Tewksbury Public Schools, he shall be entitled to receive his full pay for the period of his incapacity. If such period exceeds thirty (30) days, continued payment beyond such period shall be subject to approval by the School Committee, which may require periodic written testimony supporting the claim of continued incapacity as a condition precedent to its approval.

8.02 In lieu of a sick leave bank, if Mr. Weir has exhausted his accumulated sick leave due to extended major illness, thirty (30) additional days of paid sick leave shall be advanced to Mr. Weir upon proper medical documentation of the nature of the illness.

SECTION NINE

TEMPORARY LEAVES OF ABSENCE WITH PAY

(Personal and Bereavement Leave)

9.01 The Superintendent may grant Mr. Weir a personal leave of absence without loss of pay for the purpose of conducting personal business that cannot be dealt with outside of his normal workday or workweek.

9.02 Four days, not to be deducted from sick leave, shall be granted in the event of the death of a member of Mr. Weir's family.

9.03 One day is allowed for death of other close relatives not to be deducted from sick leave.

9.04 Additional paid days for funeral leave purposes may be granted at the discretion of the Superintendent.

SECTION TEN

WORK YEAR

10.01 The work year shall consist of 225 work days plus holidays and vacation to reflect a total of 260 days. Those days which are not part of the traditional school year will be scheduled by the Superintendent or his/her designee after consultation with Mr. Weir.

10.02 Mr. Weir may accept and be compensated for up to three (3) days for speaking, writing, lecturing or other engagements of a professional nature approved in advance by the Superintendent provided they do not derogate from his duties.

SECTION ELEVEN

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

11.01 The District will consider reimbursement to Mr. Weir for up to two courses per year in a doctoral program. The decision on reimbursement will be made after consultation with the Superintendent and the Committee. Courses in an approved doctoral program may be approved by the Superintendent or his/her designee based upon relevancy of the course. A minimum grade of B-, or pass (satisfactory), if a pass/fail system, is required. Reimbursement, if any will be made within sixty (60) calendar days after presentation of the required transcript to the Superintendent's office. A decision on course reimbursement will be made by the Superintendent consistent with financial limits set by the Committee.

11.02 The School District shall annually reimburse Mr. Weir for travel, attendance, and expenses of local and state professional conferences, publications, and dues for membership in professional associations upon submission of a written voucher for the same. Attendance at national professional conferences must be approved in advance by the Superintendent and costs associated with attendance at said national conferences must also be approved in advance by the Superintendent.

SECTION TWELVE

INSURANCE

12.01 Mr. Weir shall be eligible to participate in the Town of Tewksbury's group insurance plan in accordance with the terms and conditions established by the Town of Tewksbury and the terms and conditions of the contracts of insurance between the Town of Tewksbury and the insurance carrier. On the date of retirement life insurance may be continued in the amount of \$5,000.00, one-half (½) of the premium to be paid by the retiree.

12.02 Liability Insurance – Mr. Weir shall be covered under the umbrella policy of the Town of Tewksbury for liability coverage while engaged in his duties as a School Department administrator.

SECTION THIRTEEN EVALUATIONS

The Superintendent shall evaluate the performance of Mr. Weir in writing during each year of the term. Such evaluation shall be accomplished using the evaluation standards established by the regulations on Evaluation of Teachers and Administrators, (603 CMR 35.00). Such evaluation shall be accomplished through mutual goal setting annually in September. The evaluation shall be discussed with Mr. Weir, he shall be given a copy thereof, and he shall have the opportunity to respond to such evaluation in writing.

SECTION FOURTEEN PROTECTION OF ADMINISTRATORS

John Weir shall immediately report to the Superintendent any instance of abusive conduct, torts or assaults suffered by him in the course of his employment. Mr. Weir will not suffer loss of pay or sick leave benefits as a result of a reported assault. The Committee will, upon the request of Mr. Weir, provide legal support to him pursuant to the provisions of Massachusetts General Laws Chapter 258.

SECTION FIFTEEN TAX-DEFERRED ANNUITY

The Committee, at the request of Mr. Weir and in accordance with Massachusetts law, shall withhold and transfer an amount of salary, as designated by Mr. Weir, annually, semi-annually, or monthly, as the case may be, to a tax-deferred annuity program chosen by Mr. Weir.

SECTION SIXTEEN ENTIRE AGREEMENT

This Agreement embodies the entire understanding and agreement between the District and Mr. Weir and there are no inducements, promises, terms, conditions, or obligations made or entered into by either party other than those contained herein, except as may be provided in a writing signed by both the District and Mr. Weir. This Agreement shall be construed and interpreted in accordance with the laws of the Commonwealth of Massachusetts.

SECTION SEVENTEEN
VALIDITY

If any paragraph or part of this Agreement is invalid, it shall not affect the remainder of the Agreement; but said remainder shall be binding and effective upon both parties.

IN WITNESS WHEREOF, the parties have hereunto signed and sealed this Agreement and one counterpart thereof the day and year first above written.

