

TEWKSBURY SCHOOL COMMITTEE AGENDA - WEDNESDAY, JANUARY 10, 2018



TEWKSBURY PUBLIC SCHOOLS
CHRISTOPHER J. MALONE
SUPERINTENDENT OF SCHOOLS

REVISED
Regular Meeting #8 (7:00PM)
Executive Session #7 (6:30PM)

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

A. CALL TO ORDER

B. EXECUTIVE SESSION (Non-Public Session) - 6:30PM

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 January 10, 2018 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

1. Boston Globe & Boston Herald All-Scholastic Fall 2017
Rachel Sessa - Girls Cross-Country
2. Boston Globe All-Scholastic Fall 2017
Brandon Winn - Football
3. Boston Herald All-Scholastic Fall 2017
Justin Rosberg - Football
4. Girls Cross-Country Team Fall 2017
5. Redmen Football Team Fall 2017

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. December 6, 2017 Regular Meeting Minutes

L. SUBMISSION AND PAYMENT OF BILL

1. Payroll Period Ending, December 14, 2017 (\$1,299,687.86)
2. Payroll Period Ending, December 28, 2017 (\$1,310,509.59)

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

MASC Policy Reference Manual Review and Recommended Updates

Policies Recommended to Review and/or Revise as a Result of Legal Changes, Changes in Practice, or Updating of Language to Reflect Modern Needs on Informational Reading: GCBB - Employment of Principals; GCBC - Professional Staff Supplementary Pay Plans; GCE - Professional Staff Recruiting; GCF - Professional Staff Hiring; CGJ - Professional Teacher Status; GCQF - Suspension and Dismissal of Professional Staff; GDO - Evaluation of Support Staff; GDQD - Suspension and Dismissal of Support Staff; HB - Negotiations Legal Status; HF - School Committee Negotiation Agents; IB - Academic Freedom; IC/ICA - School Year/School Calendar; ID - School Day; IE - Organization of Instruction; IGB - Support Services Programs; IGD - Curriculum Adoption; IHA - Basic Instructional Program; IHAI - Occupational Education; IHAM - Health Education; IHAMA - Parental Notification Sex Education; IHBEA - English Language Learners; IHBH - Alternative School Programs; IJ - Instructional Materials; IJOB - Community Resources

Q. OLD BUSINESS

1. Next Generation MCAS Update
 - a. Legacy MCAS & Next-Generation MCAS 2017-2018 Testing Window
2. School Committee Meeting Calendar - Revised

R. NEW BUSINESS

None

S. SCHOOL COMMITTEE MATTERS OF INTEREST

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

January 24, 2018 (Budget Workshop)

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. Pollimeno, Chairperson, kpollimeno@tewksbury.k12.ma.us
James A. Cutells, Vice Chairperson, jcutells@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**

None

2. **Enrollment Update**

None

3. **Monthly Expenditure Report**

None

4. **Personnel Items**

New Hires: Joanne Garvey (\$69,312), Grade 2 Teacher at the Dewing School, effective December 18, 2017

Transfers: Sarah Yore transfer from Grade 2 Teacher at the Dewing School to K-6 Mathematics Coach position at the Center School, effective December 18, 2017

Re-Assignment: Brenden Le (\$7,500 increase), reassigned from the position of IT Administrator to the position of District-wide Network Security and Systems Manager, effective January 2, 2018; Cameron Carey (\$7,500 increase), reassigned from the position of Instructional & Assistive Technology Specialist to the position of District-wide Network Security and Systems Manager, effective January 2, 2018

Retirements/Resignations/Terminations: Janet Davis, ELA Teacher at the John Ryan Elementary School, change date of intent to retire from June 30, 2019 to June 30, 2018; Michelle Tully Classroom Instructional Aide, Tewksbury Memorial High School, effective December 22, 2017

5. **Acceptance of Donations/Gifts:** Lueders Environmental, Inc., donation of \$50.00 to the Tewksbury Public Schools

6. **Fundraisers/Raffles:** Heath Brook/Trahan PAC request of fundraising events from January 2018 through June 2018; TMHS Adaptive Ski Team raffle ticket sale for \$500 in Catering Services fundraiser to support cost of ski trips on January 8, 2018, February 12, 2018, March 10 - 11, 2018; TMHS Theater Company Yard Sale on February 10, 2018, proceeds to support the production of *Jekyll & Hyde* production; Anime Club sale of chocolate Valentine's Day candy, February 5 through February 14, 2018, proceeds to support to host Anime convention at TMHS.

Executive Session

<p>Tewksbury Public Schools</p> <p>CHRISTOPHER J. MALONE SUPERINTENDENT OF SCHOOLS</p>	<p>Tewksbury School Committee Agenda</p> <p>Meeting Type/Time: Executive Session #7 – Non-Public Session at 6:30 p.m.</p> <p>Meeting Date: Wednesday, January 10, 2018</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

Tewksbury School Committee - January 10, 2018

RECOGNITIONS

Boston Globe & Boston Herald All-Scholastic Fall 2017

Rachel Sessa - Girls Cross Country

Boston Globe All-Scholastic Fall 2017

Brandon Winn - Football

Boston Herald All-Scholastic Fall 2017

Justin Rosberg - Football

Girls Cross-Country Team

Redmen Football Team

PRESENTATIONS

None

Minutes

Payroll

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **12/14/2017**

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 **\$1,299,687.86**

GRANTS

\$26,022.06 2017-2018 Special Ed 240 Grant
2017-2018 Collaborative Partnerships
\$3,768.10 2017-2018 Title I Grant
\$160.20 2017-2018 Title II Grant
2017-2018 Special Ed Improvement
2017-2018 After School Out of School Time
2017-2018 Academic Support
2017-2018 Literacy Partnerships
2017-2018 Early Childhood

REVOLVING ACCOUNTS

\$24,097.70 2017-2018 Ext Day Program
\$12,981.08 2017-2018 Ext Day Preschool Program
\$2,722.75 2017-2018 Adult Education Program
2017-2018 Community Services Rec
\$23,084.01 2017-2018 Lunch Program
\$241.28 2017-2018 Hanover Funds
\$2,255.76 2017-2018 Facilities
\$6,507.38 2017-2018 Recreation
2017-2018 Wynn Athletic Intramurals
\$795.00 2017-2018 Ryan Intramural Clubs
\$2,835.31 2017-2018 Preschool

\$105,470.63 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$1,194,217.23 2017-2018 School Department Account

