

TEWKSBURY PUBLIC SCHOOLS
School Committee Meeting
Tewksbury Memorial High School Auditorium
320 Pleasant Street
Tewksbury, Massachusetts

Regular Meeting #11
Wednesday, May 12, 2021 - 6:00 PM

- 1. REGULAR SCHOOL COMMITTEE MEETING - 6:00 PM**
- 2. EXECUTIVE SESSION (File) (Non-Public Session) - 6:00 PM**
- 3. RECONVENE REGULAR SCHOOL COMMITTEE MEETING (Public Session) - 6:30 PM**
- 4. RECOGNITION**
None
- 5. STUDENT REPRESENTATIVE REPORT**
Notes from Tewksbury Memorial High School: Jack Stadtman, Student Council Rep to the School Committee
- 6. PRESENTATION**
None
- 7. CITIZEN'S FORUM** (*Citizens are asked to limit comments related to items on the agenda to three (3) minutes or ten (10) if spokesperson is representing a group concern.*)
- 8. APPROVAL OF MINUTES**
April 14, 2021, Organizational Meeting (File)
April 14, 2021, Regular Meeting (File)
- 9. SUBMISSION AND PAYMENT OF BILLS**
Payroll Period Ending April 15, 2021 (\$1,401,535.18) (File)
Payroll Period Ending April 29, 2021 (\$1,435,566.80) (File)
- 10. SUPERINTENDENT & STAFF REPORT**
- 11. CONSENT AGENDA** (*itemized on page 3*)
- 12. COMMITTEE REPORTS**
Elementary School Building Committee
Tewksbury SEPAC
Wellness Advisory Committee
- 13. POLICY CHANGES, PROPOSALS, and ADOPTION**
Policy Recommended for Revision to TPS Policy on First Reading (File)
IHBG -Home Schooling Policy

Superintendent of Schools Christopher J. Malone, cmalone@tewksbury.k12.ma.us
Assistant Superintendent, Brenda T. Regan, bregan@tewksbury.k12.ma.us

SCHOOL COMMITTEE MEMBERS

Keith M. Sullivan, Chairperson, ksullivan@tewksbury.k12.ma.us
Shannon M. Demos, Vice-Chair, sdemos@tewksbury.k12.ma.us ~ Bridget L. Garabedian, Clerk, bgarabedian@tewksbury.k12.ma.us
Nicholas G. Parsons, Member, nparsons@tewksbury.k12.ma.us ~ John R. Stadtman, Member, jstadtman@tewksbury.k12.ma.us

14. OLD BUSINESS

- a. April 30, 2021 Class Counts Enrollment Update (File)
- b. 2022 School Committee Meeting Schedule (File)
- c. Discussion of More In-Person Learning Time

15. NEW BUSINESS

- a. 2021-2022 PK-4 Elementary Handbook (File)
- b. 2021-2022 John Ryan Elementary School Student Handbook (File)
- c. School Committee Member Appointment to the Elementary School Building Committee & School Committee Assignments (File)
- d. FY 22 Valley Collaborative Board Member Appointment (File)

16. SCHOOL COMMITTEE MATTERS OF INTEREST

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

June 9, 2021; July 21, 2021; August 18, 2021

18. FUTURE AGENDA ITEMS

19. ADJOURNMENT

CONSENT AGENDA

Correspondence

- a. Patriot's Pen & Voice of Democracy Essay Competition Applications (File)
- b. RLA Family MCAS Spring Testing Update (File)

Enrollment Update

See Old Business

PERSONNEL ITEMS (File)

Reappointments (File): Aides, Food & Nutrition Services, Nurses, Secretaries, and Miscellaneous Staff (List included in SC Packet)

New Hire (File): Peter Mague, part-time Mail Carrier for the Tewksbury Public Schools, effective June 1, 2021

Appointment (File): Michelle Dick, Assistant Principal, Tewksbury Memorial High School, effective July 1, 2021

Appendix B TMHS Athletics (File): Scott Wilson, Boys Spring Track Coach at Tewksbury Memorial High School, effective April 26, 2021

Resignation/Retirements/Terminations (File): Sandra Frost, Elementary Teacher at the Trahan Elementary School, effective April 15, 2021

Acceptance of Donations/Gifts: None

Fundraisers/Raffles (File): Heath Brook/Trahan PAC Drive-In Movie Night fundraiser, May 21, 2021, at the Merrimack Valley Pavilion; TMHS Theater Company Booster Club fundraiser/raffle Dine-Out Night at Cafe Sicilia, May 20, 2021

Executive Session

**Tewksbury Public Schools
Executive Session #11 Non-Public Session
Wednesday, May 12, 2021
Tewksbury Memorial High School
Guidance Office Conference Room
320 Pleasant Street, Tewksbury, Massachusetts**

A. CALL TO ORDER

B. EXECUTIVE SESSION

1. To discuss strategy with respect to collective bargaining with employee groups and/or personnel matters. The School Committee will reconvene the School Committee in open session following the Executive Session.

