

TEWKSBURY SCHOOL COMMITTEE AGENDA - WEDNESDAY, JUNE 13, 2018



TEWKSBURY PUBLIC SCHOOLS
CHRISTOPHER J. MALONE
SUPERINTENDENT OF SCHOOLS

Regular Meeting #15 - Public Session
Executive Session #13 (6:30 PM) - Non-Public Session

Reception - 2018 TPS Retirees (6:45PM)

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

A. CALL TO ORDER

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

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 June 13, 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. 2018 Tewksbury Public Schools Retirees
2. Lilah Fitzpatrick, Madelin Gamlin, & Jenna Cole - Dewing School Poster Contest Winners
3. Roberta Waldrip - MA School Nutrition Association/Northeast Employee of the Year

G. STUDENT REPRESENTATIVE REPORT

Grace Morris - Student Council Representative to the School Committee

H. PRESENTATIONS

1. Senior Project Recap & Recognition
2. Elementary School Building Committee Update - Peter Collins

I. 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.)

J. APPROVAL OF MINUTES

1. May 16, 2018 (File)

K. SUBMISSION AND PAYMENT OF BILL

1. Payroll Period Ending, May 17, 2018 (\$1,337,529.36) (File)
2. Payroll Period Ending, May 31, 2018 (\$1,333,100.61,) (File)

L. SUPERINTENDENT & STAFF REPORT

M. CONSENT AGENDA (itemized on page 3)

N. COMMITTEE REPORTS

Elementary School Building Committee
Tewksbury Education Foundation
Wellness Advisory Committee

O. 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 Second & Final Reading: IK - Student Progress Reports; IKF - Graduation Requirements; IMG - Animals in School; JCA - Assignment of Students to School; JEB - Entrance Age; JFBB - 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; KBE - Relations with Parent/Booster Organizations; 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

P. OLD BUSINESS

1. Superintendent's Evaluation Timeline Update (File)
2. Recommendation to Approve TMHS Grade 10 English Textbook, StudySync/Reading & Writing Companion by McGraw Hill (File)
3. Recommendation to Approve District-wide Grade 2, 3, and 4 Reconfiguration Vote (File)
4. Recommendation to Approve 2018-2019 School Calendar - PD Day Updated (File)

Q. NEW BUSINESS

1. Recommendation to Approve TMHS Student Handbook (File)
2. Recommendation to Approve John Wynn Middle School Student Handbook (File)
3. Recommendation to Approve John Ryan Elementary School Handbook (File)
4. 2018 Summer Reading Program & 2018 School Supply Lists (File)
5. Recommendation to Approve Administrator Contracts:
 - a. Contract Agreement Between the Tewksbury Public Schools and Terry Gerrish, Principal of the Loella F. Dewing School(File)
 - b. Contract Agreement Between the Tewksbury Public School and Felicia Wettstone, Principal of the Heath Brook School(File)
 - c. Contract Agreement Between the Tewksbury Public School and Richard Pelletier, Director of Student Services(File)
6. Recommendation to Appoint Superintendent Malone to Valley Collaborative Board of Directors July 1, 2018 - June 30, 2019
7. Recommendation to Approve Out-of-District Special Education Student Transportation (File)
8. Recommendation to Approve Out-of-State Travel Request - TMHS Athletic Department (File)

R. SCHOOL COMMITTEE MATTERS OF INTEREST

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

July 25, 2018; August 15, 2018: SC/Admin Workshop 3-6PM & Regular Mtg. 7:00PM

T. FUTURE AGENDA ITEMS

U. ADJOURNMENT

TEWKSBURY SCHOOL COMMITTEE CONSENT AGENDA

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

TEWKSBURY SCHOOL COMMITTEE
Krissy M. Polimeno, Chairperson, kpolimeno@tewksbury.k12.ma.us
Arthy S. Bennett, Vice-Chairperson, abennett@tewksbury.k12.ma.us
James A. Cutelis, Clerk, jcutelis@tewksbury.k12.ma.us
Dennis G. Francis, dfrancis@tewksbury.k12.ma.us ♦ Keith M. Sullivan, ksullivan@tewksbury.k12.ma.us

M. CONSENT AGENDA

1. Correspondence

a. TMHS Students Awarded Seal of Biliteracy

2. Enrollment Update

None

3. Personnel Items

New Hires: Lauren Cooper (\$57,721/), Reading Specialist, Trahan School effective August 27, 2018; Sydney Doherty (\$49,629), Grade 1 Teacher, Dewing School effective August 27, 2018; Kelly Mahoney (\$57,721), Special Education Teacher, North Street School effective August 27, 2018; Dylan Malynn (\$69,312), Physics Teacher, Tewksbury Memorial High School effective August 27, 2018; Joel Mignault (\$45,935), Physical Education/Health Teacher effective August 27, 2018; Margaret Murray (\$64,118), Computer/Instructional Technology Teacher effective August 27, 2018; Brooke Pacheco (\$49,629), Physical Education/Health Teacher effective August 27, 2018; Maegan Parker (\$78,690), K-6 Math Coach, District-wide effective August 27, 2018; Jay Zimmerman (\$55,182), Library Media Specialist, Tewksbury Memorial High School effective August 27, 2018;

Appendix B Co-Curricular:

John Ryan Elementary School

Fifth Grade Team Leaders: Christine Cremin, Kaitlin Magsarili, Brittany Roberts, Robert Shirkoff

6th Grade Team Leaders: Kathleen Anderson, Charlaine Melly, Jennifer Mrozowski

Art Show: Melissa Lane

Elementary Music: Timothy Olevsky

Bell Ringers: Marguerite Weidknecht

ELE Head Teacher: Karen Hodgson

Appendix B Athletics: None

Transfers: Andrea MacMullin, Ryan Elementary School, from position of Reading Teacher to the position of Grade 6 English Language Arts Teacher, effective August 27, 2018; Rose Curley, Ryan Elementary School, from the position of Reading Teacher to the position of Grade 6 Social Studies Teacher, effective August 27, 2018

Retirements/Resignations/Terminations: Lindsay Appleby, Visual Art Teacher at the John Wynn Middle School, effective June 30, 2018

4. Acceptance of Donations/Gifts: Donation of \$9,000.00 to the Tewksbury Public Schools from the Corning Incorporated Foundation to support STEAM Lab/Maker Space for the Ryan School.

5. Fundraisers/Raffles: None

Executive Session

<p>TEWKSBURY PUBLIC SCHOOLS</p> <p>CHRISTOPHER J. MALONE SUPERINTENDENT OF SCHOOLS</p>	<p>TEWKSBURY SCHOOL COMMITTEE AGENDA</p> <p>Meeting Type/Time: Executive Session #13 – Non-Public Session at 6:30 p.m.</p> <p>Meeting Date: Wednesday, June 13, 2018</p> <p>Meeting Location: Tewksbury Memorial High School, Guidance Conference Room 320 Pleasant Street, Tewksbury, MA 01876</p>
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A. CALL TO ORDER

B. EXECUTIVE SESSION

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

C. ADJOURNMENT

Recognition and/or Presentations

Tewksbury School Committee - June 13, 2018

RECOGNITIONS

2018 Tewksbury Public Schools' Retirees

Joseph Dermody, Media Specialist — District-wide
Jan Fuller, Assistant Principal/Preschool Coordinator — Dewing Elementary School
Mary Lazzara, Grade 1 Teacher - Dewing Elementary School
Gloria Graves, Reading Specialist - Louise Davy Trahan School
Marie Bourgeois, Classroom Instructional Aide - North Street School
Lisa Chasan, Grade 4 Special Education Inclusion Teacher - North Street School
Marjorie Jean Chan, Grade 6 Social Studies Teacher - John Ryan Elementary School
Janet Davis, Grade 6 ELA Teacher - John Ryan Elementary School
George Collins, Building Custodian - Tewksbury Memorial High School
Mary Eldringhoff, School Librarian - Tewksbury Memorial High School
Karen Ferreira, Health Teacher - Tewksbury Memorial High School
David Harrington, Building Custodian - Tewksbury Memorial High School
Patricia Ryser, Wellness Teacher - Tewksbury Memorial High School
Susan Sullivan, Business/Technology Teacher - Tewksbury Memorial High School

Dewing School Poster Contest Winners

Lilah Fitzpatrick - Kindergarten: Respect in the Classroom
Madelin Gamlin - First Grade: Indoor and Outdoor Recess Safety
Jenna Cole - Second Grade: Hallway Safety

Employee of the Year - MA School Nutrition Association/Northeast

Roberta Waldrip - Food & Nutrition Services, Tewksbury Public Schools

PRESENTATIONS

1. Senior Project Recap & Recognition
2. Elementary School Building Committee Update - Peter Collins

Minutes

Payroll

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **5/17/2018**

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 **\$1,337,529.36**

GRANTS

\$27,639.66 2017-2018 Special Ed 240 Grant
\$6,018.91 2017-2018 Title I Grant
2017-2018 Title II Grant
2017-2018 Title IV Grant
2017-2018 Special Ed Improvement
2017-2018 After School Out of School Time
2017-2018 Early Childhood

REVOLVING ACCOUNTS

\$30,574.76 2017-2018 Ext Day Program
\$16,712.20 2017-2018 Ext Day Preschool Program
\$9,621.62 2017-2018 Adult Education Program
\$57.50 2017-2018 Community Services Rec
\$22,564.45 2017-2018 Lunch Program
\$273.32 2017-2018 Hanover Funds
\$6,815.46 2017-2018 Facilities
\$379.34 2017-2018 Recreation
\$622.50 2017-2018 Parking Fees
\$795.00 2017-2018 Ryan Intramural Clubs
\$162.47 2017-2018 Trahan Student Activities
\$2,835.31 2017-2018 Preschool

\$125,072.50 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$1,212,456.86 2017-2018 School Department Account

\$1,212,456.86 SUB TOTAL - LEA FUNDS

\$1,337,529.36 TOTAL

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **5/31/2018**

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 **\$1,333,100.61**

GRANTS

\$27,696.66 2017-2018 Special Ed 240 Grant
\$4,192.63 2017-2018 Title I Grant
2017-2018 Title II Grant
2017-2018 Title IV Grant
2017-2018 Special Ed Improvement
2017-2018 After School Out of School Time
2017-2018 Early Childhood

REVOLVING ACCOUNTS

\$32,128.62 2017-2018 Ext Day Program
\$16,737.66 2017-2018 Ext Day Preschool Program
\$7,234.88 2017-2018 Adult Education Program
2017-2018 Community Services Rec
\$22,614.11 2017-2018 Lunch Program
\$49.04 2017-2018 Hanover Funds
\$10,629.26 2017-2018 Facilities
\$963.29 2017-2018 Recreation
\$622.50 2017-2018 Parking Fees
\$1,589.00 2017-2018 Wynn Intramural Clubs
\$795.00 2017-2018 Wynn Intramural Sports
\$2,835.31 2017-2018 Preschool

\$128,087.96 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$1,205,012.65 2017-2018 School Department Account

\$1,205,012.65 SUB TOTAL - LEA FUNDS

\$1,333,100.61 TOTAL

Superintendent/ Staff /School Committee Reports

Consent Agenda

Seal of Biliteracy Pilot Data Massachusetts SY 2017-2018

Please complete this form by either

- DOWNLOADING the form and sending completed form to Phyllis Hardy OR
- MAKE A COPY of this form and then rename the copy with your district or school name in the title and leave in Google folder.

If downloading form, please return form to:

Phyllis Hardy at PhyllisRHardy@gmail.com

Subject Line: Seal of Biliteracy Pilot Data 2018

District or Charter School:	Tewksbury Memorial High School			Seal Ceremony Date:	5/23/18
Contact Person/Position:	Maria da Graca Lealini-Dudley			Graduation Date:	6/1/18
Phone:	978-640-7825	Email:	mldudley@tewksbury.k12.ma.us		
School Address:	320 Pleasant St				
City/State/Zip:	Tewksbury, MA 01876				

School/Program Name	Language Learning Program Type i.e., World Language, Two-Way Immersion, One-Way Immersion, TBE	Number of 'Sealer' Students				
		Biliteracy Attainment Award	Silver Seal of Biliteracy	Gold Seal of Biliteracy	Platinum Seal of Biliteracy	Total Awards
Tewksbury Memorial High School - ELE Program	SEI		1			1
Tewksbury Memorial High School	World Language		5	3		8

Student Total:									9

District Superintendent or Charter School Administrator Signature

Date
bregan@tewksbury.k12.ma.us
Email

Brenda Theriault-Regan - Assistant Superintendent
Print Name

Additional Information

Note: Please indicate how many students are former English learners. Also, list the languages other than English and the number of students for each language who have qualified for the State Seal of Biliteracy.

- 1. How many of the total number of qualified students in your district are former English learners? 1
- 2. What additional criteria was used for eligibility, i.e., ELL attended school in their country of origin for 3 (elementary) or 5 (secondary) + years? 5+ years
- 3. In what language or languages other than English and what assessments used are qualifying students in your district proficient? (Note: A list of assessment instruments can be found in the Seal of Biliteracy Toolkit, Section IV Assessment of Competencies)

Languages other than English in which students are proficient	Number of Students	Number of former ELLs	Assessment Instrument	Assessment Score	Portfolio Used Yes/No	Rubric(s) used to assess Portfolio evidence
Spanish	8	0	Advanced Placement Exam + STAMP	3 or above 5 or above	no	
French						
Portuguese						

Language Opportunity Coalition

Mandarin							
Japanese							
Cantonese							
German							
Korean							
Latin							
Vietnamese							
Specify other languages:							
Arabic							
Chinese (simplified)	1					no	

Collaboration between our ELE - English Language Education department, and World Language department.



TMHS is very proud to have awarded nine students with the Seal of Biliteracy. The Seal is a national movement to recognize high school students who have achieved by the time of graduation proficiency in English and one more language. The Massachusetts seal was signed into law on November 22, 2017 and the Language Opportunity Coalition (LOC) ran a pilot program for the last three years including more than 70 districts across Massachusetts. We were part of this pilot program.

In order to be recipient students must attain proficiency level in standardized tests. The following seniors received this prestigious award.

Silver Certificate

Gold Certificate

Channys Almonte
Julia Hartnett
Gabriella Moreno
Brandon Smith
Zhi Xuan Song
Stephanie Tam

Jason Benitez
Emma Lee
Marco Martinez

TMHS SENIORS AWARDED SEAL OF BILITERACY



The Seal of Biliteracy is a national movement to recognize high school students who have achieved by the time of graduation proficiency in English and one more language. The Massachusetts seal was signed into law on November 22, 2017 and the Language Opportunity Coalition (LOC) ran a pilot program for the last three years including more than 70 districts across Massachusetts.

Tewksbury Public Schools was part of this pilot program. In order to be recipient students had to attain proficiency level in standardized tests such as AP Spanish, STAMP – Spanish, MCAS and/or ACCESS – English.

The following seniors received the Gold Award: Jason Benitez, Emma Lee, Marco Martinez; and the Silver Award: Channys Almonte, Julia Hartnett, Gabriella Moreno, Brandon Smith, Zhi Xuan Song, and Stephanie Tam.

ELE – ENGLISH LANGUAGE EDUCATION IS THE FOCUS OF SENIOR PROJECTS

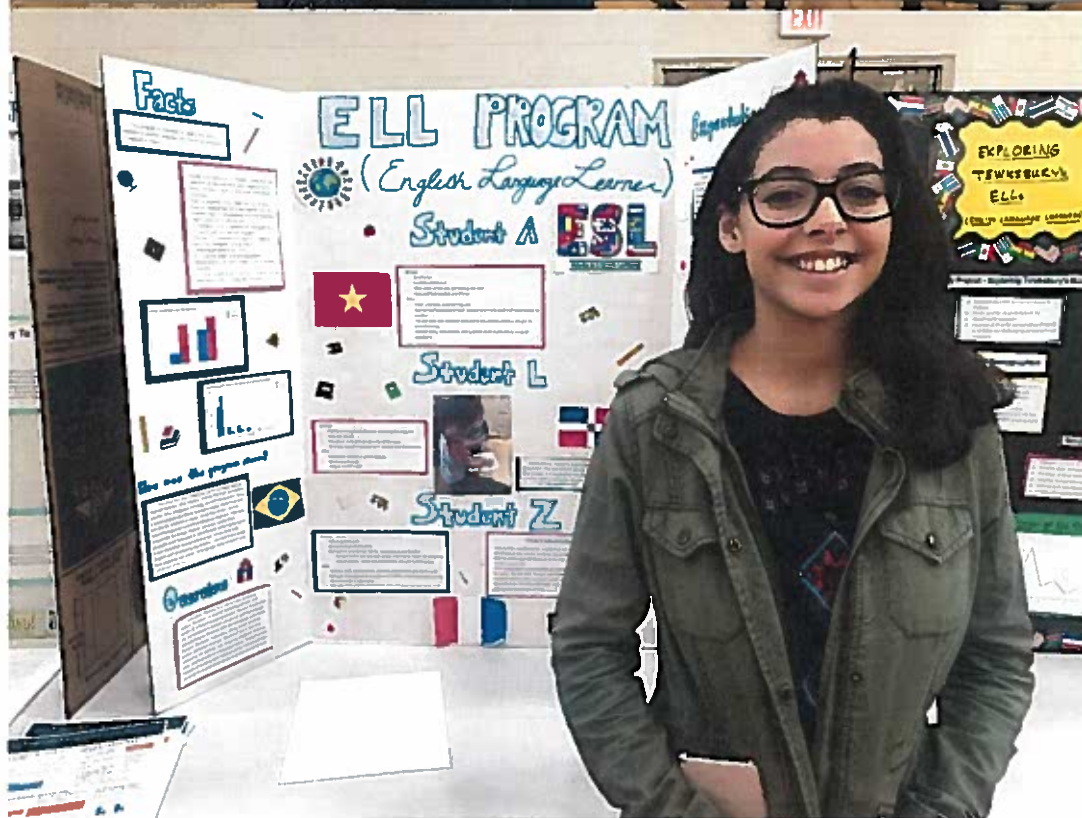
This year TMHS has started a new program where seniors had the option to leave school during the fourth term to learn about different career fields by shadowing professionals and/or volunteering their time in a variety of ways.

Six Spanish students participated in a service project to support EL (English Learner) students in the elementary and middle schools. They were able to tutor the EL students on content, help with organization skills and/or use the students' first language to communicate with them. They also provided social and emotional support to students from kindergarten to 8th grade who could have different cultural understanding of the educational system.

Furthermore, the benefits of this project were two-fold. On one hand, our seniors helped the EL students academically, and on the other, they immersed themselves in the challenges that the EL population face daily. They “walked a mile” alongside our EL students. Many of these seniors were able to reflect on how this experience relates to their plans for the future. They all agreed that the project was a great lesson on empathy and they were proud to give back to our school community.













CORNING
FOUNDATION

May 11, 2018

Mr. Jason Stamp
STEM Director
Tewksbury Public Schools
139 Pleasant St.
Tewksbury, MA 01876

Dear Mr. Stamp:

Corning Incorporated Foundation is pleased to make a grant of \$9,000.00 to Tewksbury Public Schools in support of STEAM Lab/Maker Space for Ryan Elementary School. Check No. 20058 in this amount is attached.

Please complete the Foundation Acknowledgment Form and return it to the above address at your earliest convenience.

