

TEWKSBURY SCHOOL COMMITTEE AGENDA



TEWKSBURY PUBLIC SCHOOLS
CHRISTOPHER J. MALONE
SUPERINTENDENT OF SCHOOLS

Meeting Date: Wednesday, September 13, 2017

Meeting Type: Regular Meeting #3 (7:00PM)

Meeting Type: Executive Session #2 (6:15PM)

Reception for the 2017-2018 New Teachers & Administrators (6:45PM)

Meeting Location: Tewksbury Memorial High School Library
320 Pleasant Street, Tewksbury, Massachusetts

A. CALL TO ORDER

B. EXECUTIVE SESSION (Non-Public Session) - 6:15PM

Continued discussion relative to collective bargaining with employee groups and the strategy to be followed and/or continued ongoing litigation. The School Committee will reconvene in Open Session following the Executive Session.

C. ADJOURN

D. RECONVENE REGULAR MEETING - 7:00PM

E. ANNOUNCEMENT (7:00PM)

The September 13, 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.

F. PLEDGE OF ALLEGIANCE

G. RECOGNITION

2017-2018 New Teachers and Administrators

H. STUDENT REPRESENTATIVE REPORT

Grace Morris

I. PRESENTATIONS

None

J. 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.*)

K. APPROVAL OF MINUTES

1. August 16, 2017 School Committee/Admin Workshop
2. August 16, 2017 Regular Meeting Minutes

L. SUBMISSION AND PAYMENT OF BILL

1. Payroll Period Ending, August 10, 2017 (\$1,131,336.19)
2. Payroll Period Ending, August 24, 2017 (\$1,064,509.97)
3. Payroll Period Ending, September 7, 2017 (\$1,303,806.10)

M. SUPERINTENDENT & STAFF REPORT

N. CONSENT AGENDA (*itemized on page 3*)

O. COMMITTEE REPORTS

Elementary School Building Committee
Tewksbury Education Foundation
Wellness Advisory Committee

P. POLICY CHANGES, PROPOSALS, and ADOPTION

Section J - Students: Policy Reviewed and Recommended to Accept with No Changes - Second & Final Reading:

JICFB, Bullying Prevention (Bully Prevention and Intervention Plan)

MASC Policy Reference Manual Review and Recommended Updates

Policies Recommended to Rescind as Policy is Redundant or Unnecessary on First Reading: DJG –Vendor Relations; H- Negotiations; IHAЕ – Physical Education; IJJ – Textbook Selection; IJK – Supplementary Materials ; IJM – Special Interest Materials; JBA – Student-to-Student Harassment; JICG – Tobacco Use by Students; JRA-R – Regulations on student records ; KEB – Complaints about School Personnel; KEB-R Complaints about School Personnel; KEC – Complaints about Materials; KJA – Relations with Boosters

Policies Recommended to Revise as a Result of Legal Changes, Changes in Practice, or Updating of Language to Reflect Modern Needs on First Reading: ACE – Nondiscrimination on the Basis of Disability; ADC – Smoking on School Premises; BBA – School Committee Powers and Duties; BBBA/BBBB – School Committee Member Qualifications/Oath of Office; BDD – School Committee – Superintendent Relationship; BDE - Subcommittees of the School Committee BDF - Advisory Committees to the School Committee; BEDA – Notification of School Committee Meetings; BEDB – Agenda Format; BEDH – Public Participation at School Committee Meetings; BHE – Use of Electronic Messaging by School Committee Members; BIA – New School Committee Member Orientation; BIBA – School Committee Conferences, Conventions, and Workshops; CB – School Superintendent; CBD – Superintendent's Contract; CBI – Evaluation of the Superintendent; CE – Administrative Councils, Cabinets, and Committees; CH – Policy Implementation; CHA – Development of Regulations; CHC – Regulations Dissemination; DB – Annual Budget; DBD – Budget Planning; DBJ – Budget Transfer Authority; DD – Funding Proposals and Applications

Q. OLD BUSINESS

1. Next Generation MCAS Update
2. Approval of 2018 School Committee Meeting Calendar

R. NEW BUSINESS

1. Enrollment - August 30, 2017
2. TMHS Request To Add Class of 2021 to the Student Activity Account (SAA)
3. TMHS Request to Remove Class of 2017 from the Student Activity Account (SAA)

S. SCHOOL COMMITTEE MATTERS OF INTEREST

T. FUTURE SCHOOL COMMITTEE & FUTURE SUB-COMMITTEE MEETING DATES

September 27, 2017; October 3, 2017- (Special Town Mtg/7:00PM (School Committee will Attend); October 18, 2017; November 15, 2017

U. FUTURE AGENDA ITEMS

V. ADJOURNMENT

TEWKSBURY SCHOOL COMMITTEE CONSENT AGENDA

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

TEWKSBURY SCHOOL COMMITTEE
Kristen M. Polimeno, Chairperson, kpollmeno@tewksbury.k12.ma.us
James A. Cutellis, Vice Chairperson, jcutellis@tewksbury.k12.ma.us
Keith M. Sullivan, Clerk, ksullivan@tewksbury.k12.ma.us
Arthy S. Bennett, abennett@tewksbury.k12.ma.us ♦ Dennis G. Francis, dfrancis@tewksbury.k12.ma.us

N. CONSENT AGENDA

1. Correspondence

- a. 2017 Mentor Stipends
- b. North Street/Dewing PAC Fundraiser/Event Calendar August 2017 through December 2017

2. Enrollment Update

See New Business

3. Monthly Expenditure Report

None

4. Personnel Items

New Hires: Amber Annese (\$19,549), Classroom Instructional Aide, Dewing Elementary School, effective August 28, 2017; Ellen Blash (\$19,549), Classroom Instructional Aide, Tewksbury Memorial High School, effective August 30, 2017; Kathryn Buck (\$19,549), Classroom Instructional Aide, Heath Brook School, effective September 5, 2017; Suzanne Caliendo (\$25,791), 10-month Secretary, John F. Ryan Elementary School, effective August 23, 2017; Benjamin Clasby (\$19,549), Classroom Instructional Aide, Louise Davy Trahan School, effective August 28, 2017; Jade Csizmesia (\$32.04/hr), District-wide part-time (up-to 19 hrs/wk) ESL Teacher, effective August 28, 2017; Melissa Engelken (\$75,231), Grade 1 Teacher, Heath Brook School, effective August 28, 2017; Stephanie Falasca (\$19,549), Classroom instructional Aide, North Street School, effective August 30, 2017; Heather Godin-Small (\$19,549), Classroom Instructional Aide, John W. Wynn Middle School, effective August 28, 2017; Joanne Garvey (\$32.04/hr), District-wide part-time (up-to 19 hrs/wk) ESL Teacher, effective August 28, 2017; Jacob Horvitz (\$49,629), Grade 4 Teacher, Louise Davy Trahan School, effective August 28, 2017; Danielle Ruderman (\$57,721), Developmental Learning Center Teacher, North Street School, effective August 28, 2017; Brianna Tuccinardi (\$50,513), Grade 5 Math/Science Teacher, John F. Ryan Elementary School, effective August 28, 2017

Transfers: Catherine Francis, Classroom Instructional Aide, transfer from Tewksbury Memorial High School to the John F. Ryan Elementary School effective August 28, 2017

Retirements/Resignations/Terminations: Nancy Cassidy, Classroom Instructional Aide, Loella Dewing Elementary School, effective August 29, 2017; Christina Dick, Classroom Instructional Aide, John F. Ryan Elementary School, effective August 9, 2017; Mary Karamourtopoulos, District-wide ESL Instructor, effective August 9, 2017; Marie Bourgeois, Classroom Instructional Aide, North Street School, effective October 6, 2017

Appendix B:

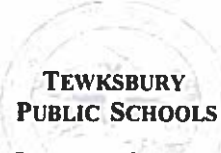
Tewksbury Memorial High School

Freshman Co-Advisor(s): Conner Bourgoin & Lindsey Bowden

Sophomore Co-Advisor: Kelsey Ring

- 5. **Acceptance of Donations/Gifts:** Request from the Ryan PAC to reallocate the \$10,000 donation from the Ryan PAC (June 12, 2017) for the purchase of HP Streams, for the \$10,000 donation to be used for the Ryan School Courtyard Project.
- 6. **Fundraisers/Raffles:** Wynn PAC Yankee Candle & Spirit Cups fundraiser, September 14, 2017 through September 28, 2017; Class of 2020 Car Wash fundraiser, September 30, 2017; Class of 2020 "Boo-grams" fundraiser, October 30, 2017 through October 31, 2017; North Street PAC Spirit Wear/Gear fundraiser, August 31, 2017 through June 22, 2018; North Street PAC Pennies for Patients fundraiser January 22, 2018 through February 9, 2018; North Street PAC 4th Grade Committee Tewksbury Gear sales fundraiser November 1, 2017 through December 18, 2017

Executive Session

 <p>TEWKSBURY PUBLIC SCHOOLS CHRISTOPHER J. MALONE SUPERINTENDENT OF SCHOOLS</p>	<p>TEWKSBURY SCHOOL COMMITTEE AGENDA</p> <p>Meeting Type/Time: Executive Session #2 – Non-Public Session at 6:15 p.m.</p> <p>Meeting Date: Wednesday, September 13, 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. Continued discussion relative to collective bargaining with employee groups and the strategy to be followed and/or continued ongoing litigation. The School Committee will reconvene in Open Session following the Executive Session.

