

TEWKSBURY SCHOOL COMMITTEE AGENDA - WEDNESDAY, NOVEMBER 14, 2018



TEWKSBURY PUBLIC SCHOOLS
CHRISTOPHER J. MALONE
SUPERINTENDENT OF SCHOOLS

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

Meeting Location: Tewksbury Memorial High School
Large Group Instruction Room 1 (LGI 1 - First Floor)
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 SCHOOL COMMITTEE MEETING - 7:00 PM

D. ANNOUNCEMENT

The November 14, 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

The Growth Rally Committee - John F. Ryan Elementary School

G. STUDENT REPRESENTATIVE REPORT

Grace Morris, Student Council Representative to the School Committee: Notes From Tewksbury Memorial High School

H. PRESENTATIONS

None

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. October 17, 2018 Regular Meeting (File)

K. SUBMISSION AND PAYMENT OF BILL

1. Payroll Period Ending October 18, 2018 (\$1,325,711.25) (File)
2. Payroll Period Ending November 1, 2018 (\$1,321,409.40) (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

Recommended Revisions to Tewksbury Public Schools' Policies on Second & Reading (File)

JJE-Student Fundraising Activities; JLCB-Inoculations of Students; JLCC-Communicable Diseases; JLCD-Administering Medicines to Students; KBE-Relations with Parent Advisory Council and Booster Organizations; KFD-Use of School Facilities for a Candidates Night; KHE-Political Activity in School Buildings and on School Grounds

P. OLD BUSINESS

1. Next-Generation MCAS 2019 TPS Testing Dates (File)

Q. NEW BUSINESS

None

R. SCHOOL COMMITTEE MATTERS OF INTEREST

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

December 5, 2018; January 16, 2019

T. FUTURE AGENDA ITEMS

U. ADJOURNMENT

TEWKSBURY SCHOOL COMMITTEE CONSENT AGENDA

Superintendent of Schools

Christopher J. Malone
cmalone@tewbury.k12.ma.us

TEWKSBURY SCHOOL COMMITTEE

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

M. CONSENT AGENDA

1. Correspondence

1. Tewksbury Memorial High School 2018-2019 School Profile (File)
2. NPEN Professional Development Schedule - November 6, 2018 (File)

2. Enrollment Update

November 5, 2018 Enrollment (File)

3. Personnel Items

New Hires: None

Transfers: None

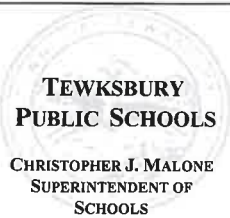
Retirements/Resignations/Terminations: None

4. Policy Review: None

5. Acceptance of Donations/Gifts: None

6. Fundraisers/Raffles: TMHS Class of 2019 Fundraiser, Senior Class "2019" T-Shirts, proceeds to be used for Prom and Senior Week activities, November 7, 2018 through February 28, 2019

Executive Session



TEWKSBURY SCHOOL COMMITTEE AGENDA

Meeting Type/Time: Executive Session #6 – Non-Public Session at 6:30 p.m.

Meeting Date: Wednesday, November 14, 2018

Meeting Location: Tewksbury Memorial High School, Guidance Conference Room
320 Pleasant Street, Tewksbury, MA 01876

A. CALL TO ORDER

B. EXECUTIVE SESSION

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

C. ADJOURNMENT

Recognition and/or Presentations

Tewksbury School Committee – November 14, 2018

RECOGNITIONS

John F. Ryan Elementary School
2017-2018 Growth Rally Committee

Lauren Auciello

Brittany Roberts

Rob Rogers

Kate Magsarili

Brianna Tuccinardi

Nicole Zwirek

Alyssa Nelson

Melissa Lane

Jamie Newell

Sue Clark

Lauren Tierney

Kim Hillson

Sandy Ferrara

Sue Hogan

Bill Hart

PRESENTATIONS

None

Minutes

Payroll

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **10/18/2018**

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 **\$1,325,711.25**

GRANTS

\$26,320.77	2018-2019	Special Ed 240 Grant
\$9,325.36	2017-2018	Title I Grant
	2017-2018	Title II Grant
	2018-2019	High Quality Grant
	2018-2019	After School Out of School Time
	2017-2018	Early Childhood

REVOLVING ACCOUNTS

\$31,294.57	2018-2019	Ext Day Program
\$15,027.92	2018-2019	Ext Day Preschool Program
\$1,991.55	2018-2019	Adult Education Program
	2018-2019	Community Services Rec
\$25,388.41	2018-2019	Lunch Program
	2018-2019	Hanover Funds
\$480.70	2018-2019	Facilities
\$162.39	2018-2019	Recreation
\$628.98	2018-2019	Parking Fees
	2018-2019	New Start
\$2,893.54	2017-2018	Preschool

\$113,514.19 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$1,212,197.06	2018-2019	School Department Account
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\$1,325,711.25 TOTAL