Your public acknowledgment of this grant would be appreciated and, if convenient, we would like to receive a copy of any publicity in advance of issuing your statement. Please note, that any reference to this grant should cite Corning Incorporated Foundation.

The application process for Corning Incorporated Foundation is online. Typically, an organization can request funding once in a 12-month period. For renewed support please visit http://corningincfoundation.org/grant_application/.

Your interest in the Foundation is appreciated. You have our every good wish for continuing success with your endeavors.

Sincerely,

Karen C. Martin
President

Enclosures: Acknowledgement Form
Check No. 20058

CC: Mr. Greg Hoff
Ms. Eva Nokes

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.saferys.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

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 **P**Principal.

(~~ec~~) 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 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

SUPERINTENDENT EVALUATION TIMELINE

2017-2018 School Year

Revised

- | | |
|----------------------------|---|
| May 4 | Distribute Superintendent Evaluation documents to School Committee members. |
| May 11 | Superintendent to distribute and review progress of goals and self-assessment. |
| May 14-
June 15 | Individual School Committee members will consult with Superintendent to review goals and self-assessment data during the time period of May 14 th through June 15 th . |
| June 29 | School Committee members will submit their individual evaluations of the Superintendent to the Chairperson for analysis. Chairperson to synthesize data and summarize for the final Superintendent Evaluation Report. |
| July 25 | School Committee Chairperson to deliver both oral and written summary of the Superintendent Evaluation Report in Public Session. |



Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee
From: Brenda T. Regan, Assistant Superintendent
Date: June 13, 2018
Re: TMHS Grade 10 English Textbook & Online Proposal

This Requires a Roll Call Vote

I recommend 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 requires a Roll Call Vote of the School Committee.

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,

A handwritten signature in black ink, appearing to read 'Kristen S. Vogel', is written over the printed name.

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.
- B.
- C.
- D.

StudySync Reading and Writing Companion
My Perspectives English Language Arts

Criteria for Evaluating Instructional Materials and Programs

Study Fine

	STRONGLY AGREE	AGREE	CANNOT JUDGE	DISAGREE	STRONGLY DISAGREE
I. Contents					
Reflect the learning standards in the <i>DESE Common Core and Curriculum Frameworks</i>	✓				
II. Features					
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	✓				
III. Learning Activities					
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	✓				
IV. Teacher Support Materials					
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	✓				
V. Student Assessment Materials					
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	✓				
VI. Program Development and Implementation					
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					
VII. Representation of all Groups					
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.).

Criteria for Evaluating Instructional Materials and Programs

My Perspectives

	STRONGLY AGREE	AGREE	CANNOT JUDGE	DISAGREE	STRONGLY DISAGREE
I. Contents					
Reflect the learning standards in the <i>DESE Common Core and Curriculum Frameworks</i>		✓			
II. Features					
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		✓			
III. Learning Activities					
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		✓			
IV. Teacher Support Materials					
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*

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.	
B.	<u>Study Sync Reading and Writing Companion</u>
C.	<u>My Perspectives</u>
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				✓	
V. Student Assessment Materials					
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		✓			
VI. Program Development and Implementation					
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				✓	
VII. Representation of all Groups					
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.).



Because learning changes everything.™

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
PRODUCT TOTAL*	\$11,019.18	(\$667.38)	\$10,351.80
ESTIMATED S&H**			\$1,027.65
ESTIMATED TAX**			TBD
GRAND TOTAL*			\$11,379.45

* 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



Because learning changes everything.™

Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
StudySync 6 year					
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
StudySync 6 year Subtotal:				\$667.38	\$10,351.80

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ACCOUNT NAME: Tewksbury Memorial High Sch
ACCOUNT #: 316812

EXPIRATION DATE: 05/18/2018
PAGE #: 2



Because learning changes everything.™

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	(\$687.38)
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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Terms of Service:

By placing an order for digital products (the 'Subscribed Materials'), the entity that this price quote has been prepared for ('Subscriber') agrees to be bound by the Terms of Service. Subject to Subscriber's payment of the fees set out above, McGraw-Hill School Education, LLC hereby grants to Subscriber a non-exclusive, non-transferable license to allow only the number of Authorized Users that corresponds to the quantity of Subscribed Materials set forth above to access and use the Subscribed Materials under the terms described in the Terms of Service. The subscription term for the Subscribed Materials shall be as set forth in the Product Description above. If no subscription term is specified, the initial term shall be one (1) year from the date of this price quote (the 'Initial Subscription Term'), and thereafter the Subscriber shall renew for additional one (1) year terms (each a 'Subscription Renewal Term'), provided MHE has chosen to renew the subscription and has sent an invoice for such Subscription Renewal Term to Subscriber.

ATTENTION: In our effort to protect our customer's data, we will no longer store credit card data in any manner within in our system. Therefore, as of April 30, 2016 we will no longer accept credit card orders via email, fax, or mail/package delivery. Credit card orders may be placed over the phone by calling the number listed above or via our websites by visiting www.mheducation.com (or www.mhecoast2coast.com).

School Purchase Order Number: _____

Name of School Official (Please Print)

Signature of School Official

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

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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 yr digital	(\$255.42)		
PRODUCT TOTAL*	\$7,367.22	(\$255.42)	\$7,111.80
ESTIMATED S&H**			\$0.00
ESTIMATED TAX**			TBD
GRAND TOTAL*			\$7,111.80

* 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

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QUOTE NUMBER: KSWILD-04032018-007

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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 NUMBER: 316812

CONTACT:

Lynne Hardacre
lhardacre@tewksbury.k12.ma.us

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

SUBSCRIPTION/DIGITAL CONTACT:

Comments:

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School Purchase Order Number: _____

Name of School Official (Please Print)

Signature of School Official

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-04032018-007

ACCOUNT #: 316812

PAGE #: 3

Quote Expiration Date: 09-30-2018

Price Quote Summary

Price Quote Detail

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
myPerspectives English Language Arts						
myPerspectives™ English Language Arts ©2017 - Grade 12						
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
myPerspectives™ English Language Arts ©2017 - Grade 12 Subtotal					\$ 6,015.96	\$ 16,588.26
myPerspectives English Language Arts Subtotal					\$ 6,015.96	\$ 16,588.26
Solution Subtotal					\$ 6,015.96	\$ 16,588.26
Shipping and Handling						\$ 792.92
					Total	\$ 17,381.18

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://pearsonnacomunity.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.

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.



Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee
From: Christopher J. Malone, Superintendent
Date: June 13, 2018
Re: District-wide Grade Reconfiguration

This Requires a Roll-Call Vote

It is my recommendation for the School Committee to allow the Elementary School Building Committee (ESBC) to review a new grade reconfiguration that includes grades 2, 3, and 4 as proposed in the Feasibility Study for the Louise Davy Trahan School project. This requires a Roll-Call vote of the School Committee.

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee
From: Christopher J. Malone, Superintendent
Date: June 7, 2018
Re: 2018-2019 School Calendar Update

This Requires a Roll-Call Vote

At the recommendation of Assistant Superintendent Regan, I support revising the approved 2018-2019 School Calendar to make adjustments to Professional Development and Teacher Workshop days:

Change Thursday, October 4th Half-day Workshop day to a Full-day PD on Friday, October 5th

Change Tuesday, March 5th Full-day PD day to a Half-day Workshop on Friday, March 8th

Change Thursday, January 31st Half-day Workshop, to a Half-day Workshop on Friday, January 18th

This Requires a Roll-Call Vote of the School Committee.



2018-2019

***School Calendar and Chain of Communication**

August 2018							September 2018							October 2018						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
						2	30						19							21
November 2018							December 2018							January 2019						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3							1		1	2	3	4	5	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
						18	30	31					15							21
February 2019							March 2019							April 2019						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2							1		1	2	3	4	5	6
3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28			24	25	26	27	28	29	30	28	29	30				
						15	31						21							17
May 2019							June 2019													
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa							
			1	2	3	4							1							
5	6	7	8	9	10	11	2	3	4	5	6	7	8							
12	13	14	15	16	17	18	9	10	11	12	13	14	15							
19	20	21	22	23	24	25	16	17	18	19	20	21	22							
26	27	28	29	30	31		23	24	25	26	27	28	29							
						22	30						14							

Aug 27-Aug 28
Aug 29
Dec 24-Jan 1

Professional Development Days
First Day of School for Students
December Recess

Feb 18-22 February Recess
Apr 15-19 April Recess
Jun 20 *Last Day of School (Half-day)

*Includes 5 snow/emergency days

Tewksbury Public Schools - School Committee Members
Krissy M. Polimeno, Chairperson, kpolimeno@tewksbury.k12.ma.us
Arthy S. Bennett, Vice-Chair, abennett@tewksbury.k12.ma.us ♦ James A. Cutelis, Clerk, jcutelis@tewksbury.k12.ma.us
Dennis G. Francis, dfrancis@tewksbury.k12.ma.us ♦ Keith M. Sullivan@tewksbury.k12.ma.us

CALENDAR LEGEND DATES

Aug 27-28	Professional Development Day	Jan 02	Schools Reopen
Aug 29	All Schools Open	Jan 18	Teacher Workshop – Half Day for Students*
Aug 31	No School – Vacation Day	Jan 21	No School – Martin Luther King, Jr. Day
Sep 03	No School – Labor Day	Feb 15	Early Dismissal – Half Day*
Oct 05	No School – Professional Development Day	Feb 18-22	No School – February Recess
Oct 8	No School – Columbus Day	Mar 08	Teacher Workshop – Half Day for Students*
Nov 6	No School – Professional Development Day	Apr 12	Early Dismissal – Half Day*
Nov 12	No School – Observance of Veterans Day	Apr 15-19	No School – April Recess
Nov 21	Early Dismissal – Half Day*	May 02	Teacher Workshop – Half Day for Students*
Nov 22-23	No School – Thanksgiving Recess	May 24	Early Dismissal – Half Day*
Dec 06	Teacher Workshop – Half Day for Students*	May 27	No School – Memorial Day
Dec 21	Early Dismissal – Half Day*	Jun 7 th	TMHS Graduation
Dec 24-Jan 01	No School – December Recess	Jun 20	Last Day of School – Half Day**

**(Includes 5 Snow/Emergency Days)

*** We will follow an early-release day schedule on:**

**November 21st, December 6th, December 21st, January 18th, February 15th
March 8th, April 12th, May 2nd, May 24th, and June 20th**

NO 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.

PreK-8 Extended Day Program: Delay School Schedule – There will be NO MORNING Extended Day on days when schools are operating on a delayed schedule. **PreK-8 Extended Day Program: No School Schedule** – Extended Day will be cancelled on those days when school is not in session.

All programs, activities, and employment opportunities of the Tewksbury Public Schools are offered without regard to race, creed, color, age, sex, gender identity, national origin, sexual orientation, or disability.

SCHOOL HOURS

High School	7:30 am – 1:49 pm
Middle School	7:35 am – 1:55 pm
Ryan School	8:15 am – 2:27 pm
Elementary Schools	8:45 am – 3:10 pm

EARLY RELEASE HOURS

High School	7:30 am – 10:24 am
Middle School	7:35 am – 10:24 am
Ryan School	8:15 am – 11:10 am
Elementary Schools	8:45 am – 12:10 pm

OPEN HOUSE SCHEDULE

ELEMENTARY

Preschool – Grade 2
September 6

ELEMENTARY

Grades 3 & 4
September 13

RYAN SCHOOL

September 4, Gr. 5
September 5, Gr. 6

MIDDLE SCHOOL

September 20, Gr. 7
October 4, Gr. 8

HIGH SCHOOL

September 27

PARENT/TEACHER CONFERENCES

ELEMENTARY

Preschool – Grade 2
November 27
April 23

ELEMENTARY

Grades 3 & 4
November 28
April 24

RYAN SCHOOL

November 20
March 26

MIDDLE SCHOOL

November 8
March 14

HIGH SCHOOL

November 29
March 28

Parents are urged to make appointments for school visits to discuss their child's progress with teachers, guidance counselors, or principals.

WEB SITE ADDRESS: <http://www.tewksbury.k12.ma.us>
FOLLOW US ON TWITTER @tpsdistrict

CHAIN OF COMMUNICATION

WHOM DO I CALL WITH A QUESTION OR SUGGESTION?

The Tewksbury Public School District has developed communication protocols to promote direct, open and respectful interactions so that problems and concerns can be worked out quickly and efficiently. The communication protocol starts with the staff member closest to the situation, as that person will usually have the most information. Appropriate communication channels for a variety of topics are listed below. Please refer to individual school and department websites for contact information. Start at Step 1 if not resolved move to next Step.

Classroom Issues Involving an Individual Child

Classroom procedures, grades, schedule, behavior, social emotional needs, etc. - OR -

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

For Preschool:

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

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

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

STEP 4 – Superintendent of Schools

For Grades K-4:

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

STEP 1b – If appropriate – School

Psychologist/School Adjustment Counselor; if not resolved...

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

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

STEP 4 – Superintendent of Schools

For Grades 5-6:

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

STEP 1b – If appropriate – Team Leader, School Psychologist; if not resolved...

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

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

STEP 4 – Superintendent of Schools

For Grades 7-12:

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

STEP 1b – If appropriate – Department Head, Team Leader, School Psychologist or Guidance Counselor; if not resolved...

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

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

STEP 4 – Superintendent of Schools

504 Plans

For Grades PreK-8:

STEP 1 – Classroom Teacher; if not resolved...

STEP 2 – Designated Building 504 Coordinator; if not resolved...

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

STEP 4 – District 504 Coordinator/Assistant Superintendent; if not resolved...

STEP 5 – Superintendent of Schools

For Grades 9-12:

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

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

STEP 3 – Assistant Principal (Student Last Name A-K); Assistant Principal (Student Last Name L-Z); if not resolved...

STEP 4 – Principal; if not resolved...

STEP 5 – District 504 Coordinator/Assistant Superintendent; if not resolved...

STEP 6 – Superintendent of Schools

Special Education

Classroom procedures, grades, schedule, behavior, social emotional needs, etc.

Preschool:

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

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

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

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

STEP 5 – Superintendent of Schools

For Grades K-4:

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

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

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

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

STEP 5 – Superintendent of Schools

For Grades 5-6:

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

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

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

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

STEP 5 – Superintendent of Schools

For Grades 7-8:

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

STEP 2 – Case Manager; if not resolved...

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

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

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

STEP 6 – Superintendent of Schools

For Grades 9-12:

STEP 1 – Special Education teacher; if not resolved...

STEP 2 – High School Special Education Liaison; if not resolved...

STEP 3 – Case Manager; if not resolved...

STEP 4 – Assistant Principal (Student Last Name A-K), Assistant Principal (Student Last Name L-Z); if not resolved...

STEP 5 – Principal; if not resolved...

STEP 6 – Assistant Director/Director of Student Services; if not resolved...

STEP 7 – Assistant Superintendent; if not resolved...

STEP 8 – Superintendent of Schools

Medical Concerns

For Grades PreK-8:

STEP 1 – School Nurse; if not resolved...

STEP 2 – Nurse Leader; if not resolved...

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

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

STEP 5 – Superintendent of Schools

For Grades 9-12:

STEP 1 – School Nurse; if not resolved...

STEP 2 – Nurse Leader; if not resolved...

STEP 3 – Assistant Principal (Student Last Name A-K), Assistant Principal (Student Last Name L-Z); if not resolved...

STEP 4 – Principal; if not resolved...

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

STEP 6 – Superintendent of Schools

Guidance Department

Classroom, college, career, course needs, social emotional needs, school counseling needs, etc.

For Grades 7-8:

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

STEP 2 – Assistant Principal; if not resolved...

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

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

STEP 5 – Superintendent of Schools

For Grades 9-12:

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

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

STEP 3 – Assistant Principal (Student Last Name A-K), Assistant Principal (Student Last Name L-Z); if not resolved...

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

STEP 5 – Superintendent of Schools

Transportation

Bus Safety, Pick Up, Drop Off Questions, and Bus Incidents.

For Grades PreK-8:

STEP 1 – Building Administrator; if not resolved...

STEP 2 – Transportation: Finance & Operations Manager; if not resolved...

STEP 3 – Business Manager; if not resolved...

STEP 4 – Superintendent of Schools

For Grades 9-12:

STEP 1 – Assistant Principal (Student Last Name A-K), Assistant Principal (Student Last Name L-Z); if not resolved...

STEP 2 – Principal; if not resolved...

STEP 3 – Transportation: Finance & Operations Manager; if not resolved...

STEP 4 – Business Manager; if not resolved...

STEP 5 – Superintendent of Schools

Athletics Issues of any nature during athletics... For Grades 9-12: STEP 1 – Coach; if not resolved... STEP 2 – Athletic Director, if not resolved... STEP 3 – Assistant Principal (Student Last Name A-K), Assistant Principal (Student Last Name L-Z); if not resolved... STEP 4 – Principal; if not resolved... STEP 5 – Assistant Superintendent; if not resolved... STEP 6 – Superintendent of Schools	Community Services Before & After School/Vacation Programs/Summer Extended Day Programs/Adult Ed/ Enrichment/REC Activities/Heath Brook Preschool STEP 1 – Site Director; if not resolved... STEP 2 – Community Services Director; if not resolved... STEP 3 – Assistant Superintendent; if not resolved... STEP 4 – Superintendent of Schools Extended Day For Grades K-8: STEP 1 – Site Coordinator; if not resolved... STEP 2 – Community Services Director; if not resolved... STEP 3 – Assistant Superintendent; if not resolved... STEP 4 – Superintendent of Schools Online Payment System (Community Pass) STEP 1 – Community Services Director; if not resolved... STEP 2 – Business Manager; if not resolved... STEP 3 – Superintendent of Schools	Food Service STEP 1 – School-based Food Service Manager or Site Manager; if not resolved... STEP 2 – Director of Food Services; if not resolved... STEP 3 – Business Manager; if not resolved... STEP 4 – Superintendent of Schools Online Lunch Payment (PayPams) STEP 1 – Director of Food Services; if not resolved... STEP 2 – Business Manager; if not resolved... STEP 3 – Superintendent of Schools
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DISTRICT CONTACTS

CENTRAL OFFICE PHONE 978-640-7800

Superintendent of Schools – Christopher J. Malone, C.A.G.S.
Assistant Superintendent – Brenda Theriault-Regan, C.A.G.S.
Business Manager – TBD
Director of Student Services – Richard T. Pelletier, C.A.G.S.
Assistant Director of Student Services – Alexis J. Bosworth, C.A.G.S.
Director of STEM – Jason R. Stamp, M.Ed.

Community Services & Community Coordinator

Community Services & Extended Day – Interim Director

Food Services

Director of Food Services – DebraLee Mugford

Human Resources

Human Resources Administrator – Michele Rivera

Information Technology (IT) Services

Network Administrator – Keith Young

Transportation

Finance & Operations Manager – David A. Libby

Nurse Leader

Elaine Walsh 978-640-7865

Principals/Building Administrators (Grades PreK-8)

John W. Wynn Middle School – John S. Weir, Principal 978-640-7846
Andrew J. Long, Assistant Principal 978-640-7846
John F. Ryan Elementary School – Judi K. McInnes, Principal 978-640-7880
William J. Hart, Assistant Principal 978-640-7880
Heath Brook School – Felicia J. Wettstone, C.A.G.S., Principal 978-640-7865
Loella F. Dewing School – M. Terry Gerrish, Principal 978-640-7858
TBD, Assistant Principal 978-640-7858
Louise Davy Trahan School – TBD, Principal 978-640-7870
North Street School – Karen R. Cronin, Principal 978-640-7875

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

Tewksbury Memorial High School – Kristen S. Vogel, M.A.T., Principal
Eileen Taylor Osborne, Ed.D., Assistant Principal - (Student Last Name A-K)
Sean E. O'Leary, Assistant Principal - (Student Last Name L-Z)

Department Heads:

Guidance – Karen Baker O'Brien

English – Lynne Hardacre

Mathematics, Art, Business, Computer Programming – Shelli-An Ryan

Science, Technology, Family & Consumer Science, Music – Susan Barnett

Social Studies – Brian Aylward

Athletics & Facilities Coordinator

Athletic Director – Ronald Drouin

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.