C. ADJOURNMENT

Recognition and/or Presentations

2017-2018 NEW TEACHERS & ADMINISTRATORS		
NAME	POSITION	SCHOOL
KAREN CRONIN	PRINCIPAL	NORTH STREET SCHOOL
SEAN O'LEARY	ASSISTANT PRINCIPAL	TMHS
SANFORD ARBOGAST	CTBE	TMHS
CONNER BOURGOIN	ELA	TMHS
ALENA BRETON	MATH	WYNN MIDDLE SCHOOL
JESSICA BURTON	GUIDANCE COUNSELOR	WYNN MIDDLE SCHOOL
LISA COSTA	DLC PRESCHOOL	DISTRICT-WIDE
JADE CSIZMESIA	PART-TIME ELS	DISTRICT-WIDE
SHANNON DUFFTY	PHYSICAL SCIENCE	TMHS
MELISSA ENGELKEN	GRADE 1	HEATH BROOK SCHOOL
MARIE FIORI	PK DLC	DISTRICT-WIDE
JESSICA GILLILAND	BEHAVIOR SPECIALIST	DISTRICT-WIDE
JILLIAN GOODWIN	MSNT	TMHS
MELISSA GORMAN	GRADE 4	NORTH STREET SCHOOL
MICHAEL HANCOCK	PHYSICS	TMHS
JACOB HORVITZ	GRADE 4	TRAHAN ELEMENTARY SCHOOL
DANIEL KASSNER	SOCIAL STUDIES	TMHS
KIMBERLY KHAN	MSNT	WYNN MIDDLE SCHOOL
KATELYN LAMOUREUX	ESL	DISTRICT-WIDE
TAYLOR MOYETTE	MSNT	WYNN MIDDLE SCHOOL
SARAH MYSLIWY	BEHAVIOR SPECIALIST	DISTRICT-WIDE
LAUREN NASTARI	MSNT	WYNN MIDDLE SCHOOL
ALEX NORTON	DIGITAL LEARNING SPECIALIST TEACHER	WYNN MIDDLE SCHOOL
VICTORIA O'MEARA	GRADE 4	TRAHAN ELEMENTARY SCHOOL
DANIELLE RUDERMAN	SPED/DLC	NORTH STREET SCHOOL
CHRISTINE SMITH	MSNT	TMHS
ALYSE TREVOR	GRADE 3	TRAHAN ELEMENTARY SCHOOL
BRIANNA TUCCINARDI	GR 5 MATH/SCI	RYAN ELEMENTARY SCHOOL
KRISTINA VALCOURT	GRADE 3	TRAHAN ELEMENTARY SCHOOL
SARA WALSH	GRADE 2 INCLUSION	HEATH BROOK SCHOOL

Minutes

Payroll

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **8/10/2017**

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 **\$1,131,336.19**

GRANTS

\$46,631.78 2016-2017 Special Ed 240 Grant
2016-2017 Collaborative Partnerships
\$12,986.97 2016-2017 Title I Grant
2016-2017 Title II Grant
\$3,250.00 2016-2017 Special Ed Improvement
\$9,220.07 2016-2017 Academic Support
2016-2017 Literacy Partnerships
2016-2017 Early Childhood

REVOLVING ACCOUNTS

\$71,947.90 2017-2018 Ext Day Program
(\$1,275.63) 2017-2018 Ext Day Preschool Program
\$20,436.62 2017-2018 Adult Education Program
\$4,481.32 2016-2017 New Start
\$11,235.75 2017-2018 Lunch Program
\$49.04 2016-2017 Hanover Funds
\$822.04 2017-2018 Facilities
\$366.87 2017-2018 Recreation
\$404.12 2016-2017 Parking Fees
\$3,053.69 2016-2017 Preschool
\$358.31 2017-2018 Athletic Revolving

\$183,968.85 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$238,825.28 2017-2018 School Department Account
\$708,542.06 2016-2017 School Department Account

\$947,367.34 SUB TOTAL - LEA FUNDS

\$1,131,336.19 TOTAL

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **8/24/2017**

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 **\$1,064,509.97**

GRANTS

\$20,203.96	2016-2017	Special Ed 240 Grant
	2016-2017	Collaborative Partnerships
\$4,047.81	2016-2017	Title I Grant
\$7,767.24	2016-2017	Title II Grant
	2016-2017	Special Ed Improvement
	2016-2017	After School Out of School Time
\$800.00	2016-2017	Academic Support
	2016-2017	Literacy Partnerships
	2016-2017	Early Childhood

REVOLVING ACCOUNTS

\$73,267.43	2017-2018	Ext Day Program
(\$784.88)	2017-2018	Ext Day Preschool Program
\$7,805.12	2017-2018	Adult Education Program
\$1,800.00	2016-2017	New Start
\$4,620.17	2017-2018	Lunch Program
\$49.04	2016-2017	Hanover Funds
\$227.90	2017-2018	Facilities
\$141.46	2017-2018	Recreation
\$404.12	2016-2017	Parking Fees
\$3,053.69	2016-2017	Preschool
\$297.34	2017-2018	Athletic Revolving

\$123,700.40 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$232,267.51	2017-2018	School Department Account
\$708,542.06	2016-2017	School Department Account

\$940,809.57 SUB TOTAL - LEA FUNDS

\$1,064,509.97 TOTAL

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **9/7/2017**

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 **\$1,303,806.10**

GRANTS

\$24,339.35 2016-2017 Special Ed 240 Grant
2016-2017 Collaborative Partnerships
\$4,961.45 2016-2017 Title I Grant
2016-2017 Title II Grant
\$5,088.92 2016-2017 Special Ed Improvement
2016-2017 After School Out of School Time
\$2,593.74 2016-2017 Academic Support
2016-2017 Literacy Partnerships
2016-2017 Early Childhood

REVOLVING ACCOUNTS

\$46,638.24 2017-2018 Ext Day Program
\$4,808.90 2017-2018 Ext Day Preschool Program
\$11,655.00 2017-2018 Adult Education Program
2016-2017 New Start
\$14,582.97 2017-2018 Lunch Program
\$49.04 2016-2017 Hanover Funds
\$293.17 2017-2018 Facilities
\$353.18 2017-2018 Recreation
\$414.21 2016-2017 Parking Fees
\$2,835.31 2016-2017 Preschool
\$297.34 2017-2018 Athletic Revolving

\$118,910.82 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$1,184,895.28 2017-2018 School Department Account

\$1,184,895.28 SUB TOTAL - LEA FUNDS

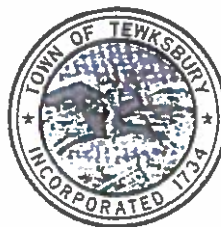
\$1,303,806.10 TOTAL

Superintendent/ Staff /School Committee Reports

Consent Agenda

Tewksbury Public Schools

Christopher J. Malone, C.A.G.S.
Superintendent (978) 640-7200
cmalone@tewksbury.k12.ma.us



Brenda Theriault-Regan, C.A.G.S.
Assistant Superintendent (978) 640-7550
bregan@tewksbury.k12.ma.us

TO: Kaitlyn Paquette

FROM: Brenda Theriault-Regan
Assistant Superintendent

DATE: August 30, 2017

RE: Mentor Stipends

Below please find the list of mentors who will be receiving a stipend. The following individuals should receive the higher stipend as they participated in the training component of the program:

- Sue Barnett
- Marco Basiliere
- Jennifer Cote
- Jamie Lane
- Natasha MacFarlane
- Jeanne Selissen
- Jim Sullivan
- Candace Tharrett (2 protégés)

The following individuals did not attend the training component of the program and will receive a lower stipend:

- | | |
|-----------------------|------------------|
| • Andy Bellistri | • Jennifer Kelly |
| • Donna Boudreau-Hill | • Jaime Noberini |
| • Eamon Edgerton | • Tara Quinn |
| • June Fagan | • Cindy Ramaska |
| • Maryjo Kelleher | |

The following individuals have chosen to receive credit:

- Lisa Bailey
- Teresa Enos
- Catherine Gagne
- Lori Hyland
- Rob Rogers
- Christine Strickler
- Candace Tharrett (2 protégés)
- Laura Williams (2 in-district credits)

Please let me know if you have any questions.

Thank you!

cc: C. Blodeau
G. Johnson
J. Mrozowski

[illegible]

HS Received 8/31/17
11:00am
81

RYAN PAC



MEMORANDUM

Carolyn Gaglione

[REDACTED]
ryanschoolpac@gmail.com

TO: Christopher Malone
CC: Judi McInnes
FROM: Carolyn Gaglione, Ryan PAC Chair
DATE: August 31, 2017
SUBJECT: PAC Donation Approval Request

On June 8, 2017 the Ryan PAC requested to donate \$10,000.00 for the purchase of HP Streams which was approved by the School Committee at the July 12, 2017 meeting. When Mrs. McInnes put the order in to purchase the HP Streams she was informed that they have been purchased by the school district. Therefore, I am requesting the Ryan PAC donate \$10,000.00 towards the Ryan School Courtyard Project. On behalf of the Ryan PAC and the Ryan School families, I request your approval.

If you have any questions or require additional information, please let me know. Thank you.

:ccg

TEWKSBURY PUBLIC SCHOOLS
Request for Fundraising

File: JJE-E

Date: 8-22-17

1. Name of Organization Wynn PAC

2. Describe in detail the method of the fundraising activity. Attach additional information necessary.

Yankee Candle + Spirit Cops (Sport Cops)

3. School location and facilities desired (cafetorium, cafeteria, classroom, gymnasium).

Please send Use of Facilities Form to Nancy O'Hare (TMHS)/Patricia Meuse (K-8 Schools)

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

Wynn PAC Funding

5. Proposed dates of fund raising activity From 9-14-17 To 9-28-17

6. Describe student involvement in the fund raising activity. Selling to family members

door-to-door sales

7. Type of identifying credential to be used during Fund Raising Activity. N/A

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

9. Name of responsible individual Carolyn Gagliardi

Address [REDACTED]

Telephone No. [REDACTED] Signature of Applicant Carolyn Gagliardi

(To be completed by the School Principal)

Date 8-22-17

1. Your request for permission to raise funds is Approved Disapproved (Circle)

2. Reason for disapproval _____

3. You are authorized to begin the activity on 9-14/17

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 Superintendent of Schools. Yes No (Circle)

Principal's Signature [Signature] Date 8/22/17

TEWKSBURY PUBLIC SCHOOLS
Request for Fund Raising

Date: Aug 30th, 17

1. Name of Organization: Class of 2020
2. Describe in detail the method of the fund raising activity. Attach additional information if necessary:
Students will be holding a car wash for donations @ MVP, Tewksbury, MA
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).
deposits for jr. prom + senior week
5. Proposed dates of fund raising activity: from: Sept 30th, 2017 to: Sept 30th, 2017
6. Describe student involvement in the fund raising activity:
Students will be in charge of set-up, washing, + clean up. Treasurer will handle money.
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: Bailey Mahoney
Signature of applicant: Bailey Mahoney
Address: _____
Telephone No.: _____

.....
Date: 8/31/17

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: 8/31/17

PS Received 9/7/17
9/7

TEWKSBURY PUBLIC SCHOOLS
Request for Fund Raising

Date: 9/5/17

1. Name of Organization: Class of 2020

2. Describe in detail the method of the fund raising activity. Attach additional information if necessary:

Students will be selling "Boo-grams" during lunch before Halloween that will be delivered to

whomever the sender chooses during lunch on Halloween.
3. School location and facilities desired: (cafetorium, cafeteria, classroom, gymnasium) A "Boo-gram" is a bag of candy with a personalized note. We'd also be selling TMHS lanyards & shirt leftover from Applefe
Please attach an approved Use of Facilities form!!