By:

Mr. John S. Weir Date
Middle School Principal

By:

Mr. Christopher Malone Date
Superintendent of Schools

By:

Tewksbury School Committee Date

TEWKSBURY PUBLIC SCHOOLS
CONTRACT OF EMPLOYMENT
SHERI-LYNNE MATTHEWS

This contract, or any successor agreement, is made between the Tewksbury Public Schools, through the Superintendent of Schools, hereinafter referred to as the "Superintendent", and Sheri-Lynne Matthews, hereinafter referred to as the "Administrator." In consideration of the promises herein contained, the parties agree as follows:

WHEREAS, the parties wish to enter into an employment agreement between them for Ms. Matthews' services as Director of Business Services; and

WHEREAS, this agreement sets forth the terms and conditions pertaining to Ms. Matthews' employment with the District; and

WHEREAS, the term of said agreement and any subsequent amendments continues to June 30, 2020; and

WHEREAS, the parties are mutually desirous of specifying certain of the terms of said agreement and moralizing those terms which are not expressly modified herein;

NOW THEREFORE, the parties hereto hereby as follows;

1. **Duration and Termination:** The Administrator's agreement shall be effective as of July 1, 2017 and conditionally extended through June 30, 2020. At the end of the 2019-2020 school year the Superintendent may offer a one year extension at his discretion. In the event the Administrator wishes to terminate this agreement, she may do so by giving ninety (90) days written notice.

The parties agree that all disputes relative to termination of this contract by the Committee will be resolved by final and binding arbitration in accordance with the Labor and Arbitration Rules of the American Arbitration Association. Initiation of arbitration shall occur only by filing a written demand therefore with the other party and the American Arbitration Association within 21 calendar days of the date of notice of discharge. In no case may an arbitrator apply any definition of the words "good cause" except as same were interpreted by Massachusetts' courts prior to June 18, 1993, and as contained in M.G.L. c. 71§42 prior to same date. In no case shall arbitrator enter an award which calls for re-instatement; any award entered may only award monetary damages on a breach of contract theory.

Consistent with state law, the District may elect not to renew an Administrator's contract beyond a stated expiration date. The District's decision not to extend or renew a contract after a stated expiration date shall not be considered a dismissal or discharge. Under this agreement a non-renewal or decision not to extend the contract is not subject to the arbitration clause herein.

2. **Duties/Responsibilities:** The Administrator shall perform all duties/responsibilities as specified in the job description approved by the District for the position specified below and further duties as assigned.

3. **Certification:** The Administrator shall furnish and maintain, during the term of this contract, a valid and appropriate certificate qualifying her for the position as Director of Business Services.

4. **Professional Days:** The administrator shall be entitled to participate in and attend professional development workshops and conferences approved in advance by the Superintendent.

5. **Professional Development:** The Administrator shall be expected to participate in continuous professional development approved in advance by the Superintendent.

6. **Personal Leave:** Personal leave shall be granted up to three (3) days with the approval of the Superintendent.

7. **Sick Leave:** The Administrator shall be entitled to sick leave in the amount equal to, but not in excess of fifteen (15) days of sick leave for each year of this agreement. Unlimited sick days may be accumulated but in no case will they be bought back on severance, resignation, or retirement.

8. **Professional Development & Course Tuition Reimbursement:** The Administrator shall receive reimbursement for tuition and registration fees for professional development or courses of at least two (2) credits from an approved college or university. All courses must receive the prior approval of the Superintendent. To receive reimbursement, the Administrator must submit a copy of the grade report and receipted bill(s) for the cost of the course.

9. **Insurance:**

a.) **Health;** All full-time Administrators shall be entitled to participate in the Town of Tewksbury's current Health Insurance Program at the current rate of contribution.

b.) **Life;** The Committee agrees to reimburse up to a one thousand one hundred dollars (\$1,100.00) premium annually towards a term life insurance policy approved by the Superintendent.

c.) **Long-term Disability;** The District shall pay not more than nine hundred dollars (\$900.00) annually directly to a long-term disability insurance carrier of the Administrator's choice upon receipt of written authorization to do so.

d.) **Short-term Disability;** The district shall provide to the Administrator sufficient additional sick leave to satisfy the 90 day waiting period for benefits under the long-term disability policy once accumulated sick leave under Article 7 is exhausted.

10. **Vacation:** The Administrator shall receive twenty-five (25) working days annual vacation exclusive of legal holidays. Up to ten (10) vacation days may be carried over from one year to

the next but in no case shall the total number of accumulated or earned days exceed the total of thirty-five (35) vacation days.

11. **Holidays:** The Administrator shall be entitled up to fourteen (14) paid holidays as required by law or District Policy.

12. **Other Benefits or Conditions of Employment:** The Administrator shall be entitled to other benefits and conditions of employment generally available to Tewksbury Administrators employed on individual employment agreements.

13. **Evaluation:** By June of each year of this agreement, the Superintendent shall complete an evaluation of the Administrator.

14. **District Travel & Other Expenses:**

a.) **Travel:** The Administrator shall be entitled to \$2,600 per year in-district travel, to be paid in two (2) payments during December and June of each year without voucher.

b.) **Out of Pocket Expense:** The Administrator will be reimbursed for reasonable out of pocket expenses incurred in performance of her duties, subject to advanced approval by the Superintendent.