REVISED:

New Business

Tewksbury Memorial High School

To: Christopher Malone, Superintendent

From: Kristen S. Vogel, Principal
Sean O'Leary, Assistant Principal
Eileen Osborne, Assistant Principal

Re: Student Handbook Changes 2018-2019

The following are proposed changes to the TMHS Student Handbook for the 2018-2019 school year:

School Wide Rubrics (p. 11)

Remove Social Expectations

NEASC Follow-up Committee is in the process of revising the rubric based on NEASC feedback. This is ongoing and will be brought to the School Committee when completed and voted upon by staff.

Student Activities (p. 17)

Add the following language concerning club/activity fees:

In order to participate in Clubs/Co-Curricular Activities a student must pay a user fee of \$50 per club with a student cap of \$100 per year.

All clubs listed will pay the user fee with the exception of the following:

National Honor Society, Principal's Advisory, Class Councils

The following are no longer after school activities or fall under athletics as other activities:

Jazz Band; Marching Band; Color Guard

The following clubs have been combined into another existing club or course.

Red Cross Club; ECHO; Model United Nations; Chorus; Concert Band

Add the following activities under Athletics

Color Guard; Winter Guard, Marching Band

School Functions/Dances (p. 18)

Rename to School Functions/Dances/Extracurriculars

Revise second sentence as follows to clarify the attendance policy:

To be eligible to attend school sponsored events (ie., prom, dances, athletic events, club/activity events, etc.) a student must attend three full classes on the day of the event.

Homework (p. 19)

The newly created homework purpose statement was added:

Homework at TMHS is an opportunity to reinforce student learning and understanding while also fostering independent thinking, responsibility and accountability. Assignments will be a reflective practice whereby the goal is to promote lifelong learning and independence. When completing homework, students are accountable for mastery of content to enhance the day's learning activities in order to develop their academic self-discipline and creativity thereby allowing them to become 21st century citizens.

The make-up procedure was updated to reflect technology that is employed (i.e., ASPEN, Google Classroom).

Grade Conversion Table (p. 21)

The definitions of Incomplete ("I") and Medical ("M") were added

Attendance Policy (p. 24)

Clarification on making up work was added

Tardiness, Dismissals, and Health Room Visits(p. 26)

The tardy policy was clarified as follows:

- *Habitual tardiness will be subject to disciplinary action which may include but is not limited to: forfeiture of parking pass, suspension from extracurricular activities, clubs and athletics, and possible detentions and suspension*

The following language was added:

- *Tardies within the school day will be subject to classroom consequences at the discretion of the classroom teacher.*
- *If a student is not present for three full blocks he/she will not get credit for being present for the day and will not be able to participate in extra-curricular and/or after school events (including sporting events, clubs, activities, dances, proms, etc.).*

The following language was deleted:

- *For every five (5) times a student misses less than twenty (20) minutes of class, the classroom teacher will record one absence. This "absence" will be included in the total number of absences subject to the Attendance Policy requirements.*

The changes noted above were implemented at the suggestion of the Attendance Policy Review Committee.

Course Change Policy (p. 29)

The following language to the Course Change Policy was added during the 2017-1018 school year: Second-semester elective courses may be changed within the first five days of the second semester as long as there is space available in the new course and it meets during the same block.

Health Services (p. 30)

Information pertaining to SBIRT was added.

Parking (p. 35)

The following was added:

School officials, with reasonable grounds to do so, may search any vehicle parked on school property, including any and all compartments or objects contained in the vehicle, to insure that contraband or illegal objects or substances are not on school property at any time. All school rules and conditions of the handbook extend to the entire campus including the parking areas.

School Store (p. 37)

This section was deleted due to the ability to make purchases online.

Behavioral Expectations (p. 41)

Added the option of Diversion for certain tobacco, drug, and alcohol infractions (BARP, Google Classroom).

Tobacco Use Suspected or Actual Use (p. 43)

Keep first paragraph on this page. Removed all the language under this section that is not consistent with our school behavioral expectations.

Drug/Alcohol Policy (p. 44)

Added information related to The Billerica Adolescent Recovery Program (BARP) for first-time offenders.

Miscellaneous

Several minor changes and updates were made. Dates, school calendar, available technology, hyperlinks, etc were updated; various typos/omissions from the previous edition were corrected; and certain descriptions of various policies were clarified.

Tewksbury Memorial High School

Student Handbook

2018 - 2019



320 Pleasant Street Tewksbury, MA 01876

Phone (978) 640-7825 Main Office

Phone (978) 640-7838 Guidance

Website www.tewksbury.k12.ma.us

Kristen S. Vogel
Eileen T. Osborne
Sean E. O'Leary

Principal
Assistant Principal
Assistant Principal

**TEWKSBURY MEMORIAL HIGH SCHOOL
MISSION STATEMENT**

Tewksbury Memorial High School provides students with an experience that promotes academic excellence, intellectual curiosity, respect for others, and self-confidence. We foster the development of communication and problem-solving skills necessary to become successful, contributing members of society.

This handbook is periodically reviewed by the Principal, Assistant Principals, Faculty, and the TMHS School Council to insure that policies and procedures relate to the normal governance of Tewksbury Memorial High School and any school sponsored events.

Student and Parent/Guardian Signature Page

Dear Student and Parent/Guardian:

Please carefully read and discuss the contents of this student handbook.

Please read the following contract and check yes on Community Pass by Friday, September 7, 2018.

Thank you for your cooperation.

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Letter from the Principal

September 2018

To Students/Parents/Guardians:

We at Tewksbury Memorial High School are committed to providing the best educational experience for our students. This can only be achieved through the collective effort of all members of our learning community, which includes students, parents/guardians, faculty, staff, and administration.

The 2018-2019 Student Handbook is an integral tool in assisting with our commitment to student success. The student handbook (contained within) includes policies and regulations, pertinent information, school calendar and the signature page.

It is expected that every student and parent/guardian carefully read the contents of the student handbook.

I welcome all students to TMHS and to our new school year. This student handbook is a guide that should help every student enjoy and attain a productive and rewarding school year.

Sincerely,

Kristen S. Vogel

Kristen S. Vogel, M.A.T.
Principal

2018 - 2019 School Calendar

August	29	All Schools Open
August	31	No School - Vacation Day
September	03	No School - Labor Day
September	27	Open House 6 - 8 PM
October	01	Midterm
October	04	Half Day - Teacher In-service
October	08	No School - Columbus Day
October	10	Progress Reports Posted on Aspen
November	02	Grades Close
November	06	No School - Professional Development Day
November	12	No School - Veterans Day
November	16	Report Cards Issued
November	21	Early Dismissal - Half Day
November	22-23	No School - Thanksgiving Recess
November	29	Parent/Teacher Conferences 6 - 8 PM
December	06	Half Day - Teacher In-service
December	07	Midterm
December	15	Progress Reports Posted on Aspen
December	21	Early Dismissal - Half Day
December	24-31	No School - December Recess
January	01	No School - New Year's Day
January	02	Schools Reopen
January	21	No School - Martin Luther King Jr. Day
January	18	Grades Close
January	31	Half Day - Teacher In-service
February	02	Report Cards Issued
February	15	Early Dismissal - Half Day
February	18-22	No School - February Recess
March	01	Midterm
March	05	No School - Professional Development Day
March	08	Progress Reports Posted on Aspen
March	28	Parent/Teacher Conferences 6 - 8 PM
April	03	Grades Close
April	12	Report Cards Issued
April	12	Early Dismissal - Half Day
April	15-19	No School - April Recess
May	02	Half Day - Teacher In-service
May	10	Midterm (<i>Seniors: May 03</i>)
May	20	Progress Reports Posted on Aspen
May	24	Early Dismissal - Half Day
May	27	No School - Memorial Day
June	07	Graduation
June	13-20	Tentative Final Exams (Half Days)
June	20	Tentative Last Day of School - Early Release
June	30	Report Cards Mailed

* THESE DATES ARE SUBJECT TO CHANGE

Regular Daily Schedule

		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
7:30 AM	8:38 AM	A	F	D	B	G	E	C
8:42 AM	9:50 AM	B	G	E	C	A	F	D
9:54 AM	11:02 AM	C	A	F	D	B	G	E
11:06 AM	12:37 PM	D	B	G	E	C	A	F
12:41 PM	1:49 PM	E	C	A	F	D	B	G
Lunch 1		11:06 AM - 11:27 AM						
Lunch 2		11:41 AM - 12:01 PM						
Lunch 3		12:17 PM - 12:37 PM						

Half Day Schedule

		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
7:30 AM	8:03 AM	A	F	D	B	G	E	C
8:07 AM	8:38 AM	B	G	E	C	A	F	D
8:42 AM	9:13 AM	C	A	F	D	B	G	E
9:17 AM	9:48 AM	D	B	G	E	C	A	F
9:53 AM	10:24 AM	E	C	A	F	D	B	G

2 Hour Delay Schedule

		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
9:30 AM	10:14 AM	A	F	D	B	G	E	C
10:18 AM	11:02 AM	B	G	E	C	A	F	D
11:06 AM	12:13 AM	C	A	F	D	B	G	E
12:17 PM	1:01 PM	D	B	G	E	C	A	F
1:05 PM	1:49 PM	E	C	A	F	D	B	G
Lunch 1		11:06 AM - 11:26 PM						
Lunch 2		11:29 AM - 11:49 PM						
Lunch 3		11:53 AM - 12:13 PM						

Tewksbury Memorial High School Mission Statement

Tewksbury Memorial High School provides students with an experience that promotes academic excellence, intellectual curiosity, respect for others, and self-confidence. We foster the development of communication and problem-solving skills necessary to become successful, contributing members of society.

Expectations for Student Learning

We RISE at TMHS!

RESPECT

For self, others, property, and the community

INTEGRITY

By being honest, ethical, and responsible

SKILLS

Necessary to pursue their goals in and out of the classroom

ENGAGEMENT

In academic and co-curricular activities

TMHS Students will:

Communicate effectively

by gathering information and presenting ideas in a clear,
articulate manner

Solve complex problems

using a variety of higher order thinking skills

Work independently and collaboratively

as an engaged learner

Respect the rights of others

School-Wide Rubric

Academic Expectations

1. Communicate effectively - Obtain information and present ideas in a clear, articulate manner.

Listening Actively: Student follows directions; identifies main ideas and supporting arguments; distinguishes between fact and opinion; draws supportable conclusions; and recognizes the viewpoints of others.

4 - Student consistently listens actively and attentively, follows multi-step directions, and recognizes the viewpoint of others.

3 - Student usually listens actively and attentively, follows multi-step directions, and recognizes the viewpoint of others.

2 - Student inconsistently listens actively and attentively, follows multi-step directions, and recognizes the viewpoint of others.

1 - Student rarely listens actively and attentively, follows multi-step directions, and recognizes the viewpoint of others.

0 - No evidence.

Reading: Student is able to actively and critically read varied materials with both literal and inferential comprehension for a variety of purposes.

4 - Reader consistently and effectively demonstrates insightful understanding of the central and supporting ideas being conveyed in the written work; cites from the text and includes relevant support from other sources.

3 - Reader effectively conveys the literal meaning of the text and adequately states the implied meaning; supports with evidence from both the text and other relevant sources.

2 - Reader marginally relates the literal meaning of the text and states the implied meaning; supports with some evidence from the text.

1 - Reader rarely shows understanding of the ideas in the work; provides little or inappropriate supporting evidence.

0 - No evidence.

Speaking: Student presents/delivers information that reflects a sense of audience and uses relevant visual enhancements.

4 - Speaker establishes an exemplary rapport with the audience by speaking clearly and expressively with varied volume and pace and clear enunciation. Student uses continual eye contact, good posture, natural gestures, effective movements, appropriate dress and audio/visual materials to enhance the presentation.

3 - Speaker establishes an effective rapport with the audience by speaking clearly with varied volume and pace. Student uses frequent eye contact, appropriate posture, natural gestures, effective movements, appropriate dress and audio/visual materials to enhance the presentation.

2 - Speaker establishes adequate rapport with the audience by speaking clearly and has occasional eye contact. Posture, gestures, dress and/or movements occasionally detract from the presentation. Speaker integrates audio and or visual materials in an adequate fashion.

1 - Speaker establishes minimal rapport with the audience.

0 - No evidence.

Writing: Student organizes, develops and connects ideas; generally follows grammatical and mechanical rules; student's knowledge or structure includes: a thesis, paragraph development, transitions, and a conclusion.

4 - Writer clearly conveys thesis; shows mastery of organization and diction; develops ideas with supporting details.

3 - Writer conveys thesis with supporting details; effectively organizes ideas, applies coherent sentence structure and grammar.

2 - Writer marginally conveys thesis; includes simple content and limited development of ideas; uses appropriate sentence structure and grammar.

1 - Writer's thesis is unclear; ideas are not organized or developed; content is ineffective; sentence structure and grammar are sub-standard.

0 - No evidence.

Technology: Student uses computer technology where appropriate.

4 - Student independently uses appropriate technology to locate, retrieve, and store information. Student effectively uses and operates four types of software, including word processing, spreadsheets, databases and presentation software, to create and communicate written, visual, oral, and/or multimedia presentations.

3 - Student needs minimal assistance to use appropriate technology to locate, retrieve, and store information. Student effectively uses and operates three types of software, including word

processing, spreadsheets, databases and presentation software, to create and communicate written, visual, oral, and/or multimedia presentations.

2 - Student needs moderate assistance to use appropriate technology to locate, retrieve, and store information. Student effectively uses and operates two types of software, including word processing, spreadsheets, databases and presentation software, to create and communicate written, visual, oral, and/or multimedia presentations.

1 - Student needs considerable assistance to use appropriate technology to locate, retrieve, and store information. Student cannot effectively use multiple software programs. Student has difficulty using technology to communicate.

0 - No evidence.

2. Solve complex problems - Student assesses and solves multi-step as well as multi-faceted problems, using appropriate problem solving methods and higher order thinking skills. Student is able to effectively identify, evaluate, and solve problems employing a variety of methods/processes.

4 - Student consistently defines a problem and related issues/variables; synthesizes and refines information from a variety of sources/methods; evaluates alternative conclusions/solutions using well organized evidence; identifies strengths and weaknesses of the processes utilized and what might have been done differently to improve the process for the next time.

3 - Student usually identifies and describes the problem and many of the relevant issues/variables; gathers and organizes information from various sources/methods in support of a conclusion/ solution; identifies steps to improve the process; evaluates alternate conclusion/solutions.

2 - Student sometimes identifies and describes the problem and some of the relevant issues/variables; gathers information from an adequate amount of sources/methods; selects and organizes information in support of a conclusion/solution; evaluates the employed process plus suggests one or two alternate solutions.

1 - Student seldom or rarely identifies the problem or related issues/variables; needs relevant information from a greater variety of sources/methods; information needs to be better organized and presented in support of the conclusion/solution; does not clearly identify the process used to address this problem.

0 - No evidence.

3. Working with others toward a common goal - Student accepts personal responsibility and works independently in a group setting. Student displays effective interpersonal skills; effectively performs a variety of roles within a group; acknowledges divergent views while cooperating to reach a common goal; and demonstrates and evaluates his/her contributions to the group.

4 - Student consistently displays interpersonal skills and acknowledges divergent views while cooperating to reach a common goal.

3 - Student generally displays interpersonal skills and acknowledges divergent views while cooperating to reach a common goal.

2 - Student occasionally displays interpersonal skills and acknowledges divergent views while cooperating to reach a common goal.

1 - Student rarely displays interpersonal skills and acknowledges divergent views while cooperating to reach a common goal.

0 - No evidence.

1. Respects the rights of others - Student shows respect for others and exercises life skills to become contributing members of society. Student respects the rights of others and follows the rules of the school, community and society.

4 - Student consistently follows the rules of the school and respects the rights of others. The student consistently adheres to individual classroom policies.

3 - Student often follows the rules of the school and respects the rights of others. The student often adheres to individual classroom policies.

2 - Student sometimes follows the rules of the school and respects the rights of others. The student sometimes adheres to individual classroom policies.

1 - Student rarely follows the rules of the school and respects the rights of others. The student rarely adheres to individual classroom policies.

0 - No evidence.

GENERAL NOTIFICATION: FAILURE TO COMPLY WITH ANY OF THE HANDBOOK REGULATIONS AS WELL AS WITH OTHER ACCEPTABLE BEHAVIOR NOT LISTED HEREIN MAY RESULT IN DISCIPLINARY CONSEQUENCES.

Students' Rights and Responsibilities

Our students are active learners in meeting our school's goals. The following outlines the expectations our students should have of their school and its staff. It also lists the responsibilities that our students should have toward their school, its staff, and their community as included in the Tewksbury Public School Policy JI 5131.

Rights

The best possible educational opportunities

A staff which is sensitive and responsive to their individual needs

Fair and just treatment from other students and staff

A safe, clean, non-threatening environment

The right to hear only appropriate language

Responsibilities

Sustained effort to complete assigned lessons, including assignments missed because of absence, and asking for help from teacher when something is not understood

Regular and punctual attendance, and remaining on school grounds during the entire school day

Respect for themselves, the rights of others, the staff and school property

Behavior which will be a credit to themselves, their family, their school, and community, i.e. conformation to school rules at all times, during all school related activities

Honesty, courtesy, appropriate language and appropriate dress

Parent-School Partnership

Parents/guardians are extremely important in the educational process, especially at the high school level. Working with your student and the school will help to ensure the best possible educational experience for him/her. Being supportive, providing a quiet place to study, checking the work of the student, and communicating with teachers are ways in which a parent can aid in his/her child's success. Sharing information enables us to better meet the needs of the student.

During the school year there are several scheduled occasions for parent/guardian and teacher interaction (see school calendar). The first is an open house, 6:00-8:00 PM, which provides parents/guardians the experience of following their sons' and daughters' schedules while each

teacher explains the course outcomes and requirements along with specific classroom expectations. The remaining meetings are designated for parent/guardian and teacher conferences to allow the parent/guardian the opportunity to confer with faculty members and administrators concerning all aspects of the school's programs and the student's progress. Conference evenings are scheduled from 6:00 - 8:00 PM. Parents will be able to make appointments via online sign-up system.

Parents may request a conference at any time by contacting the school guidance office at (978) 640-7838.

Parents are encouraged to join such groups as the Parent Advisory Council and the School Council to help with support and direction. In addition, Administrative Chats are scheduled monthly to allow opportunities for discussions with the TMHS administrative team. We welcome your involvement.

Please see the [School Calendar](#) on Page 8 for specific information on dates for Open House and Parent Conferences.

Student Activities Information

Students are encouraged to participate in the extracurricular activities offered by TMHS. All students participating in athletics or in a club/activities must register at Community Pass.