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

pay for candy, deposits for junior prom + senior week

5. Proposed dates of fund raising activity: from: Oct 30, 17 to: Oct 31, 17

6. Describe student involvement in the fund raising activity:

Students will put together Boo-grams, sell them during lunch + pass them out.

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: Bailey Mahoney

Signature of applicant: Bailey Mahoney

Address: [REDACTED]

Telephone No.: [REDACTED]

Date: 9/6/17

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: 9/6/17

TEWKSBURY PUBLIC SCHOOLS
Request for Fundraising

File: JJE-E

Date: 8/9/17

1. Name of Organization North St. PAC

2. Describe in detail the method of the fundraising activity. Attach additional information necessary.

Sell MS Spirit wear/gear

3. School location and facilities desired (cafetorium, cafeteria, classroom, gymnasium).

Please send Use of Facilities Form to Nancy O'Hare (TMHS)/Patricia Meuse (K-8 Schools)

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

Busses for field trips, teacher reimbursements, Ongoing PAC

5. Proposed dates of fund raising activity From 8/31/17 To 6/22/18

6. Describe student involvement in the fund raising activity. They will offer
parents/family & friends to buy Spirit wear

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 Debbie Johnson

Address [REDACTED]

Telephone No. () [REDACTED] Signature of Applicant [Signature]

(To be completed by the School Principal)

Date 8/17/17

1. Your request for permission to raise funds is Approved Disapproved (Circle)

2. Reason for disapproval _____

3. You are authorized to begin the activity on 8/31/17

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 Superintendent of Schools. Yes No (Circle)

Principal's Signature [Signature] Date 8/17/17

TEWKSBURY PUBLIC SCHOOLS
Request for Fundraising

File: JJE-E

Date: 8/10/17

1. Name of Organization North St. PAC

2. Describe in detail the method of the fundraising activity. Attach additional information necessary.

Pennies for Patients

3. School location and facilities desired (cafetorium, cafeteria, classroom, gymnasium).

Please send Use of Facilities Form to Nancy O'Hare (TMHS)/Patricia Meuse (K-8 Schools)

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

Donate to Leukemia Foundation

5. Proposed dates of fund raising activity From 1/22/18 To 2/9/18

6. Describe student involvement in the fund raising activity. They will collect

money from family & friends

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 Debbie Johnson

Address [REDACTED]

Telephone No. () [REDACTED] Signature of Applicant [Signature]

(To be completed by the School Principal)

Date 8/17/17

1. Your request for permission to raise funds is Approved Disapproved (Circle)

2. Reason for disapproval _____

3. You are authorized to begin the activity on 1/22/18

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 Superintendent of Schools. ☒ Yes ☐ No (Circle)

Principal's Signature [Signature] Date 8/17/17

TEWKSBURY PUBLIC SCHOOLS
Request for Fundraising

File: JJE-E

Date: 7/31/17

1. Name of Organization North St. DAC 4th Grade Committee

2. Describe in detail the method of the fundraising activity. Attach additional information necessary.

Selling Tewksbury \$ Gear

3. School location and facilities desired (cafetorium, cafeteria, classroom, gymnasium).

Please send Use of Facilities Form to Nancy O'Hare (TMHS)/Patricia Meuse (K-8 Schools)

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

4th Grade Events (Dance, field day, Yearbooks)

5. Proposed dates of fund raising activity From 11/1/17 To 12/18/17

6. Describe student involvement in the fund raising activity. Students will sell to their family & friends

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 Debra Johnson

Address 133 North St.

Telephone No. 978-258-7450 Signature of Applicant Debra Johnson

(To be completed by the School Principal)

Date 8/9/17

1. Your request for permission to raise funds is ☒ Approved ☐ Disapproved (Circle)

2. Reason for disapproval _____

3. You are authorized to begin the activity on 11/1/17

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 Superintendent of Schools. ☒ Yes ☐ No (Circle)

Principal's Signature [Signature] Date 8/9/17

Policy

File: ~~DJG—VENDOR RELATIONS~~

~~Representatives of firms doing or hoping to do business with the school system will be acknowledged and interviews granted or not, depending on the circumstances. Personnel charged with the purchasing function will not be required to put their time at the indiscriminate use of sales personnel, who will limit their visits to staff members designated by school officials.~~

~~Adoption date: January 1996~~

~~Reviewed and Adopted August 21, 2013~~

~~File: H~~ **NEGOTIATIONS**

~~NOTE: This section is for filing policies relating to the process of negotiations, not for filing personnel "policies" that have been negotiated. (Most of the latter would go in the Personnel Section if you determine to include items from negotiated agreements in your policy manual.)~~

~~In compiling a policy manual, you need to make a decision at the start as to how you will handle the various statements in agreements with staff units that relate to the bargaining process and to employee compensation, benefits, and other conditions of work determined through the process.~~

~~It is recommended that:~~

- ~~1. You use references to pertinent portions of agreements as appropriate to the various categories in the classification system. Otherwise, use agreement excerpts verbatim as appropriate to the various categories.~~
- ~~2. Whichever method you choose, be consistent in the treatment of negotiated "policies" throughout your manual and give the same treatment to agreements with all staff units with which you negotiate.~~

~~Many examples of the use of contract references appear in the Personnel section of this reference manual.~~

~~Reviewed and Adopted December 11, 2013~~

~~File: IHAE – PHYSICAL EDUCATION~~

~~The Tewksbury School Committee will attempt to provide every student with an opportunity for wholesome and enriched educational experiences. It is the committee's belief that the following basic aims and objectives of the physical education program will contribute to this goal:~~

- ~~1. To aid the development of the entire student so that a well-trained mind may function properly in a healthy body.~~
- ~~2. To encourage student participation in vigorous physical activity while in school, and to teach the skills of those activities so that they will have a carry-over value for later activities in everyday life.~~
- ~~3. To increase appreciation of physical fitness and its importance in regard to good health.~~
- ~~4. To impress upon students the importance of integrating one's mind, body and attitude in preparing to face the obligations of a complex society.~~

~~No pupil shall be required to take part in physical education exercises if a licensed physician certifies in writing that in his opinion such physical education exercises would be injurious to the pupil.~~

~~{Adoption date}~~

~~Revised: January 18, 1996~~

~~Revised: February 12, 2014~~

~~LEGAL REFS.: M.G.L. 71:1; 71:3~~

~~Board of Education Regulations Pertaining to Physical Education, adopted~~

~~4/25/78, effective 9/1/78~~

~~603, CMR 26:05~~

~~File: IJJ TEXTBOOK SELECTION AND ADOPTION~~

~~Responsibility for the review and selection of textbooks to be purchased shall rest with the Principal of each school. The Principal is encouraged through the School Committee to establish a review committee to assist in the process to determine the textbooks that best meet the curriculum guidelines of the District. The review committee should include teachers who will use the texts and other staff members as found desirable. Students and parents will be encouraged to serve.~~

~~Principles that apply generally to the selection of instructional materials and library materials shall apply to textbooks. Additionally, basic textbooks and textbook support materials shall be chosen:~~

- ~~-To advance the educational objectives of the school system and particular objectives of the course program;~~
- ~~-To contribute toward continuity, integration, and articulation of the curriculum; and~~
- ~~-To establish a general framework for the particular course or program.~~

~~Because the instructional purposes of textbooks, as stated above, are of such importance, particular care shall be taken in their selection as to content.~~

~~Although many points must be examined, the School Committee directs the staff to be mindful of the following considerations:~~

- ~~-The needs of all learners must be provided for.~~
- ~~-Attention should be given to gender roles depicted in the materials.~~
- ~~-The textbook and textbook support materials should lead the student and teacher beyond the textbook into a wide variety of other materials and educational experiences.~~
- ~~-If the textbook deals with problems and issues of our times, it should present and encourage examination of varied points of view.~~
- ~~-Because textbooks are selected for several years' use, special attention also shall be given their physical characteristics, durability, format and price.~~

~~REVISED: March 26, 2014~~

~~Revised: January 18, 1996~~

~~SOURCE: MASC Policy~~

~~LEGAL REFS.: [71:48](#); [30B:7](#); [71:50](#)~~

~~603 CMR [26:05](#)~~

~~CROSS REF.: [KEC](#), Public Complaint About the Curriculum or Instructional Material~~

File: IJK – SUPPLEMENTARY MATERIALS SELECTION AND ADOPTION

~~The Tewksbury School Committee recognizes that knowledge is changing and expanding and that it may be necessary to use various types of supplementary materials in addition to the basic and fundamental textbooks.~~

~~For the purpose of this policy, supplementary materials shall be defined as any instructional materials other than textbooks including, but not limited to, books, periodicals, newspapers, pictures, diagrams, maps, charts, slides, filmstrips, films, records, audiotapes, and suitable technological applications which relate directly to the adopted curriculum.~~

~~The Tewksbury School Committee believes that teachers and administrators should have a large role in selection and recommendation of supplementary materials. Teachers are encouraged to use a wide range of learning aids, provided the expense incurred in purchasing these aids remains within the limits of the budget.~~

~~{Adoption date}~~

~~Revised: January 18, 1996~~

~~Reviewed and Adopted February 12, 2014~~

~~LEGAL REF.: 603 CMR 26:05~~

~~SOURCE: MASC Policy~~

~~File: IJM SPECIAL INTEREST MATERIALS SELECTION AND ADOPTION~~

~~Organizations, institutions, and individuals at times develop materials that are offered to schools free or inexpensively. As a general rule, sponsored materials present a particular point of view, and extreme care must be exercised in evaluating and using them. The responsibility for using sponsored materials rests with the certified staff member who recommends its use. The use of this material must receive prior approval of the superintendent. In any questionable instance, the principal should be informed and shall decide whether its use in the best interests of the students.~~

~~Sponsored materials must meet the same basic selection criteria as any other learning material, as well as the following special criteria:~~

~~Any expression of a point of view should be clearly identified.~~

~~No advertising should appear on or with any material.~~

~~The source of all material should be clearly identifiable.~~

~~{Adoption date}~~

SOURCE: MASC Policy

Revised: January 18, 1996

Reviewed and Adopted February 12, 2014

LEGAL REF.: 603 CMR 26:05

File: JBA – STUDENT TO STUDENT HARASSMENT

~~Harassment of students by other students will not be tolerated in the Tewksbury Public Schools. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school activities.~~