C. ADJOURNMENT

Minutes

Payroll

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **4/15/2021**

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 **\$1,401,535.18**

GRANTS

\$27,411.37	2020-2021 Special Ed 240 Grant
\$13,871.32	2020-2021 Title I Grant
	2019-2020 Title II Grant
\$1,041.80	2020-2021 Title IV Grant
\$525.00	2020-2021 Early Childhood Grant
	2020-2021 21st Century Grant
\$237.87	2020-2021 SEL Learning Grant
\$7,923.75	2020-2021 COVID Earmark Grant
\$8,949.58	2020-2021 SCPF Grant

REVOLVING ACCOUNTS

\$3,581.27	2020-2021 Community Services
\$2,238.13	2020-2021 Community Services Preschool Program
\$397.91	2020-2021 Adult Education Program
\$23,742.56	2020-2021 Lunch Program
\$733.21	2020-2021 Facilities
	2020-2021 Recreation
\$657.59	2020-2021 Parking Fees
\$2,045.54	2020-2021 Preschool
	2020-2021 WMS Athletic Intramural

\$93,356.90 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$1,308,178.28	2020-2021 School Department Account
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\$1,308,178.28 SUB TOTAL - LEA FUNDS

\$1,401,535.18 TOTAL

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **4/29/2021**

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 **\$1,434,566.80**

GRANTS

\$26,843.47	2020-2021 Special Ed 240 Grant
\$13,871.32	2020-2021 Title I Grant
	2019-2020 Title II Grant
\$693.21	2020-2021 Title IV Grant
	2020-2021 Early Childhood Grant
\$1,697.64	2020-2021 21st Century Grant
\$200.00	2020-2021 ASOST Grant
\$1,640.00	2020-2021 COVID Earmark Grant
\$9,555.94	2020-2021 SCPF Grant

REVOLVING ACCOUNTS

\$2,775.77	2020-2021 Community Services
\$3,088.76	2020-2021 Community Services Preschool Program
\$308.41	2020-2021 Adult Education Program
\$22,901.17	2020-2021 Lunch Program
\$657.59	2020-2021 Facilities
	2020-2021 Recreation
\$657.59	2020-2021 Parking Fees
\$2,045.54	2020-2021 Preschool
	2020-2021 WMS Athletic Intramural

\$86,936.41 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$1,347,630.39	2020-2021 School Department Account
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\$1,347,630.39 SUB TOTAL - LEA FUNDS

\$1,434,566.80 TOTAL

Superintendent/ Staff /School Committee Reports

Consent Agenda

2021-2022 Theme

"How Can I Be A Good American?"

Student Entry Deadline: October 31, 2021

Patriotic Essay Writing Competition Grand Prize: \$5,000 Award

What Is Patriot's Pen?

Conducted nationwide, this VFW-sponsored youth essay competition gives students an opportunity to write essays expressing their views on an annual patriotic theme. We invite you to join the more than 138,000 students who participated last year in this contest. The national winners will receive at least \$500. The first place national award is currently \$5,000.

The National Association of Secondary School Principals (NASSP) has again approved this contest for its National Advisory List of Contests and Activities.

Big National Prizes

National awards total: \$55,000

Prizes include the various amounts listed below:

1st: \$5,000	7th: \$1,750
2nd: \$4,000	8-10th: \$1,500
3rd: \$3,500	11-12th: \$1,250
4th: \$2,750	13-23rd: \$1,000
5th: \$2,500	24-25th: \$750
6th: \$2,000	26-53rd: \$500

The Internal Revenue Service requires that any recipient that receives more than \$599 award should receive a Form 1099, identifying the proceeds as taxable. This may require the winner to provide their social security number.

How Does the Contest Work?

All entries begin at the Post level. The only exception is where schools/classes/youth groups have large numbers of students and wish to conduct their own competition, submitting one winner for each 15 students to the local VFW Post competition. Individual students may submit their entry directly to the Post. This participating Post should be within your local area and within your U.S. state of residence.

The contest consists of four levels. The first level (entry) is sponsored by local VFW Posts. Post winners advance, one for every 15 entries, to the VFW District (regional) level where the one first-place winner is advanced to the VFW Department (state) level. The one first-place winner at the Department level is then advanced into the VFW national competition. The winner from each Department (state) then competes for the national prizes.

Who Can Enter?

Patriot's Pen is open to 6th-, 7th- and 8th-grade students enrolled by the Oct. 31 deadline in public, private or parochial schools in the U.S., its territories or its possessions. Home-schooled students also are eligible. Although U.S. citizenship is not required, students must be lawful U.S. permanent residents or have applied for permanent residence (the application for which has not been denied) and intends to become a U.S. citizen at the earliest opportunity allowed by law. Dependents of U.S. military or civilian personnel in overseas schools can participate, too. (Foreign exchange students and former winners that placed in the National contest are excluded from the contest.)

2021-2022 Official Entry Form Patriot's Pen Competition

Must Be Completed by All Contestants

Name: First, M.I., Last

Address

City, State, Zip

()

Phone

Email

Date of Birth (mm/dd/yy)

Grade in School

Age

School Name, City, State

Teacher's name and Email (if applicable)

To Be Completed by Student's Parent/Guardian

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

()

Parent/Guardian's Daytime Phone

Parent/Guardian's Email

To Be Completed by the VFW Post

I certify that this student has an authorized entry in our VFW Post Level Voice of Democracy Competition.