In order to participate in athletics a student must pay a user fee of \$150 per season. The family cap per year for athletics is \$600. User fees can be paid using Community Pass.

(<https://register.communitypass.net/reg/index.cfm>)

In order to participate in Clubs/Co-Curricular Activities a student must pay a user fee of \$50 per club with a student cap of \$100 per year. User fees can be paid using Community Pass.

(<https://register.communitypass.net/reg/index.cfm>)

The following is a list of the opportunities available:

Clubs/Co-Curricular Activities

Academic Decathlon Team
Adaptive Ski Team
Best Buddies
Chemistry Club
Dance Team
DECA
Drama Club
GSA
Interact Club
International Club
Junior Classical League

Mock Trial Club
Mathematics Team
Peer Leaders Group
Peer Mediation
Reading Buddies Club
Robotics Club
SADD
Science Bowl Team
Student Council
Student Newspaper
Yearbook

Athletics

Baseball
Basketball - Boys
Basketball - Girls
Cheerleading - Fall
Cheerleading - Winter
Cross Country - Boys
Cross Country - Girls
Field Hockey
Football
Golf
Gymnastics
Ice Hockey - Boys
Ice Hockey - Girls

Indoor Track & Field - Boys
Indoor Track & Field - Girls
Lacrosse - Boys
Lacrosse - Girls
Soccer - Boys
Soccer - Girls
Softball
Spring Track - Boys
Spring Track - Girls
Swimming and Diving - Boys and Girls
Tennis - Boys and Girls
Volleyball
Wrestling

Other Activities

Color Guard
Winter Guard

Marching Band
Concert Band

Eligibility Requirements

Eligibility is determined at the end of each quarter. Students must pass the equivalent of four (4) major classes in any content area (see Elective Clusters in the [Program of Studies](#) for courses that may be taken consecutively during an academic year to be considered equivalent to a full year course) to be considered eligible to participate in sports and other extra-curricular activities. Students found ineligible will be given written notification at the end of each quarter and the end of the year. See [MIAA Rule 58 page 57-58 of the MIAA Handbook](#).

School Functions/Dances/Extracurricular Activities

Only current TMHS students are allowed at school functions including dances with the exception of the prom where a non-TMHS student must be accompanied by a TMHS student. To be eligible to attend school sponsored events (ie., prom, dances, athletic events, club/activity events, etc.) a student must attend **three full classes** on the day of the event. Students may not attend any school functions during the period of their suspension from school.

Class Dues

There is a fee assessed each year to each student for class dues. This money is used to assist in defraying the cost of class-sponsored activities, prom, senior week activities, etc.

Academic Information

Academic Honesty

Academic honesty is expected of all students. Cheating in any form, including plagiarism, is a violation of this expectation.

Tewksbury Memorial High School has a no-tolerance policy regarding plagiarism. The act of plagiarism/cheating is defined as, but not limited to:

1. The use of another person's work to represent one's own work or efforts.
2. Any effort to take an "unfair advantage" over other students is cheating, i.e. using cheat sheets, copying from another student's work, giving or receiving specific test or assignment information to or from another student.
3. A person who provides information to another to assist the other person is also guilty of cheating.
4. Attempts to copy or retrieve exam documentation through written or digital form.

5. The use, whether by paraphrase or direct quotation, of the work of another person without full and clear acknowledgement.

If academic plagiarism should occur, the teacher will inform the student, parent and administration of the incident and the student(s) will additionally receive a grade of zero for the test or assignment. If repeat offenses should occur, further more stringent action will be taken by administration with regard to the student(s) involved.

Homework

Homework at TMHS is an opportunity to reinforce student learning and understanding while also fostering independent thinking, responsibility and accountability. Assignments will be a reflective practice whereby the goal is to promote lifelong learning and independence. When completing homework, students are accountable for mastery of content to enhance the day's learning activities in order to develop their academic self-discipline and creativity thereby allowing them to become 21st century citizens.

Each course has a form of homework with different expectations depending on level; i.e. AP, Honors, and CP have decreasing expectations for time to be spent on assignments. Completed homework means the teacher has determined the student has made a creditable attempt at the homework assignment. The school-wide grading policy states that 80% of a term's grade is comprised of tests, quizzes and other objective measurements and up to 20% is comprised of homework and class participation.

In the event of a student's absence, it is recommended that daily assignments be obtained from teachers, Aspen, Google Classroom. The student's guidance counselor is available to assist students/parents in obtaining work missed during a prolonged absence. Arrangements should be made for picking up the assignments and for returning the completed materials between the hours of 7:30 AM-1:49 PM.

Extra Help

- Students are encouraged to seek extra help from teachers if they do not understand an assignment, if they find the work difficult, if they have been legitimately absent as referenced in the attendance policy section of this document. A teacher will request that a student stay after school if it is apparent that he/ she is having difficulty with his/her work.
- Teachers set aside extra help time and parental conference time each week. Consult the teacher for his/ her schedule. Conferences with teachers should take place before or after school or at any prearranged, convenient time.
- NHS offers tutorial assistance to students after school. Appointments can be made in the Guidance Office or with the NHS Advisor.

Make-up Work

Students who are absent are allowed to make-up work missed. The student is responsible for work assigned prior to the day of absence and must present the homework the day he/she returns to school.

The student is entirely responsible for meeting with the teacher to schedule make-up for all work missed during absence. Tests/quizzes will be scheduled at the convenience of the teacher. All make-up work must be completed within a period equal to the number of days absent, plus one. Long-term projects/assignments with advanced notice of a week or more must be handed in on the due date. If a student is absent on that date arrangements must be made on or before the due date for delivery to the teacher.

Graduation Requirements

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 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

Retention

Retention Notification: A student shall be considered retained if he/she does not fulfill the minimum credit requirements at the end of an academic year to be promoted to the next grade. The parents(s) or guardian(s) of retained students will be notified of their child's academic standing by mail over the summer.

Grade Conversion Table

LETTER GRADE	NUMERICAL GRADE	UNWEIGHTED Quality Points	AP Quality Points	HONORS Quality Points	CP Quality Points
A+	97-100	4.0	5.0	4.5	4.0
A	93-96	4.0	5.0	4.5	4.0
A-	90-92	3.7	4.7	4.2	3.7
B+	87-89	3.5	4.5	4.0	3.5
B	83-86	3.3	4.3	3.8	3.3
B-	80-82	3.0	4.0	3.5	3.0
C+	77-79	2.7	3.7	3.2	2.7
C	73-76	2.4	3.4	2.9	2.4
C-	70-72	2.0	3.0	2.5	2.0
D+	67-69	1.7	2.7	2.2	1.7
D	63-66	1.4	2.4	1.9	1.4
D-	60-62	1.0	2.0	1.5	1.0
F	0-59	0.0	1.0	0.0	0.0

A grade of "I" on a report card denotes an incomplete in the course. A student has two weeks to complete any work to resolve the incomplete and receive a letter grade for the course. If the incomplete work is not turned in, the student's grade will reflect zeros for those assignments.

A grade of "M" denotes a medical. This is given with administrative approval.

Grade Point Average

Grade points are determined by multiplying the quality points obtained from the preceding scale by the number of credits for that particular course. Grade Point Average is obtained by dividing the total number of quality points by the total number of credits. Grade Point Average will be used in determining NHS eligibility and Graduation with Honors. GPA is calculated using final course grades.

Academic Recognition

Principal's List - This category would honor students who receive a grade of "A" in each course at the end of each marking term.

Honor Roll I - This category would honor students who receive no grade less than "B" for the marking term.

Honor Roll II - This category would honor students who have earned grades of "A's" and "B's" with no more than one "C+" and whose numerical average is at least 85 for the marking term.

Senior Final Examination Exemption - Seniors who have achieved an "A" (93% or above)

average in any course at the close of the semester are exempt from taking the final examination in that course. This exemption exists notwithstanding any Renaissance privilege.

Graduation with Honors

Academic excellence for graduates is recognized by awarding degrees summa cum laude (cumulative GPA of 4.01 or higher), magna cum laude (cumulative GPA of 3.81 to 4.0), and cum laude (cumulative GPA of 3.6 to 3.8).

National Honor Society

The objective of the NHS is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in students. The following is the criteria for membership in the National Honor Society.

- Candidates shall have spent at least one semester at TMHS and shall be members of the junior or senior class.
- Candidates must have achieved a cumulative GPA of 3.8 or higher and have 15 hours per year of documented community/school service during the 9th, 10th, and 11th grades. (A total of 45 documented community service hours may be submitted by a senior applicant.)
- Transfer students, who have previously been elected, retain membership at TMHS.
- Upon being elected to the NHS, the student must maintain the qualifying quality point averages or rank and maintain the ideals of the society or he/she may be declared ineligible. Once ineligible, one can no longer re-apply.

Renaissance Recognition Program

The goals of the Renaissance Program are to "enhance the academic environment at Tewksbury Memorial High School and to encourage honesty, respect, tolerance, effort, and community service." To reach these goals, the program has established a system of rewards for achievement and improvement. "Silver" and "Gold" cards will be issued per term to students who have satisfied established criteria. In addition "red and blue cards" will be awarded monthly for additional achievements.

Gold Card Criteria

Students must:

1. achieve an average of 91 or better;
2. maintain a record free of administrative discipline; and
3. have no more than a total of 4 combined absences and/or tardies to school.

Silver Card Criteria

Students must:

1. achieve an average of 87 or better
2. maintain a record free of administrative discipline; and
3. have no more than a total of 4 combined absences and/or tardies to school.

Exam Exemptions

Exam exemptions through the Renaissance Program are available to Gold Card recipients with a course average of **93% or better**. This privilege is valid for one course per student per year. The exemption only applies to end of course exams. Mid-terms and quarter course finals are not eligible. The exemption privilege must be redeemed during the semester in which the Gold Card was issued. Students must show their student identification cards with the appropriately dated gold sticker to obtain an exemption form from the Renaissance Advisor. Seniors with or without a Gold Card may exempt the exam for any course in which they have received a 93% average or above.

Red and Blue Cards

- Red and Blue cards are issued monthly, September through May.
- Staff members nominate students for effort, cooperation, improvement, determination, community service, or any reason that would merit recognition.

Academic Progress

- All students have access to their grades, assignments, and attendance records through the online **Aspen X2 Student Data Portal**.
- All students will receive a computer generated progress report at the midpoints of each of the marking terms.
- Progress reports will contain the total number of absences from the beginning of the semester (including dismissals and tardies of more than twenty minutes), current estimated grade, and may include comments.
- Parents with concerns should call the student's guidance counselor to arrange a conference.
- Parents/guardians may request additional progress reports at any time.
- The dates of issue for progress reports will be published in the System-wide Calendar.
- Altering the report is a violation of the academic honesty policy.

Report Cards

Report cards will be issued to the student at the end of each marking term. End-of-the-year report cards will be mailed home.

Recovery/Enrichment

Summer School

Any failing grade between 45 and 59 as well as any loss of credit due to excessive absences may be made up in summer school. A student must have prior approval of the guidance or principal's office before registering in a summer school program other than our Summer School Program at TMHS.

Students may take enrichment courses through our Summer School Program or at a local state college or community college if the courses meet for a minimum of 40 hours (summer school

program) or 30 hours (college level). Courses taken for enrichment will be listed on the student's transcript but may not be applied to graduation requirements.

TMHS Online

Students who have lost credit in a course due to failure have the option of making up the credits during the school year via our online program, Edgenuity. Students will be required to attend 15 3 hour sessions after school and complete the assigned coursework on Edgenuity. Students will be required to pay \$200.00 per course. Sessions will run in both the fall and spring.

Attendance Policy

Philosophy

The Tewksbury School Committee and the administration and faculty of Tewksbury High School recognize that successful academic achievement is virtually impossible without daily attendance in class. Students are encouraged to maintain the best attendance record possible. Parents and students should understand that the limits prescribed by the attendance policy in no way suggest an acceptable level of absenteeism. Absences, tardiness, and dismissals are expected only in the case of illness or legitimate family emergencies.

School Absences

A student may not exceed 20 absences in a full year course and 10 absences in a semester course. If a student passes the course, but loses credit for excessive absences, he/she will receive a grade of "N" on the report card, indicating No Credit due to poor attendance. If the student exceeds five (5) absences in a term, he/she receives an "N" for that term. A student can still receive a passing grade for the semester or year if he/she maintains a passing grade average and does not exceed his/her absences beyond the end of the course. If a student does exceed the number of absences for the rest of the course, then he/she will have an "N" on their transcript unless the student completes his/her work in summer school. If a student is not present for at least three full blocks, he/she will be considered absent for the day.

Classification of Absences

Exempt Absence: When a student is absent for medical reasons (doctor's note required), religious observance (parent call required), court appearance (court documentation required), funeral, college visits (juniors and seniors only-visits require counselor approval), or field trips, then that student is classified as "exempt." An exempt absence does not count toward the allotted (20/10) absences. Students should contact their teachers to make up any work missed while absent.

Excused Absence: For an absence to be classified as excused, a parent must call the child's school on the morning of the absence or the student must present a note from a parent upon his or her return to school. An excused absence counts toward the allotted (20/10) absences. Students should contact their teachers to make up any work missed while absent.

Unexcused Absence (Truant): When a student is absent from school and no phone call or note has been received from a parent verifying the absence, the student is classified as "unexcused/truant". An unexcused absence/truancy counts toward the allotted (20/10) absences. Students may not be eligible to make up work missed while truant.

Absence Notification

1. Unexcused Absence (Truant):

- a. Within 3 days, parents/guardians will be notified of the student's absence.
- b. Following the 5th unexcused absence, a letter will be generated from the Principal's office, or the Principal's designee, notifying the parent, in writing, of the student's absences, and requesting a meeting with the parent to discuss the student's attendance. The letter will direct the parent to contact the Principal's office, or the Principal's designee, within 5 school days to schedule a meeting. If the parent does not contact the Principal's office or the Principal's designee, within 5 school days, the Principal's office, or the Principal's designee, will call the parent for purposes of scheduling a meeting.
 - i. At the meeting, the Principal, Assistant Principal or other designee, the parent and the student must develop action steps to address the student's attendance. Other relevant school personnel and officials from public safety, health and human services, housing and nonprofit agencies, may offer input into the development of action steps.

2. Excused Absence and/or Unexcused Absence:

- a. Following the ninth (9th) nonexempt absence, a letter will be sent home to parents notifying them of their child's attendance.
- b. Following the tenth (10th) nonexempt absence for a semester course or twentieth (20th), nonexempt absence for a full year course, a letter will be sent home to parents notifying them their child may have lost credit in at least one course (high school only).
- c. Following the eighth (8th) nonexempt absence in one quarter, the Principal or designee may choose to file a Child Requiring Assistance (CRA) to support the student in attending school.

Loss of Credit Make-Up Opportunities

If students do not receive credit for the course due to excessive absences, they may retake the course in our Summer School program or retake the course the following year. See [Summer School/Enrichment](#) for information about Summer School eligibility.

School Cancellations

Schools will be closed only in the case of severe, inclement weather. Announcements relative to closing schools for inclement weather will be carried by television 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.

- When a school day is cancelled, the next school day is the same number as the one missed. The subsequent day is as scheduled. For example, if Day #1 is a snow day; the next school day is Day #1. The second day is #3. Day #2 is dropped.

Chronic or Recurring Illness

Any student who has a chronic or recurring illness and who will miss frequently because of this illness (physical, emotional, or mental illness) should procure from the doctor documentation of this illness and confirmation that the illness may necessitate frequent absence from class or school. This documentation should be filed with the nurse.

Tutoring Services

If a student is absent due to illness for more than 14 days of school, a tutoring application with its regulations should be secured from the Office of Student Services (640-7818).

College Visits/Tours

Only Juniors and Seniors, who have completed the permission form from Guidance **PRIOR** to the visit **and provide documentation** of said visit upon return to school, will receive the designation of school business for the absence.

Verification/Notification

- On the morning of a student's absence from school, a parent/guardian must notify the high school office at (978) 640-7825, ext. 1, by 8:00 AM.
- All school absences, tardiness, and dismissals require a note of explanation from a parent, guardian or appropriate authority. To be valid, all dismissal notes must be presented to the office by 7:30 AM on the day of the dismissal. After 7:30 AM parents are encouraged to call the school and forward written authorization via e-mail to attendance@teWKsbury.k12.ma.us.
- Students must report directly to the attendance office before school to present their absentee note to the attendance secretary.
- No student is permitted to participate in a school activity or visit the school grounds on a day of his/her absence without the express permission of an administrator.

Tardiness, Dismissals, and Health Room Visits

- Students are expected to be in all of their classes at the starting time. The first bell rings at 7:25 and students must be in their classrooms at or before 7:30 AM.

- If a student is tardy after 7:30, he/she must sign-in at the main office prior to going to class. If tardiness causes the student to miss one or more classes, a note from his/her parent or guardian stating the reason for tardiness is required. **Failure to report to the office after 7:30 to complete the proper sign-in procedure may result in suspension.**
- If a student misses more than 20 minutes of a class, it will be considered an absence from that class. This "absence" will be included in the total number of absences subject to the Attendance Policy requirements.
- All dismissal notes for appointments or pre-planned commitments must be submitted to the attendance office prior to the start of the school day for approval. Dismissal notes must be dated and signed by a parent or guardian. Notes must include a telephone number where the parent or guardian can be reached between 8:00-10:00 AM, the specific valid reason for dismissal and the student's name. After 7:30 AM parents are encouraged to call the school and forward written authorization via e-mail to attendance@tewksbury.k12.ma.us. The school reserves the right to verify appointments with a doctor's documentation. **Failure to report to the office before 7:30 to complete the proper sign-out procedure may result in suspension.**
- Tardies within the school day will be subject to classroom consequences at the discretion of the classroom teacher
- In the case of illness, a student should report to the nurse. Under no circumstances should the student leave the school assignment without authorization.
- Class tardiness of less than 20 minutes is subject to the use of teacher detentions.
- If a student is not present for three full blocks he/she will not get credit for being present for the day and will not be able to participate in extra-curricular and/or after school events (including sporting events, clubs, activities, dances, proms, etc.).
- Habitual tardiness will be subject to disciplinary action which may include but is not limited to: forfeiture of parking pass, suspension from extracurricular activities, clubs and athletics, and possible detentions and suspension.

Leaving Classes or the School Grounds

A student may request permission to leave the building and/or grounds from the principal or assistant principals. If such permission is not secured, the absence is counted as unauthorized and **will result in suspension**. Students may only be released to person(s) on their emergency contact list.

Family Trips

School Department Policy does not condone scheduling family trips while school is in session. Please be aware that any student, with parent/guardian permission, taking school days as vacation days must arrange for class/course assignments prior to these absences. All work will be due upon return to school. Note: These absences may not be considered school business or excused absences..

Field Trip Policy

Single Day Field Trips

- When a teacher plans a field trip of an educational nature, a parental field trip form must be completed prior to the student's being admitted on the field trip bus.
- Automobiles driven by students are not allowed for use on school-sponsored field trips.
- If the field trip returns prior to the beginning of any class period, the students as a group will report to the cafeteria and remain there under the field trip teacher's supervision until the start of the next period. At the start of the next period, all students will return to their classes.
- All field trips must return prior to 1:35 PM unless special permission is granted by the administration. In that case, the individual student must arrange transportation home.