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date 11/1/2018

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 **\$1,321,409.40**

GRANTS

\$23,800.77	2018-2019	Special Ed 240 Grant
\$5,543.77	2017-2018	Title I Grant
\$1,105.38	2017-2018	Title II Grant
\$320.40	2018-2019	Title IV
	2018-2019	After School Out of School Time
	2017-2018	Early Childhood

REVOLVING ACCOUNTS

\$27,393.67	2018-2019	Ext Day Program
\$14,441.64	2018-2019	Ext Day Preschool Program
\$2,004.75	2018-2019	Adult Education Program
	2018-2019	Community Services Rec
\$27,560.42	2018-2019	Lunch Program
	2018-2019	Hanover Funds
\$2,674.16	2018-2019	Facilities
\$54.13	2018-2019	Recreation
\$628.98	2018-2019	Parking Fees
	2018-2019	New Start
\$2,893.54	2017-2018	Preschool

\$108,421.61 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$1,212,987.79	2018-2019	School Department Account
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\$1,321,409.40 TOTAL

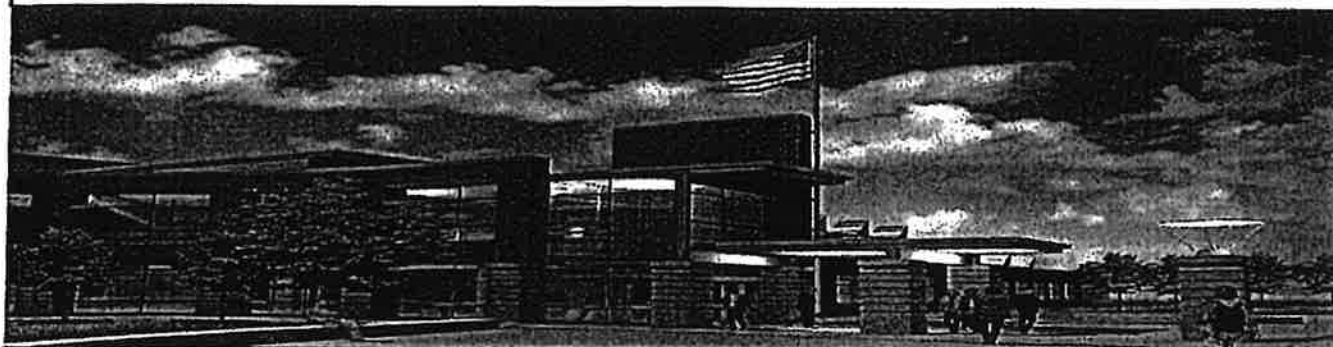
Superintendent/
Staff /School
Committee
Reports

Consent Agenda

2018-2019 School Profile

Tewksbury Memorial High School
320 Pleasant Street
Tewksbury, MA 01876

NEASC Accredited



Tewksbury Memorial High School is the pathway to the future!

High School Administration

Mrs. Kristen Vogel, Principal
Dr. Eileen Osborne, Assistant Principal
Mr. Sean O'Leary, Assistant Principal

Community

Population: 31,247
Tewksbury is a suburban community 23 miles north of Boston

GPA / Rank

GPA calculations are based on a weighted scale and cumulative semester grades which includes Advanced Placement, honors and college preparatory courses. TMHS does not rank students.

Letter	Number	AP	Honors	CP
A	93-100	5.0	4.6	4.0
A-	90-92	4.8	4.4	3.8
B+	87-89	4.6	4.2	3.6
B	83-86	4.4	4.0	3.4
B-	80-82	4.2	3.8	3.2
C+	77-79	4.0	3.6	3.0
C	73-76	3.8	3.4	2.8
C-	70-72	3.6	3.2	2.6
D	65-69	3.4	3.0	2.4
E*	50-64	0	0	0
F	49- below	0	0	0

I = Incomplete, W = Withdrawal, P/F = Pass/Fail will not affect class rank. (* E entitles students to participate in our credit recovery programs, New Start or Summer School) Please visit <https://qoo.gl/7LWHfq> to review the new grading system implemented Sept. 2016

Quality Point Averages

Quality points are determined by multiplying the factor obtained from the preceding scale by the number of credits for that particular course. Quality Point Average is obtained by dividing the total number of quality points by the total number of credits. Quality Point Average will be used to determine N.H.S. eligibility.