\$1,194,217.23 SUB TOTAL - LEA FUNDS

\$1,299,687.86 TOTAL

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **12/28/2017**

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 **\$1,310,509.59**

GRANTS

\$26,101.66 2017-2018 Special Ed 240 Grant
2017-2018 Collaborative Partnerships
\$5,666.47 2017-2018 Title I Grant
\$672.84 2017-2018 Title II Grant
2017-2018 Special Ed Improvement
2017-2018 After School Out of School Time
2017-2018 Academic Support
2017-2018 Literacy Partnerships
2017-2018 Early Childhood

REVOLVING ACCOUNTS

\$32,255.75 2017-2018 Ext Day Program
\$16,551.91 2017-2018 Ext Day Preschool Program
\$5,021.06 2017-2018 Adult Education Program
\$1,915.05 2017-2018 Operating Misc
\$22,777.81 2017-2018 Lunch Program
\$273.32 2017-2018 Hanover Funds
\$916.16 2017-2018 Facilities
\$4,524.14 2017-2018 Recreation
2017-2018 Wynn Athletic Intramurals
\$1,083.36 2017-2018 Wynn Clubs
\$2,835.31 2017-2018 Preschool

\$120,594.84 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$1,189,914.75 2017-2018 School Department Account

\$1,189,914.75 SUB TOTAL - LEA FUNDS

\$1,310,509.59 TOTAL

Consent Agenda



LUEDERS

DEC 20 '17 PM1:4

ENVIRONMENTAL, INC.

December 14, 2017

Mr. Christopher J. Malone
Tewksbury Public Schools
139 Pleasant Street
Tewksbury, MA 01876

Dear Mr. Christopher J. Malone,

Times for schools are always challenging, so I am pleased to once again give back to schools in communities where we provide services. Enclosed is our contribution for the Tewksbury School Department. This contribution is made by Lueders Environmental, Inc. We are a lawn care and tree/shrub care company committed to responsible, science-based environmental approaches and attentive customer service. It is made on behalf of our Tewksbury clients. Please use these funds in any way you deem appropriate.

This annual contribution is our way of thanking our clients in your town who have been kind enough to continue their services with us each year. Contributing to Tewksbury's School Department is one way we can give back to your community for considering us the company of choice.

Sincerely,

Michael Lueders
President

MEL/jkl
Enclosure



Gail Johnson <gjohnson@tewksbury.k12.ma.us>

Heath Brook / Trahan PAC's spring calendar - School Committee Approval Requested

1 message

Heath Brook Trahan PAC <heathbrook.trahan.pac@gmail.com>
To: "JOHNSON, GAIL" <gjohnson@tewksbury.k12.ma.us>

Thu, Dec 14, 2017 at 2:35 PM

Good Afternoon Gail-

The Heath Brook/ Trahan PAC would like to request the school committee approve the events that we are proposing to run beginning January 2018 through August 2018. We have voted on the attached spring events calendar at a PAC meeting and have gotten approval via the fundraiser form from both principals (also attached). If you would like hard copies of these documents, please let me know.

Thank you for your consideration regarding this.

Sue Panilaitis

3 attachments**Spring Events Jan-Summer 2018.pdf**
349K**Fundraiser Form for Spring 2018 - Heath Brook Approval.pdf**
27K**Fundraiser Form for Spring 2018 - Trahan Approval.pdf**
467K

2017-2018 Spring Calendar of Events for Heath Brook / Trahan PAC

	Fundraising	Social	Community
January	Savers	Movie Night - HB	Anton's Coats for Kids Collection
		BOKS	Food Pantry Collection
February	On going	Lowell River Hawks	Bruins PJ Collection
	Calendar Fundraiser	BOKS	
		Trivia Night-T	
March	On going	Game Night-HB	
	Fundraiser - TBD	BOKS	
April	On going	BOKS	
	Fun Run	Science Night - T	
	Scholastic Book Fair	4th Grade Celebration Event	
May	Penny Wars	Heath Brook & Trahan Ice Cream	Teacher Appreciation Week (5/6-5/12)
	Scholastic Book Fair	Socials	
	Savers	BOKS	Beautification of Schools
June	On going	BOKS	
		Field Days	
Summer		Lowell Spinners	Beautification of Schools
		HB & Trahan Playground Social	
On Going	Spirit Wear		
	Recycle That / Paper Retriever		
	Shoparoo/ Amazon Smile/ Box Tops		
	Birthday Book Program		

REQUEST FOR FUND RAISING

Date: December 8, 2017

1. Name of Organization: Heath Brook / Trahan PAC

2. Describe in detail the method of the fund raising activity. Attach additional information if necessary. Please see the attached PAC event schedule.

3. School location and facilities desired (cafetorium, cafeteria, classroom, gymnasium): TBD based on event. Proposed fundraisers will be carried out at the Heath Brook and Trahan Schools. A Facilities form will be filled out for each event should space be needed to complete the proposed fundraiser.

4. Purpose of anticipated funds (*To be approved by the building principal.*) Money raised will be used to enrich the students' education and as by the PAC budget and with principal approval.

5. Proposed dates of fund raising activity: From January 2018 To August 2018. While events listed on Heath Brook / Trahan PAC's spring calendar of events, dates may flux depending on the principal requests.

6. Describe student involvement in the fund raising activity _____ Students and their families will be invited to participate in the various fundraising activities. There is no requirement.

7. Type of identifying credential to be used during Fund Raising Activity: _____

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

9. Name of responsible individual: Heath Brook / Trahan Leadership Board

Signature of Applicant Sean D. Perkins

Address: _____

Telephone No. _____

Date _____

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

2. Reason for approval _____

3. You are authorized to begin the activity on _____
(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: Felicia Mottstone

6. Copy sent to the office of the Director of *Transportation and Facilities*.

Signature: _____ Date: _____

SOURCE: Tewksbury

REQUEST FOR FUND RAISING

Date: December 8, 2017

1. Name of Organization: Heath Brook / Trahan PAC
2. Describe in detail the method of the fund raising activity. Attach additional information if necessary. Please see the attached PAC event schedule.
3. School location and facilities desired (cafetorium, cafeteria, classroom, gymnasium): TBD based event. Proposed fundraisers will be carried out at the Heath Brook and Trahan Schools. A Facilities form be filled out for each event should space be needed to complete the proposed fundraiser.
4. Purpose of anticipated funds (To be approved by the building principal.) Money raised will be use enrich the students' education and as by the PAC budget and with principal approval.
5. Proposed dates of fund raising activity: From January 2018 To August 2018. While events listed in Heath Brook / Trahan PAC's spring calendar of events, dates may flux depending on the principal request.
6. Describe student involvement in the fund raising activity _____ Student _____ their families will be invited to participate in the various fundraising activities. There is no requirement.
7. Type of identifying credential to be used during Fund Raising Activity: _____

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

9. Name of responsible individual: Heath Brook / Trahan Leadership Board

Signature of Applicant Susan DB Perkins

Address: _____

Telephone Number _____

Date 12/12/17

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

2. Reason for approval PAC Fundraising

3. You are authorized to begin the activity on 1/2/18
(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 Director of Transportation and Facilities.