~~Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.~~

~~Harassment means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:~~

- ~~▲ Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;~~
- ~~▲ Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or;~~
- ~~▲ Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.~~

~~Harassment as described above may include, but is not limited to:~~

- ~~▲ Verbal, physical or written (including texting, blogging, or other technological methods) harassment or abuse;~~
- ~~▲ Repeated remarks of a demeaning nature;~~
- ~~▲ Implied or explicit threats concerning one's grades, achievements, or other school matter;~~
- ~~▲ Demeaning jokes, stories, or activities directed at the student.~~

~~The District will promptly and reasonably investigate allegations of harassment. The Principal of each building will be responsible for handling all complaints by students alleging harassment.~~

~~Retaliation against a student, because a student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including suspension and expulsion.~~

~~The Superintendent will develop administrative guidelines and procedures for the implementation of this policy.~~

~~ADOPTED: November 4, 2015~~

~~LEGAL REF.: M.G.L. 151B:3A~~

~~Title VII, Section 703, Civil Rights Act of 1964 as amended~~

~~BESE 603 CMR 26:00~~

~~REFS.: "Words that Hurt." American School Board Journal. September 1999~~

~~National Education Policy Network, NSBA~~

File: ~~JICG~~ ~~TOBACCO USE BY STUDENTS~~

~~Smoking, chewing, snuff, electronic, smokeless tobacco, and vaporizing products or other use of tobacco products by staff, students, and members of the public shall be banned from all District buildings. All forms of tobacco or vaporizing product use shall be prohibited on all District property. In addition, tobacco or vaporizing product use by students is banned at all school-sponsored events, even though this use does not take place on school grounds.~~

~~Adoption date: January 1996~~

~~SOURCE: MASC~~

~~LEGAL REF: M.G.L. [71:37H](#)~~

~~CROSS REF.: [ADC](#), Smoking on School Premises~~

~~[GBED](#), Tobacco Use on School Property by Staff Members~~

~~ADOPTED: May 14, 2014~~

~~Revised: April 13, 2016~~

~~LEGAL REF.: M.G.L. [151B:3A](#)~~

~~Title VII, Section 703, Civil Rights Act of 1964 as amended~~

~~BESE 603 CMR [26:00](#)~~

~~REFS.: "Words that Hurt," American School Board Journal, September 1999~~

~~National Education Policy Network, NSBA~~

File: JRA R—STUDENT RECORDS

603 CMR 23.00 is promulgated by the Board of Education pursuant to its powers under M.G.L.c. 71, s.34D which directs that "the board of education shall adopt regulations relative to the maintenance of student records by the public elementary and secondary schools of the Commonwealth," and under M.G.L.c. 71, s.34E which directs that "the board of education shall adopt regulations relative to the retention, duplication and storage of records under the control of school committees, and except as otherwise required by law may authorize the periodic destruction of any such records at reasonable times." 603 CMR 23.00 was originally promulgated on February 10, 1975, and was reviewed and amended in June 1995. 603 CMR is in conformity with federal and state statutes regarding maintenance of and access to student records, and is to be construed harmoniously with such statutes.

Application of Rights

603 CMR 23.00 is promulgated to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of students' records and to assist local school systems in adhering to the law. 603 CMR 23.00 should be liberally construed for these purposes.

- (1) These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student's parent.
- (2) If a student is from 14 through 17 years or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.
- (3) If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603 CMR 23.00 which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school Principal or Superintendent of Schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L. c. 71, s.34E, the parent of a student may inspect the student record regardless of the student's age.
- (4) Notwithstanding 603 CMR 23.01(1) and 23.01(2), nothing shall be construed to mean that a school committee cannot extend the provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered the ninth grade.

Definition of Terms

The various terms as used in 603 CMR 23.00 are defined below:

Access: shall mean inspection or copying of a student record, in whole or in part.

Authorized school personnel: shall consist of three groups:

- (1) School administrators, teachers, counselors and other professionals who are employed by the School Committee or who are providing services to the student under an agreement between the School Committee and a service provider, and who are working directly with the student in an

~~administrative, teaching, counseling and/or diagnostic capacity. Any such personnel who are not employed directly by the School Committee shall have access only to the student record information that is required for them to perform their duties.~~

~~(2) Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the School Committee or are employed under a School Committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.~~

~~(3) The evaluation team which evaluates a student.~~

~~Eligible student: shall mean any student who is 11 years of age or older or who has entered 9th grade, unless the School Committee acting pursuant to 603 CMR 23.01 (1) extends the rights and provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered 9th grade.~~

~~Evaluation Team: shall mean the team, which evaluates school age children pursuant to M.G.L. c. 71B (St. 1972, c.766) and 603 CMR 28.00.~~

~~Parent: shall mean a student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non-custodial parent for purposes of M.G.L. c. 71, s.34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.~~

~~Release: shall mean the oral or written disclosure, in whole or in part, of information in a student record.~~

~~School age child with special needs: shall have the same definition as that given in M.G.L. c. 71B (St. 1972, c.766) and 603 CMR 28.00.~~

~~School committee: shall include a school committee, a board of trustees of a charter school, a board of trustees of a vocational-technical school, a board of directors of an educational collaborative and the governing body of an M.G.L. c. 71B (Chapter 766) approved private school.~~

~~Student: shall mean any person enrolled or formerly enrolled in a public elementary or secondary school or any person age three or older about whom a school committee maintains information. The term as used in 603 CMR 23.00 shall not include a person about whom a school committee maintains information relative only to the person's employment by the School Committee.~~

~~The student record: shall consist of the transcript and the temporary record, including all information, recording and computer tapes, microfilm, microfiche, or any other materials, regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth.~~

~~The terms as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.01.~~

~~The temporary record shall consist of all the information in the student record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.~~

~~Third party shall mean any person or private or public agency, authority, or organization other than the eligible student, his/her parent, or authorized school personnel.~~

~~Log of Access. A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part.~~

~~The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:~~

- ~~(a) authorized school personnel under 603 CMR [23.02](#)(9)(a) who inspect the student record;~~
- ~~(b) administrative office staff and clerical personnel under 603 CMR [23.02](#)(9)(b), who add information to or obtain access to the student record; and~~
- ~~(c) school nurses who inspect the student health record.~~

~~Access of Eligible Students and Parents. The eligible student or the parent, subject to the provisions of 603 CMR [23.07](#) (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR [23.07](#) (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.~~

- ~~(a) Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.~~
- ~~(b) Any student, regardless of age, shall have the right pursuant to M.G.L. c. [71, section 34A](#) to receive a copy of his/her transcript.~~
- ~~(c) The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.~~
- ~~(d) The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.~~

~~Access of Authorized School Personnel. Subject to 603 CMR [23.00](#), authorized school personnel shall have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.~~

~~Access of Third Parties. Except for the provisions of 603 CMR [23.07\(4\)\(a\)](#) through [23.07\(4\)\(h\)](#), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for information described in 603 CMR [23.07\(4\)\(a\)](#), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.~~

~~(a) 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 under 603 CMR [23.07](#) and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR [23.10](#).~~

~~(b) Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.~~

~~(c) A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. [119, sections 51B, 57, 69](#) and [69A](#) respectively.~~

~~(d) Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.~~

~~e) A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. [71, section 37L](#) and M.G.L. c. [119, section 51A](#).~~

~~(f) Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of the such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. [22A, section 9](#).~~

~~(g) Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided~~

~~that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR 23.10.~~

~~(h) School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.~~

~~Access Procedures for Non-Custodial Parents. As required by M.G.L. c. 71, §34H, a non-custodial parent may have access to the student record in accordance with the following provisions:~~

~~(a) A non-custodial parent is eligible to obtain access to the student record unless:~~

- ~~1. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or~~
- ~~2. the parent has been denied visitation, or~~
- ~~3. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or~~
- ~~4. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.~~

~~(b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).~~

~~(c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.~~

~~(d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).~~

~~(e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.~~

~~(f) Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.~~

~~At least once during every school year, the school shall publish and distribute to students and their parents in their primary language a routine information letter informing them of the following:~~

~~(a) The standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year.~~

~~(b) The general provisions of 603 CMR [23.00](#) regarding parent and student rights, and that copies of 603 CMR [23.00](#) are available to them from the school.~~

~~In those school systems required under M.G.L. c. [71A](#) to conduct a bilingual program, all forms, regulations, or other documents regarding 603 CMR [23.00](#) that a parent receives or is required to receive shall be in the language spoken in the home of the student, provided that it is a language for which the school system is required to provide a bilingual program.~~

SOURCE: MASC

LEGAL REFS: ~~Family Educational Rights and Privacy Act of 1974,~~

~~P.L. 93-380, Amended~~

~~P.L. 103-382, 1994~~

~~M.G.L. [66:10](#) [71:34A](#), [B](#), [D](#), [E](#), [H](#)~~

~~Board of Education Student Record Regulations adopted 2/10/75, as amended June 2002~~

~~603 CMR: Dept. of Elementary and Secondary Education [23.00](#) through [23:12](#)~~

~~Mass Dept. of Elementary and Secondary Education publication Student Records: Questions, Answers and Guidelines, Sept. 1995~~

CROSS REF: ~~[KDB](#), Public's Right to Know~~

Revised: October 8, 1996

Revised: August 20, 2014

File: KEB PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

~~The Tewksbury School Committee expects that all complaints about school personnel will be investigated fully and fairly by the appropriate administrator. However, before any such complaint is investigated, the complainant must submit his/her complaint in writing. Anonymous complaints will be disregarded.~~

~~Whenever a complaint is made directly to the Tewksbury School Committee as a whole or to a committee member as an individual, it will be referred to the school administration for study and possible resolution.~~

~~The Superintendent will develop, for approval by the Tewksbury School Committee, procedures that assure prompt and fair attention to complaints against school personnel. An employee who is the object of a complaint will be informed promptly and be afforded the opportunity to present the facts as he/she sees them.~~

~~If it appears necessary and is within the purview of the Tewksbury School Committee, the administration, the person who made the complaint, or the employee involved may request an executive session of the Tewksbury School Committee for a formal hearing and decision. Statutory restrictions on executive sessions will be observed.~~

~~REVISED: February 11, 2015~~

~~LEGAL REF.: M.G.L. [76:5](#)~~

~~603-CMR [26.00](#)~~

~~CROSS REF.: [BEC](#), Executive Sessions~~

File: KEB-R PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

The following procedures are established to ensure that a citizen's complaint is given respectful attention and that the integrity of the educational program is upheld. "Complaint" in this regulation will be restricted in meaning to that criticism of particular school employees by a citizen of the School District which includes or implies a demand for action by school authorities. Other comments and suggestions will be referred informally to affected personnel.