Advanced Placement Courses

Art History (2017-18), Biology, Calculus, Chemistry, English, Economics, Latin (2018-19), Government & Politics, Physics, Psychology, Statistics, Spanish (2017-18), U.S. History

Guidance Staff Members

Karen Baker O'Brien, Guidance Chairperson
Kennan Daniel
David Harne
Tina Sheahan
Patricia Whitehouse, Administrative Assistant

Tel: (978) 640-7838 ext. 2048 Fax: 978-640-7844
CEEB Code: 222130

Course Codes and Levels

Course Name	Code	Level
Advanced Placement	AP	6
Dual Enrollment	DE	5
Honors	H	5
Intensive College Prep	CP	1

Graduation Requirements

120 credit requirement and the following core content

English (5 of which is World Studies)	20 credits
History (5 of which is World Studies)	20 credits
Math	20 credits
Science	15 credits
Wellness	10 credits
Performing Art (1 semester course)	2.5 credits
CTBE (2 semester courses)	5 credits
Fine Arts (1 semester course)	2.5 credits

Post Graduate Placement

	2014	2015	2016	2017	2018
4 yr. College	63%	65%	75%	73%	69%
2 yr. College	15%	16%	17%	19%	11%
Military	4%	4%	2%	<1%	5%
Employment/other	12%	4%	2%	8%	6%
% attending college	78%	81%	92%	92%	80%

SAT Scores	2014	2015	2016	2017	2018
Reading/Writing	495	507	495	547	574
Math	511	523	512	541	572

Our Academic Program

During the 1997-1998 school year Tewksbury Memorial High School implemented a two-semester, 4x4 – block schedule. Students were required to participate in 4 eighty-four-minute classes each semester. All students were required to obtain a minimum of 140 credits out of a possible 160 credits. All full year courses are worth 5 credits, and half year are worth 2.5 credits. All Advanced Placement courses offered from 1998 – 6/2016 consisted of two mandatory sections, with a mandatory requirement that all AP students were required to enroll in both sections of the course. During the 2015-16 academic year all freshman students participate in World Studies A & B, which resulted in a full course of both English and History. *Please note, World Studies is no longer offered to students of the 2016 -2017 school year.* All classes offered through our Science Department are considered laboratory courses. *Lastly, beginning the 2016-2017 school year, TMHS has dropped block scheduling and has adopted a waterfall schedule, which consist of both full year and half-year courses. In our waterfall schedule, students enroll in seven courses per semester.*

Extra-Curricular Opportunities

Clubs / organizations: Academic Decathlon, Adaptive Ski Team, Anime Club, Best Buddies, Book Buddies Club, Chorus, Color Guard, Concert Band, DECA, Dance Team, Drama, GSA, International Club, Interact Club, Junior Classical League, Marching Band, Math Team, Mock Trial, National Honor Society, Peer Leadership, Robotics Club, SADD, Science Bowl Team, Student Council, School Newspaper, Winter Guard, Yearbook

Athletic Programs:

Fall Sports- Football, Cheerleading, Boys and Girls Cross-Country, Golf, Field Hockey, Boys / Girls Soccer and Volleyball, and Swim team

Winter Sports – Girls / Boys Ice Hockey, Gymnastics, Boys / Girls Basketball, Cheerleading, Boys / Girls Winter Track, and Wrestling

Spring Sports – Baseball, Softball, Boys / Girls Spring Track, Boys / Girls Tennis, and Boys / Girls Lacrosse

Sample of TMHS College Acceptances

<i>American University</i>	<i>Anna Maria College</i>	<i>Assumption College</i>
<i>Arizona State</i>	<i>Babson College</i>	<i>Becker College</i>
<i>Boston University</i>	<i>Bay Path College</i>	<i>Bridgewater State University</i>
<i>Bryant University</i>	<i>Bay State College</i>	<i>Bentley University</i>
<i>Boston College</i>	<i>Brown University</i>	<i>Bucknell University</i>
<i>BU Center for Digital Imaging Arts</i>	<i>Colby Sawyer College</i>	<i>Clemson University</i>
<i>Cornell University</i>	<i>Curry College</i>	<i>Clark University</i>
<i>Eckard College</i>	<i>Endicott College</i>	<i>Eastern Michigan</i>
<i>Emerson College</i>	<i>Eastern Connecticut</i>	<i>Franklin Pierce</i>
<i>Fordham University</i>	<i>Framingham State University</i>	<i>Fitchburg State University</i>
<i>Georgetown University</i>	<i>George Washington University</i>	<i>Goucher College</i>
<i>George Mason University</i>	<i>Hofstra University</i>	<i>Hamline University</i>
<i>Harvard University</i>	<i>Husson University</i>	<i>Ithaca College</i>
<i>Johnson & Wales University</i>	<i>Keene State</i>	<i>Lasell College</i>
<i>Lesley University</i>	<i>Lonestar College</i>	<i>Loyola University</i>
<i>Marquette University</i>	<i>Marist College</i>	<i>Marymount Manhattan University</i>
<i>MA College of Pharmacy & Health Sciences</i>	<i>Massachusetts Maritime</i>	<i>Merrimack College</i>
<i>Middlesex Community College</i>	<i>Mt Wachusett CC</i>	<i>MA College of Art & Design</i>
<i>Newbury College</i>	<i>Northeastern University</i>	<i>Northern Essex Community College</i>
<i>New England College</i>	<i>Plymouth State University</i>	<i>Pennsylvania State University</i>
<i>Quinnipiac University</i>	<i>Roger Williams University</i>	<i>Regis College</i>
<i>Rensselaer Polytechnic Institute</i>	<i>Rivier University</i>	<i>Salem State University</i>
<i>Saint Michael's University</i>	<i>Southern NH University</i>	<i>Skidmore College</i>
<i>Suffolk University</i>	<i>St. Joseph's College</i>	<i>Springfield College</i>
<i>Stonehill College</i>	<i>Syracuse University</i>	<i>Towson University</i>
<i>Thomas College</i>	<i>University of Vermont</i>	<i>University of Rhode Island</i>
<i>UMass Amherst</i>	<i>UMass Amherst Commonwealth College</i>	<i>UMass Boston</i>
<i>UMass Dartmouth</i>	<i>UMass Lowell</i>	<i>University of Alabama</i>
<i>University of Nevada Las Vegas</i>	<i>University of Connecticut</i>	<i>University of New Hampshire</i>
<i>University of New Haven</i>	<i>University of New England</i>	<i>University of Maine</i>
<i>University of Pennsylvania</i>	<i>Wagner College</i>	<i>Wentworth Institute of Technology</i>
<i>Wheelock College</i>	<i>Westfield State University</i>	<i>Worcester Polytechnic Institute</i>
<i>Worcester State University</i>	<i>Western New England</i>	

