

## TEWKSBURY SCHOOL COMMITTEE AGENDA - WEDNESDAY, MAY 16, 2018



TEWKSBURY PUBLIC SCHOOLS  
CHRISTOPHER J. MALONE  
SUPERINTENDENT OF SCHOOLS

Regular Meeting #14 (7:00 PM) - Public Session  
Executive Session #12 (6:30 PM) - Non-Public Session

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. RECONVENE REGULAR MEETING - 7:00PM

### D. ANNOUNCEMENT

The May 16, 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.

### E. PLEDGE OF ALLEGIANCE

### F. RECOGNITION

1. Annual Ginsburg Family Award - Wamesit Lanes "The MacLaren Family"
2. Middlesex Partnership for Youth's 2018 Elementary School Poster Project (K-5) Winner - Ava DeSario, Gr. 4 Trahan School
3. Tewksbury Police Department - Chief Timothy Sheehan, Detective Andre Gonzalez, Officer Doug Pratt, Officer James Ryser, Officer Jennie Welch, and Substance Abuse Prevention Program Director Maria Ruggerio

### G. STUDENT REPRESENTATIVE REPORT

Grace Morris

### I. PRESENTATIONS

1. Community Services Extended Day Summer Program
2. TMHS Student Club Fee Structure

### 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. April 11, 2018 Reorganization (File)
2. April 11, 2018 Regular Meeting Minutes (File)

### L. SUBMISSION AND PAYMENT OF BILL

1. Payroll Period Ending, April 19, 2018 (\$1,330,603.31) (File)
2. Payroll Period Ending, May 3, 2018 (\$1,278,368.66) (File)

### 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 First Reading:** IK - Student Progress Reports; IKF - Graduation Requirements; IMG - Animals in School; JCA - Assignment of Students to School; JEB - Entrance Age; JFBB-1 - School Choice; JHD - Exclusions and Exemptions from School; JICH - Alcohol Drugs and Tobacco; JII - Student Complaints and Grievances; JJH-R - Travel Regulations; JRA - Student Records; KBBA - Non-Custodial Parents' Rights; KCD - Public Gifts to School; KDB - Public's Right to Know; KDD - News Media/News Releases; KE - Public Complaints; KHB - Advertising in Schools; KI - Visitors to School; LDA - Student Teaching and Internships

**Q. OLD BUSINESS**

1. Next Generation MCAS Update
2. Recommendation to Approve: ACE Proposal (File)
3. Recommendation to Approve 2019 Tewksbury School Committee Meeting Schedule (File)

**R. NEW BUSINESS**

1. Recommendation to Approve K-4 Elementary Schools' Student Handbooks (File)
2. Recommendation to Approve 2017-2018 SY Last Day of School (File)
3. Recommendation to Approve 2018/2019 School Committee Sub-Committee Assignments (File)
4. Recommendation to Approve Wynn Middle School Out-of-State Field Trip to New York City (File)
5. Recommendation to Approve Revision to TMHS Club Fee Structure (File)
6. Discussion Regarding District-wide Grade 2, 3, and 4 Reconfiguration & Community Forum May 17, 2018
7. TMHS Grade 10 English Textbook & Online Proposal, *StudySync Reading & Writing Companion*, by McGraw Hill (Glencoe) (File)

**S. SCHOOL COMMITTEE MATTERS OF INTEREST**

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

June 13, 2018; July 25, 2018; August 15, 2018

**U. FUTURE AGENDA ITEMS**

**V. ADJOURNMENT**

## TEWKSBURY SCHOOL COMMITTEE CONSENT AGENDA

Superintendent of Schools  
Christopher J. Malone  
[cmalone@tewksbury.k12.ma.us](mailto:cmalone@tewksbury.k12.ma.us)

**TEWKSBURY SCHOOL COMMITTEE**  
Krissy M. Pollimeno, Chairperson, [kpollimeno@tewksbury.k12.ma.us](mailto:kpollimeno@tewksbury.k12.ma.us)  
Arthy S. Bennett, Vice-Chairperson, [abennett@tewksbury.k12.ma.us](mailto:abennett@tewksbury.k12.ma.us)  
James A. Cutellis, Clerk, [jcutellis@tewksbury.k12.ma.us](mailto:jcutellis@tewksbury.k12.ma.us)  
Dennis G. Francis, [dfrancis@tewksbury.k12.ma.us](mailto:dfrancis@tewksbury.k12.ma.us) ♦ Keith M. Sullivan, [ksullivan@tewksbury.k12.ma.us](mailto:ksullivan@tewksbury.k12.ma.us)

### N. CONSENT AGENDA

#### 1. Correspondence

2018 Tewksbury District-wide Art Show

#### 2. Enrollment Update

May 10, 2018

#### 3. Monthly Expenditure Report

None

#### 4. Personnel Items

**New Hires:** Stephen Pifalo (\$50,000, *prorated*), District-wide Technology Support, effective April 17, 2018; Kyle Cadigan (\$34,260), School Custodian, Tewksbury Memorial High School, effective April 23, 2018; Brian Gugger (\$34,260), School Custodian, Tewksbury Memorial High School, effective April 23, 2018

**Reappointments:** Aides, Food Services, Nurses, Secretaries, Misc Staff

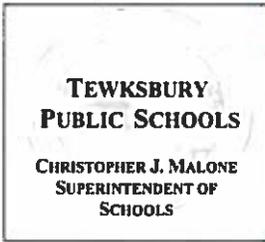
**Transfers:** None

**Retirements/Resignations/Terminations:** Sarah Mysliwy, District-wide Behavioral Specialist, effective April 13, 2018; Heidi Reinhart, K-6 Math Coach, Tewksbury Public Schools, effective June 22, 2018; Gabriel Alonzo, Integrated Preschool Teacher, Dewing Elementary School, effective June 30, 2018; Jan Fuller, Assistant Principal/Preschool Coordinator, Dewing Elementary School, effective June 30, 2018; Matthew Castonguay, Principal, Trahan Elementary School, effective June 30, 2018; Elizabeth Brannan, School Psychologist, North Street School effective June 30, 2018; Sheri Matthews, Director of Business Services, Tewksbury Public Schools, effective July 27, 2018; Amber Annese, Classroom Instructional Aide/Preschool Developmental Learning Center, Dewing Elementary School, effective June 22, 2018

**Appendix B Co-Curricular:** None

5. **Acceptance of Donations/Gifts:** Ryan PAC donation of \$10,000 to the John F. Ryan Elementary School for the Courtyard Project; Donation of \$1,000 from the Hannaford Helping Our Schools program (Lowell Hannaford) to Tewksbury Memorial High School to support and enhance student programs; New England Biolabs donation of \$500 to the Trahan School for Science and S.T.E.M. Supplies
6. **Acceptance of Grant:** Big Yellow School Bus Grant approval, \$200 for field trip transportation costs for the Tewksbury Public Schools' ELL K-12 students to Boston Public Gardens on June 8, 2018
7. **Fundraisers/Raffles:** Tewksbury Memorial High School Girls Basketball Boosters Fundraisers: Gift Card fundraiser, May 2018 through June 2018; Summer Basketball Camp fundraiser, June 25-June 28, 2018; and Car Washes at MVP on May 6, 2018 and June 9, 2018.; Tewksbury Memorial High School Girls Basketball Fundraiser, Staff vs Students Basketball Game, June 7, 2018

# Executive Session



**TEWKSBURY SCHOOL COMMITTEE AGENDA**

**Meeting Type/Time:** Executive Session #12 – Non-Public Session at 6:30 p.m.  
**Meeting Date:** Wednesday, May 16, 2018  
**Meeting Location:** Tewksbury Memorial High School, Guidance Conference Room  
320 Pleasant Street, Tewksbury, MA 01876

**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 - May 16, 2018**

## **RECOGNITIONS**

### **ANNUAL GINSBURG FAMILY AWARD**

Wamesit Lanes "The MacLaren Family"

### **MIDDLESEX PARTNERSHIP FOR YOUTH**

#### **2018 ELEMENTARY SCHOOL POSTER PROJECT WINNER**

Ava DeSario - Grade 4 Trahan Elementary School

### **TEWKSBURY POLICE DEPARTMENT**

Timothy Sheehan - Chief of Police

Andre Gonzalez - TPD Detective

Doug Pratt - TPD Officer and School Resource Officer

James Ryser - TPD Officer and School Resource Officer

Jennie Welch - TPD Officer

Maria Ruggiero - Substance Abuse Prevention Program Director

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## **PRESENTATIONS**

### **COMMUNITY SERVICES**

#### **EXTENDED DAY SUMMER PROGRAM**

Dr. Cynthia Basteri, Interim Director

Thomas Morrill, Summer Program Coordinator

Jon DiPrima, LIT Director

Michelle Silverio, LIT Service Learning Director

### **TEWKSBURY MEMORIAL HIGH SCHOOL**

#### **STUDENT CLUB FEE STRUCTURE**

Kristen Vogel, Principal

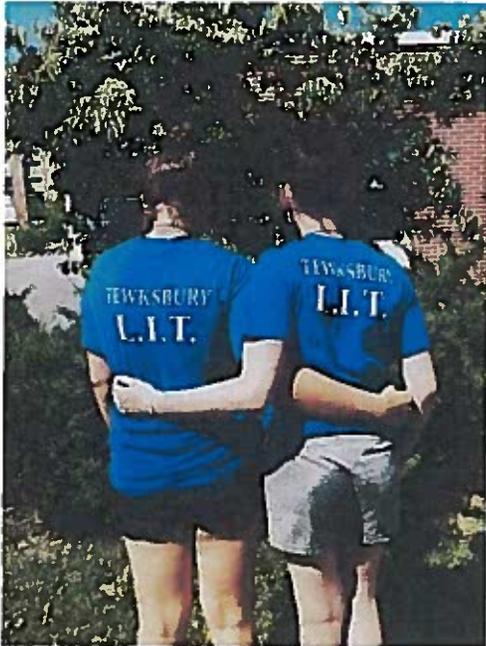
Dave Libby, Finance & Operations Manager

# Extended Day Summer Program



Leaders in Training (LIT) Program for High School Students

# Description: LIT Program



The Leaders In Training (LIT) program, formerly known as CIT (Counselors in Training), was originally designed to offer graduating 8th grade students previously enrolled in Extended Day the opportunity to receive real-world work experience and professional guidance in pursuing employment. This program took place during the summer Extended Day programs.

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# New Format



The new format proposal spans four years of high school. All students who have not yet attained their high school diploma will be enrolled in the program. It is designed to provide workplace skills and leadership training that can be noted on college applications and professional résumés.

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# New LIT Program

## Step 1



### Step 1:

This step is intended for students that have graduated 8th grade. These students, supported by their families, want work opportunities as they approach legal, hireable age, and this program prepares these students for future employment, whether it be in Extended Day or other job opportunities. The tuition for this program is \$500.

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# Step 2



## Step 2:

This step allows students to successfully complete 100 hours in a quality service learning project, that may result in a scholarship (amount TBD). It will also be used as a training opportunity for those students who are not yet ready to be placed in a classroom environment.

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# Step 3



## Step 3:

Student interns that have have met the qualification standards to be paired with an adult supervisor. The hourly rate will be \$11.00 per hour.

# Step 4



## Step 4:

Student interns that have at least 2 years of previous Extended Day and /or LIT experience who are paired with an adult supervisor. The hourly rate is \$12.00 per hour.

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# Training



**Position Hands Over Sternum**

All LIT's, regardless of step, will need specific training.

The LIT's will receive one full day of program orientation and a full day of core training in relevant procedures including the safety of the children they will be working with.

In addition, CPR and First Aid training/certification will be offered to and required of all LIT's and staff.

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# Experiential Learning



LIT's will begin their work experience with the application process.

The entire program is framed around applying for and working a real job.

In addition to the interview process, training sessions and regular "staff" meetings will be held.

The LIT's will be provided with workshops on topics such as how to dress for work, scheduling, supervisors, and other general workplace concerns.

The program concludes with an employee evaluation. LIT's are also prompted to evaluate our program.

# New Component- Quality Service Learning



A new component to the LIT program is to provide a quality service learning opportunity for students in the LIT program. Upon the successful completion of a 100-hour quality service learning project, students may be awarded a scholarship (amount TBD). It will also be used as a training opportunity for those students who are not yet ready to be placed in a classroom environment.

Students participating in the Service-Learning activities will look at issues facing their community. The students will select an issue, develop a plan to solve the problem, and implement their plan.



# LIT Program Leadership



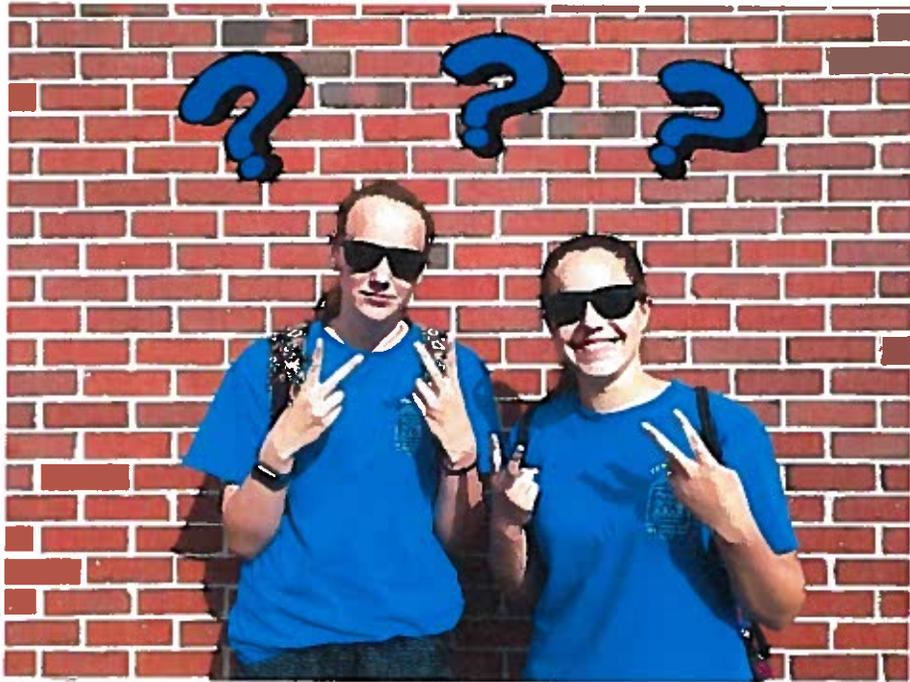
Extended Day  
LIT Summer Program Leadership

Summer Program Coordinator  
Thomas Morrill, M.Ed, C.A.G.S.