1. If a complaint comes first to the person against whom it is directed, he/she will listen courteously and may try to resolve the difficulty by explaining the background and educational purpose involved. If the complaint remains unsatisfied, the employee will refer him/her to the building Principal or other immediate supervisor to have his/her views considered further. Whether the complaint terminates with the individual staff member involved or seems likely to go further, the staff member will immediately inform his/her supervisor of the complaint.
2. If a complaint comes first to the Principal or other supervisor of the person criticized, he/she should listen courteously or acknowledge a letter promptly and politely, but should make no commitments, admissions of guilt, or threats. If the complaint involves a particular employee, the supervisor should suggest a conference between the complainant and the person criticized and should inform that person immediately of the complaint.
3. If the complainant has already met with the person criticized and remains unsatisfied, the supervisor should invite the complainant to file his complaint in writing and offer to send him the appropriate form regarding a school employee's behavior, character or qualifications.
4. If a complaint comes first to any other school employee, that employee will refer the complainant to the person criticized or his immediate supervisor and immediately inform both.
5. No further action on the complaint should be taken unless the complainant submits the complaint in writing.
6. When a written complaint form is received, the Principal or other supervisor will schedule a conference with himself, the complainant, the person criticized, and if advisable, the department chairman or other personnel that either the supervisor or the person criticized feels could contribute resolution of the problem.
7. If the complainant is not satisfied with the results of the conference above, he/she should then be referred to the Superintendent, who may handle the complaint personally.
8. Should dissatisfaction remain after the above steps have been taken, the matter will be forwarded to the . The decision of the Committee will be communicated in writing to all interested persons.

ADOPTED: February 11, 2015

LEGAL REFS.: M.G.L. 76:5

603-CMR 26.00

NOTE: Regulations pertaining to public complaints about school personnel should have the official approval of the School Committee.

File: KEC – PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

The Tewksbury School Committee, though it is ultimately responsible for all curriculum and instructional materials (including library books), recognizes the need and right of students to free access to many different types of books and materials. It also recognizes the right of the professional staff to select books and other materials supportive of the school system's educational philosophy and goals.

The Tewksbury School Committee assumes final responsibility for all books and instructional materials it makes available to students; it holds its professional staff accountable for their proper selection. It recognizes rights of individual parent/guardians with respect to controversial materials used by their own children; it will provide for the reevaluation of materials in library collections upon formal request.

Criticism of a book or other materials used in the schools may be expected from time to time. In such instances:

1. If a parent/guardian requests that his/her own child not read a given book, the teacher and/or school administrator should resolve the situation, perhaps by arranging for use of alternative material meeting essentially the same instructional purpose. This does not apply however, to basic program texts and materials that the Tewksbury School Committee has adopted.
2. The Tewksbury School Committee will not permit any individual or group to exercise censorship over instructional materials and library collections, but recognizes that at times a reevaluation of certain material may be desirable. Should an individual or group ask to have any book or other material withdrawn from school use:
 - a. The person who objects to the book or other material will be asked to sign a complaint on a standard form on which he/she will document his/her criticism. (see [IJJ-E](#))
 - b. Following receipt of the formal complaint, the Superintendent will provide for a reevaluation of the material in question. He/she will arrange for the appointment of a review committee from among the faculty to consider the complaint. This review committee shall consist of subject-area specialists.
 - c. The Superintendent or designee will review the complaint and the review committee's reevaluation and will render a decision in the matter. Should the decision be unsatisfactory to the complainant, he may appeal it to the Tewksbury School Committee.

REVISED: February 11, 2015

LEGAL REFS.: MG.L. [76:5](#)

603 CMR [26.00](#)

CROSS REFS.: [IJ](#), Instructional Materials

[IJJ](#), Selection and Adoption of Textbooks

[IJJ-E](#), Request for reconsideration of materials

[IJL](#), Selection and Adoption of Library Materials

File: KJA – RELATIONS WITH BOOSTER ORGANIZATIONS

~~The Tewksbury School Committee recognizes that the endeavors and objectives of booster organizations and similar groups can be a valuable means of stimulating interest in and endorsement of the aims and achievements of our public school system.~~

~~Actions initiated by booster clubs provide the atmosphere and climate to foster and encourage community school relationships.~~

~~Booster proposed plans, projects, or activities must be evaluated and promoted in light of their stated contribution to the academic as well as the athletic and fine arts programs of the schools. Care must be taken to avoid compromising or diluting the responsibilities and authorities of the Tewksbury School Committee.~~

~~Fund raising activities by booster organizations will be subject to Tewksbury School Committee policies.~~

~~Any donations by booster organizations to the Tewksbury Public Schools must conform to the Tewksbury School Committee policy relative to Acceptance of Gifts (KCD)~~

~~Adoption date: January 1996~~

~~Reviewed and Adopted January 11, 2015~~

File: ACE - NONDISCRIMINATION ON THE BASIS OF ~~HANDICAP~~ DISABILITY

Title II of the Americans With Disabilities Act of 1992 requires that no qualified individual with a disability shall, because the district's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, and activities of the district or be subject to discrimination. Nor shall the district exclude or otherwise deny services, programs, or activities to an individual because of the known disability of a person with whom the individual is known to have a relationship or association.

Definition: A "qualified individual with a disability" is an individual with a disability who, with or without reasonable modification to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the district.

Reasonable Modification: The district shall make reasonable modification in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the district can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

Communications: The district shall take the appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. To this end, the district shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy benefits of, a service, program, or activity conducted by the district. In determining what type of auxiliary aid or service is necessary, the district shall give primary consideration to the requests of the individuals with disabilities.

Auxiliary Aids and Services: "Auxiliary aids and services" includes (1) qualified interpreters, note takers, transcription services, written materials, assisted listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments; (2) qualified readers, taped texts, audio recordings, Braille materials, large print materials, or other effective methods for making visually delivered materials available to individuals with visual impairments; (3) acquisition or modification of equipment or devices and (4) other similar services and actions.

Limits of Required Modification: The district is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. Any decision that, in compliance with its responsibility to provide effective communication for individuals with disabilities, would fundamentally alter the service, program, or activity or unduly burden the district shall be made by the Tewksbury School Committee after considering all resources available for use in funding and operating the program, service, or activity. The decision shall be accompanied by a written statement of the reasons for reaching that conclusion.

Notice: The district shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of Title II of the American With Disabilities Act (ADA) and its applicability to the services, programs, or activities of the district. The information shall be made available in such a manner as the Tewksbury School Committee and superintendent find necessary to apprise such persons of the projections against discrimination assured them by the ADA.

Compliance Coordinator: The district shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title II of ADA, including any investigation of any complaint communicated to it alleging its noncompliance or alleging any actions that would be prohibited under ADA. The district shall make available to all interested individuals the name, office address, and telephone number of the employee(s) so designated and shall adopt and publish procedures for the prompt and equitable resolution of complaints alleging any action that would be prohibited under the ADA. The school system receives federal financial assistance and must comply with the above requirements. Additionally, the Tewksbury School Committee is of the general view that:

1. Discrimination against a qualified ~~handicapped~~ **disabled** persons solely on the basis of ~~handicap~~ **disability** is unfair; and
2. To the extent possible, qualified ~~handicapped~~ **disabled** persons should be in the mainstream of life in a school community. Accordingly, employees of the school system will comply with the above requirements of the law and policy statements of this committee to ensure nondiscrimination on the basis of ~~handicap~~ **disability**.

Revised: January 18, 1996

REVISED: April 14, 2015

REVISED:

LEGAL REFS.: Rehabilitation Act of 1973, Section 504

Education For All ~~Handicapped~~ **Disabled** Children Act of 1975

M.G.L. [71B:1](#) et seq. (Chapter 766 of the Acts of 1972)
Title II, Americans with Disabilities Act of 1992

Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 3/28/78

CROSS REFS.: [IGB](#), Learning Support Services Programs

File: ADC - SMOKING ON SCHOOL PREMISES PROHIBITED

Use of any tobacco, chewing, snuff, electronic, smokeless tobacco, and vaporizing products within the school buildings, school facilities, or on school grounds or school buses or at school sponsored events by any individual, including school personnel and students, is prohibited at all times.

A staff member determined to be in violation of this policy shall be subject to disciplinary action.

A student determined to be in violation of this policy shall be subject to disciplinary action pursuant to the student discipline code.

This policy shall be promulgated to all staff and students in appropriate handbook(s) and publications.

Signs shall be posted in all school buildings informing the general public of the district policy and requirements of state law.

LEGAL REF: M.G.L. [71:37H](#); 270:6

Reviewed and adopted March 11, 2015

Revised: April 13, 2016

Revised:

File: BBA - SCHOOL COMMITTEE POWERS AND DUTIES

The Tewksbury School Committee has the dual responsibility for implementing statutory requirements pertaining to public education and local citizens' expectations for education of the community's youth. It also has an obligation to determine and assess citizens' desires. When citizens elect delegates to represent them in the conduct of public education, their representatives have the authority to exercise their best judgment in determining policies, making decision and approving procedures for carrying out the responsibility.

The Tewksbury School Committee takes a broad view of its functions. It sees them as:

1. Legislative or policy making. The committee is responsible for the development of policy as guides for administrative action and for employing a superintendent who will implement its policies.
2. Appraisal. The committee is responsible for evaluating the effectiveness of its policies and their implementation.
3. Provision of financial resources. The committee is responsible for adoption of a budget that will enable the school system to carry out the committee's policies.
4. Public relations. The committee is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself and the school staff informed about the needs and wishes of the public.
5. Educational planning and evaluation. The committee is responsible for establishing educational goals and policies that will guide the committee and staff for the administration and continuing improvement of the educational programs provided by the school district.

Personnel Matters

The Superintendent shall be appointed by vote of the Committee and shall directly report to the Committee as provided by law and perform all the duties that are prescribed by law and such other duties, not inconsistent there to, as a majority of the Committee may direct.