Out of State and Overnight Trips During Scheduled School Days

- Students' absenteeism during the semester of the trip must be 6 days or less, three days prior to departure. Note: Twenty days is the maximum absence allowed before a student incurs a loss of credit due to absenteeism.
- Students must be in good academic standing with no grade less than 70 up to three days prior to departure.
- Students must submit an academic progress report prepared by his/her teachers to the trip advisor prior to departure.
- Students participating in any out of state or overnight trips must have written approval from all of their teachers.

Student Information

Guidance Services

To enable students to direct their education toward personal and career goals, to help them grow and mature so that they best utilize their educational opportunities, and to assist them in coping with stressful situations which otherwise would interfere with their education.

The guidance staff is committed to assisting each student in the following areas:

- Proper scheduling
- Fulfillment of graduation requirements
- Review and counsel academic progress
- Standardized testing support (Including MCAS)
- Liaison for student to faculty, administration, parent/guardian, and programs outside of TMHS
- Career exploration and choices
- Appropriate post secondary choices
- College application process
- Personal counseling
- Referral to outside agencies

Guidance Counselors (978) 640-7838

Ms. Karen Baker O'Brien

Ms. Kennan Daniel

Mr. David Harne

Ms. Tina Sheahan

Course Change Policy

Once school has begun, students may make changes to their schedule up to the posting of First Quarter Progress Reports (add/drop period) in October. This time frame enables students, teachers, and parents to make informed course and placement decisions. After this time, changes may only be made to **core courses** at the discretion of the Assistant Principal and Program Administrator, only if a class is either too difficult or too easy. Second-semester elective courses may be changed within the first five days of the second semester as long as there is space available in the new course and it meets during the same block. No changes to elective courses may be made after the add/drop period. The attached form must be completed to request changes after the add/drop period. Any student changing a level of a core course will receive a W on his/her transcript for the class from which they are changing. **Lateral moves will not be allowed.**

Making a Guidance Appointment

- Students are encouraged to make an appointment with their guidance counselor. This is done by filling out an appointment sheet in the Guidance Office.
- The guidance counselor will respond to the request as soon as possible. Students must show classroom teachers the appointment slip to be released from class.
- **Prior to meeting with the Guidance Counselor, a student must show the appointment slip to his/ her classroom teacher for signature approval in order to miss the assigned class.**

Health Services

1. ACCIDENT/ILLNESS Forms: 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.

2. 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 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 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.
- SBIRT: Screening, Brief Intervention, and Referral for Treatment
- A Parent /guardian may refuse any screening for their child in writing to the school nurse.

3. Physicals: State law in grades K, 4, 7, & 10 mandates school physicals. Physical exam forms were sent out in the spring. In addition, most Doctor's offices have a similar form of their own, which is acceptable. Please return all completed forms by **October 1st**.

4. Medication: State law Please call the school nurse in your child's school for medication order and parental permission forms. **NO Medication, prescription or over the counter** can be administered without these forms. All medication must be in a pharmacy labeled container or original manufacturer's container. Please contact the school nurse for any medication administration including prescribed, over the counter medications, inhalers etc. Forms are currently available from the school nurse and soon from the TPS website. Self - administration is not permitted for over the counter medications. **Inhalers require MD orders and written parent permission for self administration prior to review by the school nurse.**

5. 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.**

6. Concussion and Head Injuries: Head injuries/concussions must be reported to the school nurse, when reporting back to school. **Documentation from the health care provider must be provided to the school nurse that the student may return to school along with any restrictions in activity or academics that may be required. Please contact the school nurse prior to returning to school. Please visit www.tewksbury.k12.ma.us District Info Policy Manual to access TPS Policies regarding Concussion. Refer to File: JJIF ATHLETIC CONCUSSION POLICY and File: JJIF-R ATHLETIC CONCUSSION REGULATIONS.**

7. Services for Pregnant Students: A student may take a leave of absence relating to pregnancy and childbirth for any period of time deemed medically necessary by the student's physician. Following any such leave, the student will be reinstated to the status she held when the leave began.

School-age mothers will be encouraged to continue their education. The district does not require the student to obtain a physician's certificate that the student is able to remain in school. Pregnant students are permitted to remain in regular education classes and participate in extracurricular activities throughout their pregnancy. Exceptions will be made only when a physician expressly prohibits the student's participation.

Pregnant students will be permitted to continue in school in all instances. The district will provide reasonable accommodations for students with medical conditions relating to pregnancy to the extent such accommodations are provided to students with other temporary medical conditions. The student in cooperation with the school staff will develop an appropriate educational plan if it is agreed she should no longer attend school regularly.

Every effort will be made to see

- **that the educational program of the student is disrupted as little as possible;**
- **that health counseling services, as well as instruction are offered;**
- **that return to school after delivery is encouraged;**
- **that every opportunity to complete high school is provided.**

After giving birth, the student is permitted and encouraged to return to the same academic and extracurricular activities as before the pregnancy leave.

8. When to keep your student home:

1. 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.
2. 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.
3. 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.
4. 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 the student requires medication, or has any change in their medical condition. If you are not sure, check with your nurse.

Please call the school nurse at your child's school for any questions and for more information regarding these procedures.

Medications

- By law, all medication, prescription or over the counter, must have a written physician's order and written parental permission to be administered in the school setting. Tylenol and ibuprofen may be administered at the school nurse's discretion with established protocols developed by the consulting school physician when a parental permission form is on file in the health office. Please see the TPS website to download this form if you were unable to complete and return the form at the beginning of the school year.
- All other medication that may need to be taken during the school day, whether routine or as needed, must have a written physician's order as well as a completed parental permission form that can be downloaded from the school website or obtained at the health office. Every effort should be made to schedule medications outside the school day, such as daily meds and those given twice a day. If special circumstances prevail, please speak to the school nurse to establish a plan.
- Medication must be in a pharmacy labeled container or original manufacturer's container. Ask your pharmacist for a second prescription-labeled bottle if medication needs to be taken between home and school. Medication will not be given from any other type of container. Please notify the school nurse of any changes in medications or dosages.
- Medication must be taken in the nurse's office under the supervision of the school nurse. If special circumstances exist, please call the nurse to explain and to establish a plan for self-administration. Students with self-administration privileges must be capable of

keeping the medication to themselves during the school day. Sharing medication with other students is not permitted.

- By law, students are allowed to carry emergency medications, including respiratory inhalers, insulin, and epi-pens with prior knowledge of the nurse. Please be sure to have the necessary physician and parent signed forms on file in the health office.
- Please call the school nurse's office at (978) 640-7825, ext. 2132 or e-mail with any questions you may have or to make an appointment.
- Failure to adhere to the above policies and procedures may result in suspension.

Identification Cards

- Identification cards will be provided to each student free of charge at the beginning of the school year.
- A student's ID card must be carried at all times.
- The ID card will be utilized for signing in tardy, Renaissance privileges, special events, dances, school privileges and identification.
- Lost Identification Cards must be replaced and the student will be charged \$5.00.

Library Media Center

The Larrabee Library Media Center policies are as follows:

- Students may take any number of books needed, provided the student has no outstanding late book obligations. (There may be a limit of books per subject when the subject matter teacher assigns special projects.)
- Two weeks are allowed for borrowed books prior to any fines being levied.
- Book renewal is possible when the book is presented.
- Books, magazines, or pamphlets that are placed on reserve for a class may be borrowed overnight with the consent of the teacher.
- During regular school hours, students must have a pass signed by a teacher for a legitimate reason to use the library.
- Upon entering the library the student must present his/her pass to the librarian and record his/her name in the attendance log.
- No student may leave the library before the conclusion of a class period without his/her pass signed by a teacher or the librarian.
- No food or drink may be brought into the library.
- Computers, photocopiers and other library hardware are to be used properly and with care.
 - If a student is not sure how to operate hardware, the student should consult with the librarian.
 - The library computers are for school projects or activities only.

- Changing the settings on computers will result in disciplinary action.
- Students are limited to the programs on the desktop of the computers.
- Students who use computers must record their names, the nature of the schoolwork, date, and time on the computer log sheet.
- Students who need to use the Internet must check with the librarian concerning the Internet Acceptable Use Policy.
- Library privileges may be withdrawn from any student who continually abuses the rules of the library.
- The student ID card is the student's library card.

Liability Policy

Students and their parent/guardian will be financially liable for irresponsible use resulting in damage of computer and media equipment or any school property. The school is not responsible for the loss or theft of a student's property. Students should not bring valuable items to school. Such items and their loss cause disruptions in the learning process. In addition, students must never leave their property unattended.

Lockers

- Students are held responsible for the proper use and care of the locker assigned to them.
- Students should not leave valuables such as money or jewelry in their lockers at any time. Items of value should not be brought into school. The school assumes **NO** responsibility for lost articles.
- Student must **never** leave locker combinations **unlocked or set to be opened**.
- Students should consult with either assistant principal concerning problems with their lockers. The same suggestion applies to PE lockers.
- Students will be assigned a locker partner if necessary.
- Students are responsible for anything left in their lockers.
- **Students' lockers may be searched.**

The high school administrative team reserves the right to open any locker assigned to students. Student lockers are school property and the district reserves the right to search lockers for disciplinary and safety reasons.

Lost and Found

All lost and found items should be turned in to the Custodian's Room (located across from the gymnasium) and students who have lost books, coats, sweaters, etc. should check at the Custodian's Room after their loss. Periodically, unclaimed items will be given to worthy organizations.

Parking Privileges

- **Parking on school property is a privilege not a right.**
- Anyone parking on school grounds must have a valid TMHS assigned parking permit. Violators may be towed.
- Juniors and Seniors with at least 60 credits and in good standing academically, behaviorally and with regards to attendance will be eligible to park on campus. The TMHS administration reserves the right to determine the assignment of school parking permits.
- There is a non-refundable fee of \$150 to register automobiles using the TMHS parking facilities. All students must register for a parking permit through Community Pass at <https://register.communitypass.net>.
- If a parking permit is lost, a written validation must be presented to the principal with the circumstances related to the lost permit and if a second permit is awarded, there is \$15.00 fee.

Parking Permits must be visible at all times, hanging from the rearview mirror. Any student's parking permit may be rescinded or suspended by an administrator after due process is afforded the individual. The registration fee will not be refunded. Listed are some of the reasons that may cause revocation of parking privileges.

- Items "a" through "k" on parking permit application may result in indefinite suspension of parking privilege, pending review by an administrator at a meeting with the student.
 - Failing two or more classes
 - Having greater than 9 tardies per quarter
 - Being suspended due to an infraction of school rules
 - Driving to endanger (speeding, recklessness, burning rubber, driving on the walkway, cutting across the rotary, not stopping at stop signs, passing cars on the driveway and leaving prior to the departure of all school buses without an administrator's approval)
 - Parking illegally (parking in unassigned or restricted areas)
 - Giving your parking permit to another person
 - Receiving written citations by the Tewksbury Police Department for motor vehicle violations while driving to and from school or school related events
 - Leaving the school building without permission during the school day
 - Not using a seat belt as required by Massachusetts State Law
 - Parking in restricted spaces (visitor, fire laned, snow spots, etc.)
 - Producing or using counterfeit permits
- No student has the right to park on school property without a school registered vehicle; students doing so may be suspended. The permit is non-transferable and if transferred, may result in suspension and/or revocation of parking privileges.

- Illegally parked cars may be towed or ticketed by the Tewksbury Police Department.
- School officials, with reasonable grounds to do so, may search any vehicle parked on school property, including any and all compartments or objects contained in the vehicle, to insure that contraband or illegal objects or substances are not on school property at any time. All school rules and conditions of the handbook extend to the entire campus including the parking areas.

Residency Requirements

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

School Arrival/Departure Procedures

Upon their arrival to school in the morning, students are expected to enter the building through the main corridor doors. Students should not loiter in the student parking area before entering or after leaving the school building.

School Transportation

For high school students, riding the school bus is a privilege not a right. Students are asked to observe all safety precautions while waiting for and riding on the bus. All school regulations apply. Students who become serious disciplinary problems on the bus may have the privilege of riding on the bus suspended by the principal. In such cases, the parent/guardian of the student involved becomes responsible for transporting the child to and from school.

Students should arrive at their designated bus stop at the time posted at the beginning of the school year on the website and in local newspapers. After disembarking from a bus, students are to enter the building immediately. They are not to leave the grounds without authorization.

Buses will leave school for home around 1:50 PM.

At various times during the school year, classroom training and rear/front door evacuation drills will be implemented and other pertinent transportation information will be distributed.

The Tewksbury school committee has implemented a policy regarding the use of Video Cameras on School busses. Please refer to Tewksbury Public Schools Policy Manual, File: EEAEF/ECAF-Use of Video Camera on School Buses.

Student Bathrooms

Bathroom privileges will be extended to students during class on a reasonable request basis. Students are to use the closest student bathroom to the classroom they are assigned. Students are encouraged to use bathroom facilities before school, during their lunch periods and during passing times. Students are reminded that no smoking/vaping is permitted in the bathrooms or in any other location on school property. Students who fail to adhere to the above-mentioned expectations will be subject to the discipline outlined in behavioral expectations

Student Obligations

Students are responsible for the care and maintenance of all issued books and materials assigned to them. At the appropriate time the assigned books and/or materials will be returned. Lost or damaged books and/or materials will require payment.

Student Records

Tewksbury Memorial High School maintains two types of student records: the transcript and the temporary record known as the cumulative record. The Transcript is an administrative record that constitutes the minimum data necessary to reflect the student's educational progress. This data shall be limited to the names, address and phone number of the student and his parents, course titles, grades, grade level and year completed. The student's transcript shall be maintained by the school department and may only be destroyed 60 years following the student's graduation, transfer, or withdrawal from the school system, at the discretion of the School Committee. The Temporary Record shall consist of the information important to the educational process such as standardized test results, and evaluations by teachers, counselors, and other staff members. The temporary record is given to Seniors after graduation. A student transferring from a local system must provide the new school system with a complete record of the entering student. Said record shall include, but is not limited to, any incidents involving suspension or violation or criminal acts or any incident reports in which such student was charged with any suspendable act.

According to Massachusetts General Law, Section 37H, when a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the pupil's expulsion. Request for access to the records may be made by the student and/or his or her parents and such request shall be honored within a ten day period. The student and/or his parents shall have the right to add information to the record according to procedure of appeal in the event of disagreement. The above shall be the rights of the student upon reaching 14 years of age or upon entering the 9th grade. If a student is under this age or grade requirement, these rights shall be exercised by the parents. If a student is from 14-17 years of age and has entered the 9th grade, both the student and his or her parents shall exercise these rights. A student 18 years of age or older may limit the rights of his/her parents by written request to the school principal or superintendent. A copy of the complete regulations may be obtained in the Principal's Office.

With few exceptions, information in a student's record will not be released to a third party without the prior written consent of the eligible student and/or a parent having physical custody of a student under 18 years of age. Two notable exceptions are: 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. Recruiting Information for the Armed Forces and Post Secondary Educational Institutions- Upon request from military recruiters and/or representatives of post secondary educational institutions the Tewksbury Public Schools will provide the name, address and telephone listing for all secondary students. If an eligible student and/or parent does not want DIRECTORY INFORMATION or RECRUITING INFORMATION released, they must contact the principal in writing.

Support/Peer Mediation

Each student and faculty member creates a working team and a support team for each other at TMHS. Students who are seen by fellow students or faculty members as experiencing a difficult time should be referred to a guidance counselor, administrator or a teacher.

Messages from Home

Except in the case of an emergency, no student will be called out of class to receive a message. Important messages from parents/guardians given to the secretaries will be delivered to the student by the end of the school day.

Visitors

Only students seriously contemplating possible attendance at TMHS are welcome to tour the building or attend classes. Approval by the principal and a scheduled appointment made through the Guidance Office are required prior to the visit.

Work Permits

Students should request work permits at the beginning of the school day at the Main Office from a secretary. The work permits will be ready at the close of that school day. During the summer months call (978) 640-7825 for an appointment.

Discipline Codes

Students are expected to conduct themselves in an appropriate manner at all times. Although all possible infractions cannot be listed in this handbook, some general categories are addressed in this section. The school will assess disciplinary consequences for any infraction it deems a violation of proper conduct.

Cell Phones and Electronic Devices

Electronic devices may not be on in classroom or in hallways during class time unless they have the approval of the classroom teacher and are being used for educational purposes. Students who do not adhere to the policy will be required to turn them into their classroom teacher or administrator to be held for the duration of the class. Refusal to comply may result in additional consequences. (See Behavioral Expectations Level III) . To conduct personal business, students may only use an electronic device during lunches or during passing time.

Use of a personal electronic device's audio or visual recording features requires permission and prior approval of an administrator or teacher.

Please remember that students who bring these devices to school do so at their own risk. The school is not responsible for the loss, destruction or theft of student's' property. It is expected that all electronic devices are charged at home.

Acceptable Use Policy

- E-mail systems
- All student use of the Internet is to be conducted under faculty supervision.
- The sole purpose of Internet access is to support education and research by providing students and teachers with unique resources and an opportunity for collaborative work.
- All students who use Tewksbury's Internet system are expected to read the School Committee's guidelines and adhere to the School Committee's policy regarding Internet access.
- The Acceptable Use Policy will be provided to students by faculty, librarian, or administrator. It will also be available at the TMHS Main Office and the school district website.
- The Tewksbury Public Schools disclaim all liability for the content of material that a student may access on the Internet, for any damage suffered in the course of or as a result of the student's Internet use, and for any other consequences of a student's Internet use.
- Inappropriate Internet use may result in disciplinary action.

Detention Policy

Detention is assigned to the student for unacceptable student behavior. Students should fully understand that any teacher in the building has the authority to correct misconduct at any time. In the event the student fails to make arrangements to stay after school for detention when he/she has been properly notified, this action may result in a suspension from school. After school activities and after-school employment are unacceptable reasons for not attending detention. Detentions will be assigned Tuesday through Thursday from 2:00 PM to 3:00 PM. Teacher detention may also be assigned for minor classroom infractions and will be served at the teacher's discretion.

Dress Code

In accordance with Massachusetts State Law there is an expectation that students dress in keeping with reasonable standards of safety, health and cleanliness, so as not to detract from, or disrupt, the educational process. The administration reserves the right to ask students to change any attire that disrupts the educational process or environment, promotes illegal activities or violated health or safety and cleanliness standards. Footwear must be worn at all times.

Clothing which could create an actual disruption or disorder to the learning environment includes, but is not limited to:

- Clothing or jewelry that displays slogans, insignias, or designs that advertise alcohol, drugs or sexual material which promote products or activities that are illegal, profane or suggestive.
- Clothing or jewelry which is disparaging to others in the school environment and contain slurs regarding race, ethnicity, religion, disabilities or sexual orientation.

It is the teacher's discretion to set the standard of whether hats are permissible in their classroom and to outline that standard in their class contract. Students will be permitted to wear hats when passing between classes and in social areas of the school (cafeteria, library).

Repeated violations of the dress code will result in disciplinary action.

Due Process

All students will be granted due process whenever deprived of their right to an education through exclusion from their regular classroom instruction or from other school activities, including: suspension, expulsion, transfer, probation or withdrawal of privileges and exclusion from graduation ceremonies. The right of due process includes the right to a fair hearing prior to any of the above exclusions, except for emergency suspension.

Loitering

Students are not to loiter about the building or on school grounds after their daily programs are completed. Students must have a valid reason for remaining in school after school dismissal. Coaches and club advisors holding practices or meetings after school hours are responsible for student supervision.