LIT Director:  
Jon DiPrima, M.Ed

LIT Service Learning Director:  
Michelle Silverio, M.Ed

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Questions????

# Club/Activity Fee Committee

- Committee formed in November.
- Committee met three times
- Members included students, Amaya Allen (10), Emily Chmella (11), and Devyn MacEachern (12), Athletic Director, Ron Drouin, Asst. Principal, Dr. Eileen Osborne, Sheri Matthews, Dir. of Business, and Dave Libby, Finance and Transportation Manager
- Committee's purpose was to review the current fee structure.
- Committee reviewed data from Community Pass- fees collected for each club over the past two years
- Committee believed strongly in making clubs accessible for students and also making paying fees equitable.

# TMHS Student Club/Activity Fees

## Current Club/Activity Fee Structure :

- \$75.00 per student per club
- No per student cap per year
- No family cap per year

## Current Issues:

- Families can't afford the multiple club fees for multiple children.
- Many students sign up for clubs they currently do not have to pay a fee for and do not commit to participation.
- Funding for advisors is not always received.

# TMHS Student Club/Activity Fees Proposal – Effective July 1, 2018

## Proposed Club/Activity Fee Structure:

- \$50.00 per student per club
- \$100.00 student cap per year
- Once cap is reached, students can participate in as many clubs as they wish.
- Minimum of 15 participants before club can be established

## Proposed Resolutions:

- Families with children who are involved in multiple clubs per year will not have as great of a financial burden.
- Equity among clubs
- Student commitment to clubs they pay for.
- By having a minimum of 15 participants, we can ensure funding for proposed advisor.

# Minutes

# Payroll

TEWKSBURY PUBLIC SCHOOLS  
Tewksbury, Massachusetts

Date 4/19/2018

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 **\$1,330,603.31**

**GRANTS**

\$25,701.66 2017-2018 Special Ed 240 Grant  
\$4,889.50 2017-2018 Title I Grant  
\$512.64 2017-2018 Title II Grant  
\$144.18 2017-2018 Title IV Grant  
2017-2018 Special Ed Improvement  
\$298.06 2017-2018 After School Out of School Time  
2017-2018 Early Childhood

**REVOLVING ACCOUNTS**

\$34,010.16 2017-2018 Ext Day Program  
\$16,519.73 2017-2018 Ext Day Preschool Program  
\$3,570.68 2017-2018 Adult Education Program  
\$141.13 2017-2018 Community Services Rec  
\$22,815.42 2017-2018 Lunch Program  
\$481.58 2017-2018 Hanover Funds  
\$2,504.44 2017-2018 Facilities  
\$577.43 2017-2018 Recreation  
\$622.50 2017-2018 Parking Fees  
\$795.00 2017-2018 Wynn Athletic Intramurals  
\$256.32 2017-2018 Wynn Intramural Clubs  
\$2,835.31 2017-2018 Preschool

**\$116,675.74 SUB TOTAL - NON LEA FUNDS**

**LEA FUNDS**

\$1,213,927.57 2017-2018 School Department Account

**SUB TOTAL - LEA FUNDS**

**\$1,330,603.31 TOTAL**

TEWKSBURY PUBLIC SCHOOLS  
Tewksbury, Massachusetts

Date 5/3/2018

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 **\$1,278,368.66**

**GRANTS**

\$28,035.90 2017-2018 Special Ed 240 Grant  
\$7,036.18 2017-2018 Title I Grant  
2017-2018 Title II Grant  
2017-2018 Title IV Grant  
2017-2018 Special Ed Improvement  
\$1,200.00 2017-2018 After School Out of School Time  
2017-2018 Early Childhood

**REVOLVING ACCOUNTS**

\$25,946.48 2017-2018 Ext Day Program  
\$8,378.35 2017-2018 Ext Day Preschool Program  
\$3,161.02 2017-2018 Adult Education Program  
\$108.93 2017-2018 Community Services Rec  
\$19,600.93 2017-2018 Lunch Program  
\$481.58 2017-2018 Hanover Funds  
\$1,570.27 2017-2018 Facilities  
\$423.96 2017-2018 Recreation  
\$622.50 2017-2018 Parking Fees  
\$795.00 2017-2018 TMHS Intramural Clubs  
\$160.20 2017-2018 Trahan Student Activities  
\$2,835.31 2017-2018 Preschool

**\$100,356.61 SUB TOTAL - NON LEA FUNDS**

**LEA FUNDS**

\$1,178,012.05 2017-2018 School Department Account

**\$1,178,012.05 SUB TOTAL - LEA FUNDS**

**\$1,278,368.66 TOTAL**

Superintendent/  
Staff /School  
Committee  
Reports

# Consent Agenda

**TEWKSBURY DISTRICT ART SHOW  
RIBBON WINNERS  
2018**

**\*Best of shows on display at the Superintendent's office for the month of May**

**TMHS**

**BEST OF SHOW: Connie Ong, senior**

**FIRST PLACE:**

**Emily Amaral, senior  
Olivia Axson, junior  
Jason Benitez (2 ribbons), senior  
Erin Carney, senior  
Ana Dantas Dos Santos, junior  
Kayla McCaigue (3 ribbons), senior  
Kaitlin Macdonald, freshman  
Catherine Merritt, senior  
Connie Ong, senior  
Brandon Pham, junior  
Jaclyn Harrington, junior  
Henry Pestana, freshmen  
Isabelle Picher, senior  
Samantha Schultz, senior  
Elaina Walazek, freshman  
Emma White, junior  
Zhixuan (Zenthia) Song, senior**

**HONORABLE MENTIONS:**

**Emily Amaral, senior  
Alyssa Boudreau, freshman  
Emily (Alex) Cashell, freshman  
Maeve Costigan, junior  
Sarah Coté  
Destiny Gennetti, senior  
Hannah Grace, freshman  
Grace Higgins, junior  
Klara Holden, freshman  
Lillian Holden, senior  
Julia Kirby, freshman  
Sara Krusper, senior  
Jessica Lisieki, sophomore  
Rachel Mahoney, junior  
Kaylee Murphy, freshman**

Laura O'Donnell, junior  
True Rappold, freshman  
Kristina Russell, freshman  
Samantha Schultz, senior  
Rachel Sessa, senior  
Jack Sutherland, senior  
Ashley Turri, senior  
Elaina Walazek, freshman  
Zhixuan (Zenthia) Song, senior

## WYNN MS

**BEST OF SHOW:** Taylor Leon, 8<sup>th</sup> grade

### HONORABLE MENTIONS:

Jordan Gardner, 8<sup>th</sup> grade  
Megan Guyer, 8<sup>th</sup> grade  
Fiona Ho, 8<sup>th</sup> grade  
Stephen O'Hearn, 8<sup>th</sup> grade  
Gaby Ortiz, 8<sup>th</sup> grade  
Joey Saraf, 8<sup>th</sup> grade

## RYAN

**BEST OF SHOW:** Nathan Cyr, 6<sup>th</sup> grade

### HONORABLE MENTIONS:

Maddie Burke, 5<sup>th</sup> grade  
Lily Boucher, 6<sup>th</sup> grade  
Gabiella Colon, 5<sup>th</sup> grade  
Gergory Mercado, 5<sup>th</sup> grade  
Lauren Oppedisano, 6<sup>th</sup> grade  
Abigail Watkins, 6<sup>th</sup> grade

## TRAHAN

**BEST OF SHOW:** Joseph Abraham, 4<sup>th</sup> grade

### HONORABLE MENTIONS:

Dori Casey, 3<sup>rd</sup> grade  
Ava DeSario, 4<sup>th</sup> grade  
Ava Dwyer, 4<sup>th</sup> grade  
Julia Ferreira, 4<sup>th</sup> grade  
Lily Kelley, 3<sup>rd</sup> grade  
Abigail Veno, 3<sup>rd</sup> grade

## **NORTH STREET**

**BEST OF SHOW: Chloe Mello, 4<sup>th</sup> grade**

### **HONORABLE MENTIONS:**

Lila Areias, 3<sup>rd</sup> grade  
Anthony Coppi, 4<sup>th</sup> grade  
Madeline Pumphret, 3<sup>rd</sup> grade  
Phenix Rizzuti, 3<sup>rd</sup> grade  
Elise Simonet, 4<sup>th</sup> grade  
Katie Stanton, 4<sup>th</sup> grade

## **DEWING**

**BEST OF SHOW: Ava Lopilato, 1<sup>st</sup> grade**

### **HONORABLE MENTIONS:**

Yash Bhide, 2<sup>nd</sup> grade  
Lara DeWilde, kindergarten  
Ally Holmes, 1<sup>st</sup> grade  
Joey Kane, 2<sup>nd</sup> grade  
Jack Lino, kindergarten  
Alaina Tarara, 2<sup>nd</sup> grade

## **HEATH BROOK**

**BEST OF SHOW: Vera Garabedian, 1<sup>st</sup> grade**

### **HONORABLE MENTIONS:**

Caleigh Corn, 2<sup>nd</sup> grade  
Mia Davis, 1<sup>st</sup> grade  
Kiley Macdonald, kindergarten  
Emma Smith, 1<sup>st</sup> grade  
Molly Witts, 2<sup>nd</sup> grade  
Arden Yandow, 2<sup>nd</sup> grade

ENRLMT 2018

SCHOOL	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	PG	TOTALS
NORTH ST					148	136										284
TRAHAN					105	129										234
DEWING	119	122	157	131												529
HEATH BROOK	81	115	126	106												428
RYAN							249	268								517
WYNN MIDDLE									270	313						583
HIGH SCHOOL (HS)											218	225	240	229	2	914
PreSchool @ HS	14															14
<b>TOTALS</b>	<b>214</b>	<b>237</b>	<b>283</b>	<b>237</b>	<b>253</b>	<b>265</b>	<b>249</b>	<b>268</b>	<b>270</b>	<b>313</b>	<b>218</b>	<b>225</b>	<b>240</b>	<b>229</b>	<b>2</b>	<b>3503</b>
	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	PG	

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	Grd	Tcher	Cnt	Grd	Tcher	Cnt
KF	S. Paradis	21	KF	H. Grace	17	3	S. Mulno	18	3	N. Devincents	24	5	B. Tuccinardi	22	6	N. Amato	23	7	S. Chella	21	8	K. Welch	21
KF	E. Hendsbee	20	KF	A. McCarthy	18	3	S. Sadler	18	3	M. Petrie	25	5	K. Magsarli	21	6	J. Mrozowski	24	7	A. Webb	20	8	A. Breton	22
KF	B. Decarolis	20	KF	D. Sokolowski	17	3	A. Trevor	17	3	L. Desrochers	25	5	J. Farnham	22	6	A. Nelson	22	7	E. Noel	16	8	C. Navetta	24
KF	K. Hynes	21	KF	A. Reardon	18	3	L. Hyland	17	3	M. McGrath	24	5	P. Shirkoff	19	6	K. Romano	21	7	J. Sponzo	20	8	W. Fabiano	22
KF	K. Rodgers	17	KF	S. Gillette	17	3	K. Valcourt	18	3	L. Carino	25	5	C. Cremin	21	6	N. Zwitek	23	7	J. Murphy	18	8	K. Williams	23
KF	D. Greene	16	KF	A. Cameron	17	3	J. Lane	17	3	J. Mailey	25	5	L. Levy	20	6	K. Anderson	22	7	C. Bilodeau	19	8	D. Shao	23
K	*R. Langlais		KF	T Molea	18	3	*L. Kuchar		3	*L. Chasan		5	K. Bruff	21	6	R. Reading	21	7	P. Cassidy	20	8	J. Pringle	21
			K/1/2	*A. Palange								5	R. Shirkoff	19	6	A. Johnson	22	7	D. Graaskamp	18	8	C. Gagnon	23
			K	*R. Hakala								5	R. Rogers	22	6	C. Melly	23	7	K. Johnston	18	8	E. Speros	22
1	E. Niles	22	1	K. Scialdone	20	4	S. Frost	22	4	S. Filiberto	23	5	B. Roberts	20	6	J. Chan	22	7	D. Bernstein	18	8	N. MacFarlane	23
1	A. Whynot	19	1	K. Carleton	22	4	J. Cole	21	4	K. Conrad	24	5	K. Hillson	22	6	J. Davis	22	7	F. Rouff	20	8	K. Deveau	22
1	C. Ventura	20	1	M. Lazzara	22	4	C. Gagne	21	4	M. Gorman	22	5	E. Lindsey	20	6	G. Martel	23	7	M. Perkins	21	8	E. Caron	22
1	J. Taggart	21	1	M. Hirtle	24	4	V. O'Meara	21	4	T. McHenry	25							7	N. Dunn	20	8	M. Gillespie	22
1	T. Enos	22	1	E. Daley	22	4	E. Fagan	22	4	J. Selissen	21							7	K. Terry	18	8	J. Bilodeau	22
1	M. Engelken	22	1	L. Cournoyer	23	4	J. Horvitz	22	4	K. Russo	21	5/6	*S. Ferrara					7/8	*Camire	4			
1	*A. Spatola		1	L. Tramonta	24	4	*J. Kelly		4	*K. Gibson		5/6	*J. Serino					7/8	*Doherty				
			K/1/2	*P. Martel								5/6	*A. Dockham					7/8	*Khan				
			1	*M. Robinson					DLC	*C. Strickler													
									DLC	*D. Ruderman													
2	D. Bowden	23	2	K. MacLeod	21																		
2	S. Mulloy	18	2	J. Middleton	22																		
2	D. Brewin	22	2	S. Miranda	21																		
2	J. Price	19	2	J. Garvey	24																		
2	K. Bancroft	24	2	S. Wrobel	23																		
2	*S. Walsh		2	C. Archibold	20																		
			2	*T. Quinn																			
<b>Heath Brook-PK</b>			<b>LF Dewing-PK</b>																				
CSPK	L. Ianacci	81	PK	J. Milligan	22																		
			PK	G. Alonzo	24																		
			PK	E. Finneran	22																		
			PK	J. Reyes	15																		
			PK	L. Costa	4																		
			PK	M. Fiori	6																		
			CSPK	J. Carmody	26																		