Signature: _____

Date: 12/12/17

TEWKSBURY PUBLIC SCHOOLS
Request for Fundraising

DEC 4 '17 AM 11:5
File: JJE-E

Date: 11/29/2017

1. Name of Organization TMHS Adaptive Ski Team

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

Please see attached document.

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

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.)

Please see attached document.

5. Proposed dates of fund raising activity From 12/10/17 To 1/22/18

6. Describe student involvement in the fund raising activity.

Please see attached document.

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

Please see attached document.

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

9. Name of responsible individual Patrick Galligan, Anne McGregor Fay

Address [REDACTED]

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

(To be completed by the School Principal)

Date 12/1/17

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 _____

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 12/1/17

Tewksbury Memorial High School
Adaptive Ski Team
Raffle Fundraiser

- Club:** TMHS Adaptive Ski Club
- Sponsors:** Patrick Galligan/ Anne McGregor Fay, LEAP/Lifeskills., TMHS
- Participants:** All students eligible for adaptive Physical Education
- Location:** Mt. Sunapee, NH (New England Handicapped Sports Association)
- Dates:** Tentative until booked through N.E.H.S.A. in November:

January 8, 2018// February 12, 2018/ March 10 & 11, 2018
And one previously approved overnight trip.
- Chaperones:** All students must be accompanied by a parent or guardian
- Fundraiser:** Raffle tickets for "\$500 in Catering Services". One winner only. All tickets will feature the club name, school, contact number, prize, and drawing date.
- Prize:** \$500 in catering services
Provided by "Gracious Grape Catering", Tewksbury, Ma.
- Goal:** Raise \$3,000 by selling 600 tickets at \$5.00 per ticket
- Sellers:** Only the sponsors and parents of club students will be responsible for the sale of raffle tickets and the collection of monies. All money collected will be placed in a school account managed by Assistant Principal Eileen Osborne.
- Drawing:** One winner will be randomly selected from all entries on January 22, 2018. A member of the Administrative team from TMHS will be invited to witness the drawing and ensure validity. The winner will be contacted immediately following the drawing.

TEWKSBURY PUBLIC SCHOOLS
Request for Fundraising

File: JJE-E

Date: January 2, 2018

1. Name of Organization TMHS Theater Company

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

Yard Sale at Tewksbury Congregational Church

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.)

Jekyll + Hyde production

5. Proposed dates of fund raising activity From 2/10/2018 To 2/10/2018

6. Describe student involvement in the fund raising activity. Students + families

will bring in used items to sell. Students will run + operate the event with the support of advisors and chaperones

7. Type of identifying credential to be used during Fund Raising Activity. _____

8. Is there a contract or agreement to be signed. Yes X Church facilities usage agreement No _____

9. Name of responsible individual Jade Scarpa

Address _____

Telephone No. [REDACTED] Signature of Applicant Jade Scarpa

(To be completed by the School Principal)

Date 1/3/18

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 _____

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 1/3/18

TEWKSBURY PUBLIC SCHOOLS
Request for Fund Raising

Date: 1/2/18

1. Name of Organization: Anime
2. Describe in detail the method of the fund raising activity. Attach additional information if necessary: Please see attachment
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).
Please see attachment
5. Proposed dates of fund raising activity: from: 2/5/18 to: 2/14/18
6. Describe student involvement in the fund raising activity:
Please see attachment
7. Type of identifying credential to be used during fund raising activity.
NA
8. Is there a contract or agreement to be signed: Yes ☐ No ☒
9. Name of responsible individual: Marc Demers
Signature of applicant: Marc Demers
Address: T.H.S.
Telephone No.: [REDACTED]

-
- Date: 1/3/18
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: 1/3/18



Request for Fund Raising

2. The Anime Club will sell chocolate Valentine's Day heart candy. The club will make fliers and post the sale on the morning announcements. The members will establish a small table in the cafeteria during all three lunches to provide an opportunity for students and faculty to purchase the heart candy.

4. The students will use the funds generated from the sale to host an Anime convention at Tewksbury Memorial High School.

6. The students will make fliers and morning announcements to inform the student body of the fundraiser. The club members will also establish a table in the cafeteria during all three lunches for the week beginning on the fifth of February.

Superintendent/ Staff /School Committee Reports

Policy

File: GCBB - EMPLOYMENT OF PRINCIPALS

Principals shall be employed by the Tewksbury Public Schools under individual contracts of employment. Said contracts shall be submitted to the Tewksbury School Committee for their approval of all terms concerning compensation/benefits, prior to the presentation of a contract of employment to the Principal. The compensation/benefit levels, above referenced, may be exceeded only with the approval of the Tewksbury School Committee.

Initial contracts issued to Principals may be up to three years in length, and may be reissued by the Superintendent at levels of compensation/benefits, determined by the Tewksbury School Committee, provided that the Superintendent may employ a Principal under the terms and conditions of the previous contract of employment.

The length of second and subsequent contracts of employment for Principals shall be in accordance with state law.

As a condition of employment, each Principal must maintain current certification, adhere to the policies and goals of the Tewksbury School Committee, and the directives of the Superintendent and annually must submit, with the school council, the educational goals and school improvement plan for the school building(s) under his/her direction.

Adoption date: January 1996

Revised: December 11, 2013

Reviewed:

LEGAL REF: MGL 71:41; 71:59B

File: GCBC - PROFESSIONAL STAFF SUPPLEMENTARY PAY PLANS

Certain assignments require extra responsibility or extra time over and above that required of other staff members who are on the same position on the basic salary schedule. When such supplemental assignments require extra time and responsibility beyond that regularly expected of teachers, they will be rewarded with extra compensation.

Assignments that are to be accorded extra compensation will be designated by the **School eCommittee**. Appointments to these positions will be made by the **sSuperintendent** for district-wide positions or by the principal with the approval of the **sSuperintendent** for building based personnel. The amount of compensation for the position will be established by the **School eCommittee** at the time the position is created.