Suspension Policy

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

Violation of narcotics laws, possession or use of alcoholic beverages, hazardous or unauthorized use of automobiles, weapons or fireworks, or violation of any local, state or federal law may not only result in suspension or expulsion but also can be subject to police/fire department notification.

Any student suspended from school will be ineligible to participate in any and all school sponsored activities during the time of suspension. The ineligibility begins at the time the decision to suspend is made and ends at the completion of the suspension and a reinstatement conference between parent, student and administrator.

A student who is suspended may not loiter or appear on school property. It is the student's responsibility to make up missed tests or quizzes within a reasonable number (equivalent to the number of days suspended) of days.

A re-entry meeting with the student, parent/guardian, and a school administrator may be necessary to return to school once the suspension is complete.

Behavioral Expectations

The following list is not exhaustive or prescriptive, but provides guidance to students with respect to school rules and behavioral expectations. The TMHS Administration reserves the right to impose discipline that it deems appropriate under the circumstances. This handbook shall be used as a guide in making such determinations.

Level I Infractions (Dealt with by teachers)

- Tardiness to class
- Any violation of an individual teacher's rules of conduct (non-cooperation, cheating, classroom disturbance, use of profanity, etc.)
- Possession of food/beverage outside of the cafeteria

Level II Infractions

(Dealt with by an administrator)

- Failure to report to teacher detention
- Sent to the office
- Violation of Dress Code ([Dress Code](#))

Level I Infraction Penalties

- Communication with Parent/Guardian
- Teacher detention

Level II Infraction Penalties

- First Offense - 1 office detention
- Second Offense - 2 office detentions
- Third Offense - 1 day suspension
- Subsequent Offenses - 3 days suspension, conference with parent
- Restorative Justice (to be determined by administrator)

Level III Infractions

- Failure to report to office detention
- Class cut (20 min or more)
- Leaving class without permission
- Refusal to give unauthorized item to teacher
- Threat to another student
- Found in an unauthorized location
- Violation of cell phone and electronic device use ([Cell Phones and Electronic Devices](#))
- Violation of acceptable use policy ([Acceptable Use Policy](#))

Level IV Infractions

(Police may be notified in some cases)

- Insubordination
- Truancy
- Gambling
- Forgery
- Harassment
- Roughhousing
- Throwing items at staff, students, or vehicles
- Defacing school property
- Disturbing a public assembly
- Parking without a permit

Level V Infractions

(Police may be notified in some cases)

- Leaving the building without permission
- Threatening a staff member
- Theft
- Use of profanity, obscenity directed at a staff member
- Tobacco (possession, suspected or actual use)
- Willful destruction or vandalism (student is responsible for restitution or replacement/repair costs)

Level III Infraction Penalties

- First Offense - 3 office detentions
- Second Offense - 1 day suspension
- Subsequent Offenses - 3 days suspension, parent conference
- Restorative Justice (to be determined by an administrator)

Level IV Infraction Penalties

- First Offense - 1 day suspension
- Second Offense - 3 days suspension
- Subsequent Offenses - 5 day suspension, parent conference
- Restorative Justice (to be determined by an administrator)

Level V Infraction Penalties

- First Offense - 3 days suspension
- Second Offense - 8 days suspension
- Subsequent Offenses - 10 days suspension, parent conference
- Restorative Justice (to be determined by an administrator)
- Tobacco Diversion

Level VI Infractions (Police and/or Fire will be notified, charges may be filed)

- Discrimination
- False fire alarms
- Alcohol use or possession
- Drug use or possession
- Fighting

Level VI Infraction Penalties

- First Offense - 5 days suspension
- Second Offense - 8 days suspension
- Subsequent Offenses - 10 days suspension, parent conference
- Drug/Alcohol Diversion

Level VII Infractions (Police and/or Fire will be notified, charges may be filed)

- Starting a fire in school or on school property
- Threat to school or school community
- Possession of a weapon in school
- Sale of drugs and/or alcohol
- Any felony charge ([Safe Schools Legislation](#) see MGL Chapter 71: Section 37H1/2)

Level VII Infraction Penalties

- First Offense - suspension from school, pending action for possible exclusion from TMHS

Alcohol/Drug Policy

Introduction

The following procedures have been developed to assist school personnel in administering this unified community and school-wide drug/alcohol policy and to inform parents of disciplinary actions taken with students who violate this policy. The purposes of these procedural regulations are to:

- discipline any student found to have violated the policy
- involve the student's parent(s)/guardian(s) in a program designed to help the student
- apprise the Tewksbury Police department if warranted

Confidentiality

Students are encouraged to seek the assistance of teachers, administrators, and other school personnel, but must be aware the confidentiality will be maintained only if the rights of others are

not infringed upon. The School Committee encourages its personnel to engage in counseling sessions aimed at assisting students who come to them with a drug/alcohol problem and supports the maintenance of confidentiality at each session.

Conducting a Search

When it is reasonably determined that a student may possess or be under the influence of drugs or alcohol, a designated school official may conduct a search of the student's person, immediate possessions, lockers, cars, etc.

Prescription and Nonprescription Drugs

Any student who is required to carry a prescription or nonprescription drug in his/her possession during school hours must, immediately upon entering the school building, deposit the medication with the school nurse. If a nurse is not available, the administrator in charge must be contacted and informed of the need for medication. The nurse will supervise, when necessary, the administration of such medication to each student. There will be a penalty if the procedure is not followed.

Voluntary Drug/Alcohol Treatment

The school department commends those students voluntarily seeking drug/alcohol treatment or advice and will recommend possible outside counseling/support services. Financial limitations of the student and family should not prevent seeking such assistance.

If the student is seeking assistance and is at that time not in direct violation of this policy, school personnel will, without penalties:

- immediately consider the best possible course of helping the student
- involve the parents as soon as it is considered appropriate

- allow the student the opportunity to make up any school work missed during any extended treatment period

The seeking of voluntary assistance in no way eliminates the student's responsibility to adhere to any other section of this policy.

Suspected Use/Being Under the Influence/Possession/Distribution

Any person on school property, on a school bus, or involved in any related school activity, suspected of using, being under the influence of, in possession of, or distributing, a drug or a look-alike drug, or alcohol or what appears to be alcohol, or low/non-alcoholic beverage, or Vaping or Vape device, will be immediately reported by school personnel to the appropriate administrator. A written report of that person's observations to the administrator will follow.

If the suspected person is a student, and the parent(s)/guardian(s) can be reached by phone, they will receive an immediate oral notification to be followed by a written report. The principal or designee will meet with the student and determine if the Alcohol/Drug Policy has been violated

Actual Use/Being Under the Influence/Possession/Distribution

Following an investigation by the principal or designee, any student found to have used, to have been under the influence of, to have possessed, or to have distributed, drugs or look-alike drugs, alcohol or what appears to be alcohol, or Vaping or Vape device, on school property, on a school bus, or at any school sponsored event, can expect immediate administrative disciplinary action as outlined below:

First Offense

- Notification of parent(s)/guardian(s)
- Removal from school property
- Report filed with the superintendent of schools, school committee and police
- Confiscation of all items related to the offense to be given to police
- See [Behavioral Expectations](#) for disciplinary action
- Ineligibility to participate in any/all school sponsored activities for duration of suspension
- Meeting of student, parent(s)/guardian(s) with principal or designee within two (2) school days of the suspension
- The Billerica Adolescent Recovery Program (BARP) is an alternative program for students who are caught on school property, and/or by law enforcement for drugs and/or alcohol. This program, conducted over a 5 week period, discusses the dangers and consequences of alcohol and/or drug use in youth. A student may be required to attend the BARP Program by the school or police department contingent on individual circumstances.

Second or Subsequent Offense(s)

- Student referred to the Superintendent of Schools and School Committee by the principal for a hearing with a recommendation, including possible expulsion
- Student referred to police for further review

The Community Drug Committee will serve as a resource in making pertinent recommendations for rehabilitation programs for the student and/or family if requested. For a student under the age of sixteen(16), if a CRA(Child Requiring Assistance) petition has not been filed by the parent(s)/guardian(s)/school and/or the child is not in an approved drug rehabilitation program, a complaint may be issued against the parent(s)/guardian(s). It is expected that parent(s)/guardian(s) will be responsible and follow through on plans recommended by the designated school official. Failure to do so will be grounds for continuation of disciplinary action.

The student may be removed from the Tewksbury Public School System and a suitable alternative educational program will be provided as so deemed by the School Committee. The case will be reviewed for readmission at the end of a predetermined time.

In all cases of any violation of this policy, the School Committee will take any and all pertinent action they deem necessary to ensure the learning process and to protect the educational rights of the students in the Tewksbury Public School System

MIAA Chemical Health Policy

1 From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product (including e-cigarettes, , VAP pens & all similar devices); marijuana (including synthetic); steroids; or any controlled substance. It is not a violation for a student to be in possession of a defined drug specifically prescribed for the student's own use by his/her doctor. This MIAA statewide minimum standard is not intended to render "guilt by association", e.g. many student athletes might be present at a party where only a few violate this standard. This rule represents only a minimum standard upon which schools may develop more stringent requirements.

To review the MIAA Chemical Health Policy in its entirety and to see minimum penalties, please visit the following link:

http://miaa.net/gen/miaa_generated_bin/documents/basic_module/chemhealthbrochure.pdf

Harassment

Any verbal or physical conduct that is unwelcome or that unreasonably interferes with a student's performance is harassment. Harassment and verbal abuse directed to or against any student or staff member are serious offenses. This includes bullying and cyber-bullying. Students with differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or

expression, physical appearance, pregnant or parenting status, sexual orientation (lesbian, gay, bisexual, transgender, questioning), mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have 1 or more of these characteristics, will be provided support and anti-bullying skills, knowledge and strategies needed to prevent or respond to bullying or harassment of the student with differentiating characteristic(s) and the peer group.

Bullying:

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

Cyber-bullying:

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

After hearing of the alleged harassing incident, the principal will request that a signed, written letter be directed to the alleged harassing person from the harassed student. The letter will include the date, time and description of the event. The letter will also state that the action was unwelcome and should cease and desist. This will allow the alleged harasser an opportunity to respond. A copy of the letter will be kept on file by the principal.

Massachusetts General Law (M.G.L. c. 71), as added by Chapter 92 of the Acts of 2010, outlines a bullying prevention and intervention plan. All school policies and procedures regarding bullying and cyber-bullying behavior will follow our school handbook, state law, and the policy and procedures of the Tewksbury School Committee.

Further harassment after written notice will result in a hearing conducted by the principal. The parents will be contacted. The totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. After due process has been afforded, a decision will be rendered. Harassment will be considered a breach of school rules and may result in suspension and/or police involvement. Such incidents will be treated on an equal basis with those incidents of bias or hatred which may involve state and/or federal law.

Hazing

The term "hazing" shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other persons.

Whoever knows that another person is the victim of and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate school administrator as soon as reasonably practicable.

A student found guilty of hazing at TMHS will be subject to possible expulsion.

Sexual Harassment

Any unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to, or rejection of, such conduct or communication is either an explicit or implicit term, is considered sexual harassment. Additionally, any such unwelcome sexual conduct or communication which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment is likewise prohibited.

Verbal abuse or any vulgarity referring to any person's gender will be considered unwelcome, uncalled for, unwarranted, and subject to disciplinary action. Students/teachers should submit a signed, written report to the principal. A report will be filed with the coordinator of Title IX within 24 hours of the alleged conduct. A hearing will be held by the principal and a conclusion drawn. An appeal of any decision can be made to the coordinator of Title IX at (978) 640-7810 prior to the disposition of the matter.

Safe Schools Legislation

The School Committee intends that the administration and school principals be given a full range of authority in accordance with the guidelines of the Educational Reform Act of 1993 in order to prevent, address, and hold accountable those responsible for school related violence and other behavior that is not conducive with attendance in a public school.

Two important pieces of legislation related to safe schools are summarized as follows:

MGL Chapter 71; Section 37H

- Any student who is found on school premises, on school buses, or at school sponsored or school- related 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 94C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

- Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school 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.
- Any student who is charged with a violation of either of the preceding paragraphs shall be notified in writing of an opportunity for a hearing: provided however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in their discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either of the preceding paragraphs.
- 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 (10) days from the date of the expulsion in which to notify the superintendent of the appeal. The student has the right to counsel at a 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 this section.
- When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the pupil's expulsion.

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.

Safety Information

Fire Drills

- Students should be aware that fire exit procedures are posted in each classroom. Student must locate and consult these procedures when entering each classroom or school area.
- When the alarm sounds, students must follow the prescribed procedures quickly and quietly and leave the school building immediately with the teacher along the prescribed route. If there are any questions concerning fire exit procedures, students should consult the teacher in the classroom before an emergency exit.
- While outdoors, students must remain at least 50 feet from the school building.
- Students must stay well clear of the building and may not enter the building until the all-clear signal is given.
- The willful pulling of the alarm station causing a false alarm is an unlawful act and will be treated as a police matter.
- Every fire alarm should be treated as a real alarm. Students should not wait for confirmation by the office, but proceed immediately to the outside.

Emergency Drills

Emergency drills including those using the ALICE protocol are performed so that in the event of an actual emergency, students and staff will be prepared. Drills may be conducted once each month during the school year. Announcements will be made for emergencies other than fire. Specific information will be given to students and staff regarding the situation. Emergency drill instructions are posted in every classroom. It is important that students practice these procedures to help prepare for an emergency situation.

Security Cameras

There are camera locations inside and outside the school building. These cameras are only available for the following issues: 1) emergency response, 2) matters requiring thorough investigation, 3) protection of school assets, and 4) maintenance of a safe learning environment.

Security Monitor

The role of a security monitor is to provide a presence in the building as well as on the school grounds. He/ she has the responsibility to report to administrators any issues relating to safety concerns. This person is a member of the staff and has the same authority with students as faculty and administrative personnel.

School Resource Officer

The School Resource Officer is responsible for investigating crimes and offenses involving juvenile offenders, providing a positive influence in deterring delinquent behavior, and working with the administrators of the high school on appropriate police matters.

Supervisor of Attendance

The Attendance Officer is responsible for encouraging good school attendance, responding to the administration of the high school on truancy matters, verifying residence issues, and applying for CRA complaints.

Search and Seizure

Students have a legitimate right to privacy; however, this right must be balanced against the school department's need to maintain a school environment that is conducive to learning. School officials are not required to obtain a warrant before searching a student under their authority provided there is a basis for reasonable suspicion. The administration of TMHS reserves the right to conduct student, locker and vehicle searches for possession of articles of contraband if reasonable suspicion is evident. Illegal articles will be confiscated and law enforcement officials may be notified. In addition, parents will be contacted and students may be suspended. In the interest of the safety of all students, police with police dogs may conduct random searches of school property.

Warranted Police Intervention

Situations that warrant police intervention include but are not limited to:

- Student possession of a weapon on school property or at a school sponsored event.
- Fights on school property or at a school sponsored event that results in significant injury to one of the individuals involved.
- Certain drug and alcohol offences

Weapons and/or Firearms

Any student who carries on his/her person, while on school property or at school functions, any stiletto, dagger, or a device or case which enables a knife with a locking blade to be drawn at a

locked position, any ballistic knife, or any knife with a detachable blade capable of being propelled by any mechanism, dirk knife, any knife having a double edged blade, or a switch knife, or any knife having an automatic spring release device by which a blade is released from the handle having a blade of any size or length—any knife whatsoever, will be suspended indefinitely, the police notified, and a pre-expulsion hearing held.

Further, any student who carries, while on school property or at a school function, metallic knuckles, nunchaku, zoobow, also known as klackers or kung fu sticks or any other similar weapon as determined by the administration will be suspended indefinitely, the police notified, and a pre-expulsion hearing held.

Any student who carries on his/her person, notwithstanding any license obtained by him or her, a firearm loaded or unloaded or any other dangerous weapon in Tewksbury Memorial High School will be suspended indefinitely, the police notified, and a pre-expulsion hearing held per MGL, Chapter 71, Section 37H.

General Information

AHERA Regulations

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.

No Child Left Behind

Under the 2001 No Child Left Behind Act signed into law by President Bush, school systems are required to release lists of students to the Military for the purpose of recruitment. Any parent that specifically objects to the release of his/her child's name must request to the principal that such a release not be made. This request must be made in writing. [See Student Records](#).

Title IX and Chapter 622 Policy

It is the policy of the Tewksbury Public Schools not to discriminate on the basis of sex, religion, color, or national origin in the educational program, activities, or employment policies as required by Title IX of the 1972 Education Amendments and Chapter 622 of the Acts of 1971. Complete policy available in the Main Office.

A student or employee in the Tewksbury public schools who feels that he/she has a grievance under Title IX or Chapter 622 shall file it in writing to the following:

- Level 1 - Principal
- Level 2 - Coordinator of Title IX
- Level 3 - Superintendent of Schools
- Level 4 - School Committee

Civil Rights Notification

No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation or disability.

Any questions should be directed to the Assistant Superintendent of Schools, 139 Pleasant St., Tewksbury, Massachusetts, 01876 or call (978) 640-7810.

Section 504 Procedures for Students with Disabilities

Any student who needs, or is believed to need, special accommodations, related services or programs under Section 504 of the Rehabilitation Act of 1973, may be referred to the Guidance Department Head for further action. A 504 Parents' Handbook with further details is available in the Guidance Office.

Screening, Brief Intervention, and Referral for Treatment (SBIRT)

Tewksbury Memorial High School will conduct annual screenings of ninth grade students to reinforce positive choices regarding substance abuse and to assist those students who have abused substances or who are at risk of future substance abuse. This is in compliance with Section 15 of Massachusetts House Bill No. 4056. Please see our website for a letter from Superintendent Malone which outlines specific details of this screening.

MEMO

To: Supt. Christopher Malone

CC: Gail Johnson

Date: June 1, 2018

Re: Changes to Wynn Handbook

On page two:

Please read the following contract and check yes on Community Pass by Friday, September 8, 2017.

Will be changed to:

A handbook contract will be provided to students during the first week of school. Please sign and return to your student's homeroom teacher by Friday, September 7, 2018.

WYNN MIDDLE SCHOOL MISSION STATEMENT

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

This handbook is periodically reviewed by the Principal, Assistant Principal, Faculty, and the WMS School Council to insure that policies and procedures relate to the normal governance of John W. Wynn Middle School.

STUDENT AND PARENT/GUARDIAN SIGNATURE PAGE

Dear Student and Parent/Guardian:

Please carefully read and discuss the contents of this student handbook.

~~Please read the following contract and check yes on Community Pass by Friday, September 8, 2017.~~

A handbook contract will be provided to students during the first week of school. Please sign and return to your student's homeroom teacher by Friday, September 7, 2018.

Thank you for your cooperation.

John W. Wynn Middle School

"Do the Right Thing"



Student Handbook 2018 - 2019

John W. Wynn Middle School
1 Griffin Way
Tewksbury, MA 01876
Phone (978) 640-7846 Main Office
Fax (978) 640-7853
Website www.tewksbury.k12.ma.us

John S. Weir
Andrew J. Long

Principal
Assistant Principal

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John W. Wynn Middle School
Student Handbook
2017-2018

WYNN MIDDLE SCHOOL MISSION STATEMENT

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

WYNN MIDDLE SCHOOL MOTTO

Do the right thing!

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

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

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

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

Have a productive and enjoyable school year!