The School Committee shall appoint, upon the recommendation of the Superintendent, Assistant Superintendent, Director of Business Services, and Director of Student Services. Such positions shall not report directly to the School Committee.

Revised: January 18, 1996

Reviewed and Adopted September 11, 2013

Revised:

LEGAL REF.: M.G.L. [71:37](#) specifically, but powers and duties of school committees are established throughout the Massachusetts General Laws.

CROSS REF.: [BB](#) School Committee Legal Status

File: BBBA/BBBB - SCHOOL COMMITTEE MEMBER QUALIFICATIONS/OATH OF OFFICE

In order to serve on the sSchool eCommittee, an individual must be a registered voter in the town from which he/she is elected or appointed and must take an oath of office as required by law.

Each new member will present to the eCommittee secretary official certification of having sworn the oath before an officer duly qualified to administer oaths prior to entering on his/her official duties as a member of the eCommittee.

From the tTown eClerk, newly qualified eCommittee members--by law--receive, and sign a receipt for, a copy of the Massachusetts open meeting law governing the conduct of eCommittee meetings in general and executive sessions in particular.

Newly qualified Committee members shall, by law, receive and sign a receipt for, within 30 days of taking office, a copy of the Massachusetts Ethics Commission's Summary of the Conflict of Interest laws. As municipal employees, all School Committee members shall receive a copy of said summary annually. All School Committee members shall, within 30 days of taking office, and every 2 years thereafter, complete the Massachusetts Ethics Commission's online training program. Upon completion of the online training program, members shall provide notice of such completion to be retained for 6 years by the Town Clerk.

Membership on a sSchool eCommittee is not limited to race, color, sex, religion, national origin, or gender identity or sexual orientation.

~~Established by law~~

Adoption date: January 1996

Reviewed and Adopted September 11, 2013

Revised:

~~Established by law~~

LEGAL REFS.: M.G.L. 30A:20; 41:1; 41:107; 76:5; 268A:27-28
~~M.G.L. 76:5 Amended 1993~~

File: BDD - SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP

The Committee will leave to the superintendent all matters of decision and administration that come within his/her scope as executive officer or as professional leader of the school system. While the Committee reserves to itself the ultimate decision of all matters concerning general policy or expenditures of funds, it will normally proceed in these areas after receiving recommendations from its executive officer. Further:

1. The Superintendent ~~will have the privilege of asking~~ *may seek* guidance from the Committee with respect to matters of operation whenever appropriate. If it is necessary to make exceptions to an established policy, he/she will submit the matter to the Committee for advice and direction.
2. The Superintendent will assist the Committee in reaching sound judgments and establishing policies, and will place before the committee all relevant facts, information, and reports necessary to keep the Committee adequately informed of situations or business at hand.

Adoption date: January 1996

Reviewed and Adopted September 11, 2013

Revised:

File: BDE - SUBCOMMITTEES OF THE SCHOOL COMMITTEE

The Tewksbury School Committee will have no standing Committees. It may, however, establish special subcommittees at its annual organizational meeting. These subcommittees may be created for a specific purpose and to make recommendations for Committee action.

1. The subcommittee will be established through action of the Committee.
2. The subcommittee Chairperson and its members will be appointed by the Committee Chairperson, subject to approval by the Committee.
3. The subcommittee will be provided with a list of its functions and duties.
4. The subcommittee may make recommendations for Committee action, but it may not act for the Tewksbury School Committee.

5. The Committee Chairperson and superintendent will be exofficio members of all special subcommittees.

6. A subcommittee will be dissolved by the Committee upon completion of its assignment, or it may be dissolved by a vote of the Committee at any time.

7. No subcommittee shall consist of more than two members of the Tewksbury School Committee.

All subcommittees of the School Committee are subject to the provisions of the Open Meeting Law.

Adoption date: January 1996

Reviewed and Adopted September 11, 2013

Revised:

LEGAL REF: M.G.L. 30A:28-25

CROSS REF.: [BEC](#), Executive Sessions

Note: Green highlighted text is not in MASC policy.

File: BDF - ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE

The following general policies will govern the appointment and functioning of advisory committees to the Tewksbury School Committee other than the student advisory committee and the Special Education Parent Advisory Committee, which is governed by the terms of the Massachusetts General Laws.

1. Advisory committees may be created by the Tewksbury School Committee to serve as task forces for special purposes or to provide continuing consultation in a particular area of activity. However, there will be no standing overall advisory committee to the Tewksbury School Committee.
2. If an advisory committee is required by state or federal law, its composition and appointment will meet all the guidelines established for that particular type of committee.
3. The composition of task forces and any other advisory committees will be broadly representative and take into consideration the specific tasks assigned to the committee. Members of the professional staff may be appointed to the committee as members or consultants, as found desirable.
4. Appointments to such committees will be made by the committee; appointment of staff members to such committees will be made by the committee upon recommendation of the Superintendent.
5. Tenure of committee members will be for one year ~~unless otherwise determined by the School Committee~~ **only unless the member is reappointed.**
6. Each committee will be clearly instructed as to:
 - a. The length of time each member is being asked to serve.
 - b. The assignment the Tewksbury School Committee wishes the committee to fulfill and the extent and limitations of its responsibilities.
 - c. The resources the Tewksbury School Committee will provide.
 - d. The approximate dates on which the Tewksbury School Committee wishes to receive major reports.
 - e. Tewksbury School Committee policies governing citizens, committees and the relationship of these committees to the Tewksbury School Committee as a whole, individual Tewksbury School Committee members, the Superintendent, and other members of the ~~provisional~~ **professional** staff.
 - f. Responsibilities for the release of information to the press.

7. Recommendations of committees will be based upon research and fact.
8. The Tewksbury School Committee possesses certain legal powers and prerogatives that cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the Tewksbury School Committee.
9. Advisory committees created under this policy are subject to the provisions of the Open Meeting Law.

The Committee will have the sole power to dissolve any of its advisory committees and will reserve the right to exercise this power at any time during the life of any committee.

SOURCE: MASC Policy

LEGAL REF.: M.G.L. [30A:18-25](#)

CROSS REF.: [JIB](#), Student Involvement in Decision-making

Adoption date: January 1996

Revised and Adopted: September 25, 2013

File: BEDA - NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

As required by law, a minimum of 48 hours' advance notice (excluding Saturdays, Sundays and legal holidays) will be given for any meeting of the Tewksbury School Committee, including all subcommittee meetings. The only exception permitted is in case of emergency, which the law defines as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action."

Notification of the dates, times, and places of regular meetings will may be accomplished by periodic publication of the schedule for the ensuing months. However, a minimum of 48 hours prior to each meeting the Committee shall cause to be posted a listing of each subject the Chair reasonably anticipates will be discussed at the meeting (the agenda). Notification of a change in a regular meeting time or, place, or agenda and notification, including agenda, of a special meeting will be filed with the Town Clerk at least 48 hours in advance, as required by law.

Revised: January 18, 1996

Revised and Adopted: September 11, 2013

Revised:

LEGAL REFS: M.G.L. 30A:18-15-25

CROSS REF: BE, School Committee Meetings

File: BEDB - AGENDA FORMAT

The superintendent, conferring with the Chairperson of the Tewksbury School Committee, will arrange the order of items on meetings agendas so that the Committee can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting in keeping with the business at hand.

The Committee will follow the order of business established by the agenda except as it votes to rearrange the order for the convenience of visitors, individuals appearing before the Committee, or to expedite Committee business.

Items of business may be suggested by any Tewksbury School Committee member, staff member, or citizen. The inclusion of such items, however, will be at the discretion of the Chairperson of the Committee. A staff member or citizen who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent.

The agenda will also provide for time when any citizen who wishes may speak briefly before the Tewksbury School Committee.

The agenda, together with supporting materials, will be distributed to Tewksbury School Committee members ~~two~~ no less than three business days prior to the meeting to permit adequate time to prepare for the meeting.

No business that is on the Agenda may be entered into after eleven o'clock unless it has the majority vote of the Committee.

Agendas will be posted and made available to the press.

Adoption date: January 1996

Revised date: December 17, 2008

Reviewed and Adopted: September 11, 2013

Revised:

CROSS REFS: BEDH, Public Comment at School Committee Meetings

File: BEDH - PUBLIC PARTICIPATION COMMENT AT SCHOOL COMMITTEE MEETINGS

All regular and special meetings of the Tewksbury School Committee shall be open to the public. Executive sessions will be held only as prescribed by the Statutes of the Commonwealth of Massachusetts.

The Tewksbury School Committee desires citizens of the district to attend its meetings so that they may become better acquainted with the operations and the programs of our local public schools. In addition, the Committee would like the opportunity to hear the wishes and ideas of the public.

In order that all citizens who wish to be heard before the Committee have a chance and to insure the ability of the Committee to conduct the district's business in an orderly manner, the following rules and procedures are adopted:

1. At the start of each regularly scheduled Tewksbury School Committee meeting, individuals or group representatives will be invited to address the Committee. The length of the public participation segment shall be determined by the Chairperson.
2. Speakers will be allowed three (3) minutes to present their material. The presiding Chairperson may permit extension of this time limit.
3. Topics for discussion must be limited to those items listed on the Tewksbury School Committee meeting agenda for that evening ~~and the immediately preceding meeting.~~
4. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chairperson may terminate that individual's privilege of address.
5. All remarks will be addressed through the Chairperson of the meeting.
6. Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session the Committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.
7. Written comments longer than three (3) minutes may be presented to the Committee before or after the meeting for the Committee member's review and consideration at an appropriate time.

Adoption date: January 1996

Revised Adoption date: September 14, 2011

Reviewed and Adopted September 11, 2013

Revised:

File: BHE - USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS

As elected public officials, Tewksbury School Committee members shall exercise caution when communicating between and among themselves via electronic messaging services including, but not limited to, electronic mail (e-mail), text messages, social media postings, internet web forums, and internet chat rooms.

Under the Open Meeting Law, deliberation by a quorum of members constitutes a meeting. Deliberation is defined as movement toward a decision including, but not limited to, the sharing of an opinion regarding business over which the Committee has supervision, control, or jurisdiction. A quorum may be arrived at sequentially using electronic messaging without knowledge and intent by the author.

Tewksbury School Committee members should use electronic messaging between and among members only for housekeeping purposes such as requesting or communicating agenda items, meeting times, or meeting dates. Electronic messaging should not be used to discuss Committee matters that require public discussion under the Open Meeting Law.