Technical or Training Programs

Gould Construction Institute, Catherine Hinds Institute, National Aviation Academy, Peterson School, North Bennett Street School

Military

United States Army, United States Marine Corps, United States Navy, United States Air Force.

Tewksbury Memorial High School is nothing less than success!

Tewksbury Public Schools

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



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

To: School Committee Members
From: Brenda Theriault-Regan
Re: November 6, 2018
District-Wide Full-Day PD
NPEN Full-Day PD

School	Group	Title	Where	When	Hours	Aides Optional	Notes
TMHS (some see DH)	See DH	TMHS VITAL Lesson Protocols w/ WestEd	Wynn Cafe	8:00am-3:00pm	6	No	Laptops Needed
K-12 Gen. Ed. Teachers & MSNT's	ALL	K-12: Curr. Mapping for Understanding w/ WestEd	Wynn Aud	8:00am-3:00pm	6	Yes	Laptops Needed
K-12 Science Groups w/ MSNT's in assigned to the science group	ALL	K-12: SCIENCE GROUPS - Curr. Mapping w/WestEd	Wynn Library	8:00am-3:00pm	6	Yes	Laptops Needed
Nurses	ALL	NURSES: Stop the Bleeding & Content Training	Ryan	8:00am-3:00pm	6	No	Laptops Needed
By invite only...see notes	see notes	*NPEN 2018 www.northeastpen.com	Sites Vary	8:00-3:00 pm start and end times vary to allow for travel time	6	No	*NPEN is open to these roles ONLY: Art, Music, Drama, Business, PE/Health, Library, Technology, Guidance, School Psych, Case Managers, Adj. Counselors, BCBA, SLP, OT/PT, ELL, Pre-K, & World Languages, Sub-Separate Sp.Ed.

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.

SCHOOL	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	PG	TOTALS
NORTH ST					139	146										285
TRAHAN					99	104										203
DEWING	109	144	118	157												528
HEATH BROOK	51	103	115	128												397
RYAN							257	256								513
WYNN MIDDLE									276	275						551
HIGH SCHOOL (HS)											228	217	225	242	11	923
PreSchool @ HS	16															16
TOTALS	176	247	233	285	238	250	257	256	276	275	228	217	225	242	11	3416
	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	PG	