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

**2018-2019 SCHOOL YEAR REAPPOINTMENTS**

**2018 AIDE REAPPOINTMENTS**

<b>Loella F. Dewing School</b>		<b>John F. Ryan Elementary School</b>	
Mary Abbott	Classroom Instructional Aide	Deborah Bennett	Classroom Aide
Linda Alukonis	Classroom Aide	Bianca Enos	Classroom Instructional Aide
Cheryl Barnes	Classroom Aide	Catherine Francis	Classroom Instructional Aide
Laurie Doherty	Classroom Instructional Aide	Kayla McLaughlin	Classroom Instructional Aide
Lisa Donahue	Classroom Instructional Aide	Robert Paolini	Classroom Instructional Aide
Joanna Evangelista	Classroom Aide	Matthew Rauseo	Classroom Instructional Aide
Stacey Finnegan	Classroom Aide	Kimberly Rowe	Classroom Aide
Christine Mitchell	Classroom Instructional Aide	Julie Ann Ryan	Classroom Instructional Aide
Julie Regan	Classroom Instructional Aide	Michelle Smith	Classroom Instructional Aide
Krysta Rick	Classroom Instructional Aide	Kerry Souza	Classroom Instructional Aide
Cheryl Silva	Classroom Instructional Aide		
Carina Skaaland	Classroom Instructional Aide	<b>John W. Wynn Middle School</b>	
Susan Sokol	Classroom Aide	Laurie Angelo	Classroom Instructional Aide
Lori Spezzano	Classroom Instructional Aide	Christine Cote	Classroom Instructional Aide
Anne Mary Theisen	Classroom Aide	MaryAnn Deshler	Classroom Instructional Aide
Mary Beth Tierney	Classroom Instructional Aide	Heather Godin-Small	Classroom Instructional Aide
Eileen Weiss	Classroom Aide	Lindsay Goldman-Dunham	Classroom Instructional Aide
Patti-Ann Young	Classroom Instructional Aide	Kelly Joyce	Classroom Aide
		Erica Randall	Classroom Instructional Aide
<b>Heath Brook School</b>		<b>Tewksbury Memorial High School</b>	
Joanne Borges	Classroom Aide	Timothy Feeley	Classroom Instructional Aide
Kathryn Buck	Classroom Instructional Aide	Kelly Fox	Classroom Instructional Aide
Donna DePierro	Classroom Aide	Marie Guida	Classroom Aide
Cheryl Froio	Classroom Instructional Aide	Diane Hickey	Classroom Aide
Patricia Gale	Classroom Aide	Scott Hynes	Classroom Instructional Aide
Karen Gillotte	Classroom Aide	Steven Kasprzak	Classroom Instructional Aide
Mary Kapust	Classroom Instructional Aide	Alan Lefebvre	Classroom Instructional Aide
Denise Trevor	Classroom Instructional Aide	Patricia Maia	Classroom Instructional Aide
Mary Ellen Zier	Classroom Aide	Gregory Marshall	Classroom Instructional Aide
<b>North Street School</b>		Fauzia Rafiq	Classroom Aide
Christine Bourgeois	Classroom Instructional Aide	Ginger Scott	Classroom Aide
Stephanie Falasca	Classroom Instructional Aide	Melanie Tirabassi	Classroom Instructional Aide
Teresa Oberg	Classroom Instructional Aide		
Catherine Stanieich	Classroom Instructional Aide		
Kathy Starling	Classroom Instructional Aide		
<b>Louise Davy Trahan School</b>			
Anne Brennan	Classroom Instructional Aide		
Benjamin Clasby	Classroom Instructional Aide		
Joanne Elwell	Classroom Instructional Aide		

**2018 FOOD SERVICES REAPPOINTMENTS**

Lesley Abraham	Marcia D'Attilio	Jana Machane
Robin Adams	Kerri DeSisto	Jess MacKeen
Maureen Bedard	Allison DiFelice	Paula Malfa
Elaine Bennett	Cathy Dell'Orfano	Diane Nickerson
Lisa Bevilacqua	Tammy Duggan	Jess Ryan
Suzanne Blackwell	Robin Foran	Kristin Springer
Shannon Bradley	Anna Gaudette	Laura Sullivan
Darlene Burke	Donna King	Charleen Sullivan
Beth Casham	Joyce Kling	Roberta Waldrip
Heather Crowley	Lisa Laperriere	

**2018 SCHOOL NURSE REAPPOINTMENTS**

Amy Connell	John Wynn Middle School	School Nurse
Kelly Constantino	LF Dewing School	School Nurse
Kathy Korslund	Louise Davy Trahan School	School Nurse
Debra Kraytenburg	John Ryan Elementary School	School Nurse
Jessica McClellan	Tewksbury Memorial High School	School Nurse
Angela Reaney	North Street School	School Nurse
Elaine Walsh	Heath Brook School	School Nurse

**2018 10-MONTH SECRETARY REAPPOINTMENTS**

Suzanne Caliendo	John Ryan Elementary School	10-Month Secretary
Kathleen Casey	Tewksbury Memorial High School	10-Month Secretary
Maria Doherty	Louise Davy Trahan School	10-Month Secretary
Christine Fronduto-Doherty	Tewksbury Memorial High School	10-Month Secretary
Michelle Jennings	Dewing/Heath Brook Schools	10-Month Secretary
Denise McIntyre	John Wynn Middle School	10-Month Secretary
Kelly Mercier	Heath Brook School	10-Month Secretary
Nancy O'Hare	Tewksbury Memorial High School	10-Month Secretary
Joy Wallace	LF Dewing School	10-Month Secretary
Patricia Whitehouse	Tewksbury Memorial High School	10-Month Secretary
Sharon Zaremba	North Street School	10-Month Secretary

**2018 MISCELLANEOUS STAFF REAPPOINTMENTS**

Andrew Long	District-Wide	Attendance Officer
Donald Miller, MD	District-Wide	School Physician
Gail Bliss	Heath Brook	Occupational Therapist
Barbara Joyce	LF Dewing School	Occupational Therapist
Elizabeth Parisi	LF Dewing School	Occupational Therapist (P/T)
Cheryl Crumb	Center School	Out-Of-District Coordinator
Jennifer Merrill	North Street School	Physical Therapist
Kristen Imperillo	LF Dewing School	Physical Therapist (P/T)
Melanie Felker	John Ryan Elementary School	Sign Language Interpreter



**MEMORANDUM**

Carolyn Gaglione  
[REDACTED]  
[REDACTED]

**TO:** Christopher Malone  
**CC:** Judi McInnes  
**FROM:** Carolyn Gaglione, Ryan PAC Chair  
**DATE:** April 15, 2018  
**SUBJECT:** PAC Donation Approval Request

The Ryan PAC would like to donate \$10,000 towards the Courtyard Project at the Ryan School. On behalf of the Ryan PAC and the Ryan School families, I request the approval of this donation.

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

:ccg

# Tewksbury Memorial High School

320 Pleasant Street  
Tewksbury, Massachusetts 01876

[www.tewksbury.k12.ma.us](http://www.tewksbury.k12.ma.us)

**PRINCIPAL**

Kristen S. Vogel, M.A.T.

**ASSISTANT PRINCIPALS**

M. Eileen Taylor Osborne, Ed.D.

Sean O'Leary, M.Ed.

**MAIN OFFICE**

(978) 640-7825

**FAX**

(978) 640-7829

**GUIDANCE SERVICES**

(978) 640-7838

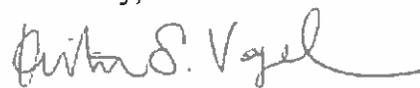
April 26, 2018

Hannaford Supermarket Bros. Co.  
145 Pleasant Hill Road  
Scarborough, ME 04074

Dear Hannaford Supermarket:

Please accept my sincere appreciation and thank you for the Hannaford Helps School check for \$1,000. Your efforts will enable us to enhance our Student Programs.

Sincerely,



Kristen S. Vogel  
Principal



Gail Johnson &lt;gjohnson@tewksbury.k12.ma.us&gt;

---

**Fwd: Donation FYI**

1 message

---

**Christopher Malone** <cmalone@tewksbury.k12.ma.us>  
To: Gail Johnson <gjohnson@tewksbury.k12.ma.us>

Fri, May 4, 2018 at 8:16 AM

----- Forwarded message -----

**From:** Matthew Castonguay <mcastonguay@tewksbury.k12.ma.us>  
**Date:** Thu, May 3, 2018 at 2:04 PM  
**Subject:** Donation FYI  
**To:** Christopher Malone <cmalone@tewksbury.k12.ma.us>

Hi Chris,

Yesterday evening after school (May 2), members of the Trahan Staff (me and some teachers) went over to New England Biolabs in Ipswich to learn about project-based and hands-on learning science and STEM activities for students. Just wanted to let you know that the staff won a \$500 donation from New England Biolabs for science/STEM supplies at the Trahan.

Matt

--  
**Matthew Castonguay**  
*Principal*  
Louise Davy Trahan Elementary School

All email correspondence is subject to the requirements of M.G.L. Chapter 66, §10. Under Massachusetts Law, any email created or received by an employee of the Tewksbury Public Schools is considered a public record. This email is intended for educational use only and must comply with the Tewksbury Public School's Acceptable Use Policy. This email may contain confidential and privileged material for the sole use of the intended recipient. Any review or distribution by others is strictly prohibited. If you are not the intended recipient please contact the sender and delete all copies.

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# COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at [www.mass.gov/osc](http://www.mass.gov/osc) under [Guidance For Vendors - Forms](#) or [www.mass.gov/osd](http://www.mass.gov/osd) under [OSD Forms](#).

<b>CONTRACTOR LEGAL NAME:</b> (and d/b/a): <u>Town of Teakbury for Teakbury Public Schools</u>		<b>COMMONWEALTH DEPARTMENT NAME:</b> <u>Massachusetts Cultural Council</u>	
Legal Address: (W-9, W-4, T&C): <u>Central Office 129, Pleasant St.</u>		MMARS Department Code	
Contract Manager: <u>Karen Hodgson</u>		Business Mailing Address: <u>10 St. James Ave.-3rd Floor, Boston, MA 02116</u>	
E-Mail: _____		Billing Address (if different):	
Phone: _____	Fax: _____	Contract Manager: <u>Elsie Ambrose</u>	
Contractor Vendor Code:		E-Mail: <u>elsie.ambroseo@art.state.ma.us</u>	
Vendor Code Address ID (e.g. "AD001"): <u>AD001</u> (Note: The Address ID must be set up for EFT payments.)		Phone: <u>617-858-2702</u>	Fax: <u>Do not send faxes for this program</u>
		MMARS Doc ID(s): <u>FY18-BY-BYS-</u>	
		RFR/Procurement or Other ID Number:	
<u>X</u> <b>NEW CONTRACT</b>		<u>    </u> <b>CONTRACT AMENDMENT</b>	
<b>PROCUREMENT OR EXCEPTION TYPE:</b> (Check one option only)		Enter Current Contract End Date <u>Prior</u> to Amendment: <u>    </u> , 20 <u>    </u> .	
<u>    </u> <u>Statewide Contract</u> (OSD or an OSD-designated Department)		Enter Amendment Amount: \$ <u>    </u> , (or "no change")	
<u>    </u> <u>Collective Purchase</u> (Attach OSD approval, scope, budget)		<b>AMENDMENT TYPE:</b> (Check one option only. Attach details of Amendment changes.)	
<u>X</u> <u>Department Procurement</u> (includes State or Federal grants <u>815 CMR 2.00</u> ) (Attach RFR and Response or other procurement supporting documentation)		<u>    </u> <u>Amendment to Scope or Budget</u> (Attach updated scope and budget)	
<u>    </u> <u>Emergency Contract</u> (Attach justification for emergency, scope, budget)		<u>    </u> <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget)	
<u>    </u> <u>Contract Employee</u> (Attach <u>Employment Status Form</u> , scope, budget)		<u>    </u> <u>Contract Employee</u> (Attach any updates to scope or budget)	
<u>    </u> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification, scope and budget)		<u>    </u> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification and updated scope and budget)	
The following <b>COMMONWEALTH TERMS AND CONDITIONS (T&amp;C)</b> has been executed, filed with CTR and is incorporated by reference into this Contract.			
<u>X</u> Commonwealth Terms and Conditions <u>    </u> Commonwealth Terms and Conditions For Human and Social Services			
<b>COMPENSATION:</b> (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.			
<u>    </u> <u>Rate Contract</u> (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended)			
<u>X</u> <u>Maximum Obligation Contract</u> Enter Total Maximum Obligation for total duration of this Contract (or <u>new</u> Total if Contract is being amended): \$ <u>200.00</u>			
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days <u>    </u> % PPD; Payment issued within 15 days <u>    </u> % PPD; Payment issued within 20 days <u>    </u> % PPD. Payment issued within 30 days <u>    </u> % PPD. If PPD percentages are left blank, identify reason: <u>    </u> agree to standard 45 day cycle <u>    </u> statutory/legal or Ready Payments (G.L.c. 29, § 23A) <u>    </u> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See <u>Prompt Pay Discounts Policy</u> .)			
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.)			
<u>Big Yellow School Bus grants provide a \$200 grant to help schools meet the transportation costs of an educational field trip for students to a non-profit cultural institution and/or event within Massachusetts.</u>			
<b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:			
<u>    </u> 1. may be incurred as of the <u>Effective Date</u> (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> .			
<u>    </u> 2. may be incurred as of <u>    </u> , 20 <u>    </u> , a date <u>LATER</u> than the <u>Effective Date</u> below and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> .			
<u>X</u> 3. were incurred as of <u>9/20, 2017</u> , a date <u>PRIOR</u> to the <u>Effective Date</u> below and the parties agree that payments for any obligations incurred prior to the <u>Effective Date</u> are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of <u>June 30, 2018</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
<b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached <u>Contractor Certifications</u> (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable <u>Commonwealth Terms and Conditions</u> , this Standard Contract Form including the <u>Instructions and Contractor Certifications</u> , the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <u>801 CMR 21.07</u> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b>		<b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b>	
<u>X</u> <u>Brenda T. Regan</u> Date: <u>5/9/18</u> (Signature and Date Must Be Handwritten At Time of Signature)		X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature)	
Print Name: <u>BRENDA T. REGAN</u>		Print Name: <u>David T. Slatery</u>	
Print Title: <u>Asst. Superintendent Teakbury Public School</u>		Print Title: <u>Deputy Director</u>	

- Mail all four documents to the Mass Cultural Council.
- Checks will not be issued by the State. All payments will be made directly to the bank account provided on the Electronic Funds Transfer Form within 30 days.