A teacher who is offered and undertakes a supplementary pay assignment will receive an appointment letter specifying the pay, duration and terms of the assignment. If a teacher will not be extended the assignment for the following school year but will remain on the teaching staff, he or she will be so notified in writing prior to the expiration of the contract. Upon termination of the assignment, the supplementary pay will cease. Each person holding such assignment will be evaluated annually by their immediate supervisor.

{Adoption date}

Revised: January 18, 1996

Reviewed and Adopted October 23, 2013

Revised:

LEGAL REF.: Collective Bargaining Agreement

File: GCE - PROFESSIONAL STAFF RECRUITING/POSTING OF VACANCIES

It is the responsibility of the sSuperintendent, with the assistance of the administrative staff, to determine the personnel needs of the school system and it is the responsibility of the principal, in consultation with the sSuperintendent to determine the personnel needs of the individual schools. In addition, school councils may review personnel requirements as a means of evaluating the needs of a school. Any recommendations for the creation or elimination of a position must be approved by the sSchool eCommittee.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the school system. Any current employee may apply for any position for which he or she has certification and meets other stated requirements.

Openings in the schools will be posted in sufficient time, before the position is filled, to permit current employees to submit applications.

Adoption date: January 1996

Reviewed and Adopted October 23, 2013

Reviewed:

REFS.: Collective Bargaining Agreements

File: GCF - PROFESSIONAL STAFF HIRING

Through its employment policies, the district will strive to attract, secure, and hold the highest qualified personnel for all professional positions. The selection process will be based upon an awareness to candidates who will devote themselves to the education and welfare of the children attending the schools.

It is the responsibility of the Superintendent, and of persons to whom he or she delegates this responsibility, to determine the personnel needs of the school system and to locate suitable candidates. No position may be created without the approval of the Tewksbury School Committee. The district's goal is to employ and retain personnel who are motivated, will strive always to do their best, and are committed to providing the best educational environment for the children.

It will be the duty of the Superintendent to see that persons considered for employment in the schools meet all certification requirements and the requirements of the **School** Committee for the type of position for which the nomination is made.

The following guidelines will be used in the selection of personnel:

1. There will be no discrimination in the hiring process due to age, sex, gender identity, ~~ereed~~ **religion**, race, color, national origin, disability, sexual orientation, **genetic information, ancestry, military status** or place of residence.
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.
3. The administrator responsible for the hiring of a staff member (~~in~~ **in** the case of district-wide positions, for the position of Principals, it is the Superintendent; ~~for~~ **for** building-based personnel, it is the Principal) is directed to establish a representative screening committee. The administrator has the final say in determining who will be hired but it is expected that the screening committee's input will be a factor in the decision. For positions where the hiring authority rests with the School Committee a representative screening committee may be established by the School Committee or the School Committee may direct the Superintendent to establish a screening committee to assist the Superintendent in making his/her recommendation to the School Committee.

Revised: January 18, 1996

November 14, 2012

Revised and Adopted October 23, 2013

Revised:

LEGAL REFS.: M.G.L. [69:6](#); [71:38](#); [71:38G](#); [71:39](#); [71:45](#);

Informational Reading

REVISED MASC POLICY – Policies recommended for revision to TPS or adoption of MCAS policy recommendations.

Massachusetts Board of Education Requirements for Certification of Teachers, Principals, Supervisors, Directors, Superintendents and Assistant Superintendents in the Public Schools of the Commonwealth of Massachusetts, revised 1994

BESE Regulations 603 CMR [7:00](#), [26:00](#), and [44:00](#)

File: GCJ - PROFESSIONAL TEACHER STATUS

Teachers and certain other professional employees who have served in the school district for three consecutive years shall be entitled to professional teacher status. The sSuperintendent, upon recommendation of the principal, may award such status to a teacher who has served in the principal's school for not less than one year or a teacher who has obtained such status in any other public school district in the Commonwealth. The sSuperintendent will base his/her decisions on the results of evaluation procedures conducted according to School eCommittee policy.

At the end of each of the first three years of a teacher's employment, it will be the responsibility of the sSuperintendent to notify each employee promptly in writing of the decision on reappointment. Notification to a teacher not being reappointed must be made by June 15 or at an earlier date if required by a collective bargaining agreement.

A teacher who attains professional teacher status will have continuous employment in the service of the school system subject to satisfactory evaluations. A teacher with professional teacher status whose position is abolished by the Tewksbury School Committee may be continued in the employ of the school system in another position for which he or she is legally qualified. Legally qualified is defined as certified in the grade and/or subject with previous teaching experience in that grade or subject.

Nothing in these provisions will be considered as restricting the sSuperintendent from changing teaching assignments or altering or abolishing supervisory assignments except that, by law, no teacher may be assigned to a position for which he or she is not legally qualified.

Established by law and Committee policy

Adoption date: January 1996

Reviewed and Adopted October 23, 2013

Revised:

LEGAL REFS.: M.G.L. [71:38](#); [71:38G](#); [71:38H](#); [71:41](#); [71:42](#); [71:43](#)

File: GCQF - SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS

The sSuperintendent will strive to assist personnel to perform their duties efficiently. However, the sSuperintendent may dismiss any employee in accordance with state law. Further, the School eCommittee recognizes the constitutional rights of the district's employees and assures them the protection of due process of law. To guarantee such rights, a system of constitutionally and legally sound procedures will be followed in each case of suspension or dismissal of an employee.

When the sSuperintendent or a principal determines that sufficient cause exists that a professional employee be suspended or dismissed from service in the school system, he or she will:

1. Be certain that each such case is supported by defensible records.
2. Determine if the individual is to be suspended immediately with the understanding that the suspension will be subject to restoration of salary and position if an appeal is decided in favor of the individual.
3. Follow the procedures for dismissal or suspension that are contained in applicable laws as well as those included in the current agreement with the teachers' bargaining unit.
4. Provide the individual involved with a written statement that will:
 - a. Indicate whether the action the sSuperintendent is taking is dismissal or suspension.
 - b. State the reason for the suspension or dismissal.
 - c. Guarantee that all procedures will be in accord with due process of law.
 - d. Inform employees who have a right to request a hearing under appropriate laws that they may be represented at such a hearing by counsel of their choice.

{Adoption date}

Revised: January 18, 1996

Reviewed and Adopted October 23, 2013

Revised:

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

File: GDO - EVALUATION OF SUPPORT STAFF

A program of continuous observation and evaluation will be developed to find the right employees to fill vacancies, determine assignments and equitable work loads, and established wage and salary policies that encourage employees to put forth their best efforts. The evaluation of employee achievements and the provision of a good atmosphere in which are some of the major duties of the committee.