Heath Brook			LF Dewing			LD Trahan			North Street			John F. Ryan						John Wynn Middle					
Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt
KF	S. Paradis	21	KF	H. Grace	22	3	S. Mulno	17	3	N. Devincents	24	5	R. Rogers	22	6	K. Anderson	21	7	S. Chella	21	8	K. Welch	19
KF	E. Hendsbee	22	KF	A. McCarthy	21	3	S. Sadler	16	3	M. Groux	23	5	R. Afrow	22	6	R. Reading	22	7	A. Webb	20	8	A. Breton	20
KF	K. Hynes	21	KF	D. Sokolowski	21	3	A. Trevor	17	3	L. Desrochers	24	5	B. Roberts	21	6	A. Johnson	21	7	E. Noel	21	8	C. Navetta	19
KF	K. Rodgers	21	KF	A. Reardon	21	3	L. Hyland	17	3	M. McGrath	23	5	M. Rosa	21	6	N. Zwirek	22	7	J. Sponzo	20	8	W. Fabiano	19
KF	D. Greene	18	KF	S. Gillotte	19	3	K. Valcourt	15	3	L. Carlino	22	5	B. Tuccinardi	22	6	N. Amato	22	7	J. Murphy	19	8	K. Doherty	19
KF	*A. Spatola		KF	A. Cameron	18	3	J. Lane	17	3	J. Mailey	23	5	C. Cremin	20	6	J. Mrozowski	22	7	C. Bilodeau	20	8	D. Shao	19
			KF	T. Molea	22	3	*L. Kuchar		3	*K. Mahoney		5	K. Magsarili	22	6	A. Nelson	21	7	P. Cassidy	19	8	J. Pringle	20
			K/1/2	*A. Palange								5	L. Tierney	22	6	K. Romano	21	7	D. Graaskamp	20	8	C. Gagnon	20
			K	*R. Hakala								5	K. Bruff	22	6	A. MacMullin	21	7	K. Johnston	20	8	E. Speros	19
1	E. Niles	20	1	K. Scialdone	19	4	S. Frost	16	4	S. Filiberto	25	5	R. Shirkoff	22	6	R. Curley	21	7	D. Bernstein	20	8	N. MacFarlane	21
1	A. Whynot	20	1	K. Carleton	20	4	J. Cote	18	4	K. Conrad	24	5	J. Farnham	21	6	C. Melly	21	7	F. Rouff	20	8	K. Deveau	20
1	M. Engelken	17	1	S. Doherty	19	4	C. Gagne	18	4	M. Barbato	25	5	P. Shirkoff	20	6	G. Martel	21	7	M. Scully	19	8	E. Caron	22
1	C. Ventura	18	1	M. Hirtle	19	4	V. O'Meara	17	4	T. McHenry	24							7	N. Dunn	19	8	M. Gillespie	19
1	J. Price	20	1	L. Cournoyer	19	4	E. Fagan	18	4	J. Selissen	24							7	K. Terry	18	8	J. Bilodeau	19
1	B. Decarolis	20	1	L. Tramonte	22	4	L. Kelly	17	4	K. Russo	24	5/6	*S. Ferrara					7/8	*Camire				
1	*R. Langlais		K/1/2	*P. Martel		4	*J. Kelly		4	*D. Ruderman		5/6	*J. Serino					7/8	*Khan				
			1	*M. Robinson																			
										DLC	*C. Strickler												
										DLC	*K. Trahan												
2	D. Bowden	23	2	K. MacLeod	24																		
2	S. Mulloy	21	2	J. Middleton	22																		
2	D. Brewin	19	2	S. Miranda	21																		
2	J. Taggart	22	2	J. Garvey	24																		
2	T. Enos	22	2	S. Wrobel	24																		
2	K. Bancroft	21	2	C. Archibold	21																		
	*S. Walsh		2	E. Daley	21																		
			K/1/2	*C. Griffin																			
			2	*T. Quinn																			
Heath Brook-PK			LF Dewing-PK																				
CSPK	L. Ianacci	51	PK	G. Silvagni	22																		
			PK	J. Milligan	24																		
			PK	K. Gibson	19																		
			PK	E. Finneran	23																		
			PK	J. Reyes	10																		
			PK	L. Costa	6																		
			PK	M. Smith	5																		
			CSPK	J. Carmody																			

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

TEWKSBURY PUBLIC SCHOOLS
Request for Fund Raising

Date: 10/30/18

1. Name of Organization: Class of 2019
2. Describe in detail the method of the fund raising activity. Attach additional information if necessary: Senior Class T-shirts, Class Specific "2019" shirts will be sold for \$20 each
3. School location and facilities desired: (cafetorium, cafeteria, classroom, gymnasium).
Please attach an approved Use of Facilities form!!
4. Purpose of anticipated funds (to be approved by the building principal).
Funds for Prom & senior week activities
5. Proposed dates of fund raising activity: from: 11/7/18 to: 2/28/18
6. Describe student involvement in the fund raising activity:
Students will help distribute T shirts during lunch / Before / After School
7. Type of identifying credential to be used during fund raising activity.
8. Is there a contract or agreement to be signed: Yes ☐ No ☒
9. Name of responsible individual: Julia Fabiano
 Signature of applicant: [Signature]
 Address: TMHS
 Telephone No.: [Redacted]

Date: 10/31/18

1. Your request for permission to raise funds is approved/disapproved. (Circle)
2. Reason for disapproval:
3. You are authorized to begin the activity of this date:
4. You are to submit a written narrative describing the amount of money raised and the funds not later than thirty (30) days after the ending date as shown above.
5. Comments by the principal:
6. Copy sent to the office of the Athletic Director.
 Signature: [Signature] Date: 10/31/18

Policy

File: JJE – STUDENT FUNDRAISING ACTIVITIES

This policy governs fundraising activities in which students, coaches, parent/guardians, teachers, individuals and school facilities or the name of the Tewksbury Public Schools are involved. A copy of this policy will be sent to a representative of officially recognized, school related groups by the approved administrator on an annual basis.