Mail Forms to:  
Elsie Ambrose  
Fiscal Operations Officer  
Mass Cultural Council  
10 St. James Ave., 3rd floor  
Boston, MA 02116

Questions: [Elsie.Ambrose@art.state.ma.us](mailto:Elsie.Ambrose@art.state.ma.us), 617-858-2711

Have a great field trip,  
Diane Daily  
Program Manager< br>

#### APPLICANT INFORMATION

School Name: Tewksbury Memorial High

ESE Code: 02950505

Street Address: 320 Pleasant Street

Address 2:

City: Tewksbury

State: MA

Zip Code: 01876

#### MAILING ADDRESS (if different)

Street Address: 320 PLEASANT ST

Address 2:

City: TEWKSBURY

State: MA

Zip Code: 01876

#### CONTACT INFORMATION

Principal Name: Brenda Regan

Principal Phone: 978-640-7800

Principal Email: [bregan@tewksbury.k12.ma.us](mailto:bregan@tewksbury.k12.ma.us)

Contact Name: **KAREN HODGSON**

Contact Phone: 9788154187

Contact Email: [khodgson@tewksbury.k12.ma.us](mailto:khodgson@tewksbury.k12.ma.us)

#### PROJECT INFORMATION

Project Name: **FRIENDS OF THE PUBLIC GARDENS**

Estimated date of field trip: June 2018

Project Description: **Taking TPS' ENGLISH LANGUAGE LEARNERS k-12 population to Boston Public Gardens to offer an experience (1st time for many) of the**

gardens, its history, the physical space, Swan Boats and the history of the catamaran dating back to 1870 and of course, "Make Way for Ducklings". However, IN ADDITION to The Boston Public Gardens, the 1st desition sight will be from Massachusetts Bay Transportation Authority's Green Line @ Lechmere Station to introduce "public transportaion", the City of Boston and learn about the fictional character "Cha rlie on the MBTA".

Number of  
students: 45

Application  
certified by: Brenda Regan, Tewksbury Public Schools

TEWKSBURY PUBLIC SCHOOLS  
Request for Fundraising

File: WE-E  
APR 26 '18 PM 1:00

Date: 4/23/18

1. Name of Organization TMHS Girls Basketball Boosters

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

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.)  
Fund Disney Trip for TMHS Varsity Bball Team

5. Proposed dates of fund raising activity From May 2018 To June 2018

6. Describe student involvement in the fund raising activity.  
Girls will sell gift cards

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 Mark Bradley

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Signature of Applicant [Signature]

\*\*\*\*\*

(To be completed by the School Principal)

Date 4/20/18

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 4/20/18

TEWKSBURY PUBLIC SCHOOLS  
Request for Fundraising

File: JJE-E

Date: 4/23/18

1. Name of Organization TMHS Girls Basketball Boosters APR 26 '18 PM 1:00

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

Summer Bball Camp - June 25-28, 2018, 9am - 2pm

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

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.)

Fund Disney Trip for TMHS Varsity Bball Team

5. Proposed dates of fund raising activity From June 25, 2018 To June 28, 2018

6. Describe student involvement in the fund raising activity. Varsity Girls Bball

Players will be assisting with camp all week

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 Mark Bradley

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Signature of Applicant [Signature]

\*\*\*\*\*

(To be completed by the School Principal)

Date 4/20/18

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 4/20/18

TEWKSBURY PUBLIC SCHOOLS  
Request for Fundraising

File: JJE-E

Date: 4/23/18

APR 26 '18 PM 1:0

1. Name of Organization TMHS Girls Basketball Boosters

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

Cars Washes at MVP

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.)

Fund Disney Trip for TMHS Varsity Bball Team

5. Proposed dates of fund raising activity From 5/6 9-1 pm To 6/9 9-1 pm (Two dates)

6. Describe student involvement in the fund raising activity.

Girls will be running two car washes

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 Mark Bradley

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Signature of Applicant [Signature]

(To be completed by the School Principal)

Date 4/26/18

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 4/26/18

TEWKSBURY PUBLIC SCHOOLS  
Request for Fundraising

MAY 3 '18 PM 1:30

File: JJE-E

Date: 5/2/18

1. Name of Organization Girls Basketball

2. Describe in detail the method of the fundraising activity. Attach additional information necessary.  
Staff vs students basketball game

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.)  
raise money for basketball

5. Proposed dates of fund raising activity From 6/7 To 6/7

6. Describe student involvement in the fund raising activity. playing in the basketball game

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

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

9. Name of responsible individual Haley Mignon

Address [REDACTED]

Telephone No. [REDACTED] Signature of Applicant Haley Mignon

\*\*\*\*\*

(To be completed by the School Principal)

Date 5/2/18

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 Walter Vogel Date 5/2/18

# Policy

## **File: IK - ACADEMIC ACHIEVEMENT STUDENT PROGRESS REPORTS TO PARENTS/GUARDIANS**

The philosophy of the Tewksbury School Committee concerning academic achievement, as well as children's social growth and development, is based on the premise that children have diverse capabilities and individual patterns of growth and learning.

Therefore, the Committee feels it is important that teachers have as much and as accurate knowledge of each student as possible in order to assess his/her needs, his/her growth, and make instructional plans for him/her. A sharing of information among parent/guardian, teacher, and student is essential.

The Committee supports staff efforts to find better ways to measure and report student progress. It will require that:

1. Parent/guardians be informed regularly, and at least four times a year, of the progress their children are making in school through a Tewksbury Public Schools Report Card.
2. Parent/guardians will be alerted and conferred with as soon as possible when a child's performance or attitude ~~becomes unsatisfactory or shows marked or sudden deterioration~~ warrants attention.
3. Insofar as possible, distinctions will be made between a student's attitude and his/her academic performance.
4. At comparable levels, the school system will strive for consistency in grading and reporting except as this is inappropriate for certain classes or certain students.
5. When no grades are given but the student is evaluated informally in terms of his/her own progress, the school staff will also provide a realistic appraisal of the student's standing in relation to his/her peers.
6. When grades are given, the school staff will take particular care to explain the meaning of marks and symbols to parent/guardians.
7. Periodic progress reports may be sent by mail or sent home to parent/guardians of those students who are experiencing academic difficulty. Schedules will be published in the school handbook.
8. Grading and promotion will be based on improvement, achievement, capability of the student, and the professional judgment of the teacher and Principal.

Adoption date: January 1996

Reviewed and Adopted February 12, 2014

Revised:

**File: IKF - GRADUATION REQUIREMENTS**

Graduation requirements are established by the Tewksbury School Committee. Any changes are subject to review and approval by the Committee. In order to receive a Tewksbury Memorial High School diploma all students must meet state mandates (Physical Education, US History, and competency determination (MCAS) as well as the following requirements:

**Graduation Requirements - For the Classes of 2017 and 2018**

All students must earn a **minimum of 120 credits** to graduate from Tewksbury Memorial High School. These credits must include the following requirements:

English	4 semesters/years	20 credits
Social Studies	3 semesters/years (Must include US History)	15 credits
Science	Freshman take two semesters of Biology	15 credits
Mathematics	4 courses including 1 course during senior year	20 credits
World Languages	2 years of the same language	10 credits
Health/Physical Education	2 courses required for PE Junior & Senior year	10 credits
Fine Arts & Performing Arts	1 course	2.5 credits
Applied Arts	1 course	2.5 credits
Computer Technology	1 course	2.5 credits

**\*NOTE**

- All students must pass certain MCAS tests in order to graduate from any public high school in Massachusetts.
- Electives can include a variety of courses. However, please be aware that all students at Tewksbury Memorial High School must take courses to fulfill the Applied Arts, Fine Arts and Computer Technology requirements.
- Pursuant to MA Gen Law Chapter 71 Section 3, all students at Tewksbury Memorial High School must take at least one semester of physical education each year. Junior and Senior students may waive this requirement if they are currently participating in a full season of a junior varsity or varsity sport at TMHS.

**Graduation Requirements - Beginning with the Class of 2019**

All students must earn a minimum of **minimum of 120 credits** from Tewksbury Memorial High School. These credits must include the following requirements:

English	4 courses (one each year)	20 credits
Mathematics	4 courses (including one course during senior year)	20 credits
Science	3 years of a lab science	15 credits
Social Studies	3 years (1 year must be US History)	15 credits
World Languages	2 years of the same language	10 credits
Physical Education	4 semesters (one each year)	10 credits
Health	2 semesters (9th and 10th)	5 credits
Fine Arts	1 course	2.5 credits
Performing Arts	1 course	2.5 credits
Career, Technology and Business Education (CTBE)	2 courses	5.0 credits

**\*NOTE**

- All students must pass certain MCAS tests in order to graduate from any public high school in Massachusetts.
- Electives can include a variety of courses. However, please be aware that all students at Tewksbury Memorial High School must take courses to fulfill the Fine Arts, the Performing Arts and the Career, Technology and Business Education requirements.
- Pursuant to MA Gen Law Chapter 71 Section 3, all students at Tewksbury Memorial High School must take at least one semester of physical education each year. Junior and Senior students may waive this requirement if they are currently participating in a full season of a junior varsity or varsity sport at TMHS.

**Promotion Requirements**

Grade 9 to Grade 10 -- 30 credits  
Grade 10 to Grade 11 -- 60 credits  
Grade 11 to Grade 12 -- 90 credits

REVISED: January 25, 2017

Revised:

## **File: IMG - ANIMALS IN SCHOOL**

No animal shall be brought to school without prior permission of the building Principal.

The Tewksbury Public Schools is committed to providing a high quality educational program to all students in a safe and healthy environment.

School Principals, in consultation with the Health Services Providers in each building, shall utilize the Department of Public Health publication "Guidelines for Animals in Schools or on School Grounds" and review student health records to determine which animals may be allowed in the school building. The decision of the Principal shall be final.

### **Educational Program**

Use of animals to achieve specific curriculum objectives may be allowed by the building Principal provided student health and safety is not jeopardized and the individual requesting that the animal be brought to school is responsible for adhering to the "Guidelines for Animals in Schools or on School Grounds" and any other conditions established by the Principal to protect the health and well-being of students.

### **Student Health**

The health and well-being of students is the District's **Tewksbury Public Schools'** highest priority. Animals may cause an allergic reaction or otherwise impair the health of students. No animals may be brought to school or kept in the school, classroom, office or common area that may negatively impact the health of any student who must utilize that area. Animals that cause an allergic reaction or impair the health of students shall be removed from the school immediately so that no student shall have his/her health impaired and each student shall have full access to available educational opportunities.

### **Animals Prohibited from School**

Rabies is a growing problem and any fur-bearing animal is susceptible to this very serious fatal disease. Infected animals can transmit this disease to students and staff. Based on the Massachusetts Departments of Health and Education recommendations the following animals are prohibited from schools within the Tewksbury Public Schools.

**Wild Animals and Domestic Stray Animals** - Because of the high incidence of rabies in bats, raccoons, skunks, foxes and other wild carnivores, these animals should not be permitted in school buildings under any circumstances (including dead animals).

**Fur-Bearing Animals** (pet dogs,\* cats, wolf-hybrids, ferrets, etc.) - These animals may pose a risk for transmitting rabies, as well as parasites, fleas, other diseases and injuries.

**Bats** - Bats pose a high risk for transmitting rabies. Bat houses should not be installed on school grounds and bats should not be brought into the school building.

**Poisonous Animals** -Spiders, venomous insects and poisonous snakes, reptiles and lizards are prohibited for safety reasons.

**\*Exception: Guide, Hearing and Other Service Dogs or Law Enforcement Dogs** - These animals may be allowed in school or on school grounds with proof of current rabies vaccination.

Exceptions may be made with the prior approval of the Superintendent of Schools.

### **Service Animals (Guide or Assistance Dogs)**

The Tewksbury School Committee does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. The ~~District~~ **Tewksbury Public Schools** will comply with Massachusetts law concerning the rights of persons with guide or assistance dogs and with federal law and will permit such animals on school premises and on school transportation.

For purposes of this policy, a “service animal includes any dog that has been individually trained to do the work or perform tasks for the benefit of an individual with a disability.” The regulations further state that “a public entity shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the horse has been individually trained to do work or perform tasks for the benefit of the individual with the disability.”

Service animals perform some of the functions and tasks that individuals with disabilities cannot perform themselves. Service animals are not pets. There are several kinds of service animals that assist individuals with disabilities. Examples include, but are not limited to, animals that:

- assist individuals who are blind or have severe sight impairments as “seeing eye dogs” or “guide dogs;”

- alert individuals with hearing impairments to sounds;

- pull wheelchairs or carry and pick-up items for individuals with mobility impairments;  
and

- assist mobility-impaired individuals with balance.

The ~~District~~ **Tewksbury Public Schools** shall not assume or take custody or control of, or responsibility for, any service animal or the care or feeding thereof. The owner or person having custody and control of the animal shall be liable for any damage to persons, premises, property, or facilities caused by the service animal, including, but not limited to, clean up, stain removal, etc.

If, in the opinion of the School Principal or authorized designee, any service animal is not in the control of its handler, or if it is not housebroken, the service animal may be excluded from the school or program. The service animal can also be excluded if it presents a direct and immediate

threat to others in the school. The parent or guardian of the student having custody and control of the animal will be required to remove the service animal from ~~District~~ **Tewksbury Public Schools** premises immediately.

If any student or staff member assigned to the classroom in which a service animal is permitted suffers an allergic reaction to the animal, the person having custody and control of the animal will be required to remove the animal to a different location designated by the Building Principal or designee and an alternative plan will be developed with appropriate ~~District~~ **Tewksbury Public Schools** staff. Such plan could include the reassignment of the person having custody and control of the animal to a different classroom. This will also apply if an individual on school transportation suffers an allergic reaction. In this case, an alternate plan will be developed in coordination with appropriate school, ~~District~~ **Tewksbury Public Schools**, and transportation staff including the involvement of the parents/guardian of the student.

When a student will be accompanied by a service animal at school or in other ~~District~~ **Tewksbury Public Schools** facilities on a regular basis, such staff member or such student's parent or guardian, as well as the animal's owner and any other person who will have custody and control of the animal will be required to sign a document stating that they have read and understood the foregoing.

The Superintendent of Schools or his/her designee shall be responsible for developing procedures to accommodate a student's use of an assistance animal in ~~District~~ **Tewksbury Public Schools** facilities and on school transportation vehicles.

ADOPTED: March 26, 2014

Revised:

LEGAL REF: 238 CFR, Part 35

**File: JCA - ASSIGNMENT OF STUDENTS TO SCHOOLS**

Generally, students will be required to attend school in the attendance area in which they reside, unless special permission has been granted by the Superintendent. The geographic areas are approved by the Tewksbury School Committee. The Tewksbury School Committee reserves the right to change the boundaries of these given areas to meet the changing needs of the school system.

Special permission may be granted for the following reasons:

1. If the change involves **an exceptional child**, a hardship case, or if there are medical considerations.
2. If the change appears to be in the interests of the child, of the schools, and for disciplinary and administrative reasons.
3. If the legal residence of a child changes from one attendance area to another during the school year and the parent/guardians wish the child to remain in his/her former school; permission will not extend beyond the current school year.
4. To permit secondary school students to take courses not offered in their assigned schools.

School bus transportation will not be provided for students attending schools outside their attendance area unless they can be accommodated on existing bus routes and schedules; or **an exceptional child a hardship** is involved; or unless specific permission is granted by the Tewksbury School Committee.