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

2017 - 2018 SCHOOL CALENDAR

[2017 - 2018 School Calendar and Chain of Communication](#)

GENERAL NOTIFICATION: FAILURE TO COMPLY WITH ANY OF THE HANDBOOK REGULATIONS AS WELL AS WITH OTHER ACCEPTABLE BEHAVIOR NOT LISTED HEREIN MAY RESULT IN DISCIPLINARY CONSEQUENCES.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Our students are active learners in meeting our school's goals. The following outlines the expectations our students should have of their school and its staff. It also lists the responsibilities that our students should have toward their school, its staff, and their community as included in School Committee Regulation JI 5131.

Rights

The best possible educational opportunities

A staff which is sensitive and responsive to their individual needs

Fair and just treatment from other students and staff

A safe, clean, non-threatening environment

The right to hear only appropriate language

Responsibilities

Sustained effort to complete assigned lessons, including assignments missed because of absence, and asking for help from teacher when something is not understood

Regular and punctual attendance, and remaining on school grounds during the entire school day

Respect for themselves, the rights of others, the staff and school property

Behavior which will be a credit to themselves, their family, their school, and community, i.e. conformation to school rules at all times, during all school related activities

Honesty, courtesy, appropriate language and appropriate dress

PARENT-SCHOOL PARTNERSHIP

Parents/guardians are extremely important in the educational process, especially at the middle school level. Working with your student and the school will help to ensure the best possible educational experience for him/her. Being supportive, providing a quiet place to study, checking the work of the student, and communicating with teachers are ways in which a parent can aid in his/her child's success. Sharing information enables us to better meet the needs of the student.

During the school year there are several scheduled occasions for parent/guardian and teacher interaction (see school calendar). The first is an open house which provides parents/guardians the experience of following their sons' and daughters' schedules while each teacher explains the course outcomes and requirements along with specific classroom expectations. The remaining meetings are designated for parent/guardian and teacher conferences to allow the

parent/guardian the opportunity to confer with faculty members and administrators concerning all aspects of the school's programs and the student's progress. Conference evenings are typically scheduled from 6:30-8:30 PM. Parents will be able to make individual appointments.

Parents may request a conference at any time by contacting the main office at (978) 640-7846.

Parents are encouraged to join such groups as the Parent Advisory Council and the School Council to help with support and direction. We welcome your involvement.

ACADEMIC INFORMATION

PROGRESS REPORTS

- All students have access to their grades, assignments, and attendance records through the online **Aspen X2 Student Data Portal**.
- Parents/guardians will be notified at midterm to access the Aspen Portal for their Student's midterm grades. A separate notification will be sent to parents/guardians of students who are averaging a seventy percent or below in a course.

REPORT CARDS

Report cards will be issued to the student at the end of each marking term. End-of-the-year report cards will be mailed home.

GRADE CONVERSION TABLE

A+ = 97 to 100	C = 73 to 76
A = 93 to 96	C- = 70 to 72
A- = 90 to 92	D+= 67 to 69
B+ = 87 to 89	D = 63 to 66
B = 83 to 86	D- = 60 to 62
B- = 80 to 82	F = 59 and below
C+ = 77 to 79	

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

LEVELS OF INSTRUCTION

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

PROMOTION REQUIREMENTS AND RETENTION

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

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

EXTRA HELP

Students should seek extra help from a teacher if they are experiencing difficulty in the subject area or if they have been absent. Students should speak with the teacher and schedule an extra help session for before or after school according to the teacher's scheduled extra help time. Transportation is the responsibility of the parent/guardian. Late buses may be available, and if so, a late bus schedule will be published on our website.

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

HOMEWORK POLICY

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

- To help students develop independent work study habits.
- To reinforce learning that has taken place in school.
- To increase potential for home/school communication.
- To increase opportunities for enrichment activities.
- To correlate school learning with outside interest.

- To develop within each student the responsibility for completing and returning homework assignments.

ROLE OF THE SCHOOL/TEACHER

The teacher will:

- Assign on a consistent basis homework which may include written assignments, reading assignments, scientific experiments or other projects that reinforce a student's understanding of the curriculum.
- Assign homework to all students geared to the individual.
- Ensure that students understand the homework assignments.
- Review students' homework in a timely manner.
- Consider homework as a factor in the calculation of the student's semester grade.
- Ensure that no class time is allocated for the completion of homework.

ROLE OF THE STUDENT

The student should:

- Ask the teacher to clarify any assignment that is unclear.
- Write down all assignments in his/her agenda.
- Complete all assignments within the time-frame given.
- Let parent/guardian know what the homework is and ask them for assistance whenever needed.

ROLE OF THE PARENT/GUARDIAN

The parent/guardian should:

- Provide the student a consistent time and a suitable place for study.
- Review homework with the student to monitor its completion and the student's understanding of the work completed.
- Monitor agenda to ensure that homework has been written in on a daily basis and completed.
- Communicate with teacher(s) whenever the student appears to have difficulty with homework or when clarification is needed.

TIME GUIDELINES FOR HOMEWORK

Grades 7-8: 90 to 120 minutes per day

HOMEWORK REQUESTS

When a student is out of school for two or more consecutive days, parents/guardians can telephone **640-7846** before 8:30am to request homework assignments. Homework will be available at the office one-half hour prior to the end of school. It is helpful for students to have a classmate obtain assignments for shorter absences.

MAKEUP WORK

When a student is absent, he/she is responsible for making up the work missed. The student must meet with the teacher to schedule make-up work missed during the absence.

Tests/quizzes will be scheduled at the convenience of the teacher. All makeup work should be completed within a period equal to the number of days absent, plus one.

If a student receives a school suspension, it is the student's responsibility to make up missed work or tests within a reasonable number of days (Reasonable number of days will be equal to the number of days of the suspension, plus one).

HONOR ROLL

The John W. Wynn Middle School is pleased to acknowledge three levels of achievement earned by students:

1. **"Wynn Winners"**: students who have received all 3s and 4s in Effort and Behavior. These are students who come to school each day and put forth their best effort and behavior.
2. **High Academic Honors**: students who have attained all A's in all subject areas.
3. **Academic Honors**: students who have attained all A's and/or B's in all subject areas.

PRESIDENT'S AWARDS

President's Awards for Educational Excellence--Gold

To qualify, a student needs an A- or better for a final average in all subjects in grade seven, and through the first three quarters of grade eight.

President's Awards for Educational Achievement--Silver

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

CHEATING AND PLAGIARISM

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

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

STUDENT ACTIVITIES INFORMATION

Students are encouraged to participate in the extracurricular activities offered at the Wynn Middle School. All students participating in clubs/activities are encouraged to register at Community Pass. Late buses may be available, and if so, a late bus schedule will be published on our website.

In order to participate in Clubs/Activities, a student must pay a user fee of \$30 per club. At the Wynn there is a \$60 cap per student and a \$120 cap per family. Activities can be joined at no cost once the cap has been reached. User fees can be paid using Community Pass.

(<https://register.communitypass.net/reg/index.cfm>)

Some Clubs and Activities change from year to year. The following is a list of clubs that have run in recent years:

Adventure Club	Math Team
Art Club	Mural Club
Basketball	Quidditch
Cricket	Robotics/Coding Club
Debate Club	Running Club
Drama Club	School Newspaper
Eco-Geo Club	Science Club
Flag Football	Ski and Boarding Club
Homework Club	S.M.I.L.E.(Students Making an Impact on Lives Everywhere)
Knowledge Bowl	Student Council
Literary Magazine	Ultimate Frisbee
	Volleyball
	Yearbook

STUDENT CONDUCT

EXPECTATIONS FOR STUDENTS

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

You are responsible for the following:

- **Doing Quality Work:** do your best each day to complete assigned lessons, including homework and assignments missed because of absence;

- **Knowing School Rules:** learn our school's Code of Conduct and respect the adults who have a duty to enforce it;
- **Regular Attendance:** arrive on time; remain on school grounds the whole school day; don't leave without permission; bring a note from your parents (or guardian) explaining any absence to the satisfaction of your homeroom teacher;
- **Respect for Others:** treat them as you would like them to treat you, and show the same respect to their property;
- **High Personal Standards:** dress appropriately; meet standards of health and cleanliness; be honest, courteous and moral; only use acceptable language; refrain from actions that seem insubordinate or unruly.

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

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

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

BEHAVIORAL EXPECTATIONS

The following list is not exhaustive, but provides guidance to students with respect to school rules and behavioral expectations. The Wynn Middle School Administration reserves the right to impose discipline that it deems appropriate under the circumstances. This handbook shall be used as a guide in making such determinations.

Level I Infractions

(Dealt with by teachers)

- Tardiness to class
- Any violation of an individual teacher's rules of conduct (non-cooperation, cheating, classroom disturbance, use of profanity, etc.)

Potential Level I Infraction Penalties

- Communication with Parent/Guardian
- Teacher detention or team detention

Level II Infractions

(Dealt with by an administrator)

- Failure to report to a teacher or team detention
- Violation of Dress Code
- Refusal to obey a reasonable request
- Defacing school property
- Stealing (minor)
- Refusing to do work in class
- Bullying or harassing behavior (see Bullying and Harassment policies in this handbook)
- Any act which the staff member justifiably considers intolerable
- Disrespecting fellow student(s) or staff
- Violating the school's cell phone/electronics policy
- Excessive tardiness to school and/or class
- Riding or attempting to ride another bus without permission
- Cheating
- Unwarranted physical contact
- Destroying or defacing another's personal property
- Cutting class
- Leaving class without permission
- Refusal to give unauthorized item to teacher
- Swearing or inappropriate language
- Misbehavior in the cafeteria and/or lunch recess (see Cafeteria Behavior and Expectations)
- Running and/or pushing in corridors
- Talking back
- Repeated failure to bring required materials to class
- Being in areas of the building without teacher permission
- Disruption of the learning environment
- Gum chewing
- Public displays of affection
- Possession and/or use of water pistols, yo-yos, toys, laser pointers and other items inappropriate for school use. These items will be confiscated and discarded unless a parent picks them up within the next 5 school days. It is the student's responsibility to inform the parent if he/she wishes to have the item returned.

Potential Level II Infraction Penalties

- Detention
- Multiple Detentions
- Suspension

Level III Infractions

(Dealt with by Administration)

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

Potential Level III Infraction Penalties

- Multiple Detentions
- Suspension
- Expulsion

DETENTION

Team or teacher detentions generally occur on Tuesdays, Wednesdays, and Thursdays and normally last for 1 hour following the dismissal of students. **Office detentions** are issued by an

administrator, are held on Tuesdays and Thursdays, and last until 3:00pm. Any student failing to report to an office detention will receive an additional office detention. Failure to report to both detentions may result in a suspension from school. A student may be asked to serve a Friday detention for academic or behavioral reasons.

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

Examples of student behavior that warrant office detentions include, but are not limited to, those listed under Level Two Infractions.

SUSPENSION

This policy is pursuant to MGL Chapter 71; Section 37H3/4.

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter71/Section37H3-4>

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

These actions may include, but are not limited to, the offenses listed under Level Two and Three Infractions.

School administrators are authorized to conduct investigations into school related disciplinary matters, including student interviews.

A suspension may not be imposed without providing the student or the parent oral and written notice (in English or the primary language of the home), along with an opportunity for a hearing on the charge and an opportunity for the parent to participate in the hearing.

A parent/guardian must come with the student to meet with the school administration before that student can be readmitted. While on suspension, a student loses school privileges and may not attend /participate in all school activities, including athletics and social affairs.

Students will be provided with an opportunity to earn credits, make up assignments, tests, papers, and other school work missed while serving the suspension.

CAFETERIA BEHAVIOR AND EXPECTATIONS

When eating in the cafeteria, it is expected that students will:

- Behave in an appropriate manner

- Select one seat for the entire lunch period
- Clean their table and floor areas
- Dispose of trash properly
- Ask permission to leave the table (use restroom, get a utensil, etc.)
- Enter and exit the cafeteria in an orderly fashion
- Not throw objects or food
- Not make excessive noise
- Not push or cut in the lunch line
- Not move from table to table

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

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

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

CONDUCT ON SCHOOL BUSES

Students who use school buses are subject to school rules while on the bus and at bus stops. Riding the school bus is a privilege which may be suspended whenever a student fails to follow bus rules. Severe or continuous misbehavior may result in permanent bus suspension. Students should be at their stop 5 minutes prior to scheduled pick-up. Buses leave school on or about 2:00pm. There are no late buses if a student stays for an activity, detention, or extra help. Students are **not allowed** to switch buses except for significant extenuating circumstances. In such cases, requests must be made in writing and permission must be granted from administration and transportation director.

RULES FOR BUS CONDUCT

- Students must obey all directions of the bus driver quickly and courteously;
- Students may not throw any objects in or out of the bus;
- Students may not open windows or doors without the driver's permission nor put arms, head or hands outside the window;
- Students may not do anything which will disturb or distract the driver;
- Horseplay or roughhousing is forbidden;
- A student's parent or guardian must pay for any damage that the student has caused on the bus;
- Students may not open emergency exit doors unless instructed to do so by driver;
- Stairs and aisles must be kept free of large objects;
- Students must remain seated;

- Eating and/or drinking are not allowed;
- The use of any drugs, alcohol, or tobacco products is forbidden;
- The use of obscene or inappropriate language is forbidden

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

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

These procedures apply when a bus discipline problem occurs:

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

SECURITY VIDEO CAMERAS ON SCHOOL BUSES –

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

BULLYING

Bullying behavior is not tolerated at the John W. Wynn Middle School. Massachusetts General Law (M.G.L. c. 71), as added by Chapter 92 of the Acts of 2010, outlines a bullying prevention and intervention plan. All school policies and procedures regarding bullying and cyberbullying behavior will follow our school handbook, state law, and the policy and procedures of the Tewksbury Public Schools.

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, photo electronic 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 accessed by more than one person, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Students with differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnancy or parenting status, sexual orientation (lesbian, gay, bisexual, transgender, questioning), mental, physical, developmental or sensory disability or who 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.

Anyone wishing to report a suspected act of bullying may fill out a Bully Report Form available in the Wynn Middle School office. In addition, a suspected act of bullying may be reported by telephone to any staff member. All reports will be fully investigated by the Wynn Middle School staff.

CARE OF SCHOOL PROPERTY

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

CORRIDOR PASSES

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

DRESS CODE

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

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

Sunglasses (without a doctor's note) are not considered appropriate for the classroom.
Hats or head coverings of any type, except those worn for religious or medical purposes, shall not be worn.

Garments that do not sufficiently cover the torso, chest, legs, or back are not appropriate.
Garments must be opaque and not see through.

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

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

Issues relating to dress code will be handled in a discreet and respectful manner. Parents will be notified and may need to be available in the event that appropriate school attire is needed.

DISCIPLINE OF STUDENTS ON EDUCATIONAL PLANS

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

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

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

SAFE SCHOOLS LEGISLATION

The School Committee intends that the administration and school principals be given a full range of authority in accordance with the guidelines of the Educational Reform Act of 1993 in

order to prevent, address, and hold accountable those responsible for school related violence and other behavior that is not conducive with attendance in a public school.

Two important pieces of legislation related to safe schools are summarized as follows:

MGL Chapter 71; Section 37H

- Any student who is found on school premises, on school buses, or at school sponsored or school- related 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 94C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school 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.
- Any student who is charged with a violation of either of the preceding paragraphs shall be notified in writing of an opportunity for a hearing: provided however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in their discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either of the preceding paragraphs.
- 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 (10) days from the date of the expulsion in which to notify the superintendent of the appeal. The student has the right to counsel at a 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 this section.
- When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the pupil's expulsion.

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.

STUDENT CONDUCT AFFECTED BY THE EDUCATION REFORM ACT

(Violent Behavior, Possession of Weapons and Controlled Substances, and Violations of Others' Civil Rights)

(A.) If a student is involved in fighting or other violent behavior or is involved in acts of vandalism or violation of other students' civil rights, on school premises, on school buses, or at school-sponsored events, including athletic games, said student will be immediately suspended for an indefinite period of time, and may be subject to expulsion from school.

(B.) If a student is found on school premises or at school-related events, including athletic games, to be in possession of a dangerous weapon, including but not limited to, a gun or a knife; possession of ammunition for a weapon; or of a controlled substance as defined in chapter 44C (including, but not limited to, marijuana, cocaine, and heroin) said student will be immediately suspended for an indefinite period of time, and, may be subject to expulsion from the school or school district by the principal.

(C.) If a student assaults anyone on school premises or at school sponsored or school-related events, including athletic games, said student will be immediately suspended for an indefinite period of time and may be subject to expulsion from the school or school district by the principal.

STATE AND FEDERAL LAWS

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

SEARCH AND SEIZURE

School officials balance a student's legitimate right to privacy against their need to provide a safe environment in which others can learn. We can search student lockers, desks, and other school areas without a warrant as long as there is a reasonable suspicion that the search is necessary to find contraband or to preserve public safety.

If we find contraband we will confiscate it and turn it over to the police. We will also notify parents/guardians and begin procedures which may lead to a student suspension from school. In the interest of the safety of all students, police with K-9 dogs may conduct random searches of school property.

GENERAL INFORMATION

ATTENDANCE AND ABSENCES

Excused Absences

Exempt Absence: A parent/guardian must call the child's school on the morning of the absence or email wynnattendance@tewksbury.k12.ma.us with the student's name in the subject heading. The student must present a note from the parent/guardian upon return to school. A student's absence is classified as excused or "exempt" for the following reasons:

- A medical reason or hospitalization (health care provider documentation or receipts required)
- A court appearance (court documentation required)
- A religious observance (parent/guardian call or note required)
- A death in the immediate family: parent, grandparent, sister brother, aunt, uncle (parent, guardian call or note required)
- Suspension from school

This type of absence does not count toward the total number of unexcused absences.

Aspen Code: AE-with reason

Unexcused Absences

Absent Confirmed (non-exempt): For an absence to be confirmed, a parent/guardian must call the child's school on the morning of the absence or email wynnattendance@tewksbury.k12.ma.us with the student's name in the subject heading. The student must present a note from the parent/guardian upon return to school. It is considered an unexcused absence until it satisfies one of the reasons above.

An absent confirmed still counts toward the total number of accumulated unexcused absences.

Aspen Code: AC

Absent (Truant, non-exempt): When a student is absent from school and no phone call, email, or note has been received from a parent/guardian, 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

Performance of household or babysitting duties, school visits, and family travel or vacation are considered **unexcused** 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 therefor. Said notice shall also require such parent or guardian to furnish the school with a home, work or other emergency telephone number where they can be contacted during the school day. If a pupil is absent and the school has not been notified by the designated time, the school shall call the telephone number or numbers furnished to inquire about said absence.
 - (Massachusetts General Law Title XII, Chapter 76, Section 1A)
- Following the 5th unexcused absence, a letter will be generated from the Principal's office, or the Principal's designee, notifying the parent/guardian, in writing, of the student's absence, and requesting a meeting with the parent/guardian to discuss the student's attendance. The letter will direct the parent/guardian to contact the Principal's office, or the Principal's designee, within 5 school days to schedule a meeting. If the parent/guardian does not contact the Principal's office or the Principal's designee, within 5 school days, the Principal's office, or the Principal's designee, will call the parent or guardian for purposes of scheduling a meeting. At the meeting, the Principal (Assistant Principal or other designee), the parent/guardian and the student must develop action steps to address the student's attendance. Other relevant school personnel and officials from public safety, health and human services, housing and nonprofit agencies, may offer input into the development of action steps.
 - (Massachusetts General Law Title XII, Chapter 76, Section 1B)
- Following non-exempt 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 against the parent or guardian in the juvenile court.
 - (Massachusetts General Law Title XII, Chapter 76, Section 2)
- Whoever induces or attempts to induce a minor to absent himself unlawfully from school, or unlawfully employs him or harbors a minor who, while school is in session, is absent unlawfully therefrom, shall be punished by a fine of not more than two hundred dollars.
 - (Massachusetts General Law Title XII, Chapter 76, Section 4)

- Following the eighth (8th) non-exempt absence in one quarter, the Principal or designee may choose to file a "Habitual Truant" 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)

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

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

TUTORING SERVICES

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

TRUANCY

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

TARDINESS

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

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

- At three (3) tardies a student will receive an office detention.
- At six (6) tardies a student will receive a Friday afternoon detention.