1. All requests for fund raising and/or the use of letters, telephone and other communiques requesting gifts of money or donations of materials from businesses and companies shall be presented to the building principal or an immediate supervisor for review and subsequent action.
 - a. A student or club organization must submit their request to the building principal.
 - b. A coach must submit the request to the Director of Athletics.
 - c. The Parent Advisory Council and/or School Improvement Council shall submit their request to the building principal for approval.
 - d. Individual Support groups must submit fund raising requests through the building principal.
 - e. Individuals or groups of persons representing the Tewksbury Public Schools requesting gifts of money or donations of materials must have prior approval from the Principal of the school. In the case of the involvement of multiple schools, the Principal of each school involved must grant prior approval. Prior to communicating such requests for gifts of money and/or donation of materials to a the potential donor, the solicitor must secure the approval of the Superintendent of Schools or his/her designee.
2. Any event which uses the name of the Tewksbury Public Schools in their fund raising literature must receive prior written approval of the Superintendent of Schools or designee. Those events using the name of a specific school must receive prior written approval of the building principal and the Superintendent of Schools or his/her designee.
3. Notwithstanding the foregoing, students, coaches, parent/guardians, teachers or persons representing the Tewksbury Public Schools shall not be permitted under any circumstances to engage in commercial or political fundraising enterprises on school premises and/or during school hours (see Tewksbury School Committee Policy related to "Political Activity in School Buildings and on School Grounds").

There will be no door-to-door solicitation by students, coaches, parent/guardians teachers or persons representing the Tewksbury Public Schools.

The use of prizes as an incentive for students to solicit increased sales is prohibited. Moneys expended on such prizes by the vendor will be given to the fundraising sponsor for deposit in the student activities account.

No student shall be directed or required to involuntarily participate in any approved, school related, fundraising activity and no disciplinary actions shall be taken toward a student who does not participate.

4. A request for Fundraising Form must be completed in detail and presented by the student, coach, parent/guardian, teacher, persons representing the Tewksbury Public Schools, or the Fundraising activity representative to the principal or immediate supervisor and where applicable, to the Superintendent of Schools or his/her designee. These forms are available at each school office.

5. All fundraising requests must be presented at least thirty (30) days prior to the start of the fundraising activity. If a special or unique circumstances can be demonstrated, the Principal may waive the thirty day period.

All activities cannot take place until final approval has been granted by the Principal and/or where applicable of the Superintendent of Schools or his/her designee.

6. The building principal has the authority to authorize a fundraising activity involving his/her students or his/her facility with the exception of those individuals or groups of people representing the Tewksbury Public Schools that are requesting gifts of money or donations of materials. In these activities the applicant must also receive the approval of the Superintendent of Schools or his/her designee prior to any solicitations taking place.

Consideration of the frequency of fundraising and solicitations from businesses and companies for gifts of money and donations of materials is one factor which will be used in the approval or denial of requests.

Fundraising events involving multiple facilities or students from more than one school need the approval of all appropriate building administrators and the Superintendent of Schools or his/her designee.

7. Raffle requests must be approved by the Tewksbury School Committee. After Tewksbury School Committee approval, the raffle sponsor must receive a permit from the Town Clerk (Massachusetts General Laws - Chapter 271, Section 7A). By approving a request for an organization to request a permit from the Town Clerk, the Tewksbury School Department does not sponsor or participate in the raffle and is not responsible for any potential tax payment associated with such activities. No raffle tickets are to be sold in school buildings or to students during regular school hours.

8. The ~~Director of Transportation and Facilities~~ Superintendent of Schools or his/her designee will keep a central system wide register of all fundraising activities and request

for donations and materials from businesses and companies approved by building principals ~~and where applicable the Superintendent of Schools or his/her designee.~~

It is imperative that each principal review all approved fundraising activities listed on the central register prior to approving or disapproving any fundraising request.

9. Proceeds from all student fundraising activities at Tewksbury Memorial High School shall be deposited with the Treasurer for Student Activities at the High School using appropriate forms denoting the Student Activity, and the derivation of the specific funds deposited.

Proceeds from student fundraising activities at all other schools shall be deposited in the student activities fund maintained by the building principals using the appropriate forms denoting the Student Activity, and the derivation of the specific funds deposited.

The Principal is solely responsible for the accounting of all funds derived from approved student activities.

10. The Tewksbury Public Schools encourage and recommends the treasurers from Parent Advisory Councils and other support groups involved in the raising of funds for the benefit of the Tewksbury Public Schools and its students to be bonded. The Tewksbury Public Schools will not be responsible for any unpaid bills or any revenue short falls incurred as a result of fund raising activities.

11. All written contracts associated with student fundraising or school sponsored activities will not be honored unless prior approval for the activity has been granted by the Principal, signed by the same principal who approved the activity and CO signed by activity sponsor.

12. Gifts of services and materials purchased through fundraising activities involving Tewksbury Public Schools students must receive approval from the building principal prior to the expenditure of funds.

13. Equipment purchased from funds raised under this policy must be accepted by the Tewksbury School Committee.

This policy will be implemented in accordance with the Massachusetts General Laws Section 47, Chapter 71, governing Student Activity Accounts.

Reviewed and Adopted May 14, 2014

Revised:

File: JLCB - INOCULATIONS OF STUDENTS

Students entering school for the first time, whether at kindergarten or through transfer from another school system, will be required to present a physician's certificate attesting to immunization against diphtheria, whooping cough, poliomyelitis, tetanus, measles, and such other communicable diseases as may be specified from time to time by the Department of Public Health. The only exception to these requirements will be made on receipt of a written statement from a doctor that immunization would not be in the best interests of the child; or, the student's parent or guardian stating that vaccination or immunization is contrary to the religious beliefs of the student or parent/guardian.