Post Commander's/Chairman's Signature

Post #

VFW Auxiliary President's/Chairman's Signature (if applicable)

Post Address

City, State, Zip

VFW Post Email

No. of students participating

No. of winners advanced to District

Amt. of Post/Aux. scholarship awards \$

Amt. of Post/Aux. additional expenses (banquet, pins, etc.) \$

2021-2022 Theme

"How Can I Be A Good American?"

Student Entry Deadline: October 31, 2021

I Have Read and Understand the Contest Rules

I certify that I am the sole author of the enclosed audio/essay entry and that I have only entered the competition once yearly if otherwise eligible. I understand that if it is found that I have entered any other Post's competition or used this essay for another VFW competition, I face elimination from the competition and will return any and all prizes or incentives awarded.

Signature of Student Participant _____

Date _____

To Be Completed by the VFW District

I certify that the student named in the previous section is the duly selected winner of the Voice of Democracy Contest District Competition and is our sole entry into the Departments.

District Chairman's Signature _____

Dist. # _____

Address _____

City, State, Zip _____

() _____

Phone _____

Email _____

To Be Completed by the VFW Department Chairman

I certify that the student named in the previous section is the duly selected first-place winner of the Voice of Democracy Department Competition, is our sole entry into the National Judging.

Department Chairman's Signature _____

() _____

Daytime Phone _____

Email _____

The winner ☐ has been ☐ will be (check one) notified that they are the first-place Department winner on _____.

How Am I Judged?

You will be judged on how well you understand, develop and present the theme. A positive approach is recommended to express your viewpoint.

Knowledge of the theme is worth 30 points:

You must show a thorough knowledge of the theme in your work. Demonstrate you have researched the issue extensively.

Theme development is worth 35 points:

Answer all relevant facts about the theme such as the who, what, where, when and why. Relate the theme to your own experiences.

Clarity of ideas is worth 35 points:

Write your essay in an easy-to-understand format. Leave your reader with a clear understanding of your explanation of the theme.

How Do I Get Started?

- Ask a teacher or youth group/club adult leader to supervise the Patriot's Pen writing competition.
- Contact a local VFW Post within your local area within your state and indicate your interest in participating.
- Establish a contact person who is a member of that VFW Post or its Auxiliary.
- Make sure that your essay is submitted to the VFW Post before the contest deadline of Oct. 31, 2021. You can submit your essay and entry form electronically (by email) upon the Post's approval. Entries sent to VFW National directly will be returned.

What Are the Rules?

- Essay length: 300-400 typewritten words (+ or - 5 words max).
- You must write your own essay.
- All essays should be typed in English with no color or graphics and cannot be less than 300 words or greater than 400 words in length. (Essays under or over these word amounts will be eliminated. Every word is counted regardless of length. The essay title (theme) or added footnotes do not contribute to the word count. At any time during the contest additional participant personal information (i.e. SSN, photo, etc.) could be requested by the VFW.

In no way may contestants identify themselves within their essay (including, but not limited to, your name, school, city, state, race or national origin.) Do not put your name on your essay. The entry form is your essay's cover sheet. Secure the Official Student Entry Form with a staple or other fastener on top of your essay.

Contestants are allowed to enter only once each year if otherwise eligible (one Post competition). Contestants found in violation of this rule will face elimination from the competition and will be required to return any and all prize money awarded or received.

The essay must be a contestant's original work and a product of the contestant's own thinking. The approach to the Patriot's Pen theme should be positive and clearly focused. Poetry is not acceptable. Quotations may be used sparingly if plainly identified wherever used. A contestant's teacher, counselor or parent may check the essay for punctuation, grammar and/or spelling, but the content must remain the contestant's. Contestants will be judged on the basis of their essay alone and are not required to present the essay orally. All essays become the property of the Veterans of Foreign Wars. The VFW retain non-exclusive rights to use your essay and likeness in the promotion and execution of the organization's programs and activities.

Deadline Information

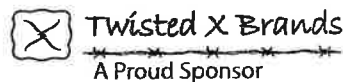
To qualify, all entries must be submitted to a sponsoring local VFW Post by midnight October 31, 2021.

Note:

If you need help finding a participating VFW Post in your area, follow these instructions:

First, visit vfw.org/FindaPost to "Find A VFW Post." Be sure this post is within the state you reside in.

If you need assistance, please email us at the VFW National Headquarters at youthscholarships@vfw.org.



For assistance contact:
816.756.3390 ext. 6155

Email: youthscholarships@vfw.org

Revised 4/2021

LOCAL VFW POST INFORMATION:

CONTACT: Vinnie Oliva

51 Mollie Dr Tewksbury, Ma 01876

PHONE: 978-618-7946

BEST TIME TO CALL: anytime

ALTERNATE CONTACT: Jimmy Williams

20 John E Smith Dr Tewksbury, Ma 01876

PHONE: 978-804-1134

BEST TIME TO CALL: anytime

2021-2022 Theme

"America: Where do we go from here?"

Student Entry Deadline: October 31, 2021

Patriotic Audio Essay Competition Grand Prize: \$30,000 Award

What is the Voice of Democracy Program?