{Adoption date}

Revised: January 18, 1996

Reviewed and Adopted May 14, 2014

**Revised:**

LEGAL REFS.: M.G.L. [71:37C](#); [71:37D](#); [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 Educational Programs, adopted 2/25/75~~

~~Board of Education Regulations Pursuant to Chapter 636 of the Acts of 1974, adopted 9/10/74~~

~~Board of Education Regulations Pertaining to the Preparation of Racial Balance Plans which Involve Redistricting, adopted 4/24/73~~

**File: JEB - ENTRANCE AGE FOR KINDERGARTEN AND ELEMENTARY GRADES**

I. A child **must** who will be 5 years **old as of August 31st of the year entering** of age prior to the first day of the school year during which they wish to enroll will be eligible to enter Kindergarten for that school year. A child **must** who will be 6 years **old as of August 31st of age** prior to the first day of the school year during which they wish to enroll will be eligible to enter **of the year entering** the 1st Grade.

II. Underage children who seek to transfer to our first grade from another school public or private school outside of Tewksbury prior to **the first day of school September 1st**, will be allowed to do so provided:

- the parents or legal guardians did not reside in Tewksbury during the time the child was enrolled in kindergarten in another public or private school
- the child has been recommended for promotion from kindergarten by the public or private school
- the public school in which the private school kindergarten is located accepts children into their first grade.

III. Tewksbury Public Schools does not have a waiver policy regarding the Kindergarten and first grade entrance age requirements.

IV. Any underage child who requests to enter the 2nd grade or above will be allowed to do so provided he or she has attended a bonafide previous grade and is recommended for promotion.

SOURCE: Tewksbury

Revised: May 14, 2014

Revised:

LEGAL REFS.: M.G.L. [15:1G](#)

~~Board of Education Regulations for Entrance to First Grade and Kindergarten,  
adopted 7/20/71~~

**603 CMR 8.00**

**File: JFBB-1 - SCHOOL CHOICE**

It is the policy of the Tewksbury Public Schools **not** to admit non-resident students under the terms and conditions of the Interdistrict School Choice Law (M.G.L. [76:12B](#).) This decision must be reaffirmed annually prior to June 1st by a vote of the School Committee following a public hearing. In the event the Tewksbury School Committee votes to participate, the following local conditions would apply:

1. That by May 1 of every school year, the administration will determine the number of spaces in each school available to choice students.
2. That by June 1 of every school year, a public hearing will be held to review participation in the school choice program.
3. That resident students be given priority placement in any classes or programs within the district.
4. That the selection of non-resident students for admission when the number of requests exceeds the number of available spaces be in the form of a random drawing. There will be two drawings for this purpose. The first will take place during the last week of the current school year but no later than July 1st. The second will be conducted during the week immediately preceding the opening of the next school year and will be based on the possibility of unexpected additional openings.
5. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the district until graduation from high school except if there is a lack of funding of the program.
6. The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race, color, religious creed, national origin, sex, gender identity, age, sexual orientation, **homelessness**, ancestry, athletic performance, physical handicap, special need, academic performance or proficiency in the English language.

ADOPTED: March 26, 2014

UPDATED: June 2012

Revised:

LEGAL REFS.: M.G.L. [71:6](#); [71:6A](#); [76:6](#); [76:12](#); [76:12B](#)

BESE Regulations 603 CMR [26.00](#)

**File: JHD - EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE**

**Denial of Admission**

Denial of admission means the withholding of the privilege of enrolling in a school of the District.

The following shall be the grounds for denial of admission to school or diversion to an appropriate alternative program:

Graduation from the twelfth grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum;

Failure to meet the requirements of age, by a student who has reached the age of six years at a time after the beginning of the school year, as fixed by the Tewksbury School Committee as provided in Massachusetts General Laws;

~~Having been expelled during the same school year from this district or any district in the Commonwealth;~~

Not being a resident of the District;

Failure to comply with the provisions of the Massachusetts School Entry Immunization Law.

Revised: January 18, 1996

Revised: May 14, 2014

**Revised:**

LEGAL REFS.: M.G.L. [71:37H](#); [76:12](#); [76:12A](#); [76:12B](#)

603 CM [26:00](#)

**File: JICH - ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED**

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property, or at any school function, or at any school sponsored event.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to or during, attendance at, or participation in, a school sponsored activity, will be barred from that activity and subject to disciplinary action.

This policy shall be posted on the district's website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

LEGAL REF.: M.G.L. [71:2A](#); [71:96](#); [272:40A](#)

CROSS REF.: [IHAMB](#), Teaching About Alcohol, Tobacco, and Drugs

[GBEC](#), Drug Free Work Place Policy

Reviewed and Adopted May 14, 2014

Revised: September 21, 2016

Revised:

**File: JII - STUDENT COMPLAINTS AND GRIEVANCES**

The Tewksbury School Committee recognizes that there may be conditions in the school system that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well-conceived and understood in advance, can do much to maintain harmonious relationships among the schools and the students and community. Every attempt will be made to seek a satisfactory solution to any concerns in a friendly and informal manner.

The traditional "open door" policy in the public school system will be continued. Students and their parents and/or guardians, who believe that the students have received unfair treatment may bring forward their grievance through the appropriate channels using the Tewksbury Public Schools Chain of Communication procedures. Appeals of individual disciplinary cases will be required to follow the district's policy on student discipline. Any applicable provisions of the Massachusetts General Laws or federal law will be followed by school officials in conducting hearings and reviews of student grievances. In general, appeals procedures will begin with the authority imposing the penalty (for example, principal or teacher) and may ultimately be referred to the superintendent and on to the Tewksbury School Committee, if a policy needs to be approved or changed.

Every attempt will be made to seek a satisfactory solution to any legitimate grievance in a friendly and informal manner.

Adoption date: January 1996  
REVISED: July 16, 2014  
Revised: April 14, 2015

Revised:

CROSS REF: JIC, Student Discipline

## **File: JJH-R - STUDENT TRAVEL REGULATIONS**

All overnight and out-of-state trips should be submitted and approved by the School Committee.

### 1. Transportation

The use of vans or private automobiles for trips planned to include late night or overnight student travel is prohibited. Late night or overnight trips will use commercial motor coaches.

Trips planned to include late night or overnight student travel will include a pre-trip check of companies, drivers, and vehicles. CORI and/or background checks will be conducted in accordance with Massachusetts General Laws Chapter ~~71, section 38R~~ and School Committee Policy.

The Superintendent or designee will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district will not contract with any carrier that has a safety rating of “conditional” or “unsatisfactory”. FMCSA ratings are available at <http://www.safersys.org/>.

The contract with the carrier will prohibit the use of subcontractors unless sufficient notice is given to the district that allows verification of the subcontractor’s qualifications.

### 2. Trip Scheduling

Overnight accommodations should be made in advance with student safety and security in mind. Whenever possible, trip schedulers should avoid planning student travel between the hours of midnight and 6:00 a.m., due to the increased risk of vehicular accidents during this time period.

Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time. Non-academic field trips are considered “optional school programs” and do not count toward meeting structured learning time requirements. (Refer to the Massachusetts Dept. of Elementary and Secondary Education publication Student Learning Time Regulations Guide)

Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense.

Trip scheduling should take into account the likelihood of delays due to weather, traffic, stragglers, and other unanticipated factors.

If substantially all members of a class are participating in a trip, the school should provide appropriate substitute activities for any students not participating.

### 3. Fundraising

First Reading: Reviewed MASC Policy Recommendations. Policies recommended for revision to TPS or adoption of MCAS policy.

The amount of time to be devoted to fundraising should be reasonable and commensurate with students' obligations for homework, after-school activities, and jobs.

~~Group fundraising activities are preferred. Students should not be assigned individual fundraising targets.~~

~~If students are charged individual fees for participation, every effort should be made to provide scholarships where needed.~~

Hardship cases will be evaluated by sponsoring advisors.

### Additional Resources

Federal Motor Carrier Safety Administration (FMCSA)

<http://www.fmcsa.gov>

United Motorcoach Association – Student Motorcoach Travel Safety Guide (includes “Motorcoach Safety Checklist)

<http://www.uma.org/consumerhelp/studentguide.asp>

Department of Defense’s approved list of motor carriers

<http://www.mtmc.army.mil/content/504/approvedlist.pdf>

APPROVED: March 10, 2004

REVISED: July 16, 2014

### Revised:

LEGAL REFS.: ~~Chapter 346 of the Acts of 2002 (et al) approved on October 9, 2002~~

M.G.L. [69:1B](#); [71:37N](#); [71:38R](#)

603 CMR [27.00](#)

CROSS REF.: [IJOA](#), Field Trips  
[ADDA Background Checks](#)

**File: JRA - STUDENT RECORDS**

In order to provide students with appropriate instruction and educational services, it is necessary for the Tewksbury Public Schools to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements. The temporary record of each student **enrolled on or after June 2002** will be destroyed **no later than five seven** years after the student transfers, graduates or withdraws from the ~~school district~~ Tewksbury Public Schools. **Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal.** Former students desiring information from their records may obtain it by requesting such information from the principal before the date of destruction. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

The Tewksbury School Committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers.

{Adoption date}

Revised: October 8, 1996

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 2/1077 and June 1995~~

~~603 CMR: Dept. Of Education [23:00](#) through [23:12](#) also~~

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

[603 CMR 23.00](#)

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

Revised:

**File: KBBA - NON-CUSTODIAL PARENTS' RIGHTS**

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Dept. of Elementary and Secondary Education Regulations. The ~~school district~~ Tewksbury Public Schools will follow the law and the regulations developed by the Massachusetts Dept. of Elementary and Secondary Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents").

As required by M.G.L. c. 71, § 34H law, 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 the ~~school or district~~ Tewksbury Public Schools has been given documentation that:

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) regulation.

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

(dc) 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)~~ regulation.

(ed) 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.

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

LEGAL REF.: M.G.L. [71:34D](#); [71:34H](#)

603 CMR [23.07](#) (5) Access Procedures for Non-Custodial Parents

20 U.S.C. §1232g Family Education Rights and Privacy Act (FERPA)

ADOPTED: February 11, 2015

Revised:

**File: KCD – PUBLIC GIFTS TO THE SCHOOLS ACCEPTANCE OF GIFTS**

The Tewksbury School Committee appreciates the offering of gifts that will enhance the educational opportunities offered to our students.

The Superintendent will have authority to accept gifts and offers of equipment for the schools in the name of the Tewksbury School Committee when the gift is of educational value. In the case of gifts from industry, business, or special interest groups, no extensive advertising or promotion may be involved in any donation to the schools.

Gifts will automatically become the property of the school system. Any gift of cash, whether or not intended by the donor for a specific purpose, will be accepted by vote of the Tewksbury School Committee, handled as a separate account and expended at the discretion of the Tewksbury School Committee, as provided by law.

~~When the Tewksbury School Committee votes to accept a gift, it becomes the property of the Tewksbury Public Schools and its status is the same as if it had been purchased from regular public school funds.~~

Such gift property shall be put to use in whatever manner the Superintendent determines is in the best interest of the ~~School Department~~ **Tewksbury Public Schools** and fosters the express intent of the Tewksbury School Committee to establish parity in the educational equipment and assets among the individual Tewksbury Public Schools.

Procedure

1. Any person or entity who proposes to make a gift to the Tewksbury Public Schools must direct a written offer to the Superintendent of Schools.
2. The Superintendent shall present the written offer to the Tewksbury School Committee for its review.
3. The Tewksbury School Committee will vote to accept or reject the gift on behalf of the Tewksbury Public Schools.
4. To qualify for acceptance a gift must enhance a current program of the ~~School Department~~ **Tewksbury Public Schools**.

The Tewksbury School Committee directs the Superintendent to assure that an appropriate expression of thanks is given all donors.

REVISED: February 11, 2015

Revised:

LEGAL REFS.: M.G.L. [71:37A](#)

**File: KDB - PUBLIC'S RIGHT TO KNOW**

Each building administrator is authorized by the Tewksbury School Committee to use all means available to keep parent/guardians and others in the particular school's community informed about the school's program and activities.

The Tewksbury School Committee will provide, upon request, minutes of its meetings and records except as such meetings and records pertain to individual personnel and other classified matters.

The Tewksbury School Committee supports the right of the people to know about the programs and services offered within the Tewksbury Public Schools. All requests for information will be acted on fairly, completely and expeditiously.

All commonly available public record documents of the School District shall be posted on the district's website. The length of time such records shall remain posted on the district website shall be in accordance with the Municipal Record Retention Manual. In addition,

The official minutes of the Committee,

its written policies and regulations,

and its financial records will be open for inspection at the office of the Superintendent and/or **Director of Business Manager Services** by any citizen desiring to examine them during hours when the office is open.

No records pertaining to individual students or staff members will be released for inspection by the public or any unauthorized persons by the Superintendent or other persons responsible for the custody of confidential files. The exception to this will be information about an individual employee (or student) that has been authorized in writing for release by the employee (or student, or student's parent/guardian).

Adoption date: January 1996

LEGAL REFS.: M.G.L. [4:7](#); [66:10](#); [30A:18-25](#); [39:23B](#)

CROSS REFS.: [BEDG](#), Minutes

[GBJ](#), Personnel Records

[JRA](#), Student Records

Reviewed and Adopted January 14, 2015

Revised:

**File: KDD - NEWS MEDIA RELATIONS/NEWS RELEASES**

The Tewksbury School Committee and administration will make every effort to assist the press and other communications media to obtain complete and adequate coverage of the **challenges, programs, planning, and activities** of the school system. Every possible effort should be made to obtain coverage of school activities that will create and maintain a dignified and professionally responsible image for the school system.

All representatives of the media will be given equal access to information about the schools. General releases of interest to the entire community will be made available to all the media simultaneously.

There will be no exclusive releases except as media representatives request information on particular programs, plans or problems.

**Procedure**

In order that school system publicity is given wide coverage and is coordinated into a common effort and purpose, the following procedures will be followed in giving official information to the news media:

The Tewksbury School Committee **chairperson Chair** will be the official spokesman for the Committee, **except as this duty is delegated to the Superintendent.**

News releases that are of a system-wide or a sensitive nature or pertain to established **School** Committee policy are the responsibility of the Superintendent.

News releases that are of concern to only one school, or to an organization of one school, are the responsibility of the **Principal** of that particular school or his/her designee. All statements made to the press by other staff members of the particular school must be cleared with the **Principal**.