The evaluation will cover the major areas of the employee's responsibilities and **their job descriptions** ~~will include the following:~~

- ~~1. Specific work assignment~~
- ~~2. Attitude toward students~~
- ~~3. Attitude toward public education~~
- ~~4. Attitude toward supervisors, teachers, and fellow employees~~
- ~~5. Work habits~~

Each employee will be informed of the basis upon which he/she is to be evaluated in advance of evaluation.

{Adoption date}

Revised: January 18, 1996

Reviewed and Adopted October 23, 2013

Reviewed:

CONTRACT REF.: All support staff agreements

File: GDQD - SUSPENSION AND DISMISSAL OF SUPPORT STAFF MEMBERS

Support staff employees employed by the school district may be terminated by the Pprincipal of the building in which they serve with the approval of the sSuperintendent. However, employees may request the sSuperintendent to review the circumstances of their termination.

~~Bus drivers are employed on a monthly basis with continuity of employment conditioned only upon satisfactory performance.~~ In the event of failure to perform as required, employment may be immediately suspended or terminated by the sSuperintendent depending upon agreement language.

Support staff employees ~~will generally~~ may or may not be given prior notice of their dismissal depending upon the circumstances ~~two weeks prior to the effective date.~~

The sSuperintendent, or the Pprincipal, with the approval of the sSuperintendent, may also suspend/remove employees from their individual assignments.

Adoption date: January 1996

Reviewed and Adopted October 23, 2013

Revised:

File: HB - NEGOTIATIONS LEGAL STATUS

All negotiations between the ~~ssSchool e~~Committee and recognized employee groups are conducted subject to ~~Chapter 150E of the~~ Massachusetts General Laws. The legal status of negotiations is defined in part by Section 2 of that chapter, as follows:

“Employees shall have the right of self-organization and the right to form, join, or assist any employee organization for the purpose of bargaining collectively through representatives of their own choosing on questions of wages, hours, and other terms and conditions of employment, and to engage in lawful, concerted activities for the purpose of collective bargaining or other mutual aid or protection, free from interference, restraint, or coercion. An employee shall have the right to refrain from any or all of such activities, except to the extent of making such payment of service fees to an exclusive representative as provided in section twelve.”

Basic to all employer/employee negotiations is the concept of "bargaining in good faith." It is the legal responsibility of both the ~~ssSchool e~~Committee and employee organizations to bargain in good faith as they conduct negotiations. However, such obligation does not compel either party to agree to a proposal or make a concession.

~~Established by law~~

Reviewed and Adopted December 11, 2013

Reviewed:

LEGAL REF.: M.G.L. [150E:1](#) et seq.

File: HF - SCHOOL COMMITTEE NEGOTIATING AGENTS

The Sschool Ceommittee is responsible for negotiations with recognized employee bargaining units. However, because of the expertise and time required for negotiations, the Sschool Ceommittee may hire a negotiator to bargain in good faith with recognized bargaining units to help assure that mutually satisfactory agreements on wages, hours, and other terms and conditions of employment will be developed.

The Sschool Ceommittee will appoint the negotiator and the fee or salary for his/her services will be established in accordance with the law at the time of appointment.

The duties of the negotiator will be as follows:

1. To negotiate in good faith with recognized bargaining units to arrive at a mutually satisfactory agreement on wages, hours, and working conditions of employees represented by the units.
 - a. The negotiator may recommend members of the administration to serve on the negotiation team. They will not be members of any unit that negotiates with the Sschool Ceommittee, and their participation in negotiations must be recommended by the Ssuperintendent and approved by the Sschool Ceommittee.
 - b. He/She will direct accumulation of necessary data needed for negotiations, such as comparative information.
 - c. He/She will follow guidelines set forth by the Sschool Ceommittee as to acceptable agreements and will report on the progress of negotiations.
 - d. He/She will make recommendations to the Sschool Ceommittee as to acceptable agreements.
2. The negotiator will interpret the signed negotiated contracts to administrators and may be called upon to offer advice on various aspects of contract administration during the terms of the contracts with employee organizations.

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

Reviewed and Adopted December 11, 2013

Revised:

File: IB - ACADEMIC FREEDOM

The Tewksbury School Committee seeks to educate students in the democratic tradition, to foster recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights.

Fairness in procedures will be observed both to safeguard the legitimate interests of the Tewksbury Public Schools and to exhibit by appropriate example the basic objectives of a democratic society as set forth the in the Constitutions of the United States and the State Commonwealth.

LEGAL REFS.: Constitution of the Commonwealth of Massachusetts

Revised: February 12, 2014

Revised:

File: IC/ICA - SCHOOL YEAR/SCHOOL CALENDAR

The school calendar for the ensuing year will be prepared by the ~~s~~Superintendent and submitted to the Tewksbury School Committee for approval by May 1st of each year. The number of days or instructional hours scheduled for the school year will be determined in accordance with the following standards set by the Massachusetts Board of **Elementary and Secondary** Education:

1. Elementary school will operate for a minimum of 180 days. Schools shall ensure that every elementary school student is scheduled to receive a minimum of 900 hours per school year of structured learning time, as defined in ~~603-CMR-27.02~~ **regulation**. Time which a student spends at school breakfast and lunch, passing between classes, in homeroom, at recess, in non-directed study periods, receiving school services, and participating in optional school programs shall not count toward meeting the minimum structured learning time requirement for that student.
2. Secondary schools will operate for a minimum of 180 days. Schools shall ensure that every secondary school student is scheduled to receive a minimum of 990 hours per school year of structured learning time, as defined in ~~603-CMR-27.02~~ **regulation**. Time which a student spends at school breakfast and lunch, passing between classes, in homeroom, at recess, in non-directed study periods, receiving school services, and participating in optional school programs shall not count toward meeting the minimum structured learning time requirement for that student.

For the information of staff, students, and parent/guardians, the calendar will set forth the days schools will be in session; holidays and vacation periods; in service days; and parent/guardian conferences.

{Adoption date}

Revised: May 24, 1996

Reviewed and Adopted December 11, 2013

Revised:

LEGAL REFS.: M.G.L. [4:7](#); [69:1G](#); [71:1](#); [71:4](#); [71:4A](#); [71:73](#); [136:12](#)

~~Board of Education Regulations for School
Year and School Day, effective 9/1/75
Board of Education, Student Learning Time Regulations,
603 CMR [27.00](#), Adopted 12/20/94~~

File: ID - SCHOOL DAY

The length of the school day ~~at various levels, as well as the specific opening and closing times of the schools;~~ is established in the Collective Bargaining Agreements with the various school unions. The specific opening and closing times of the schools will be recommended by the Superintendent and set by the Tewksbury School Committee.