Since 1947, the Voice of Democracy has been the Veterans of Foreign Wars' (VFW's) premier scholarship program. Each year, nearly 57,000 high school students compete for more than \$2 million in scholarships and incentives. Students compete by writing and recording an audio essay on an annual patriotic theme. This year's theme is, **America: Where do we go from here?**

Why Should I Enter?

Prizes and scholarships can be awarded at the Post, District, state and national level. Department (State) winners receive an all-expense-paid trip to Washington, to tour the city, be honored by the VFW and its Auxiliary and receive their portion of \$154,000 in national awards, the top scholarship being \$30,000.

The Rules

Who can enter?

The Voice of Democracy is open to students in grades 9-12 by the Oct. 31 deadline who are enrolled in a public private or parochial high school or home study program in the United States, its territories and possessions; or dependents of U.S. military or civilian personnel in overseas schools. Although U.S. citizenship is not required, students must be lawful U.S. permanent residents or have applied for permanent residence (the application for which has not been denied) and intends to become a U.S. citizen at the earliest opportunity allowed by law. Foreign exchange students, students age 20 or over, previous Voice of Democracy first place state winners, GED or Adult Education Students are ineligible.

What do I need to enter?

Record your original 3-5 minute (+ or - 5 seconds max.) audio essay and submit the recording, typed essay and completed entry form to your school/group competition or local VFW Post for judging. In addition you can submit your emailed entry form, essay, and audio file to the VFW Post upon approval. You must be the sole author of your essay. The recording must be in your own voice and in English. Hearing/speech impaired students should email the Voice of Democracy National Office at youthscholarships@vfw.org for special instructions. No music, singing, poetry or sound effects are allowed. The body of the essay must not identify you in any way, (including, but not limited to, your name, school, city, state, race or national origin) although the recording and typed essay should be labeled with your name, to show ownership. You may enter only one competition at one Post (if otherwise eligible) per year. At any time during the contest, additional participant personal information could be requested by the VFW, including but not limited to a photograph, SSN or biographical information.

2021-2022 Official Entry Form Voice of Democracy Competition

Must Be Completed by All Contestants

Name: First, M.I., Last

Address

City, State, Zip

()

Phone

Email

Date of Birth (mm/dd/yy)

Grade in School

Age

School Name, City, State

Teacher's name and Email (if applicable)

To Be Completed by Student's Parent/Guardian
(required even if student is 18 or over)

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

()

Parent/Guardian's Daytime Phone

Parent/Guardian's Email

Participant Agreement for Students Advancing to National Level

If selected as a first-place state winner, I have the consent of my parent/guardian and school to attend the Voice of Democracy National Finals in Washington, D.C. as a guest of the VFW National Organization. In consideration for permission to participate in the National Voice of Democracy Competition ("Competition") I do hereby, for myself, for my heirs, executors, administrators and assignees, waive, release and discharge all rights and claims which I have or which may hereafter accrue against the Veterans of Foreign Wars of the United States (VFW) and/or the Departments (state organizations) of the Veterans of Foreign Wars and their respective officers, agents, successors and assigns from any damages which may be sustained by me in connection with my participation in or association with the Competition and/or arising out of any travel related to the Competition. In the event of sickness, accident or injury in connection with the Competition, I consent to and accept the services of a duly licensed medical, surgical or dental specialist selected on my behalf and for such treatments, as they may deem necessary. I understand that VFW will not be liable for such treatment. I further understand that the Veterans of Foreign Wars of the United States retains non-exclusive rights to use my audio file, essay, name and likeness in the promotion and execution of the organization's programs and activities.

VOICE OF DEMOCRACY

2021-2022 Theme

"America: Where do we go from here?"

Student Entry Deadline: October 31, 2021

I Have Read and Understand the Rules and Participant Agreement (On Opposite Side)

I certify that I am the sole author of the enclosed audio/essay entry and that I have only entered the competition once yearly if otherwise eligible. I understand that if it is found that I have entered any other Post's competition or used this essay for another VFW competition, I face elimination from the competition and will return any and all prizes or incentives awarded.

Signature of Student Participant

Date

To Be Completed by the VFW Post

I certify that this student has an authorized entry in our VFW Post Level Voice of Democracy Competition.

Post Commander's/Chairman's Signature

Post #

VFW Auxiliary President's/Chairman's Signature (if applicable)

Post Address

City, State, Zip

VFW Post Email

No. of students participating

No. of winners advanced to District

Amt. of Post/Aux. scholarship awards \$

Amt. of Post/Aux. additional expenses (banquet, pins, etc.) \$

To Be Completed by the VFW District

I certify that the student named in the previous section is the duly selected winner of the Voice of Democracy Contest District Competition and is our sole entry into the Departments.

District Chairman's Signature

Dist. #

Address

City, State, Zip

()

Phone

Email

To Be Completed by the VFW Department Chairman

I certify that the student named in the previous section is the duly selected first-place winner of the Voice of Democracy Department Competition, is our sole entry into the National Judging.

Department Chairman's Signature

()

Daytime Phone

Email

The winner ☐ has been ☐ will be (check one) notified that they are the first-place Department winner on _____.

Where Do I Submit My Entry?