Adoption date: January 1996

Reviewed and Adopted January 14, 2015

**Revised:**

**File: KE - PUBLIC COMPLAINTS: INSTRUCTION, LEARNING MATERIALS AND DISCIPLINE**

Although no member of the community will be denied the right to bring their complaints to the **Tewksbury School** Committee, they will be referred through the proper administrative channels for solution before investigation or action by the **Tewksbury School** Committee. Exceptions will be made when the complaints concern **Tewksbury School** Committee actions or **Tewksbury School** Committee operations only.

~~The **Tewksbury School** Committee believes that complaints are best handled and resolved as close to their origin as possible, and that the professional staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the **Tewksbury School** Committee. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:~~

- ~~1. Teacher~~
- ~~2. School building administrator~~
- ~~3. Superintendent~~
4. **Tewksbury School** Committee

~~If a complaint, which was presented to the **Tewksbury School** Committee and referred back through the proper channels, is adjusted before it comes back to the **Tewksbury School** Committee, a report of the disposition of the matter will be made to the **Tewksbury School** **Tewksbury School** Committee and then placed in the official files.~~

Please reference **Tewksbury Chain of Communication**.

Matters referred to the Superintendent and/or the **Tewksbury** School Committee must be in writing and should be specific in terms of the action desired.

The **Tewksbury School** Committee expects the professional staff to receive complaints courteously and to make a proper reply to the complainant.

REVISED: February 11, 2015

Revised:

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

603 CMR [26.00](#)

**File: KHB - ADVERTISING IN THE SCHOOLS**

The Tewksbury School Committee may grant permission for advertising of commercial products or services in school buildings or on school property under guidelines or regulations it may approve. ~~No advertising of commercial products or services will be permitted in school buildings or on school grounds or properties without permission of the Tewksbury School Committee.~~ Publications of the school system will not contain any advertising. However, this will not prevent advertising in student publications that are published by student organizations, subject to administration controls, or the use of commercially-sponsored, free teaching aids if the content is approved by the administration.

Solicitation of sales or use of the name of the school system to promote any product will not be permitted by the Tewksbury School Committee.

Adopted: January 1996

REVISED: February 11, 2015

Revised:

CROSS REF.: JP, Student Gifts and Solicitations

KHA, Public Solicitations In the Schools

## **File: KI - VISITORS TO THE SCHOOLS**

The Tewksbury School Committee **encourages welcomes** parent/guardians and guests to visit classrooms to observe and learn about the instructional programs taking place in our schools. Such visits can prove most beneficial in promotion of greater school-home cooperation and community understanding of how we carry out the school system's mission and goals.

Visits by parent/guardians to several classrooms in a given grade for the purposes of comparing teaching styles to provide a basis for a request for student assignment to a particular teacher are strongly discouraged. The assignment a student to a particular class/teacher is the sole responsibility of the building Principal in consultation with the staff of that school.

The following guidelines for classroom and school visits should be followed:

1. Parental requests for classroom visitations will be welcomed as long as the educational process is not disrupted. To this end we request that such requests be made at least forty-eight hours in advance to allow for proper arrangements to be made.
2. The building Principal has the authority to determine the number, times, and dates of observations by visitors. This will be done in consultation with staff members so as to give adequate notice to the staff members of the impending visits.
3. ~~For security purposes it all visitors must report to the principal's office upon entering and leaving the building and sign a visitor log showing arrival and departure times. Teachers are encouraged to ask visitors if they have registered in the Principal's office.~~  
**Follow all security procedures at the school.**
4. Under ordinary circumstances classroom observations will be strongly discouraged during the first three weeks of school in September and during the month of June.
5. Only students contemplating attendance at Tewksbury Memorial High School are welcome to tour the building and attend classes. Students must receive prior approval of the Principal and schedule an appointment with the guidance office.
6. Request by parent/guardian to observe their child will be approved by the building Principal within 72 hours. Issues of confidentiality will be strictly observed. Request must be made in writing, identifying the reason for the observation.

Adoption date: January 1996

REVISED: February 11, 2015

Revised:

CROSS REFS.: [IHBAA](#), Observations of Special Education Programs

**File: LDA - STUDENT TEACHING AND INTERNSHIPS**

The Tewksbury School Committee encourages the administration to cooperate with teacher training institutions in the placement of student teachers in the school system. All initial arrangements with the colleges and universities will be subject to Superintendent approval.

The **Tewksbury School** Committee authorizes the administration to honor the reasonable rules and training guidelines of the sending institution.

In all arrangements made with colleges and universities, the school system will be given the privilege of interviewing and accepting or rejecting individual candidates for student teaching and internships.

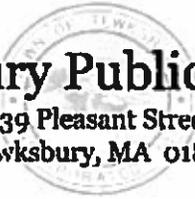
The school administration will **devise ensure there are** procedures for evaluating the performance of student teachers that meet requirements of the sending institution and fit with the **Tewksbury School** Committee's policies.

Adoption date: January 1996

Revised: April 14, 2015

Revised:

# Old Business



# Tewksbury Public Schools

139 Pleasant Street  
Tewksbury, MA 01876

## MEMORANDUM

**To:** Tewksbury School Committee  
**From:** Christopher J. Malone, Superintendent  
**Date:** May 10, 2018  
**Re:** Autism Curriculum Encyclopedia (ACE)

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### **This Requires a Roll Call Vote**

I support the purchase and implementation of the Autism Curriculum Encyclopedia (ACE) program for the Tewksbury Special Education and Student Services Department. This requires a Roll Call Vote.

**Proposal for Services**  
ACE ABA Software System

**Tewksbury Public Schools**



March 20, 2018

Frank Ciccone  
Director of Distribution and  
Services  
[fciccone@necc.org](mailto:fciccone@necc.org)  
508-658-7538

Steven Tower  
Director of Marketing and  
Communication  
[stower@necc.org](mailto:stower@necc.org)  
508-658-7357



## **ACE Access**

### Complete, Online, Educational System for Individuals with Autism

- Assessments developed specifically for individuals with autism
- More than 1900 lesson plans
- Digital data collection for skill acquisition and challenging behavior with automatic progress graphing
- Robust reporting options
- Teach now mobile teaching and data collection functionality

## **Costs:**

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ACE Access for 45 learners	Monthly Per Student Subscription - \$34.95	Monthly Total: \$1572.75 12-month agreement Total: \$18,873.00
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\*Pricing listed does not include travel expenses. Travel expenses will be included on final invoice.

# DRAFT – May 16, 2018

## ONCE-A-MONTH MEETINGS

### TEWKSBURY SCHOOL COMMITTEE 2019 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 16, 2019	Regular Meeting/Budget Workshop	Budget Workshop: 6:30 / Regular Meeting: 7:00 PM
February 13, 2019	Regular Meeting	PUBLIC HEARING (BUDGET) – 6:30 PM
TBD	FinCom Meeting	7:00 PM at Town Hall – School Committee will attend.
March 20, 2019	Regular Meeting	PUBLIC HEARING (BUDGET) – 6:30 PM
April 10, 2019	7:00 PM – Reorganization Meeting 7:15 PM – Regular Meeting	Reorganization Meeting (7:00PM) will precede the Regular Meeting on April 11, 2019, at 7:15 pm
May 6, 2019*	Annual Town Meeting	School Committee will attend Annual Town Meeting (7:30PM)
May 8, 2019*	Special Town Meeting / Annual Town Meeting (Reconvened)	School Committee will attend Special Town Meeting (7PM) and Annual Town Meeting (Reconvened) (7:30PM)
May 15, 2019	Regular Meeting	
June 12, 2019	Regular Meeting	
July 24, 2019	Regular Meeting	
August 14, 2019	Regular Meeting	
TBD	School Committee/Admin Retreat	Tewksbury Memorial High School
September 19, 2019	Regular Meeting	
October 7, 2019*	Special Town Meeting	*School Committee will attend Special Town Meeting.
October 16, 2019	Regular Meeting	
November 13, 2019	Regular Meeting	
December 4, 2019	Regular Meeting	

***TPS District Strategy***

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

\*Tentative dates subject to vote by Board of Selectmen.

# New Business



**Tewksbury Public Schools**  
Heath Brook Elementary, Dewing Elementary,  
Trahan Elementary, North Street Elementary



Date: May 9, 2018  
To: Christopher Malone, Superintendent  
Re: 2018-2019 PK-4 Elementary Handbook

Dear Mr. Malone:

For the past three years, the principals of the Heath Brook, Dewing, North Street and Trahan Schools have worked collaboratively to prepare and maintain a comprehensive student handbook/parent information handbook. We have worked to align our guidelines to each other and to the other schools in the district.

For the 2018-2019 school year, there are no significant areas of change for this handbook.

We submit the 2018-2019 Elementary School Handbook, and plan to attend the May 16 School Committee meeting in case there are any questions, comments or concerns that the Committee feels we need to address at this time.

Respectfully,

Felicia Wettstone, Heath Brook Principal

Karen Cronin, North Street Principal

Terry Gerrish, Dewing Principal

Matthew Castonguay, Trahan Principal

*TPS District Strategy*

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

# *Tewksbury Public Schools*

Elementary Schools Pre-K through Grade 4

*Student Handbook*  
*Parent Information Guide*  
 2018-2019



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

Please see page 5 for School Contact information

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## INTRODUCTION

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

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

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

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

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

## HEALTH AND SAFETY

### ACCIDENT / ILLNESS

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

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

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

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

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

### ALLERGY /Food Allergy

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

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

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

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

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

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

### **BUS EMERGENCY EVACUATION DRILLS**

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

### **COMMUNICABLE DISEASES**

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

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

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

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

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

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

### **FIRE DRILLS - see also school safety drills, p10**

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

### **HEALTH NOTES**

A registered nurse is generally in attendance during the school day. The nurse attends to ill or injured students during school hours, and notifies parents when necessary.

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

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

## **MEDICINES**

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

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

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

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

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

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

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

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

### **PHYSICALS**

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

### **SAFE HOME**

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

### **SCHOOL SAFETY DRILLS**

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

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

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

## **STUDENT SERVICES**

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

- Title I
- English as a Second Language
- MTSS (Massachusetts Tiered System of Support)
- Screening of 3 and 4 year old children
- Kindergarten screening
- Home tutorial services
- Special Education

## **504 POLICY**

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

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

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

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

## **SPECIAL EDUCATION**

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

## **TITLE I PROGRAMS AND SERVICES**

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

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

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

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

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

### **ACADEMIC RECORD INFORMATION**

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

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

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

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

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

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

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

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

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

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

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

### **ALCOHOL and OTHER DRUG POLICY**

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

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

### **ARRIVALS**

School-specific arrival information is found in the table on page 6. Students in all schools arriving after 8:45 am are considered tardy. They must be escorted by a parent or guardian and signed in at the main office. At that time, they will be issued a tardy pass to present to the classroom teacher upon entrance. In order to ensure student safety and smoother traffic patterns please adhere to the school-specific directions found in the table above. If you drop off your child, please do not block the driveway and wait for buses in front of you to leave before exiting.

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

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

(Massachusetts General Law Title XII, Chapter 76, Section 1A)

## Classification Of Absences In The Tewksbury Public Schools K-8

### Excused Absences

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

### Unexcused Absences

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

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

### Attendance Protocol in the Tewksbury Public Schools:

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

### **BREAKFAST**

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

## **CELL PHONES/ELECTRONIC DEVICES**

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

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

## **CHAIN OF COMMUNICATION**

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

## **CHEATING/ PLAGIARISM**

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

## **CLOSING OF SCHOOL ANNOUNCEMENTS**

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

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

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

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

Students are expected to read and sign the Tewksbury Public Schools Guidelines for Student Internet Use. This is the Acceptable Use Policy (AUP) for the utilization of the Internet in the school. Students will be prohibited from use of the Internet at the school if students and parents/guardians do not sign the AUP form, located as part of the general signature page at the end of this handbook. Students are expected to be responsible in the use of the Internet at all times and to honor other student's work saved on the school server.

## **CORI REQUEST and FINGERPRINT REQUIREMENTS**

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

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

## **CUSTODY/GUARDIANSHIP**

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

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

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

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

## **DAMAGED / LOST BOOKS**

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

## **DISMISSALS**

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

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

## **DRESS CODE**

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

## **DRUGS**

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

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

## **ENTRANCE/REGISTRATIONS**

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

## **EXTRA HELP**

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

## **FIELD TRIPS**

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

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

## **FUNDRAISERS**

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

## **FURTHER POLICIES**

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

## **HOMEWORK**

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

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

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

## **LOST AND FOUND**

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

## **NON-DISCRIMINATION NOTICE**

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

## **OPEN HOUSES**

There are three evenings for parents to formally come to the school to discuss curriculum and their child's progress. The first Open House in September allows the administration and staff to explain the upcoming year. Curriculum for that particular grade level will be explained in the child's classroom. The second and third evenings are Conference Nights where parents are encouraged to set up appointments with their child's teacher to discuss student progress and any other concerns.

In addition to regularly scheduled conferences, parents are encouraged to make an appointment to talk with teachers if students are finding it difficult to meet their responsibilities or have problems that they feel should be discussed.

### **PARTIES AND BIRTHDAYS**

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

### **PETS**

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

### **PLACEMENTS**

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

### **PLEDGE OF ALLEGIANCE**

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

### **SAFETY**

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

**SAFETY DRILLS - see school safety drills, p 10**

### **SEARCH AND SEIZURE**

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

### **STATE AND FEDERAL LAWS**

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

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

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

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

Brenda Theriault-Regan Assistant Superintendent of the Tewksbury Public Schools.  
Address: 139 Pleasant Street Tewksbury, MA 01876 978-640-7800

### **STUDENT PICTURES**

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

### **STUDENT RECORDS**

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

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

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

### **TRUANCY**

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

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

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

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

## **VALUABLES**

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

## **VEHICLES RUNNING ON SCHOOL PROPERTY**

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

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

## **VISITORS AND VOLUNTEERS**

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

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

## **WEAPONS**

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

## **WITHDRAWAL FROM SCHOOL**

When a student is withdrawn from school during the school year, a parent must complete withdrawal procedures through the school office. At the time of withdrawal, students must return all textbooks, library books, and other school-owned items. Those items not returned must be paid for in accordance with school system rules.

# ACADEMIC AND BEHAVIORAL EXPECTATIONS

## CODE OF STUDENT CONDUCT

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

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

Each student is responsible for the following:

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

## BEHAVIORS/CONDUCT

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

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

#### Key Definitions:

**Bullying** is defined as:

**The repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself**

or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the educational process or the orderly operation of a school.