The Superintendent is authorized to make minor changes in opening and closing times to simplify transportation scheduling; however, major changes in schedules will be subject to Tewksbury School Committee approval.

Parent/guardians ~~and guardians~~ will be informed of the opening and closing times set by the Tewksbury School Committee. To help insure the safety of all children, ~~student arrival times will be published in each school handbook along with the specific times faculty are on duty~~ parents will also be notified that students will not be admitted into the school building until the start of the official day unless bus schedules require earlier admittance.

Reviewed and Adopted December 11, 2013

Revised:

LEGAL REFS.: M.G.L. [15:1G](#); [69:1G](#); [71:59](#)
[603 CMR 27.00](#)

~~Board of Education Regulations for School Year and Day, effective 9/1/75~~

File: IE - ORGANIZATION OF INSTRUCTION

The Tewksbury Public Schools offers a diversified educational program compatible with the needs of the community and state standards.

The organizational plan is designed to facilitate the philosophy of educating every student, each to his/her fullest potential.

The structure will consist of ~~three instructional~~ multiple levels, ~~the Elementary level (PK–2 and 3,4), the Middle level (7–8), and the Secondary level (9–12).~~

~~The Elementary level includes schools with pre-kindergarten through grade six. The Middle level consists of schools for grades seven and eight. The Secondary level schools consists of a senior high school for grades nine, ten, eleven, and twelve. Support Services consists of special services, federal programs, curriculum evaluation and development, as well as other specialized programs of instruction.~~

Special education services are integrated across each grade level in all schools.

The organization is designed to meet the standards of ~~accreditation as required by the State~~ established within the Curriculum Frameworks as required by the Department of Elementary and Secondary Education, Time and Learning regulations, and to serve the needs of all students.

Revised: February 12, 2014

Revised:

CROSS REFS: IC/ICA SCHOOL YEAR / SCHOOL CALENDAR

LEGAL REFS: 6-3 CMR 27.00

File: IGB – STUDENT SUPPORT SERVICES PROGRAMS

To support the classroom activities and other instructional needs of the District Tewksbury Public Schools, various educational services as listed shall be provided. The Support Student Services staff will work in cooperation with building staff and the administration of the District Tewksbury Public Schools in (1) the coordination and the supervision of the curriculum implementation of the instructional program, and (2) support services programs.

Curricular Supervision and Coordination

~~Coordinating personnel for specific curricular areas shall be assigned by the administration. These coordinators shall assist in the organization, supervision, and coordination of subject material and activities in the schools.~~

Support Services

The Tewksbury Public Schools will provide these support services which are required by law and which are needed to ensure the academic success of all students.

The Assistant Superintendent shall be responsible for all services for students who are not eligible for special education assistance, ~~and such as psychological services, English Language Learners, homebound and hospital teaching and such other programs as may be assigned,~~ and will work ~~corperately~~ cooperatively with the Special Education Director of Student Services to ensure appropriate services are delivered.

Revised: February 12, 2014

Revised:

CROSS REFS.: [ACE](#), Nondiscrimination on the Basis of Handicap

File: IGD - CURRICULUM ADOPTION

The Tewksbury School Committee will rely on its professional staff to design and implement instructional programs and courses of study that will meet the instructional needs of the student body and forward the educational goals of the school system.

The sSuperintendent will have authority to approve new programs and courses of study after they have been thoroughly prepared, appropriately presented and studied and found to support the vision/mission of the Tewksbury Public Schools. The School eCommittee, upon the recommendation of the sSuperintendent, will consider, and officially adopt, new programs and courses when they constitute an extensive alteration in instructional content or approach.

The School eCommittee will be informed of all new courses and substantive revisions in curriculum. It will receive reports on changes under consideration. Its acceptance of these reports, including a listing of the high school program of studies, will constitute its adoption of the curriculum for official purposes.

{Adoption date}

Revised: January 18, 1996

Reviewed and Adopted December 11, 2013

Revised:

LEGAL REF.: M.G.L. 15:1G; 71:1; 69:1E

File: IHA - BASIC INSTRUCTIONAL PROGRAM

The business of the schools is to equip all children with the skills, tools, and attitudes that will lay the basis for learning now and in the future. It is the philosophy of the Tewksbury School Committee that the Tewksbury Public Schools will give the highest priority to developing skills in reading, writing, speaking, listening, and solving numerical problems.

The Tewksbury School Committee believes the first claim of the community's resources will be made for the realization of these priorities. School dollars, school talent, school time, and whatever innovation in program is required must be concentrated on these top-ranking goals. No student should be bypassed or left out of the school's efforts to teach the fundamental skills. Schooling for basic literacy must reach all students, in all neighborhoods, and from all homes.

The Tewksbury School Committee will implement all state laws applicable to the basic instructional program including the Constitution of the United States, the Declaration of Independence, the Bill of Rights, local history and government.

Physical education is compulsory for all students, except that no student will be required to take part in physical education exercises if a physician certifies in writing that such exercises would be injurious to the student.

{Adoption date}

Revised: January 18, 1996

Reviewed and Adopted December 11, 2013

Revised:

LEGAL REFS.: M.G.L. [71:1](#); [71:2](#); [71:3](#); [71:13](#)
[603 CMR 26:05](#)

File: IHAI - OCCUPATIONAL EDUCATION

The Tewksbury School Committee recognizes that students in pre-kindergarten through grade 12 need:

1. An opportunity to be informed about the world of work.
2. An awareness of the many vocations available to them.
3. To develop a respect for the dignity of work.
4. Be allowed the opportunity to develop an understanding regarding the technical, consumer, occupational, recreational, cultural aspects of industry and technology; An opportunity to develop skills related to problem solving and the world of work experiences.

{Adoption date}

Revised: January 18, 1996

Reviewed and Adopted December 11, 2013

Revised:

LEGAL REFS.: M.G.L. [71:37K](#); [71:38A](#) through [71:38F](#); [74:1](#) et seq.

~~Board of Education Chapter 74 Regulations, adopted 6/28/77, effective 9/1/77~~
[603 CMR 4.00](#)

File: IHAM - HEALTH EDUCATION

Good health depends upon continuous life-long attention to scientific advances and the acquisition of new knowledge.