All entries begin at the local VFW Post level. The only exception is where schools/classes/youth groups have large numbers of students and wish to conduct their own competition, submitting one winner for each 15 students to the local VFW Post. Individual students may submit their entry directly to the Post. This VFW Post should be within your local area and within your U.S. state of residence. Entries sent to VFW National will be returned. One winner for every 15 entries from each Post advances to District and one District winner advances to the state (Department) competition. If you need help finding a participating VFW Post in your area, follow these instructions: First, visit this website [vfw.org/FindaPost](https://www.vfw.org/FindaPost) to "Find A VFW Post." Be sure this Post is within the state you reside in. If you do not have success in finding a Post, or if you have trouble getting in touch with them, you can contact your VFW Department (state) office to see if they can offer any information or assistance. You can visit this link <https://www.vfw.org/ContactUs/> and look for "Find a State Contact" to get your VFW state office's phone number and email. If you still need assistance, please email us at [VFW National Headquarters at youthscholarships@vfw.org](mailto:youthscholarships@vfw.org)

What Is the Deadline for My Entry?

All entries competing at the Post level must be in the hands of that VFW Post by midnight, **Oct. 31, 2021**. It is the responsibility of the student to meet this deadline by submitting their entry to the proper location by ensuring it is a participating Post.

What Are the Judging Criteria?

Originality is worth 30 points:

Treatment of the theme should show imagination and human interest.


Content is worth 35 points:

Clearly express your ideas in an organized manner. Fully develop your theme and use transitions to move smoothly from one idea to another.

Delivery is worth 35 points:

Speak in a clear and credible manner.

The National Association of Secondary School Principals (NASSP) has again approved this contest for its National Advisory List of Contests and Activities.

 **Twisted X Brands**
A Proud Sponsor


VETERANS OF FOREIGN WARS.

For assistance contact:
816.756.3390 ext. 6155
Email: youthscholarships@vfw.org

Revised 4/2021

LOCAL VFW POST INFORMATION:

CONTACT: Vinnie Oliva

51 Mollie Dr Tewksbury, Ma 01876

PHONE: 978-618-7946

BEST TIME TO CALL: anytime

ALTERNATE CONTACT: Jimmy Williams

20 John E Smith Dr Tewksbury, Ma 01876

PHONE: 978-851-6064

BEST TIME TO CALL: anytime

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



Celebrating Excellence



May 6, 2021

Dear Remote Learning Academy Families,

In March, you received a memo from me about MCAS testing dates and testing news for students who are in our full Remote Learning Academy (RLA) model. At that time, the Department of Elementary and Secondary Education (DESE) was telling districts that students were to test in person for MCAS, including full remote students.

In April, DESE has since changed their position on this and is now requiring districts to provide remote testing for students in grades 3-8 who are in the full remote learning model. This [TPS MCAS Testing memo](#) was our latest MCAS information shared with you. **(Please note that any TMHS student in grades 9, 10, & 11, including RLA, who are taking MCAS this spring, are still required to take MCAS in person.)** The memo also includes helpful resources for families to use at home in practicing standards based MCAS questions.

Please know that DESE has also informed us that this year's grades 3-8 MCAS test has been adapted to be shorter in length and provided this insight as to how the test results will be used.

"While recognizing the need for adjustments and flexibility, the Department maintains that the MCAS test is a crucial diagnostic tool to promote student success and educational equity.

The MCAS tests will provide Massachusetts educators and families critical insight into academic losses that must be addressed, as well as data on which students and districts have been most impacted by the disruptions in schooling. Administering the MCAS will make it possible to reliably assess students' progress in relation to curriculum standards."

As a result of this new update pertaining to fully remote learners in grades 3-8, school principals are coordinating our remote testing to be concurrent with or slightly thereafter the in-person MCAS testing. New training for our RLA staff and new device distribution for our RLA students that aligns with this remote MCAS test is currently underway at each school. **Your school principal will communicate to RLA families the device distribution date(s) and the date(s) scheduled for remote MCAS testing for each grade level and subject for their respective school.** Your child's teacher will lead your child through the specific training, instructions, and practice in preparation for this remote

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.

assessment. On the remote testing date(s), RLA teachers will not run their regular lessons until the MCAS testing is complete, but will instead administer the remote MCAS for students who are in virtual attendance. Teachers will share these class specific instructions with their students.

Grade 3-8 RLA students with specific MCAS testing accommodations on the IEP or 504 plan that would require in-person MCAS testing, will be contacted by the school principal to make those arrangements.

As always, feel free to reach out to your school principal or to me regarding MCAS questions.

Sincerely,

Brenda T-Regan

Brenda Theriault-Regan
Assistant Superintendent

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.