Established by law

Revised: January 18, 1996

Revised:

LEGAL REF.: M.G.L. [76:15](#)

CROSS REF.: [JF](#), School Admissions

File: JLCC - COMMUNICABLE DISEASES

The Tewksbury Public Schools is required to provide educational services to all school age children who reside within its boundaries. By law, however, admission to school may be denied to any child diagnosed as having a disease whereby attendance could be harmful to the welfare of other students and staff, subject to the Tewksbury Public Schools' responsibilities to handicapped children under the law.

The Tewksbury School Committee recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases. ~~such as Acquired Immune Deficiency Syndrome (AIDS).~~

Management of common communicable diseases shall be in accordance with Massachusetts Department of Health guidelines. A student who exhibits symptoms of a communicable disease may be temporarily excluded from school attendance. The Tewksbury Public Schools reserves the right to require a physician's statement authorizing the student's return to school.

The Educational placement of a student who is medically diagnosed as having a life-threatening communicable disease shall be determined on an individual basis in accordance with this policy and accompanying administrative procedures. Decisions about the proper educational placement shall be based on the student's behavior, neurological development, and physical condition; the expected type of interaction with others in school setting; and the susceptibility to other diseases and the likelihood of presenting risks to others. A regular review of the placement decision shall be conducted to assess changes in the student's physical condition, or based on new information or research that may warrant a change in a student's placement.

In the event a student with a life-threatening communicable disease qualifies for services as a handicapped child under state and federal law, the procedures for determining the appropriate educational placement in the least restrictive environment shall be used in lieu of the procedures designated above.

Neither this policy nor the placement of a student in any particular program shall preclude the administration from taking any temporary actions including removal of a student from the classroom as deemed necessary to protect the health, safety, and welfare of the student, staff, and others.

In all proceedings related to this policy, the Tewksbury Public Schools shall respect the student's right to privacy. Only those persons with a direct need to know shall be informed of the specific nature of the student's condition. The determination of those who need to know shall be made by the Superintendent.

{Adoption date}

Revised: January 18, 1996

LEGAL REF.: M.G.L. [71:55](#)

Revised:

File: JLCD - ADMINISTERING MEDICINES TO STUDENTS

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician. In the absence of the school nurse, a nurse from another building will travel to the school and administer the medication. No one but the school nurse, and those others listed in the medical administration plan acting within the above restriction, may give any medication to any student. The school nurse leader and school physician shall be the supervisor of the medication administration program in the Tewksbury Public Schools and shall develop the protocol and procedures relating to the administration of medication.

The school district shall, through the district nurse leader, register with the Dept. of Public Health and train personnel in the use of Epipens and medication for short term special circumstances or field trips within the Commonwealth of Massachusetts.

Following consultation with the school nurse, and with proper parental and medical permissions, students who fall into the following exceptions may self-administer medications:

1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
2. Students with food allergies may possess and administer prescription Epipens
3. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
4. Students with diabetes may possess and administer glucoses monitoring tests and insulin delivery systems.
5. Students with dermatological conditions that require topical creams/ointments duly prescribed may possess and administer prescription.

Revised: November 20, 2013

Revised: April 13, 2016

Revised:

LEGAL REF.: M.G.L. [71:54B](#) Dept. of Public Health Regulations: 105 CMR 210.00; [244 CMR 3.00](#)

File: KBE - RELATIONS WITH PARENT ADVISORY COUNCIL AND BOOSTER ORGANIZATIONS

The Tewksbury School Committee, administration, and staff, in order to foster relationships with parent/guardians that encourage the home and school to work together to establish and achieve common educational goals for students, will:

1. Consult with and encourage parent/guardians to share in school planning and in setting objectives and evaluating programs.
2. Help parent/guardians understand the educational process and their role in promoting it.
3. Assist parent/guardian in understanding the operations of their child's school.
4. Provide opportunities for parent/guardians to be informed of their child's progress and the criteria used to measure such progress.

To accomplish the above and to enhance communications between parent/guardians and school officials, the Tewksbury School Committee encourages and supports formal parent organizations, including parent advisory council and booster organizations, at each school building. These procedures will be observed:

1. Organizations will be officially recognized upon request by the building principal.
2. If more than one organization with the same purpose makes the request, a vote, open to all parent/guardians of children enrolled, will designate the organization to be recognized.
3. All parent organizations shall obtain 501C3 status and file appropriate paperwork with state authorities and make proof of such status available to school district administration.
4. All parent organizations need to recognize that spending on student activities must comply with federal law relating to equity among student genders.