The Tewksbury School Committee believes that the opportunity for effective health education lies within the public schools because of ~~1)~~ their potential to reach children at the age when positive, lifelong health habits are best engendered and; ~~2)~~ because the schools are equipped to provide qualified personnel to conduct health education programs.

The Tewksbury School Committee will provide a sound, comprehensive **research-based** health education program as an integral part of each student's general education.

The health education program will

- 1) emphasize a contemporary approach;
- 2) provide information regarding the presentation of health information, skills, and the knowledge necessary for students to understand and appreciate the functioning and proper care of the human body and information regarding complex social, physical and mental health problems, which they might encounter in society.
- 3) help students make intelligent choices on alternative behavior of serious personal consequence.
- 4) examine the potential health hazards of social, physical and mental problems existing in the larger school-community environment.

{Adoption date}

Revised: January 18, 1996

Reviewed and Adopted February 12, 2014

Revised:

LEGAL REF.: M.G.L. [71:1](#)

File: IHAM-R - HEALTH EDUCATION - (Exemption Procedure)

Exemption will be granted from a specific portion of health education curriculum on the grounds that the material taught is contrary to the religious beliefs and/or teachings of the student or the student's parent/guardian.

A request for exemption must be submitted in writing to the Pprincipal in advance of instruction in that portion of the curriculum for which the exemption is requested. The request must state the particular conflict involved.

The Pprincipal will confer with the teacher to determine the length of time a student will be exempt. The teacher will develop an alternative activity for which the student will receive credit.

The Pprincipal will inform the parent/guardian of disposition of the request within a reasonable number of school days of receipt of the request.

{Adoption date}

Revised: January 18, 1996

Reviewed and Adopted February 12, 2014

Reviewed:

LEGAL REF.: M.G.L. [71:1](#)

File: IHAM-1 IHAMA

PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION

In accordance with law, The Tewksbury School Committee has adopted this policy on the rights of parent/guardians and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

Procedure

At the beginning of each school year, all parent/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual education or human sexuality issues.

This written notification will be sent by the building principal. Parent/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If the planned curriculum changes during the school year, to the extent practicable, parent/guardians will be notified of this fact in a timely manner before implementation.

Content of Notice

Each such notice to parent/guardians will include a brief description of the curriculum covered by this policy, and will inform parent/guardians that they may:

- (1) exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, without penalty to the student, by sending a letter to the school principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.
 - (2) inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parent/guardians and others to the extent practicable.
- Parent/guardians may arrange with the principal to review the materials at the school.

Appeal Process

A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the Tewksbury School Committee for review of the issue. The Tewksbury School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in dispute.

~~The Superintendent of Schools will distribute a copy of this policy to each principal by September 1 of each year.~~

Proposed: May 14, 1997

Reviewed and Adopted February 12, 2014

Informational Reading

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

Revised:

LEGAL REFS: MGL 71:32A

SOURCE: Tewksbury

File: IHB - SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS

(PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS)

The goals of this school system's special education program are to allow each child to grow and achieve at his/her own level, to gain independence and self-reliance, and to return to the mainstream of school society as soon as possible.

The requirements of ~~the Massachusetts General Laws, Federal laws, and state and federal regulations~~ will be followed in the identification of children with special needs, in referrals for their evaluation, in prescribing for them suitable programs and in assessing their educational progress. In keeping with state requirements, all children with special needs between the ages of three ~~through to 21~~ **twenty-two** who have not attained a high school diploma or its equivalent will be eligible for special education.

The Tewksbury School Committee believes that most children with special needs can be educated in the regular school program if they are given special instruction, accommodations and the support they need. These children should also be given the opportunity to participate in the school system's non-academic and extracurricular activities.

The **School e**Committee recognizes that the needs of certain children are so great that special programs, special classes or special schools may be necessary. When appropriate programs, services, or facilities are not available within the public schools, the **School e**Committee will provide these children with access to schools where such instruction and accommodations are available.

It is the desire of the **School e**Committee that the schools work closely with parent/guardians in designing and providing programs and services to children with special needs. Parent/guardians will be informed, and conferred with, whenever a child is referred for evaluation. In event of any disagreement concerning diagnosis, program plan, special placement, or evaluation, the parent/guardians will be accorded the right of due process.

The **School e**Committee will secure properly trained personnel to work with the children with special needs. Since the financial commitment necessary to meet the needs of all of these children is extensive the **School e**Committee will make every effort to obtain financial assistance ~~from all sources.~~

{Adoption date}

Revised: July 29, 1996

Reviewed and Adopted February 12, 2014

Revised:

LEGAL REFS.: The Individuals with Disabilities Ed. Act (PL 94-142 ~~adopted 1/1/91~~ **PL 108-446, adopted 12/03/04**)

Informational Reading

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

Rehabilitation Act of 1973

M.G.L. [71B:1](#) et seq. (~~Chapter 766 of the Acts of 1972~~)

~~Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 7/1/81 also~~

603 CMR [28:00](#) inclusive

File: IHBEA - ENGLISH LANGUAGE LEARNERS

The ~~District~~ **Tewksbury Public Schools** shall provide suitable research-based language instructional programs for all identified English language learners in grades ~~Kindergarten~~ **Pre-K** through 12 in accordance with the requirements of state and federal statutes and Massachusetts Department of Education regulations and guidance.

The ~~District~~ **Tewksbury Public Schools** shall identify students whose dominant language may not be English through home language surveys that identify a primary home language is other than English (~~PHLOTE~~), observations, intake assessments, and recommendations of parents/**guardians**, teachers and other persons. Identified students shall be assessed annually to determine their level of proficiency in the English language.

The ~~District~~ **Tewksbury Public Schools** shall certify to the Massachusetts Department of Elementary and Secondary Education each year those students whose dominant language is not English, including specification of the number of non-English languages identified as dominant languages and the number and percent of students who speak each non-English language as their dominant language.

The ~~District~~ **Tewksbury Public Schools** shall provide additional information as required by the Massachusetts Department of **Elementary and Secondary** Education to comply with **federal law**.~~the No Child Left Behind Act.~~

REVISED: March 26, 2014

Revised:

LEGAL REFS: ~~20 U.S.C. 3001 et seq. (language instruction for limited English proficient and immigrant students contained in No Child Left Behind Act of 2001)~~

PL 114-95 Every Student Succeeds Act

42 U.S.C. 2000d (Title VI of the Civil Rights Act of 1964)

603 CMR [14.00](#)

File: IHBH - ALTERNATIVE SCHOOL PROGRAMS

Some children have great difficulty coping with the conventional school program and as a result will drop out of school. Some children require more support and direct supervision than is reasonably available in conventional school settings. And, some children, along with a highly structured academic experience, require a special focus on life skills and an appropriate vocational involvement.