REAPPOINTMENTS 2021 - 2022 SCHOOL YEAR

2021-2022 School Year Reappointments			
First	Last	Position	School
Cheryl	Crumb	Out-Of-District Coordinator	Center School
Michelle	Jennings	10-Month Secretary	Dewing / Heath Brook Elementary Schools
Joy	Wallace	10-Month Secretary	Dewing Elementary School
Paige	Marquis	BEH	Dewing Elementary School
Linda	Alukonis	Classroom Aide	Dewing Elementary School
Cheryl	Barnes	Classroom Aide	Dewing Elementary School
Joanna	Evangelista	Classroom Aide	Dewing Elementary School
Stacey	Finnegan	Classroom Aide	Dewing Elementary School
Cheryl	Silva	Classroom Aide	Dewing Elementary School
Susan	Sokol	Classroom Aide	Dewing Elementary School
Anne Mary	Theisen	Classroom Aide	Dewing Elementary School
Mary	Abbott	Classroom Instructional Aide	Dewing Elementary School
Jennifer	Cobuccio	Classroom Instructional Aide	Dewing Elementary School
Laurie	Doherty	Classroom Instructional Aide	Dewing Elementary School
Lisa	Donahue	Classroom Instructional Aide	Dewing Elementary School
Siva	Lingareddy	Classroom Instructional Aide	Dewing Elementary School
Julie	Regan	Classroom Instructional Aide	Dewing Elementary School
Carina	Skaaland	Classroom Instructional Aide	Dewing Elementary School
Lori	Spezzano	Classroom Instructional Aide	Dewing Elementary School
Alicia	Taylor	Classroom Instructional Aide	Dewing Elementary School
Mary Beth	Tierney	Classroom Instructional Aide	Dewing Elementary School
Barbara	Joyce	Occupational Therapist	Dewing Elementary School
Jessica	Pupa	Occupational Therapist	Dewing Elementary School
Elizabeth	Parisi	Occupational Therapist (P/T)	Dewing Elementary School
Kristen	Imperillo	Physical Therapist	Dewing Elementary School
Jill	Robinson	School Nurse	Dewing Elementary School
Nicole	Ricciardi	Speech/Language Pathologist	Dewing Elementary School
Marie	Guida	Classroom Aide/ Copy Center	District-Wide
Sandra	Miller	Associate Nurse	District-wide
Nicole	Raver	BCBA	District-wide
Donald	Miller	School Physician	District-Wide
Melanie	Felker	Sign Language Interpreter	District-Wide
Andrew	Long	Supervisor of Attendance	District-Wide
Sandra	Bransfield	10-Month Secretary	Heath Brook Elementary School
Joanne	Borges	Classroom Aide	Heath Brook Elementary School
Maria	Campo	Classroom Aide	Heath Brook Elementary School
Donna	DePierro	Classroom Aide	Heath Brook Elementary School
Bianco	Enos	Classroom Aide	Heath Brook Elementary School
Mary Ellen	Zier	Classroom Aide	Heath Brook Elementary School

REAPPOINTMENTS 2021 - 2022 SCHOOL YEAR

Kathryn	Buck	Classroom Instructional Aide	Heath Brook Elementary School
Rachel	Casey	Classroom Instructional Aide	Heath Brook Elementary School
Cheryl	Froio	Classroom Instructional Aide	Heath Brook Elementary School
Mary	Kapust	Classroom Instructional Aide	Heath Brook Elementary School
Gail	Bliss	Occupational Therapist	Heath Brook Elementary School
Karen	Rossi	School Nurse	Heath Brook Elementary School
Kimberly	Rowe	10-Month Secretary	John Ryan Elementary School
Deborah	Bennett	Classroom Aide	John Ryan Elementary School
Jillian	Anderson	Classroom Instructional Aide	John Ryan Elementary School
Donald	Dooley	Classroom Instructional Aide	John Ryan Elementary School
Catherine	Francis	Classroom Instructional Aide	John Ryan Elementary School
Courtney	Grafteo	Classroom Instructional Aide	John Ryan Elementary School
Diana	Hanley	Classroom Instructional Aide	John Ryan Elementary School
Marissa	Martel	Classroom Instructional Aide	John Ryan Elementary School
Kelly	Peach	Classroom Instructional Aide	John Ryan Elementary School
Venkata	Potturi	Classroom Instructional Aide	John Ryan Elementary School
Michelle	Sheehan	Classroom Instructional Aide	John Ryan Elementary School
Nancy	Torname	P/T SPED Secretary	John Ryan Elementary School
Debra	Kraytenburg	School Nurse	John Ryan Elementary School
Denise	McIntyre	10-Month Secretary	John Wynn Middle School
Carly	Cattoggio-Nelson	Classroom Aide	John Wynn Middle School
Kelly	Joyce	Classroom Aide	John Wynn Middle School
Christine	Cote	Classroom Instructional Aide	John Wynn Middle School
Heather	Godin-Small	Classroom Instructional Aide	John Wynn Middle School
Erica	Randall	Classroom Instructional Aide	John Wynn Middle School
Amy	Connell	School Nurse	John Wynn Middle School
Lori Ann	Babineau	Food & Nutrition Services	Location To Be Determined
Elaine	Bennett	Food & Nutrition Services	Location To Be Determined
Lisa	Bevilacqua	Food & Nutrition Services	Location To Be Determined
Suzanne	Blackwell	Food & Nutrition Services	Location To Be Determined
Shannon	Bradley	Food & Nutrition Services	Location To Be Determined
Heidi	Brooks	Food & Nutrition Services	Location To Be Determined
Erica	Carfagno	Food & Nutrition Services	Location To Be Determined
Beth	Casham	Food & Nutrition Services	Location To Be Determined
Amy	Crowley	Food & Nutrition Services	Location To Be Determined
Heather	Crowley	Food & Nutrition Services	Location To Be Determined
Marcia	D'Attilio	Food & Nutrition Services	Location To Be Determined
Cathy	Dell'Orfano	Food & Nutrition Services	Location To Be Determined
Kerri	DeSisto	Food & Nutrition Services	Location To Be Determined
Allison	DiFelice	Food & Nutrition Services	Location To Be Determined
Robin	Foran	Food & Nutrition Services	Location To Be Determined