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

DISMISSALS

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

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

EARLY ARRIVAL

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

VACATIONS DURING THE SCHOOL YEAR

December, February and April vacations are included in the school calendar. Family vacation taken while school is in session is contrary to Student Attendance Policy voted by the School Committee and is strongly discouraged. It has been our experience that students do not complete work while on such vacations. Should a student miss school because of a vacation, makeup work will be assigned upon his/her return to school. Teachers may, at their discretion, assign work before students leave on vacation.

NO SCHOOL/DELAYED OPENING/EARLY RELEASE 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.

Early Dismissal: *Early dismissals are highly unusual.*

In the event we must dismiss schools early due to inclement weather or other conditions, an announcement will be made on television stations (Channels 4, 5, 7, 25 and NECN), on **One Call Now**, our telephone notification system, and on **Twitter**. System-wide early dismissal will be in the following order: High School, Wynn, Ryan, Heath Brook/Trahan, and Dewing/North Street Schools. Hopefully, we can avoid some school cancellations during the winter by use of this plan. Your cooperation is appreciated.

GUIDANCE DEPARTMENT

Guidance services are available to every student in the school. These services include course planning, study assistance, and counseling in the areas of academics, social issues, and home concerns. Guidance counselors meet with all students throughout the year in an effort to get to know them. A student can make an appointment to see a counselor; the counselor will make arrangements to meet with the student at a mutually agreeable time.

HEALTH SERVICES

1. ACCIDENT/ILLNESS Forms: 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.

2. 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 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 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.**

3. Physicals and Immunizations: State law mandates that students entering into the 7th grade require a TDAP booster vaccine before the beginning of seventh grade.

In addition to the required immunization, state law also mandates a complete physical after January 1 of the year entering 7th grade. Please submit all required medical documentation to the school nurse.

4. Medication: State law Please call the school nurse in your child's school for medication order and parental permission forms. **NO Medication, prescription or over the counter** can be administered without these forms. All medication must be in a pharmacy labeled container or an unopened original manufacturer's container. Please contact the school nurse for any medication administration including prescribed, over the counter medications, inhalers etc. Forms are currently available from the school nurse. Self - administration is not permitted for over the counter medications. **Inhalers require MD orders and written parent permission for self administration prior to review by the school nurse.**

5. 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.**

6. Concussion and Head Injuries: Head injuries/concussions must be reported to the school nurse, when reporting back to school. **Documentation from the health care provider must be provided to the school nurse that the student may return to school along with any restrictions in activity or academics that may be required. Please contact the school nurse prior to returning to school. Please visit www.tewksbury.k12.ma.us District Info Policy Manual to access TPS Policies regarding Concussion. Refer to File: JJIF ATHLETIC CONCUSSION POLICY and File: JJIF-R ATHLETIC CONCUSSION REGULATIONS.**

7. Services for Pregnant Students: A student may take a leave of absence relating to pregnancy and childbirth for any period of time deemed medically necessary by the student's physician. Following any such leave, the student will be reinstated to the status she held when the leave began.

School-age mothers will be encouraged to continue their education. The district does not require the student to obtain a physician's certificate that the student is able to remain in school. Pregnant students are permitted to remain in regular education classes and participate in

extracurricular activities throughout their pregnancy. Exceptions will be made only when a physician expressly prohibits the student's participation.

Pregnant students will be permitted to continue in school in all instances. The district will provide reasonable accommodations for students with medical conditions relating to pregnancy to the extent such accommodations are provided to students with other temporary medical conditions. The student in cooperation with the school staff will develop an appropriate educational plan if it is agreed she should no longer attend school regularly.

Every effort will be made to see

- that the educational program of the student is disrupted as little as possible;
- that health counseling services, as well as instruction are offered;
- that return to school after delivery is encouraged;
- that every opportunity to complete high school is provided.

After giving birth, the student is permitted and encouraged to return to the same academic and extracurricular activities as before the pregnancy leave.

8. When to keep your student home:

1. 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.
2. 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.
3. 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**.
4. 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 the student requires medication, or has any change in their medical condition. If you are not sure, check with your nurse.

Please call the school nurse at your child's school for any questions and for more information regarding these procedures.

MEDICATIONS

- By law, all medication, prescription or over the counter, must have a written physician's order and written parental permission to be administered in the school setting. Tylenol and ibuprofen may be administered at the school nurse's discretion with established protocols developed by the consulting school physician when a signed parental permission form is on file in the health office.
- All other medication that may need to be taken during the school day, whether routine or as needed, must have a written physician's order as well as a completed parental permission form that can be downloaded from the school website or obtained at the

health office. Every effort should be made to schedule medications outside the school day, such as daily meds and those given twice a day. If special circumstances prevail, please speak to the school nurse to establish a plan.

- Medication must be in a pharmacy labeled container or unopened original manufacturer's container. Ask your pharmacist for a second prescription-labeled bottle if medication needs to be taken between home and school. Medication will not be given from any other type of container. Please notify the school nurse of any changes in medications or dosages.
- Medication must be taken in the nurse's office under the supervision of the school nurse. If special circumstances exist, please call the nurse to explain and to establish a plan for self-administration. Students with self-administration privileges must be capable of keeping the medication to themselves during the school day. Sharing medication with other students is not permitted.
- By law, students are allowed to carry emergency medications, including respiratory inhalers, insulin, and epi-pens with prior knowledge of the nurse. Please be sure to have the necessary physician and parent signed forms on file in the health office.
- Please call the school nurse's office at (978) 640-7846 or email with any questions you may have or to make an appointment.
- Failure to adhere to the above policies and procedures may result in suspension.

LOCKERS - STUDENT ASSIGNMENT AND USE

Students are assigned a locker for books, coats and jackets at the beginning of each year and are given a lock with a unique combination to use during the school year. Students can go to their lockers before and after school, at the beginning of lunch period, and any additional times as decided by the team of teachers. Students should keep the combination to their locks a secret; the school is not responsible for items stolen from a locker. The lockers are school property. If a student loses a lock he/she must pay for its replacement. All items stored in lockers must be related to an authorized school activity. School officials may, without prior warning, examine the contents of a locker when there is reasonable suspicion to believe that the locker may contain prohibited items.

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

VALUABLES

Students should not bring large amounts of money or expensive items to school. If necessary, students may place money in a sealed, labeled envelope and store it temporarily in the safe in the main office. **DO NOT LEAVE** money, watches, rings, purses or other things of value in lockers or classrooms. A student may ask a Physical Education Teacher to hold valuables for a student during PE class. Students must never leave their lockers unlocked. Tewksbury Public Schools is not responsible for lost or stolen items.

LOST AND FOUND

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

RESTROOM USE

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

TELEPHONE USE

The office and classroom phones are for emergency use only. Students who require the use of a school phone need to request permission from their classroom teacher. Our priority is not to interrupt classwork and student learning during the school day.

WALKING TO SCHOOL

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

RIDING A BICYCLE TO SCHOOL

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

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

DANCES

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

on the day of the dance. If a student's name appears on the "NO DANCE" list and he/she appears at the dance, the student will be sent home and not allowed to attend the next dance. The following rules govern student conduct at school dances:

- Students will not be admitted after 7:30 p.m. without a note from parent/guardian.
- Students may not leave the dance unless they are picked up by a parent.
- Students may be excluded from the next dance if not picked up by 9:15pm.
- Parents picking up students should be in the upper parking lot by 9:00pm.
- Only 7th and 8th grade students enrolled at the John W. Wynn Middle School may attend the dances.
- A student may not attend the dance if absent from school on the day of the dance.
- Students who are dismissed on the day of the dance will be unable to attend the dance; a doctor's note citing a medical appointment must be presented prior to the dance if the reason for dismissal is medical.
- Student dress must be consistent with the school dress code with the Student Handbook.
- All rules that apply during the school day must be followed during the dance.
- Students not attending the dance are not allowed on school grounds during the dance; students will be considered trespassing and the police department may be called.
- The school administration reserves the right to ask any student who is not following acceptable rules of behavior to leave the dance. These rules include, but are not limited to, inappropriate dancing or public displays of affection.
- Students cannot record or take photos in the cafeteria during a dance.

FIELD TRIPS

A student's parent/guardian must complete a field trip form which must be given to the teacher before a student may get on the trip bus. During the trip students will stay with teachers or chaperones. A student may be excluded from a field trip if behavior has been consistently inappropriate. This decision will be made by the student's teachers and an Administrator. Any parent volunteer accompanying a field trip must complete a CORI request form.

EMERGENCY PROCEDURES

FIRE ALARM DIRECTIONS

- Students should be aware that fire exit directions are posted in each classroom. Students should:
 - Locate and consult these directions when entering each classroom or school area;
 - Follow those directions quickly and quietly when the alarm sounds;
 - Leave the school building immediately with teachers;
 - Follow the prescribed route and ask teachers if there are any questions concerning the fire exit directions;
- Use alternate routes other than posted instructions in case the fire is blocking established routes, e.g. rear doors adjoining one class with another, outside exits, different staircases, etc.;

- Listen to any additional instructions given on the public address system and follow these;
- Not enter the building until directed to do so by a teacher;
- While outdoors, remain at least 50 feet from the school building with teachers;
- Treat every fire alarm as a real alarm.

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

EVACUATION

An evacuation of the building could be used by the administration to evacuate the building for any reason other than a fire. Evacuation for a fire will always be done via the fire alarm system. An alternate evacuation will begin with an announcement made over the intercom system. Students should be aware of the alternate evacuation route for the room that they are in. The evacuation route for each room will be posted next to the fire exit sign in each room. If there are any questions about the evacuation procedure, students should ask their teacher. When evacuating the building for any reason, it is important that it be done in a calm and orderly manner. Classes must stay together with their teachers so that an accounting of all students can be done.

LOCKOUT

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

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

LOCKDOWN

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

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

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

A.L.I.C.E. PROTOCOL

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

NEW STUDENT REGISTRATION

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

- proof that student lives in the school district (If a student is not living with parents, the school needs to know who the person is and what authority they have to be the guardian);
- copy of academic transcript from last school;

- transfer card from last school;
- medical/immunization record;
- most recent Educational Plan (if applicable);
- verification that student was not expelled from previous school; if student was expelled, it is possible that enrollment may not be permitted. **Note: Until all materials are obtained and verified, registration is incomplete.**

POLICIES

ACCEPTABLE USE OF COMPUTERS

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

AHERA

As per the requirements of 40CFR 763 section 84 (f) of the AHERA regulation, Asbestos Inspections and Management Plans are available for review at the office of the building principal during normal working hours.

ALCOHOL AND OTHER DRUG POLICY

A student will be suspended from school and may be subject to expulsion if he/she is found to be in possession of alcohol or other drugs (or under the influence of, or distributing) while on school premises, on school buses, or at school-sponsored events such as dances and athletic games. The school will report violators to the police. This policy also applies to any student found to be in possession of drug paraphernalia and drug facsimiles.

SCREENING, BRIEF INTERVENTION, AND REFERRAL FOR TREATMENT (SBIRT)

The Wynn Middle School will conduct annual screenings of seventh grade students to reinforce positive choices regarding substance abuse and to assist those students who have abused substances or who are at risk of future substance abuse. This is in compliance with Section 15 of Massachusetts House Bill No. 4056. Please see our website (Resources→Forms and Documents→General Information) for a letter from Superintendent Malone which outlines specific details of this screening.

APPROPRIATE USE OF PERSONAL ELECTRONIC DEVICES

During the school day, students may have in their possession a silenced personal electronic device such as, but not necessarily limited to, a cellular/mobile telephone, smartphone, audio-visual player/recorder, or laptop/tablet/handheld/pen-based computer. The use of

communication features of such devices during instructional time is prohibited, unless the classroom teacher or other school official has provided authorization for their use. Students accessing the internet through the use of cellular wireless technology are expected to adhere to their signed acceptable use policy for the internet.

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

Students who utilize such personal electronic devices in the halls, in classes without permission, or in a manner that is disruptive will have their device taken and held at the Administrator's office to be picked up by a parent or lawful guardian. This includes taking pictures or videos, playing games, posting or checking on social media sites, and texting, emailing or messaging anyone either inside or outside of school. Use of a personal electronic device's audio or visual recording features is not permitted without prior approval of an administrator or teacher.

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

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

Please remember that students who bring these devices to school do so at their own risk. The school is not responsible for the loss, damage or theft of a student's property at school, on the bus, or at school events. It is expected that all electronic devices are charged at home.

NONDISCRIMINATION

Tewksbury Public Schools does not discriminate on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation or disability in its admission of students in, or access of students to all programs or activities offered by Tewksbury Public Schools including athletics and other extracurricular activities.

Tewksbury Public Schools strives to prevent, oppose and prohibit harassment or discrimination based on a student's race, color, sex, gender identity, religion, national origin, sexual orientation or disability and will respond promptly and appropriately to any complaint or report of discrimination or harassment. (File: AC, ACA, ACAB in School Committee Policy)

FELONY COMPLAINT OR CONVICTION OF STUDENT (MGL: Ch71, S. 37H1/2)

1. Upon issuance of a criminal complaint charging a student with a felony or upon issuance of a felony delinquency complaint, the principal may suspend such student for a period of time determined appropriate by the principal if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.
2. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such felony or felony delinquency, the principal may expel such student if

the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

In both sections 1 and 2, a student and parents have the right of appeal to the Superintendent of Schools.

PROCEDURES FOR STUDENTS WITH DISABILITIES SECTION 504

A student, parent/guardian or employee who believes that he/she has been discriminated against on the basis of his/her disability shall report such grievance to the principal, or in the alternative to the Superintendent of Schools. The procedure for filing such a grievance is set forth in the district's Section 504-grievance policy, a copy of which is available in the principal's office.

In addition, if a complainant remains dissatisfied with the district's resolution of his/her complaint, he/she complaint, he/she may file a complaint with one or more of the following agencies. A statute of limitations of 180 days may apply to the filing of such complaint.

Office of Civil Rights
United States Department of Education
J. McCormack Post Off. And Courthouse
Room 701
Boston, MA 02109

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

Commonwealth of Massachusetts
Bureau of Special Education Appeals
350 Main Street
Malden, MA 02148

DISCRIMINATION, OTHER FORMS

If a student believes that he or she has been subject to discrimination on the basis of race, color, religious creed, national origin, gender, sexual orientation, genetic information or ancestry, he or she may report such discrimination complaint using the same procedure set above for disability under Section 504.

EXPULSION

By law the School Committee must give the student and parents/guardians a fair hearing before separating him/her permanently from the school for misconduct. The principal conducts this hearing and must provide the student with:

- Written notice of the charge of misconduct;
- Notice that he/she may be represented by an attorney or advocate (at student's expense);
- Adequate time to prepare for the hearing;
- Access to all documents the school intends to use at the hearing;
- The right to question witnesses; and,
- A reasonably prompt, written hearing decision supported by specific findings of fact.

HARASSMENT, CIVIL RIGHTS AND RESPECT

"Harassment" is conduct that is personally offensive, degrading or threatening to others. It is strictly prohibited at the John W. Wynn Middle School. The school's policy against harassment refers to/but is not limited to, insulting or harmful comments or actions based on a person's race, gender, sexual orientation, national origin, physical characteristics or disability. Examples of

harassment include, but are not limited to, name calling, put downs, threats, sexually suggestive remarks, unsolicited physical contact, unwelcome and insulting comments and gestures, and the display or circulation of written materials or pictures that are degrading to any individual, or any ethnic, religious or gender group. All members of the Wynn Middle School Community are expected to adhere to this policy and are strongly encouraged not to tolerate, even by silence, any violation of it by others. Consequences for violating this policy can include mandatory counseling, exclusion from school social events, and suspension from school ranging from one to ten days with notification to the police. Repeated or extreme forms of harassment may result in a recommendation of expulsion from the Wynn Middle School.

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

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

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

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.

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

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

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

HAZING LAW

Massachusetts General Laws - Chapter 269

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

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

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

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

C.269,S.18. Duty to Report Hazing

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger of peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. Added by St.1985,c.536; amended by St.1987,c.665.

Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership.

It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report

NOTE: If a student is found guilty of hazing at the Wynn Middle School, he/she will be subject to possible expulsion.

STUDENT RECORDS

The Student Record Regulations adopted by the Board of Education apply to all public elementary and secondary schools in Massachusetts (They also apply to private day and residential schools that have state approval to provide publicly-funded special education services.) The regulations are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in carrying out their responsibilities under state and federal law.

INSPECTION OF RECORDS

A parent or an eligible student has the right to inspect all portions of the student record upon request. The record must be made available within two days after the request, unless the parent or student consent to a delay.

The parent and eligible student have the right to receive a copy of any part of the record, although the school may charge a reasonable fee for the cost of duplicating the materials. The parent and eligible student may request to have parts of the record interpreted by a qualified

professional from the school, or may invite anyone else of their choice to inspect or interpret the record with them.

Access of non-custodial parents to their child's student information is governed by Massachusetts General Laws, Chapter 71, Section 34H and the Department of Education's Regulations, at 603 CMR 23.07. A noncustodial parent shall submit a written request for records to the school principal annually. Upon receipt of the request, the school principal is required to notify the custodial parent of the receipt of the request. The custodial parent will be notified that the information requested will be provided to the non-custodial parent unless the principal is provided with documentation of a court order that prohibits the provision of such information to the non-custodial parent.

CONFIDENTIALITY OF RECORDS

Except where the regulations specifically authorize access by third parties, no individuals or organizations other than the parent, eligible student and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or eligible student.

AMENDMENT OF RECORDS

The parent and eligible student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and eligible student have a right to request that information in the record be amended or deleted. They are entitled to meet with the principal (or the principal's designee) to discuss their objection to information that is in the records, and to receive a written decision. A parent or eligible student who is not satisfied with principal's decision may appeal to higher authorities in the school district.

DESTRUCTION OF RECORDS

The regulations require school authorities to destroy a student's temporary record within five years after the student transfers, graduates or withdraws from the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. In each case, the school must first notify the parent and eligible student and give them the opportunity to receive a copy of any of the information before it is destroyed.

The above is only a summary of some of the more important provisions of the Student Record Regulations that relate to the rights of parents and eligible students. The Student Record Regulations are included in the code of Massachusetts Regulation at 603 CMR 23.00. For more detailed information, please review the regulations (copies of which should be available in every public school) and the Questions and Answers guide published by the Massachusetts Department of Education in 1995.

FURTHER POLICIES

This Handbook is amended by any policy or procedure subsequently enacted by the Tewksbury School Committee.