**Cyberbullying** is defined as:

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

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

## **BUS CONDUCT**

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

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

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

Examples of major offenses include:

- a. lighting matches/smoking/tobacco use;
- b. throwing objects in or out of bus;

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

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

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

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

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

### **CAFETERIA CONDUCT**

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

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

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

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

## **HARASSMENT: SEXUAL**

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

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

## **PLAYGROUND REGULATIONS**

Outdoor recess rules:

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

Indoor recess rules:

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

## **STUDENT BEHAVIOR**

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

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

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

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

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

## **DISCIPLINARY ACTIONS**

### **CONSEQUENCES- DETENTION**

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

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

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

### **CONSEQUENCES- SUSPENSION**

Please refer to 603 CMR 53.00

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

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

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

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

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

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

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

### **CONSEQUENCES - DUE PROCESS**

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

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

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

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

- (a) Any student who is found on school premises or at school-sponsored events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife; or a controlled substance as defined in Chapter Ninety-four C, including but not limited to marijuana, cocaine, and heroin, may be subject to expulsion from school or school district by the principal.
- (b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff or student on the premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- (c) Any student who is charged with a violation of either (a) or (b) above shall be notified in writing of an opportunity for a hearing; providing, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After the hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to violate either paragraph (a) or (b).
- (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal.

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

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

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

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

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

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

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

THIS PAGE IS ALSO AVAILABLE THROUGH COMMUNITY PASS  
Tewksbury Elementary Schools

September 2018

Dear Parents/Guardians:

The Tewksbury Elementary School Handbook and Parent Information Guide is posted on the school district website. We are also providing you with this paper copy for your family to review at home. Please read, review appropriate information with your child(ren), sign and date the bottom of this page and return it to your child(ren)'s teacher(s) by September 14, 2018. Thank you for your cooperation.

1. I have received, reviewed and understand the information in this handbook.
2. I have read and understand the district's technology acceptable use policy.
3. I give the following permissions for photographs and videos of my child(ren) to be shared, pursuant to the terms outlined in the district's technology acceptable use policy

- |  |          |         |
|--|----------|---------|
| a. TPS and School web page             | _____yes | _____no |
| b. School Facebook & Twitter           | _____yes | _____no |
| c. Local cable and area<br>print media | _____yes | _____no |

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

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

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

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

***Please sign and return this page to your child's teacher by  
Friday, September 14, 2018***

# *Tewksbury Public Schools*

139 Pleasant Street  
Tewksbury, Massachusetts 01876



**Tewksbury School Committee Regular Meeting: May 16, 2018**

**This Requires A Roll Call Vote**

## **NEW BUSINESS**

### **Approval of Last Day of School: June 22, 2018**

It is the recommendation of the Superintendent for the last day of school to be June 22, 2018.

The Tewksbury Public Schools' 2017-2018 School Calendar included five (5) snow days to meet the 180-day minimum school year requirement with an anticipated last day of school on June 21, 2018.

During the 2017-2018 school year, the school district used eight (8) snow days: October 30, 2017; January 4, 2018, January 5, 2018, January 17, 2018, March 8, 2018, March 9, 2018, March 13, 2018 and March 14, 2018. Changing the anticipated last-day of school to June 26, 2018. To make-up the three (3) additional snow days, the district changed a no-school day on Friday, March 30, 2018 to an early-release day and applied for and received approval from the Massachusetts Department of Elementary and Secondary Education (DESE) to extend school days in lieu of the additional days. As a result, the district will change May 3, 2018 and May 28, 2018 to full days of school to make-up the final two (2) snow days.

June 22, 2018 is a half-day of school adhering to the early release schedule as follows:

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



# Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000  
TTY: N.E.T. Relay 1-800-439-2370

Jeffrey C. Riley  
Commissioner

April 10, 2018

APR 17 '18 PM 1:2

Chris Malone  
Superintendent of Schools  
Tewksbury Public Schools  
139 Pleasant Street  
Tewksbury, MA 01824

Re: Request for Extended Day in Lieu of Additional Scheduled Days-School Year 2017-2018

Dear Superintendent Malone:

I am writing to you in response to your letter requesting extended school days in lieu of additional scheduled days to meet the 180-day minimum school year requirement for Tewksbury Public Schools. You wrote that school was cancelled for eight days for the entire district due to snow days.

State regulations require that each school must be in session for a minimum of 180 days each year. I take this requirement seriously, and consider waiver requests in the context of the longstanding policy of the Department of Elementary and Secondary Education that all days lost to health, weather or safety emergencies between the first day of the school year and March 31<sup>st</sup> must be made up to ensure a 180-day school year or at least until the district has reached its previously scheduled 185<sup>th</sup> day, whichever comes first. I have decided to grant your request and expect that future school-year plans reflect the district's commitment to fulfilling the 180-day school year without need for allowances.

Please contact Helene Bettencourt, Chief of Staff at [hbettencourt@doe.mass.edu](mailto:hbettencourt@doe.mass.edu) or 781-338-3120 in my office if you have any questions regarding this exception.

I appreciate your commitment to the students of Tewksbury and wish you a successful school year.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeffrey C. Riley".

Jeffrey C. Riley  
Commissioner of Elementary and Secondary Education

# **TEWKSBURY SCHOOL COMMITTEE**

## **2018-2019 Assignments**

DRAFT: May 16, 2018

### **COLLECTIVE BARGAINING COMMITTEES**

**Custodians – Dennis Francis / Keith Sullivan**

*2015-2018 Contract Ratified on April 29, 2015*

**Education Support Personnel – Arthy Bennett / Krissy Polimeno**

*2015-2018 Contract Ratified on June 15, 2016*

**Food Service – Arthy Bennett / Dennis Francis**

*2015-2018 Contract Ratified on April 29, 2015*

**Non-Union Personnel – Jamey Cutelis / Krissy Polimeno**

*1 YR Contract Ratified – June 10, 2015*

**Nurses – Arthy Bennett / Keith Sullivan**

*2015-2018 Contract Ratified on June 10, 2015*

**Secretaries – Dennis Francis / Keith Sullivan**

*2015-2018 Contract Ratified on July 15, 2015*

**TAG – Jamey Cutelis / Krissy Polimeno**

*2015-2018 Contract Ratified on June 10, 2015*

**TTA – Jamey Cutelis / Krissy Polimeno**

*2015-2018 Contract Ratified on July 15, 2015*

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**District-Wide Security Team – Krissy Polimeno / Keith Sullivan**

**Elementary School Building Committee – Jamey Cutelis / Dennis Francis**

**Policy Review Team – Arthy Bennett / Krissy Polimeno**

**Tewksbury Education Foundation – Arthy Bennett / Krissy Polimeno**

**Wellness Advisory Committee – Jamey Cutelis / Keith Sullivan**

# Tewksbury Public Schools

139 Pleasant Street  
Tewksbury, MA 01876

## MEMORANDUM

**To:** Tewksbury School Committee  
**From:** Christopher J. Malone, Superintendent  
**Date:** May 10, 2018  
**Re:** Wynn Middle School Out-of-State Field Trip



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### This Requires a Roll-Call Vote

I support the request from Principal John Weir to host an annual day-trip, for families of students at the Wynn Middle and John Ryan Elementary Schools, to see a show on Broadway in New York City. This year the trip will be open to Wynn, Ryan, and Tewksbury Memorial High School students and families on a first come, first served basis. The event is scheduled on Sunday, May 27, 2018 departing the Wynn Middle School at 9:00AM and returning to Tewksbury around 9:00PM. This requires a Roll-Call Vote.

In order to strengthen the bridge between the Ryan and Wynn schools, the Wynn Middle School is looking to host an annual day trip to see a show on Broadway in New York City. This event will be open to families of students to help encourage the community to participate in educational endeavors.

In future years, there are opportunities to participate in workshops or tours led by Broadway actors and/or other theatre professionals.

For this first year, we are looking to see *Once on this Island* since the Wynn performed this last year for our fall musical. Since TMHS freshman were part of the Wynn's production last year, they would be permitted to attend this year.

#### Trip Details:

- **What:** *Once on this Island* on Broadway
  - Wynn MS Drama club performed this last year
  - Want to start yearly Broadway day trip for Wynn/Ryan Schools
- **When:** May 27th @ 3pm
  - Leave Wynn by 9am
  - Stop for lunch (rest stop/food court)
  - Arrive at Theatre (Circle in the Square Theatre, 235 W 50th St, New York, NY 10019) by 2:30
  - Show is 90 minutes (no intermission)
  - Leave by 5pm
  - Stop for dinner (rest stop/food court)
  - Return to Tewksbury around 9pm
- **Who**
  - Open to Wynn, Ryan, and HS Students and Families
    - First come, first served
    - Sign up through Community Pass
  - 1 chaperone and 1 adult for every 25 students (closed field trip)
- **Bus**
  - \$1,900.00 plus \$380 gratuity
  - Per person\*: 38
  - Gratuity per person\*: \$7.60
- **Tickets (student group rate): \$69.50**
  - Same for adult chaperones
- **Total cost per person\*: \$117.88**

\*Per person cost based on sale of 50 tickets.

# Tewksbury Public Schools

139 Pleasant Street  
Tewksbury, MA 01876

## MEMORANDUM

To: Tewksbury School Committee

From: Brenda T. Regan, Assistant Superintendent 

Date: May 10, 2018

Re: TMHS Grade 10 English Textbook & Online Proposal

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### **This is Informational Only - No Vote is Required**

I am requesting the School Committee support the purchase and implementation of the new English Textbook series, StudySync Reading & Writing Companion, by *McGraw Hill (Glencoe)*, for the grade 10 English course, in the amount of \$11,379.45 for the textbooks, and \$7,111.80 for digital resources, including shipping/handling, totalling \$18,491.25. The funding source is from the Capital Outlay Account.

Attached is:

- Principal's Recommendation
- Department Head's Recommendation
- TPS Criteria for Recommending Textbooks
- Cost Proposals

The piloted textbook are on display in the Curriculum Office, Center School, 139 Pleasant Street.

This is for School Committee review. No vote is required at this time.

# Tewksbury Memorial High School

**PRINCIPAL**

Kristen Vogel, M.A.T.

**ASSISTANT PRINCIPALS**

M. Eileen Taylor Osborne, Ed.D.

Jason Stamp, M.S.

**MAIN OFFICE**

(978) 640-7825

**FAX**

(978) 640-7829

**GUIDANCE SERVICES**

(978) 640-7838

April 9, 2018

Ms. Brenda Theriault-Regan  
Assistant Superintendent of Schools  
Tewksbury Public Schools  
Tewksbury, MA 01876

Dear Brenda:

I am writing to approve the selection of *StudySync Reading & Writing Companion*, published by McGraw Hill, as the textbook for the 10th grade English course.

Department Head, Lynne Hardacre reviewed textbooks with her tenth grade English teachers. They came to the conclusion that this particular text was the best for their tenth grade English curriculum.

Thank you for reviewing our selection.

Sincerely,

Kristen S. Vogel

Principal

*DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
TEWKSBURY PUBLIC SCHOOLS  
CRITERIA FOR EVALUATING TEXTBOOKS*

The purpose of this checklist is to provide a guide to the considerations and concerns in evaluating textbooks. It serves the purpose of directing the attention of teachers, administrators and the School Committee to the essential features that a textbook should possess.

**Rating Scale:**

After each point has been carefully studied, record your judgment in the space provided using the following scale:

- Strongly Agree
- Agree
- Cannot Judge
- Disagree
- Strongly Disagree

**Textbooks Reviewed:**

- A. Study Sync - Reading and Writing Companion
- B. My Perspectives English Language Arts
- C. \_\_\_\_\_
- D. \_\_\_\_\_

## Criteria for Evaluating Instructional Materials and Programs

Study Fine

	STRONGLY AGREE	AGREE	CANNOT JUDGE	DISAGREE	STRONGLY DISAGREE
<b>I. Contents</b>					
Reflect the learning standards in the <i>DESE Common Core and Curriculum Frameworks</i>	✓				
<b>II. Features</b>					
Contain illustrations of contemporary figures that reflect the diversity of our society	✓				
Illustrations are well constructed and clear	✓	✓			
Include a master source of materials and resources	✓				
Provide student texts, online materials, or printed material and accompanying teacher manuals	✓				
Provide coherent units that is accurate and build conceptual understanding	✓				
Essential vocabulary is clearly identified for students	✓				
Illustrations support student understanding of content standards		✓			
Do the materials have historical reference, address current issues, and equally represent all cultural groups	✓				
Current issues are presented in a way that engages students and promotes social responsibility	✓				
<b>III. Learning Activities</b>					
Involve students in active learning and inquiry	✓				
Clarify appropriate use of instructional technology					
Show how instructional technology can help students visualize complex concepts, analyze and refine information, and communicate solutions	✓				
Provide multiple ways for students to explore concepts and communicate ideas and solutions	✓				
Are developmentally appropriate and provide for different abilities and learning paces	✓				
Encourage discussion and reflection	✓				
<b>IV. Teacher Support Materials</b>					
Provide a clear conceptual framework for the concepts and skills taught	✓				
Offer ideas for involving parents and community, and keeping them informed about the programs			✓		
Give suggestions for a variety of pedagogical strategies, such as open-ended questioning, direct instruction, practice, discussion, and cooperative learning	✓				
Reference resource materials, such as appropriate videos, file clips, reference books, software, video laser discs,			✓		

long-distance learning, CD-ROMs, and electronic bulletin boards					
Suggests ways to differentiate instruction: specific strategies are provided to adapt or modify instruction for various subgroups, including English language learners, special education, gifted and talented		✓			
Suggest how to adapt materials for students with differing levels of achievement		✓			
Suggest enrichment and skill reinforcement activities for extended learning	✓				
Include suggestions for a variety of assessment approaches such as portfolios, journals, projects, and informal and formal tests	✓				
<b>V. Student Assessment Materials</b>					
Are free of inappropriate or derogatory material	✓				
Assessments occur throughout the unit, not just at the end	✓				
Incorporate multiple forms of assessment, such as oral presentations, written reports, teacher observations, performance assessments, quizzes, and pre- and post-tests	✓				
Students are provided opportunities to self-assess and reflect in their progress	✓				
<b>VI. Program Development and Implementation</b>					
Have field test data showing positive effects on student learning					
Chapter layout is consistent and chapters are arranged logically	✓				
Offer training and long-term follow-up for teachers					
<b>VII. Representation of all Groups</b>					
Pronouns, descriptors and illustrations of both sexes are used equally	✓				
Is sensitive to all members of the protected classes; i.e., race, color, sexual orientation, color, national origin, religion, disability, sex, gender identity, age, etc.	✓				
Subject matter covers a spectrum of accomplishments and contributions by all genders, races and physical conditions	✓				
Nouns, adjectives, terms and illustrations are non-stereotypical and non-prejudicial	✓				

Please provide other resources used to help guide you in the selection of the recommended textbook (i.e., polling of teachers from other districts, contacts with sales representatives, etc.).