REAPPOINTMENTS 2021 - 2022 SCHOOL YEAR

Cecile	Gannon	Food & Nutrition Services	Location To Be Determined
Andrea	Graziano	Food & Nutrition Services	Location To Be Determined
Joyce	Kling	Food & Nutrition Services	Location To Be Determined
Lisa	Laperriere	Food & Nutrition Services	Location To Be Determined
Jess	MacKeen	Food & Nutrition Services	Location To Be Determined
Paula	Malfa	Food & Nutrition Services	Location To Be Determined
Elizabeth	Marquez	Food & Nutrition Services	Location To Be Determined
Julie	Naughton	Food & Nutrition Services	Location To Be Determined
Dottie	O'Donnell	Food & Nutrition Services	Location To Be Determined
Kathy	Staples	Food & Nutrition Services	Location To Be Determined
Laura	Sullivan	Food & Nutrition Services	Location To Be Determined
Sharon	Zaremba	10-Month Secretary	North Street Elementary School
Kyle	Benson	BEH/BCBA	North Street Elementary School
Christine	Bourgeois	Classroom Instructional Aide	North Street Elementary School
Jennifer	Merrill	Physical Therapist	North Street Elementary School
Angela	Reaney	School Nurse	North Street Elementary School
Kathleen	Casey	10-Month Secretary	Tewksbury Memorial High School
Christine	Fronduto-Doherty	10-Month Secretary	Tewksbury Memorial High School
Nancy	O'Hare	10-Month Secretary	Tewksbury Memorial High School
Mackenzie	Coneeny	Associate Nurse	Tewksbury Memorial High School
Diane	Hickey	Classroom Aide	Tewksbury Memorial High School
Fauzia	Rafiq	Classroom Aide	Tewksbury Memorial High School
Charlotte	Brace	Classroom Instructional Aide	Tewksbury Memorial High School
Meredith	Fahey	Classroom Instructional Aide	Tewksbury Memorial High School
Kelly	Fox	Classroom Instructional Aide	Tewksbury Memorial High School
Jenifer	Guy	Classroom Instructional Aide	Tewksbury Memorial High School
Alan	Lefebvre	Classroom Instructional Aide	Tewksbury Memorial High School
Chris	Mahanna	Classroom Instructional Aide	Tewksbury Memorial High School
Patricia	Maia	Classroom Instructional Aide	Tewksbury Memorial High School
Kaileigh	Merrill	Classroom Instructional Aide	Tewksbury Memorial High School
Paige	Winn	Classroom Instructional Aide	Tewksbury Memorial High School
Kelly	Constantino	School Nurse	Tewksbury Memorial High School
Maria	Doherty	10-Month Secretary	Trahan Elementary School
Anne	Brennan	Classroom Instructional Aide	Trahan Elementary School
Benjamin	Clasby	Classroom Instructional Aide	Trahan Elementary School
Joanne	Elwell	Classroom Instructional Aide	Trahan Elementary School
Sharon	Pierce	PT Special Ed Secretary	Trahan Elementary School
Kathy	Korslund	School Nurse	Trahan Elementary School

TEWKSBURY PUBLIC SCHOOLS
Request for Fundraising

File: JJC-C

Date: April 8, 20211. Name of Organization Heath Brook & Trahan PAC

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

Drive In Movie Night fundraiser at Merrimack Valley Pavilion3. School location and facilities desired (cafeteria, cafeteria, classroom, gymnasium). n/a (socially distant)

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

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

Enrichment5. Proposed dates of fund raising activity From May 21 To May 216. Describe student involvement in the fund raising activity. n/a students families7. Type of identifying credential to be used during Fund Raising Activity will purchase a drive-in movie ticket for \$25. Movie will be G or PG rated depending on availability. Social distancing rules will apply.8. Is there a contract or agreement to be signed. Yes _____ No X9. Name of responsible individual Anna Kaiser

Address _____

Telephone No. _____

Signature of Applicant Anna Kaiser

(To be completed by the School Principal)

Date 4/12/211. Your request for permission to raise funds is Approved Disapproved (Circle)

2. Reason for disapproval _____

3. You are authorized to begin the activity on date of approval

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: approved6. Copy sent to the Office of the Superintendent of Schools. Yes No (Circle) OK per WMSJ

Principal's Signature _____

Tekla Cenanovic
[Signature]

Date

4/12/214/12/21

Revised February 3, 2017

TEWKSBURY PUBLIC SCHOOLS
Request for Fundraising

File: JJE-E

Date: 5-4-21

1. Name of Organization TMHS TC - Booster Club

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

Dine out day at Cafe Sicilia to provide funds for
Booster club

3. School location and facilities desired (cafeteria, classroom, gymnasium) n/a

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

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

Booster Club - to provide funds for student scholarships.