15. **Position:** The Administrator shall perform all duties and responsibilities as the: **Director of Business Services.**

16. **Compensation:**

Salary: FY18 \$128,410

FY19 \$128,410*

FY20 \$128,410*

* Yearly salary may be impacted by annual increase authorized by the School Committee.

This agreement embodies the entire agreement between the Superintendent and the Administrator and there are no inducements, promises, terms, conditions or obligations made or entered into by either party other than those contained herein. Any part of this agreement may be amended by mutual agreement of the Superintendent and the Administrator.

Christopher J. Malone
Superintendent of Schools
Date: _____

Sheri-Lynne Matthews
Director of Business Services
Date: _____

Tewksbury School Committee
Date: _____

TEWKSBURY SCHOOL COMMITTEE

Focus Groups and Task Forces

DRAFT April 2017

COLLECTIVE BARGAINING COMMITTEES

Custodians – Dennis Francis / TBD

2015-2018 Contract Ratified on April 29, 2015

Educational Support Personnel – Dennis Francis / TBD

2015-2018 Contract Ratified on June 15, 2016

Food Service – Jamey Cutelis / Dennis Francis

2015-2018 Contract Ratified on April 29, 2015

Non-Union Personnel – Jamey Cutelis / Kristen Polimeno

1 YR Contract Ratified – June 10, 2015

Nurses – Dennis Francis / Kristen Polimeno

2015-2018 Contract Ratified on June 10, 2015

Secretaries – Dennis Francis / TBD

2015-2018 Contract Ratified on July 15, 2015

Tewksbury Administrators Group – Jamey Cutelis / Kristen Polimeno

2015-2018 Contract Ratified on June 10, 2015

TTA – Jamey Cutelis / Kristen Polimeno

2015-2018 Contract Ratified on July 15, 2015

FOCUS GROUPS, SUB-COMMITTEES, TASK FORCES AND TEAMS

District-Wide Security Team – Kristen Polimeno / Jamey Cutelis

Elementary School Building Committee – Jamey Cutelis / Dennis Francis

High School Building Committee – Jamey Cutelis / Dennis Francis

NEASC Committee – Arthy Bennett / Kristen Polimeno

Policy Review Team – TBD / Kristen Polimeno

Tewksbury Education Foundation – Arthy Bennett

TSEPAC Executive Committee – Dennis Francis / Kristen Polimeno

Wellness Advisory Committee – Arthy Bennett / Kristen Polimeno

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee
From: Christopher J. Malone, Superintendent
Date: April 5, 2017
Re: Results of FY16 End of Year Report Audit

For Information Purposes Only

The Tewksbury Public Schools had an outside auditor, Powers and Sullivan, come in to audit our annual End of Year report that was submitted to the Massachusetts Department of Elementary and Secondary Education. We are happy to report there were zero findings within the FY16 End of Year report.:

Powers & Sullivan, LLC

Certified Public Accountants



TOWN OF TEWKSBURY, MASSACHUSETTS

*REPORT ON APPLYING AGREED-UPON PROCEDURES
OVER COMPLIANCE APPLICABLE TO
MASSACHUSETTS SCHOOL DISTRICTS'
END-OF-YEAR FINANCIAL REPORT*

YEAR ENDED JUNE 30, 2016

TOWN OF TEWKSBURY, MASSACHUSETTS
REPORT ON APPLYING AGREED-UPON PROCEDURES
OVER COMPLIANCE APPLICABLE TO
MASSACHUSETTS SCHOOL DISTRICTS'
END-OF-YEAR FINANCIAL REPORT
YEAR ENDED JUNE 30, 2016

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100 Quannapowitt Parkway
Suite 101

Wakefield, MA 01880

T. 781-914-1700

F. 781-914-1701

www.powersandsullivan.com

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES OVER COMPLIANCE APPLICABLE TO MASSACHUSETTS SCHOOL DISTRICTS' END-OF-YEAR FINANCIAL REPORT

To the Honorable Board of Selectmen
and the School Committee
Town of Tewksbury, Massachusetts

We have performed the procedures specified in the Massachusetts Department of Elementary and Secondary Education's (DESE) Compliance Supplement applicable to Massachusetts School Districts to the End-of-Year Financial Report prepared by the Town of Tewksbury, Massachusetts (Town) for the year ended June 30, 2016. We performed these procedures solely to assist the Town and the DESE in evaluating the Town's assertion that it has complied with the DESE requirements applicable to the preparation and filing of a Massachusetts School Districts' End-of-Year Financial Report. The School District's management is responsible for preparing the End-of-Year Financial Report. This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report.

Consequently, we make no representation regarding the sufficiency of the procedures specified in the Massachusetts Department of Elementary and Secondary Education's Compliance Supplement applicable to Massachusetts School Districts End-of-Year Financial Report for the purpose for which this report has been requested or for any other purpose.

No instances of noncompliance with the agreed-upon procedures were noted.

We were not engaged to and did not perform an examination, the objective of which would be the expression of an opinion on the End-of-Year Financial Report. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of the Town and the DESE and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.

February 22, 2017