Under the Public Records Law, electronic messages between public officials may be considered public records. Therefore, in order to ensure compliance, the Tewksbury School Committee chairperson, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who shall be copied on all electronic correspondence between and among members of the Tewksbury School Committee, or the district shall provide district e-mail addresses, which are archived. These copies shall be printed and retained in the central office in the same fashion as any other Tewksbury School Committee records. Tewksbury School Committee members who do not have a computer or access to these messages shall be provided copies on a timely basis.

LEGAL REFS.: M.G.L. [4:7](#); [30A:18-25](#), [23B](#); [66:10](#)

Adoption date: June, 1999

Revised and Adopted: September 11, 2013

Revised:

File: BIA - NEW SCHOOL COMMITTEE MEMBER ORIENTATION

In accordance with the requirements of law, each new School Committee member elected to the School Committee is required to complete, within one year of their election or appointment, at least eight hours of orientation training. This orientation shall include, but is not limited to, a review of School Finance, the Open Meeting Law, Public Records Law, **Ethics**/Conflict of Interest Law, Special Education Law, Collective Bargaining, School Leadership Standards and Evaluations, and the Roles and Responsibilities of School Committee Members.

The School Committee and Superintendent shall assist each new member to understand the Committee's functions, policies and procedures of the Committee as soon after election as possible. Each new member shall be given **or provided direct online access to** the following materials:

- A. A copy of the School Committee policy manual
- B. A copy of the Open Meeting Law
- C. A copy of the **Ethics**/Conflict of Interest Regulations
- D. A copy of the district's budget
- E. Collective bargaining agreements and contracts
- F. Student and staff handbooks

Each new member shall also receive any other materials the Chair and/or the Superintendent determine ~~to be necessary~~.

The Chair and/or Superintendent shall also clarify policy:

- A. arranging visits to schools or administrative offices
- B. requesting information regarding school district operations
- C. responding to community requests/complaints concerning staff or programs
- D. handling confidential information

Whether appointed or elected, new members should be advised that they are also members of the Massachusetts Association of School Committees, Inc. and should be encouraged to utilize the services and resources MASC provides by attending meetings or workshops specifically designed for new Committee members. Their expenses at these meetings or workshops will be reimbursed in accordance with established School Committee policy.

Second & Final Reading – September 27, 2017

REVISE and/or ADOPT MASC POLICY – Policies recommended for revision to TPS or adoption of MCAS policy recommendations.

LEGAL REF.: M.G.L. [71:36A](#)

CROSS REF: BBBA/BBBB School Committee Member Qualifications/Oath of Office

Adoption date: January 1996

Revised and Adopted: September 11, 2013

Revised:

File: BIBA - SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS

To provide continuing in-service training and development for its members, the Tewksbury School Committee encourages the participation of all members at appropriate School Committee conferences, workshops and conventions. However, in order to control both the investment of time and funds necessary to implement this policy, the Committee establishes these principles and procedures for its guidance:

1. ~~A calendar of School Committee conferences, conventions and workshops will be maintained by the Committee secretary. The School Committee shall be made aware of School Committee conferences, conventions and workshops. The Committee will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school system. At least annually, the Committee will identify those new ideas or procedures and/or cost benefits that can be ascribed to participation at such meetings.~~
2. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the Committee will designate which of its members would be the most appropriate to participate at a given meeting.
3. Reimbursement to Committee members for their travel expenses will be in accordance with the travel expense reimbursement policy for staff members.
4. When a conference, convention, or workshop is not attended by the full Committee, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

Adoption date: January 1996

Reviewed and Adopted September 11, 2013

Revised:

LEGAL REFS.: M.G.L. [40:5](#)

CROSS REFS.: [BID](#), School Committee Member Compensation and Expenses
[DKC](#), Expense Reimbursements

File: CB - SCHOOL SUPERINTENDENT

The Tewksbury School Committee shall employ a Superintendent of Schools and fix his/her compensation. The Superintendent shall act in accordance with **Massachusetts** General Laws, ~~Chapter 71, Section 59,~~ and shall perform such other duties consistent with this section as the Committee may determine. He/she shall also prepare such reports as may be required by the State Dept. of Elementary and Secondary Education and shall submit materials for the Committee's annual report to the Board of Selectmen in sufficient time for printing in the annual report.

ADOPTED: November 4, 2015

Revised:

LEGAL REFS: M.G.L. [71:59](#), [72:3](#)

File: CBD - SUPERINTENDENT'S CONTRACT

The Committee, upon the ~~election~~ **appointment** of a candidate, or upon ~~reelection~~ **reappointment** of the incumbent Superintendent, will enter into a written contract with the Superintendent, not to exceed six (6) years, which will meet the requirements of law and will protect the rights of both the Committee and the Superintendent. In accordance with said contract or, in the absence of specific contract language, by vote of the members, the Committee may choose to negotiate a successor contract with an incumbent Superintendent.

{Adoption date}

Revised: June 17, 1996

Reviewed and Adopted July 17, 2013

Revised:

LEGAL REFS.: M.G.L. [71:41](#); [71:42](#)

File: CBI - EVALUATION OF THE SUPERINTENDENT

Evaluation can serve the purpose of helping educators and educational leaders continually improve their practice.

Through evaluation of the Superintendent, the Tewksbury School Committee will strive to accomplish the following:

- ~~1. Clarify for the Superintendent his/her role in the school system as seen by the Tewksbury School Committee.~~
1. Ensure the efforts of the Superintendent are focused on district goals and the standards of professional practice established by state regulation are met by the Superintendent.
- ~~2. Clarify for all Committee members the role of the Superintendent in light of his/her job description and the immediate priorities among his/her responsibilities as agreed upon by the Committee and the Superintendent.~~
2. Ensure all Committee members and the Superintendent are in agreement and clear on the role of the Superintendent and the immediate priorities among his/her responsibilities.
- ~~3. Develop harmonious working relationships between the Tewksbury School Committee and Superintendent.~~
3. Provide excellence in administrative leadership of the school district.
- ~~4. Provide administrative leadership of excellence for the school system.~~
4. Develop a respectful and productive working relationship between the School Committee and Superintendent.

The Tewksbury School Committee will periodically develop with the Superintendent a set of performance objectives based on the needs of the school system district in keeping with state regulations for valuation of the Superintendent. The Superintendent's performance will be reviewed in accordance with these specified goals and standards. Additional objectives will be established at intervals according to the evaluation cycle agreed upon with the Superintendent.

All School Committee discussion and deliberation related to the Superintendent's performance evaluation shall be conducted in open session in accordance with the open meeting law.

Revised: June 17, 1996

Reviewed and Adopted July 17, 2013

Second & Final Reading – September 27, 2017

REVISE and/or ADOPT MASC POLICY – Policies recommended for revision to TPS or adoption of MCAS policy recommendations.

Revised:

LEGAL REFS: M.G.L. 30A:18-25
603 CMR 35.00

File: CE - ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES

The Superintendent may establish such permanent or temporary councils, cabinets, and committees as he/she deems necessary for assuring staff participation in decision making, for implementing policies and ~~regulations~~ **procedures** and for the improvement of the educational program.

Functioning in an advisory capacity all councils, cabinets, and committees created by the Superintendent may make recommendations for submission to the **C**ommittee through the Superintendent. Such groups will exercise no inherent authority. Authority for establishing policy remains with the **C**ommittee and authority for implementing policy remains with the Superintendent.

The membership, composition, and responsibilities of administrative councils, cabinets, and committees will be defined by the Superintendent and may be changed at his/her discretion. However, the Tewksbury School Committee wishes to be kept informed of the establishment and dissolution of these groups as well as their membership and their purpose.

Expenses incurred by such groups for consultative services, materials, and any investigative travel will be paid by the school system, but only within budgetary allotments and when approved in advance by the Superintendent.

Adoption date: January 1996

Reviewed and Adopted July 17, 2013

Revised:

File: CH - POLICY IMPLEMENTATION

The Superintendent has responsibility for carrying out, through ~~regulations~~ **procedures**, the policies established by the Tewksbury School Committee.

The policies developed by the **C**ommittee and the ~~regulations~~ **procedures** developed to implement policy are designed to increase the effectiveness and efficiency of the school system. Consequently, it is expected that all Tewksbury School Committee employees and students will carry them out.

Administrators and supervisors are responsible for informing staff members in their schools, departments, or divisions of existing policies and ~~regulations~~ **procedures** and for seeing that they are implemented in the spirit intended.

Adoption date: January 1996

Reviewed and Adopted July 17, 2013

Revised:

File: CHA - DEVELOPMENT OF REGULATIONS PROCEDURES

The Superintendent will be responsible for specifying required actions and designing the detailed arrangements under which the school system will be operated in accordance with Tewksbury School Committee policy. These detailed arrangements will be designed to implement policies, goals, and objectives of the Committee and will be one of the means by which the school system will be governed.

In the development of ~~regulations~~ **procedures**, the Superintendent may involve at the planning stage those who would be affected by the ~~regulations~~ **procedures**, including staff members, students, parents/guardian, and the public. He/she must weigh with care the counsel given by representatives of staff, student and community organizations. He/she will inform the Committee of such counsel in presenting pertinent reports of ~~regulations~~ **procedures** and in presenting ~~regulations~~ **procedures** for Committee approval.

As long as the Superintendent operates within the guidelines of policy adopted by the Committee, he/she may issue ~~regulations~~ **procedures** without prior Committee approval unless Committee action is required by law, or the Committee has specifically asked that certain types of ~~regulations~~ **procedures** be given Committee approval, or the Superintendent recommends Committee approval in light of strong community attitudes or probable staff reactions.

Adoption date: January 1996

Reviewed and Adopted July 17, 2013

Revised:

File: CHC – ~~REGULATIONS~~ PROCEDURES DISSEMINATION

It will be the responsibility of the Superintendent to see that the ~~regulations~~ procedures developed to implement Committee policies and administer the school system are appropriately coded and included as ~~regulations~~ procedures in the Tewksbury School Committee's policy manual.

A ~~regulation~~ procedure concerning a particular group or groups in the schools will be distributed to the group(s) prior to the effective date of the ~~regulation~~ procedure.

SOURCE: MASC Policy

Adoption date: January 1996

Reviewed and Adopted July 17, 2013

Revised:

File: DB - ANNUAL BUDGET

The annual budget is the financial expression of the educational program of the School Department, and it ~~mirrors the problems and difficulties that confront the school system~~ reflects the goals and objectives of the School Committee to meet the needs of all students.