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## Criteria for Evaluating Instructional Materials and Programs

My Perspectives

	STRONGLY AGREE	AGREE	CANNOT JUDGE	DISAGREE	STRONGLY DISAGREE
<b>I. Contents</b>					
Reflect the learning standards in the <i>DESE Common Core and Curriculum Frameworks</i>		✓			
<b>II. Features</b>					
Contain illustrations of contemporary figures that reflect the diversity of our society	✓				
Illustrations are well constructed and clear		✓			
Include a master source of materials and resources					
Provide student texts, online materials, or printed material and accompanying teacher manuals		✓			
Provide coherent units that is accurate and build conceptual understanding		✓			
Essential vocabulary is clearly identified for students		✓			
Illustrations support student understanding of content standards				✓	
Do the materials have historical reference, address current issues, and equally represent all cultural groups		✓			
Current issues are presented in a way that engages students and promotes social responsibility		✓			
<b>III. Learning Activities</b>					
Involve students in active learning and inquiry		✓			
Clarify appropriate use of instructional technology		✓			
Show how instructional technology can help students visualize complex concepts, analyze and refine information, and communicate solutions		✓			
Provide multiple ways for students to explore concepts and communicate ideas and solutions		✓			
Are developmentally appropriate and provide for different abilities and learning paces				✓	
Encourage discussion and reflection		✓			
<b>IV. Teacher Support Materials</b>					
Provide a clear conceptual framework for the concepts and skills taught		✓			
Offer ideas for involving parents and community, and keeping them informed about the programs				✓	
Give suggestions for a variety of pedagogical strategies, such as open-ended questioning, direct instruction, practice, discussion, and cooperative learning		✓			
Reference resource materials, such as appropriate videos, file clips, reference books, software, video laser discs,				✓	

*DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
TEWKSBURY PUBLIC SCHOOLS  
CRITERIA FOR EVALUATING TEXTBOOKS*

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- Agree
- Cannot Judge
- Disagree
- Strongly Disagree

**Textbooks Reviewed:**

A.	_____
B.	Study Sync Reading and Writing Companion
C.	My Perspectives
D.	_____

long-distance learning, CD-ROMs, and electronic bulletin boards			✓		
Suggests ways to differentiate instruction: specific strategies are provided to adapt or modify instruction for various subgroups, including English language learners, special education, gifted and talented				✓	
Suggest how to adapt materials for students with differing levels of achievement		✓			
Suggest enrichment and skill reinforcement activities for extended learning		✓			
Include suggestions for a variety of assessment approaches such as portfolios, journals, projects, and informal and formal tests				✓	
<b>V. Student Assessment Materials</b>					
Are free of inappropriate or derogatory material		✓	✓		
Assessments occur throughout the unit, not just at the end					
Incorporate multiple forms of assessment, such as oral presentations, written reports, teacher observations, performance assessments, quizzes, and pre- and post-tests			✓		
Students are provided opportunities to self-assess and reflect in their progress		✓			
<b>VI. Program Development and Implementation</b>					
Have field test data showing positive effects on student learning				✓	
Chapter layout is consistent and chapters are arranged logically		✓			✓
Offer training and long-term follow-up for teachers				✓	
<b>VII. Representation of all Groups</b>					
Pronouns, descriptors and illustrations of both sexes are used equally		✓			
Is sensitive to all members of the protected classes; i.e., race, color, sexual orientation, color, national origin, religion, disability, sex, gender identity, age, etc.		✓			
Subject matter covers a spectrum of accomplishments and contributions by all genders, races and physical conditions		✓			
Nouns, adjectives, terms and illustrations are non-stereotypical and non-prejudicial		✓			

Please provide other resources used to help guide you in the selection of the recommended textbook (i.e., polling of teachers from other districts, contacts with sales representatives, etc.).

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**QUOTE PREPARED FOR:**

Tewksbury Memorial High Sch  
320 PLEASANT ST  
TEWKSBURY, MA 01876  
ACCOUNT NUMBER: 316812

**SUBSCRIPTION/DIGITAL CONTACT:**

**CONTACT:**

Lynne Hardacre  
lhardacre@tewksbury.k12.ma.us

**SALES REP INFORMATION:**

Laurie Reynolds  
laurie.reynolds@mheducation.com  
508-468-9916

Section Summary	Value of All Materials	Free Materials	Product Subtotal
StudySync 6_year	\$11,019.18	(\$667.38)	\$10,351.80
<b>PRODUCT TOTAL*</b>	<b>\$11,019.18</b>	<b>(\$667.38)</b>	<b>\$10,351.80</b>
<b>ESTIMATED S&amp;H**</b>			\$1,027.65
<b>ESTIMATED TAX**</b>			TBD
<b>GRAND TOTAL*</b>			<b>\$11,379.45</b>

\* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials

\*\*Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes are not included in the quote total. If applicable, actual tax charges will be applied at time of order.

Comments:

**PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER**

**SEND ORDER TO:**

McGraw-Hill Education | PO Box 182605 | Columbus, OH 43218-2605  
Email: orders\_mhe@mheducation.com | Phone: 1-800-338-3987 | Fax: 1-800-953-8691

QUOTE DATE: 04/03/2018

ACCOUNT NAME: Tewksbury Memorial High Sch

EXPIRATION DATE: 05/18/2018

QUOTE NUMBER: KSWILD-04032018-004

ACCOUNT #: 316812

PAGE #: 1



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Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
<b>StudySync 6 year</b>					
STUDYSYNC ELA GRADE 10 STUDENT/READING & WRITING COMPANION 6 YEAR BUNDLE	978-0-07-671425-4	90	\$115.02	\$0.00	\$10,351.80
STUDYSYNC NON-CCSS GRADE 10 TEACHER EDITION 4 VOLUME SET	978-0-07-896869-3	2	\$205.98	\$411.96	*Free Materials
STUDYSYNC ELA NON-CCSS TEACHER ONLINE 6 YEAR SUBSCRIPTION	978-0-07-685721-0	2	\$127.71	\$255.42	*Free Materials
<b>StudySync 6 year Subtotal:</b>				<b>\$667.38</b>	<b>\$10,351.80</b>

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**QUOTE PREPARED FOR:**

Tewksbury Memorial High Sch  
320 PLEASANT ST  
TEWKSBURY, MA 01876  
ACCOUNT NUMBER: 316812

**CONTACT:**

Lynne Hardacre  
lhardacre@tewksbury.k12.ma.us

VALUE OF ALL MATERIALS	\$11,019.18
FREE MATERIALS	(\$667.38)
PRODUCT TOTAL*	\$10,351.80
ESTIMATED SHIPPING & HANDLING**	\$1,027.65
ESTIMATED TAX**	TBD
GRAND TOTAL	\$11,379.45

**SUBSCRIPTION/DIGITAL CONTACT:**

Comments:

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School Purchase Order Number: \_\_\_\_\_

\_\_\_\_\_  
Name of School Official (Please Print)

\_\_\_\_\_  
Signature of School Official

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QUOTE NUMBER: KSWILD-04032018-004      ACCOUNT #: 316812      PAGE #: 3



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lhardacre@tewksbury.k12.ma.us

**SALES REP INFORMATION:**

Laurie Reynolds  
laurie.reynolds@mheducation.com  
508-468-9916

Section Summary	Value of All Materials	Free Materials	Product Subtotal
Studysync 6 yr digital	(\$255.42)		
<b>PRODUCT TOTAL*</b>	<b>\$7,367.22</b>	<b>(\$255.42)</b>	<b>\$7,111.80</b>
<b>ESTIMATED S&amp;H**</b>			<b>\$0.00</b>
<b>ESTIMATED TAX**</b>			<b>TBD</b>
<b>GRAND TOTAL*</b>			<b>\$7,111.80</b>

\* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

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QUOTE DATE: 04/03/2018

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EXPIRATION DATE: 05/18/2018

QUOTE NUMBER: KSWILD-04032018-007

ACCOUNT #: 316812

PAGE #: 1



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Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
STUDYSYNC ELA ONLINE STUDENT 6 YEAR SUBSCRIPTION	978-0-07-900319-5	90	\$79.02	\$0.00	\$7,111.80
STUDYSYNC ELA NON-CCSS TEACHER ONLINE 6 YEAR SUBSCRIPTION	978-0-07-685721-0	2	\$127.71	\$255.42	*Free Materials

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ACCOUNT NAME: Tewksbury Memorial High Sch

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TEWKSBURY, MA 01876  
ACCOUNT NUMBER 316812

**CONTACT:**

Lynne Hardacre  
lhardacre@tewksbury.k12.ma.us

VALUE OF ALL MATERIALS	\$7,367.22
FREE MATERIALS	(\$255.42)
<b>PRODUCT TOTAL*</b>	<b>\$7,111.80</b>
ESTIMATED SHIPPING & HANDLING**	\$0.00
ESTIMATED TAX**	TBD
<b>GRAND TOTAL</b>	<b>\$7,111.80</b>

**SUBSCRIPTION/DIGITAL CONTACT:**

Comments

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School Purchase Order Number: \_\_\_\_\_

\_\_\_\_\_  
Name of School Official (Please Print)

\_\_\_\_\_  
Signature of School Official

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Email: [orders\\_mhe@mheducation.com](mailto:orders_mhe@mheducation.com) | Phone: 1-800-338-3987 | Fax: 1-800-953-8691

QUOTE DATE: 04/03/2018      ACCOUNT NAME: Tewksbury Memorial High Sch      EXPIRATION DATE: 05/18/2018  
QUOTE NUMBER: KSWILD-04032018-007      ACCOUNT # 316812      PAGE # 3



Bailey Amanda

Tewksbury Memorial High School  
 320 Pleasant St  
 Tewksbury, MA 01876-2799  
 United States

Quote Number: 41082

Quote Creation Date: 04-06-2018

Quote Expiration Date: 09-30-2018

Tewksbury MA World LIT

Price Quote Summary

Solution	Base Amount	Free Amount	Total
myPerspectives English Language Arts	\$ 16,588.26	\$ 6,015.96	\$ 16,588.26
<b>Solution Subtotal</b>	<b>\$ 16,588.26</b>	<b>\$ 6,015.96</b>	<b>\$ 16,588.26</b>
<b>Shipping &amp; Handling</b>			<b>\$ 792.92</b>
		<b>Total</b>	<b>\$ 17,381.18</b>

Price Quote Detail

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
<b>myPerspectives English Language Arts</b>						
<b>myPerspectives™ English Language Arts ©2017 - Grade 12</b>						
9780133338911	MYPERSPECTIVES ENGLISH LANGUAGE ARTS 2017 DIGITAL COURSEWARE 6-YEAR LICENSE GRADE 12	\$88.47	68	68	\$6,015.96	\$6,015.96
9780328920969	MYPERSPECTIVES ENGLISH LANGUAGE ARTS 2017 STUDENT EDITION 2-VOLUME (HARDCOVER) + DIGITAL COUREWARE 6-YEAR LICENSE GRADE 12	\$117.47	0	90	\$0.00	\$10,572.30
	<b>myPerspectives™ English Language Arts ©2017 - Grade 12 Subtotal</b>				<b>\$ 6,015.96</b>	<b>\$ 16,588.26</b>
	<b>myPerspectives English Language Arts Subtotal</b>				<b>\$ 6,015.96</b>	<b>\$ 16,588.26</b>
	<b>Solution Subtotal</b>				<b>\$ 6,015.96</b>	<b>\$ 16,588.26</b>
	<b>Shipping and Handling</b>					<b>\$ 792.92</b>
					<b>Total</b>	<b>\$ 17,381.18</b>

## Addendum

Please submit a copy of this quotation, the District/School Purchase Order, and any other required documentation via one of the below:

**eForm:** <https://pearsoncommunity.force.com/support/s/pearson-order-form>

**Fax:** 1-877-260-2530

**Mail:** Pearson Education, P.O. Box 6820, Chandler, AZ 85246

For questions regarding your order please call Customer Service: 1-800-848-9500

As of December 31, 2016, Pearson will no longer accept Credit Card information via postal mail, facsimile, or email. Credit Card information will only be accepted via phone, eCommerce, or OASIS.

This is a price quotation for the customer's convenience only, and not an offer to contract. All quotations are subject to review and final acceptance by a duly authorized representative of Pearson at its offices. Pearson reserves the right to correct typographical, computational or other errors. Pearson's standard terms are net 30 days unless otherwise specified. All pricing is in US Dollars unless otherwise specified. Pricing calculations use multiple decimal places to determine the most accurate extended pricing but are represented in standard currency format.

Annual subscriptions and/or maintenance and support charges automatically renew on the anniversary date of the original purchase and will be invoiced accordingly, unless otherwise specified. If you wish to cancel, please let us know in writing prior to the date of renewal by emailing [customerservice@pearson.com](mailto:customerservice@pearson.com).

Fees for any renewals of product or support/maintenance subscriptions beyond the period covered by this pricing proposal will be at Pearson's then-current rates and, for products for which such fees are based on student count, the customer's then-current enrollment. All such renewal fees are due at the commencement of the new subscription period.

Implementation services provided by Pearson will be delivered to the customer based on established Pearson processes and billing procedures or through a Custom Scope of Work establishing milestones and/or billing schedule agreed upon by the customer. Changes, requested by the customer, to the original Scope of Work may result in additional costs. Travel related expenses associated with On-Site Training and Services are included in the listed price unless otherwise specified.

S&H charges (where applicable) are shown on the quote. S&H rates quoted are for standard ground transportation and may not reflect account contracted rates. If expedited shipping is requested, actual charges may be higher.

Pearson reserves the right to change and/or update technology platforms, including possible edition updates to customers during the term of access. Customers will be notified of any change prior to the beginning of the new school year.

Quoted prices may not reflect contract pricing for some customers. Any applicable contract pricing will be applied to the final invoice. If you require contract pricing reflected on the quote, please work with your Account Manager or contact Customer Service.

All pricing in this quotation is exclusive of any applicable sales, use or other similar taxes or duties. The customer is responsible for any such taxes or duties that may apply; if the customer is tax exempt, evidence of such tax exemption must be provided. Estimated tax may be provided solely for customer convenience. The amount indicated is only an estimate and is intended to be helpful for budgeting purposes. The actual amount of sales tax assessed at time of invoicing may be more or less.

Certain Pearson products may have minimum requirements related to licensing, services, and/or pricing that are reflected in the attached quotation. The breakdown of the fees set forth in this quotation is considered Pearson proprietary information and not subject to disclosure by the customer.

If you are not entirely satisfied with any of our products, then you may, within one year from the date of purchase, return all materials still in new, unused, salable condition for a full refund, credit, or replacement. All materials sold in a set or a package must be returned complete as originally sold. Materials that were provided gratis must be returned proportionate to the purchased items being returned for refund or credit.