Adoption date: January 1996

Reviewed and Adopted January 14, 2015

Revised:

LEGAL REFS: Title IX, Education Amendments of 1972

CROSS REFS: ACA – Nondiscrimination on the Basis of Sex

File: KFD - USE OF SCHOOL FACILITIES FOR A CANDIDATES NIGHT

Tewksbury School Department facilities ~~are available to community sponsored civic groups for~~ **would be considered if all other town facilities were unavailable for** the purpose of conducting a candidates night. The following regulations shall apply:

1. A "Use of School Facilities Application" must be completed by the sponsoring group and submitted to the Central Office along with a written outline of the program format.
2. The rental fee will be waived.
3. If a custodian is required, a custodial fee will be charged.
4. School Department equipment will be made available.
5. If refreshments are to be served, a school department cafeteria employee will be assigned to the activity and the sponsor will be required to pay for the service. Refreshments can only be served in an area designated by the School Department.
6. The School Department reserves the right to assign a police officer. The cost of the officer will be paid by the sponsor.
7. No political signs, posters or handouts will be allowed in the school facility.
8. The Tewksbury School Committee, acting through its agent, reserves the right to approve or reject application for use of a school facility for a candidates night.
9. The organization sponsoring the Candidates Night will be responsible for providing a Liability Insurance Certificate consistent with the requirements outlined in the School Department's Policy on Use of School Facilities.
10. In order to be eligible for use of a school facility, the sponsoring organization must include in its program format candidates for all contested offices.

SOURCE: Tewksbury

Reviewed and Adopted January 14, 2015

Revised:

File: KHE - POLITICAL ACTIVITY IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

A. Political Activity in School Buildings

No political activity is to be conducted within any school facility under the jurisdiction of the Tewksbury School Committee ~~without the express approval of the Tewksbury School Committee~~. Material including but not restricted to posters, handbills, cards, ~~placards~~, pictures, circulars, any literature, buttons, ~~signs~~, ~~nomination forms~~, ~~endorsement paperwork~~, ~~petitions~~, ~~signs~~, and/or stickers intended to influence any person within the school facility may not be exhibited, circulated or distributed.

~~The Tewksbury School Committee reserves the right to preserve order and take the necessary steps needed to avoid interruptions and disturbances of school related activities in any school facility.~~

B. Political Activity on School Grounds

No person shall loiter or gather within 150'(feet) of the any entrance to a School Facility under the jurisdiction of the Tewksbury School Committee ~~without the express approval of the Tewksbury School Committee~~. Material including but not restricted to posters, handbills, cards, ~~placards~~, pictures, circulars, any literature, buttons, ~~signs~~, ~~nomination forms~~, ~~endorsement paperwork~~, ~~petitions~~, and/or stickers intended to influence any person ~~within the school facility~~ may not be exhibited, circulated or distributed within 150'(feet) of the any entrance to a School Facility under the jurisdiction of the Tewksbury School Committee. ~~without the express prior approval of the Tewksbury School Committee.~~

~~The Tewksbury School Committee reserves the right to preserve order and take the necessary steps needed to avoid disturbances on school grounds that may impede school related activities.~~

C. Conduct Concerning Elections and Town Meeting

The Tewksbury Town Clerk will prescribe the appropriate conduct of elections and town meeting procedure pursuant to Massachusetts General Laws and the Town of Tewksbury By-Laws.

D. Students Right of Freedom of Expression

Massachusetts General Laws Chapter 71:82 guarantees the right of students to freedom of expression provided that such right shall not cause any disruption or disorder within the school. Some examples of substantial disrupted behavior are physically stopping other

people from entering the school or classroom, holding a demonstration that is so noisy that it interferes with classes in session, or leading a protest walk out of school.

Students have the right to speak freely, in and out of class, subject to the limitations on obscenity, defamation, fighting words, incitement, and disruption.

No expression made by students in the exercise of such right shall be deemed to be an expression of school policy and no school officials shall be held responsible in any civil or criminal action made or published by the students.

Any assembly planned by the students during regularly scheduled school hours that will not substantially disrupt the educational process shall be held only at the time and place approved in advance by the school principal or his/her designee and the Superintendent.

E. Teaching In The Classroom

Institutions of public education are conducted for the common good and not to further the interest of any specific political philosophy, party or candidate. The right of teachers in institutions of public education to freely study, discuss and investigate controversial political issues is also essential to the advancement of truth and its free exposition. The teacher has a professional obligation and responsibility to present differing political opinions in order to promote the common good which is essential to these purposes.

SOURCE: Tewksbury

Reviewed and Adopted January 14, 2015

Revised:

Old Business



Tewksbury Public Schools

MEMORANDUM

To: School Committee Members
From: Brenda T. Regan, C.A.G.S.
Assistant Superintendent of Schools *BJ-R*
Date: November 8, 2018
Re: Next-Generation MCAS 2018-2019 Testing Window (Grades 3-10)

This is an “Informational Only” item: No vote is required.

The attached outlines the 2018-2019 Next-Generation (NG) MCAS testing window, grades 3-10, for the Tewksbury Public Schools. This document will be posted on the website on Thursday, November 15, 2018.