The budget then is more than just a financial instrument and requires on the part of the Committee, the staff, and the community an orderly and cooperative effort to ensure sound fiscal practices for achieving the educational goals and objectives of the school system.

Public school budgeting is regulated and controlled by legislation, state regulations, and Tewksbury School Committee requirements. The operating budget for the school system will be prepared and presented in line with state policy and will be developed and refined in accordance with these same requirements.

The Superintendent will serve as Budget Officer but he/she may delegate portions of this responsibility to members of his/her staff, as he/she deems appropriate. The three general areas of responsibility for the Superintendent as Budget Officer will be budget preparation, budget presentation, and budget administration.

{Adoption date}

SOURCE: MASC Policy

Revised: January 18, 1996

Reviewed and Adopted August 21, 2013

Revised:

LEGAL REFS.: M.G.L. [71:34](#); [71:37](#) and [71:38N](#)

File: DBD - BUDGET PLANNING

~~The major portion of income for the operation of the public schools is derived from local property taxes, and the Tewksbury School Committee will attempt to protect the valid interest of the taxpayers. However,~~ The first priority in the development of an annual budget will be the educational welfare of the children in our schools. ~~However, the School will also attempt to balance the valid interest of the taxpayers.~~

Budget decisions reflect the attitude and philosophy of those charged with the responsibility for educational decision making. Therefore, a sound budget development process must be established to ensure that the annual operating budget accurately reflects this school system's goals and objectives.

In the budget planning process for the school system, the Tewksbury School Committee will strive to:

1. Engage in thorough advance planning, with staff and community involvement, in order to develop budgets and guide expenditures in a manner that will achieve the greatest educational returns and contributions to the educational program in relation to dollars expended.
2. Establish levels of funding that will provide high quality education for all our students.
3. Use the best available techniques for budget development and management.

The Superintendent will have overall responsibility for budget preparation, including the construction of, and adherence to, a budget calendar.

Adoption date: January 1996

Reviewed and Adopted August 21, 2013

Revised:

File: DBJ - BUDGET TRANSFER AUTHORITY

In keeping with the need for periodic reconciliation of the School Department's budget, the Tewksbury School Committee will consider requests for transfers of funds as they are recommended by the Superintendent.

All requests for transfers between the major accounts (Department of Elementary and Secondary Education Chart of Accounts defines these as the 4 digit accounts ending in 00) must be submitted to the School Committee for approval. Transfers between line items within a major account must be reported to the School Committee.

All funds in the general account not expended by the close of the fiscal year will be returned to the Town.

Adoption date: January 1996

Reviewed and Adopted August 21, 2013

Revised:

File: DD - FUNDING PROPOSALS AND APPLICATIONS

The Tewksbury School Committee will encourage the administration to seek and secure all possible sources of state, federal, and other special funds which:

~~The district appears to meet the eligibility criteria~~

will enhance the educational opportunities for the children in our schools.

The Superintendent will keep informed of all possible funds available to the school system under the various state and federal programs, and in what manner these funds can best be used in the school system.

The Superintendent will be responsible for seeking out and coordinating the development of proposals for all specially funded projects and for submitting the proposals to the Committee for approval.

The Superintendent ~~or his/her designee~~ is authorized to sign all reports for these projects and will be responsible for the proper expenditure of funds received for such projects.

{Adoption date}

Revised: January 18, 1996

Reviewed and Adopted August 21, 2013

Revised:

LEGAL REFS.: M.G.L. [44:53A](#)

P.L. 874 Impact Aid

Board of Education 603, CMR 32:00; 34:00

Old Business

TEWKSBURY SCHOOL COMMITTEE 2018 MEETING SCHEDULE

Meetings are held at 7:00 PM on Wednesday Evenings
Location: Tewksbury Memorial High School – Larrabee Library
320 Pleasant Street, Tewksbury (Unless indicated below.)

January 10, 2018	Regular Meeting	
January 24, 2018	Regular Meeting/Budget Workshop	Budget Workshop: 6:30 / Regular Meeting: 7:30 PM
February 14, 2018	Regular Meeting	PUBLIC HEARING (BUDGET) – 6:30 PM
March 7, 2018	Regular Meeting	
TBD	FinCom Meeting	7:00 PM at Town Hall – School Committee will attend.
March 21, 2018	Regular Meeting	PUBLIC HEARING (BUDGET) – 6:30 PM
April 4, 2018*	7:00 PM – Reorganization Meeting 7:15 PM – Regular Meeting	*Reorganization Meeting (7:00PM) will precede the Regular Meeting on April 4, 2018, at 7:15 pm
April 25, 2018	Regular Meeting	
May 7, 2018*	Annual Town Meeting	School Committee will attend Annual Town Meeting (7:30PM)
May 9, 2018*	Special Town Meeting / Annual Town Meeting (Reconvened)	School Committee will attend Special Town Meeting (7PM) and Annual Town Meeting (Reconvened) (7:30PM)
May 16, 2018	Regular Meeting	
June 13, 2018	Regular Meeting	
July 25, 2018	Regular Meeting	
TBD	School Committee/Admin Retreat	Tewksbury Memorial High School
August 15, 2018	Regular Meeting	
September 12, 2018	Regular Meeting	
September 26, 2018	Regular Meeting	1
October 1, 2018*	Special Town Meeting	*School Committee will attend Special Town Meeting.
October 17, 2018	Regular Meeting	
November 14, 2018	Regular Meeting	
December 5, 2018	Regular Meeting	

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

*Tentative dates subject to vote by Board of Selectmen.

New Business

August 30, 2017

TEWKSBURY PUBLIC SCHOOLS
Student Enrollment by School by Grade*

SCHOOL	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	PG	TOTALS
NORTH ST					147	129										276
TRAHAN					105	130										235
DEWING	109	118	156	133												516
HEATH BROOK	81	116	128	108												433
RYAN							249	265								514
WYNN MIDDLE									270	314						584
HIGH SCHOOL (HS)											218	228	237	232	3	918
PreSchool @ HS	16															16
TOTALS	206	234	284	241	252	259	249	265	270	314	218	228	237	232	3	3492
	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	PG	

* Each Student in the District is assigned a "Year of Graduation" in our student data system (X2). It is this year of graduation that drives the assignments presented above.

Tewksbury Public Schools
K-8 Class Counts by School by Teacher

8-30-2017

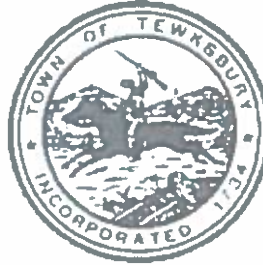
Heath Brook			LF Dewing			LD Trahan			North Street			John F. Ryan			John Wynn Middle		
Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt
KF	S. Parad	20	KF	H. Grace	16	3	S. Mulno	18	3	N. Devin	24	5	B. Tuccit	22	6	N. Amato	23
KF	E. Hends	20	KF	A. McCart	18	3	S. Sadler	18	3	M. Petrie	24	5	K. Magso	20	6	J. Mrozol	21
KF	B. Decar	21	KF	D. Sokolo	16	3	A. Trevo	17	3	L. Desro	24	5	J. Farnha	21	6	A. Nelsol	22
KF	K. Hynes	21	KF	A. Reard	18	3	L. Hyland	18	3	M. McGr	25	5	P. Shirko	21	6	K. Roma	22
KF	K. Rodge	17	KF	S. Gillotte	17	3	K. Valcol	17	3	L. Carlin	24	5	C. Cremi	20	6	N. Zwirol	23
KF	D. Green	17	KF	A. Carner	16	3	J. Lane	17	3	J. Mailey	26	5	L. Levy	21	6	K. Ander	22
K	*R. Lang		KF	T. Molea	17	3	*L. Kuch		3	*L. Chas		5	K. Bruff	20	6	R. Readl	22
			K/1/2	*A. Palan								5	R. Shirko	20	6	A. Johns	22
			K	*R. Hakal								5	R. Roger	22	6	C. Melly	22
1	E. Niles	22	1	K. Scialdo	19	4	S. Frost	22	4	S. Flitber	22	5	B. Rober	20	6	J. Chan	22
1	A. Whyn	19	1	K. Carletc	22	4	J. Cote	22	4	K. Conra	22	5	K. Hillson	21	6	J. Davis	21
1	C. Ventu	19	1	M. Lazzar	22	4	C. Gagne	22	4	M. Gorm	20	5	E. Lindse	21	6	G. Marte	23
1	J. Tagga	23	1	M. Hirle	25	4	V. O'Mea	21	4	T. McHer	23						
1	T. Enos	23	1	E. Daley	23	4	E. Fagar	21	4	J. Seliss	22						
1	M. Engel	22	1	L. Cournd	21	4	J. Horvitz	22	4	K. Russc	20	5/6	*S. Ferra				
1	*A. Spate		1	L. Tramon	24	4	*J. Kelly		4	*K. Gibsc		5/6	*J. Serino				
			K/1/2	*P. Martel								5/6	*A. Dockham				
			1	*M. Robin						DLC	*C. Sirci						
										DLC	*D. Rude						
2	D. Bowd	23	2	K. MacLe	22												
2	S. Mulloy	19	2	J. Middlet	22												
2	D. Brewil	23	2	S. Mirand	22												
2	J. Price	19	2	S. Yore	23												
2	K. Bancr	24	2	S. Wrobe	23												
2	*S. Wals		2	C. Archib	21												
			2	*T. Quinn													
Heath Brook-PK			LF Dewing-PK														
PK	L. Ianacc	81	PK	J. Milligan	19												
			PK	G. Alonzo	19												
			PK	E. Finnera	19												
			PK	J. Reyes	15												
			PK	L. Costa	4												
			PK	M. Fiori	6												
			PK	J. Carmo	27												

* Denotes Special Ed classes where students at different grade levels may exist

Tewksbury Memorial High School

PRINCIPAL
Ms. Kristen Vogel

ASSISTANT PRINCIPALS
Dr. Eileen Osborne
Mr. Sean O'Leary



MAIN OFFICE
(978) 640-7825

FAX
(978) 640-7829

GUIDANCE SERVICES
(978) 640-7838

TO: TPS School Committee
FROM: Kristen Vogel
DATE: August 16, 2017
RE: TMHS SAA

I am requesting that the following clubs be added to the Student Activity Account (SAA):

- Class of 2021

I am requesting that the following clubs be removed from the SAA as of October 1, 2017 to account for any outstanding invoices:

- Class of 2017