The Tewksbury School Committee will provide alternative education programs where these needs have been identified, where establishment of such programs is feasible, and where the proposed programs fall within the function normally associated with the public school system.

These alternative educational programs will seek to provide an appropriate academic, social, and vocational experience to aid these young people either to reenter the regular school system, move into another educational setting, or prepare them for successful employment.

The Tewksbury School Committee will approve a range of programs to afford students the opportunity to obtain credits to meet graduation requirements beyond the traditional school day.

Reviewed and Adopted February 12, 2014

Revised:

LEGAL REFS.: M.G.L. [71:37I](#); [71:37J](#)

~~Board of Education Regulations Pertaining to
Section 8 of Chapter 636 of the Acts of 1974,
Regarding Magnet School Facilities and Magnet~~
603 CMR 17.00

File: IJ - INSTRUCTIONAL MATERIALS

The Tewksbury School Committee believes that materials appropriate to the needs of the school program must be available to each student and teacher. These will be furnished by the Tewksbury School Committee subject to budgetary constraints.

The task of selecting instructional materials for programs will be delegated to the professional staff of the school system. Because instructional programs and materials are of great importance, only those that meet the following criteria will be approved by the **School eCommittee**:

1. They present balanced views of international, national, and local issues and problems of the past, present and future.
2. They provide materials that stimulate growth in factual knowledge, literary appreciation, aesthetic and ethical values.
3. They help students develop abilities in critical reading and thinking.
4. They help develop and foster an appreciation of cultural diversity and development in the United States and throughout the world.
5. They provide for all students an effective basic education that does not discriminate on the basis of race, age, color, religion, national origin, sex, gender identity, physical disabilities or sexual preference **orientation**.
6. They allow sufficient flexibility for meeting the special needs of individual students and groups of students.

{Adoption date}

Revised: January 18, 1996

November 14, 2012

Reviewed and Adopted February 12, 2014

Revised:

LEGAL REFS.: M.G.L. **30B:7**; [71:48](#); [71:49](#); [71:50](#)

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

CROSS REF.: KEC, Public Complaints about the Curriculum or Instructional Materials

File: IJOB

COMMUNITY RESOURCE PERSONS/SPEAKERS

~~Human~~ **Community** resources are those individuals or groups who are invited into the schools to present supplementary information and ideas to the classroom course of study. These experiences should afford students the opportunity to benefit from various viewpoints. Special care should be taken in selecting these speakers so that they are individuals who respect diversity in thinking and varying views and who are not attempting to inappropriately influence points of view.

CORI checks are required per IJOCA.

Any program or performance on a health related topic or a topic of a sensitive nature must be previewed (in person or via video) by the building administrator or group advisor.

Adoption date: January 1996

REVISED: March 26, 2014

REVISED:

CROSS REF: ADDA, C.O.R.I. Requirements

Old Business

New Business

Tewksbury Public Schools

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To: Parents, Guardians, and Students of TPS

Re: Legacy MCAS & Next Generation (NG) MCAS 2017-2018 Testing Window (Grades 3-10)

Date: January 4, 2018

The Massachusetts Department of Elementary and Secondary Education (DESE) has been transitioning away from the 20 year old *Legacy MCAS* towards a new updated *Next Generation MCAS* test for grades 3-10. As a convenience to our community, we have created the table below to clarify which test and which testing mode (paper or computer) our students will participate in. We have also identified the planned testing dates at each grade level and some helpful links to prepare.

Grade	ELA Literacy & Reading Comprehension	Math	(S.T.E.) Science, Technology, & Engineering	Assessment Dates <small>The dates listed below reflect the planned testing schedule per grade level and test. TPS reserves the right to alter this schedule if needed, and within the MA DESE testing approved window.</small>
3	Computer Based Test NG MCAS	Computer Based Test NG MCAS	N/A	NG MCAS ELA: 4/26 & 4/27 NG MCAS Math: week of 5/14
4	Computer Based Test NG MCAS	Computer Based Test NG MCAS	N/A	NG MCAS ELA: week of 4/30 NG MCAS Math: week of 5/21
5	Computer Based Test NG MCAS	Computer Based Test NG MCAS	Computer Based Test Legacy MCAS	NG MCAS ELA: 4/24 & 4/25 NG MCAS Math: 5/7 & 5/8 S.T.E. MCAS: 5/14 & 5/15
6	Computer Based Test NG MCAS	Computer Based Test NG MCAS	N/A	NG MCAS ELA: 4/24 & 4/25 NG MCAS Math: 5/7 & 5/8
7	Computer Based Test NG MCAS	Computer Based Test NG MCAS	N/A	NG MCAS ELA: 4/25 & 4/26 NG MCAS Math: 5/9 & 5/10
8	Computer Based Test NG MCAS	Computer Based Test NG MCAS	Computer Based Test Legacy MCAS	NG MCAS ELA : 4/25 & 4/26 NG MCAS Math: 5/9 & 5/10 S.T.E. MCAS: 5/16 & 5/17
9	N/A	N/A	Paper Based Test Legacy MCAS *- (Bio)	MCAS BIOLOGY* - 6/6 & 6/7
10	Paper Based Test Legacy MCAS *	Paper Based Test Legacy MCAS *	N/A	MCAS ELA* - 3/27 - 3/29 MCAS MATH* - 5/23 & 5/24

Notes:

- *MCAS- Passing the 9th and 10th Grade Legacy MCAS tests are still a mandatory graduation requirement.
- The full MA DESE testing schedule can be found at: <http://www.doe.mass.edu/mcas/cal.html>
- To support your child at home and prepare further for the NG MCAS testing, click on the links below:
 - Sample MCAS questions: <http://www.doe.mass.edu/mcas/testitems.html>
 - Sample Practice Tests & Tutorials: [MCAS Practice Tests](#)
 - For more information on the NG MCAS transition plan: [NG MCAS Transition Plan](#)

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 7, 2018	Regular Meeting	
March 7, 2018	Regular Meeting	PUBLIC HEARING (BUDGET) – 6:30 PM
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 11, 2018*	7:00 PM – Reorganization Meeting 7:15 PM – Regular Meeting	*Reorganization Meeting (7:00PM) will precede the Regular Meeting on April 11, 2018, at 7:15 pm
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	
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.