5. Proposed dates of fund raising activity From 5-20-21 To 5-20-21

6. Describe student involvement in the fund raising activity. None - Booster club

members will be in attendance for the event.

7. Type of identifying credential to be used during Fund Raising Activity. Flyer, raffle tickets

being provided by owner of Cafe Sicilia.

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

9. Name of responsible individual Ana DeMatos

Address [REDACTED]

Telephone No [REDACTED] Signature of Applicant Ana DeMatos

(To be completed by the School Principal)

Date 5/5/21

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

2. Reason for disapproval

3. You are authorized to begin the activity on See above; as noted

4. You are to submit a written narrative describing the amount of money raised and the funds not later than thirty (30) days after the ending date as shown above.

5. Comments by the principal:

6. Copy sent to the Office of the Superintendent of Schools. Yes No (Circle)

Principal's Signature [Signature] Date 5/5/21

Policy

File: IHBG - HOME SCHOOLING

The Massachusetts General Law requires the Tewksbury School Committee to determine that a Home Schooling program meets with the minimum standards established for public schools in the Commonwealth prior to approving such a program.

When a parent/guardian ~~or guardian~~ of a student below the age of 16 wants to establish a home-based educational program for his/her child, the following procedures shall be followed in accordance with the law:

Prior to removing the child from a public school, ~~or~~ when beginning a homeschool program for any child who is of compulsory attendance age:

The parent/guardian must submit written notification of establishment of the home-based program to the **Superintendent's office**, 14 days or as soon as possible before the program is established and resubmit notification **on** an annual basis, as long as the child or children are being educated in a home-based environment. **As long as a parent/guardian is communicating with the school district regarding the approval process neither a truancy action, care and protection proceeding, or referral to DCF for school absences shall be initiated by the district.**

The parent/guardian ~~must certify~~ **will provide** in writing, ~~on a form provided by the district,~~ the name, age, place of residence, and number of hours of attendance of each child in the program. **The district shall provide a form which may be used by the parent/guardian submitting the plan.**

~~The parent/guardian shall meet with the Assistant Superintendent, and the building Principal to review the program.~~

~~The superintendent shall give the notice to produce records required by law if there is probable cause to believe the program is not in compliance with the law.~~

Factors to be considered by the Superintendent, or Tewksbury School Committee in deciding whether or not to approve a home education proposal may be:

1. The proposed curriculum and the number of hours of instruction in each of the proposed subjects.
2. The competency of the parent/guardians to teach the children.
3. The textbooks, workbooks and other instructional aids to be used by the children and the lesson plans and teaching manuals to be used by the parent/guardians.
4. Periodic standardized testing, **annual written progress report, dated work samples or another means mutually agreed upon by the parent/guardian and the Superintendent will**

be used to assess the educational progress and the attainment of minimum standards. A student being educated in a home-based program within the district may have access to public school activities of either a curricular or extra-curricular nature upon approval of the Superintendent.

~~A student, with the approval of the Tewksbury School Committee, may be awarded a high school diploma if he or she has satisfied the Department of Education's competency requirements and has met the district's educational standards for graduation.~~

Revised: January 18, 1996

Reviewed and Adopted February 12, 2014

Revised:

LEGAL REFS.: M.G.L. [69:1D](#); [76:1](#), Care and Protection of Charles

Care and Protections of Charles - MASS. Supreme Judicial Court

399 Mass. 324 (1987)

Old Business



Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee

From: Christopher Malone
Superintendent of Schools

Date: May 7, 2021

Re: Class Counts Enrollment Update

This is Informational Only - No Vote is Required

As we transition to all in-person, please see the attached updated Class Counts for PK-8 and Tewksbury Memorial High School, as of April 30, 2021.

Class Count Worksheet

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	17	KF	A. Cameron	21	RL 3	S. Mulno	12	3	L. Carlino	18	5	R. Rogers	18	6	K. Anderson	17	7	S. Chella	20	8	K. Welch	17
RL K/1	E. Babcock	17	KF	C. Basteri	20	3	S. Sadler	21	3	J. Simone	18	5	R. Afrow	18	6	R. Reading	18	7	B. Dorsey	20	8	A. Breton	17
KF	K. Hynes	16	KF	H. Grace	20	3	A. Trevor	21	3	N. DeVincentis	20	5	B. Roberts	17	6	A. Johnson	17	7	E. Noel	20	8	C. Navetta	17
KF	K. Rodgers	16	KF	T. Molea	20	3	L. Hyland	20	3	M. Groux	18	5	M. Ellis	17	6	N. Zwirek	17	7	J. Bilodeau	20	8	W. Fabiano	19
KF	D. Greene	14	KF	A. Reardon	21	3	K. Valcourt	21	3	M. McGrath	19	5	B. Tuccinardi	18	6	N. Amato	18	7	J. Murphy	19	8	J. Diprima	18
KF	M. Campo	16	KF	A. McCarthy	20	3	J. Lane	20	RL 3	L. Zullo/Starkey	27	5	C. Cremin	18	6	J. Mrozowski	17	7	C. Bilodeau	18	8	D. Shao	17
			KF	S. Gillotte	20	3	*L. Perelli		3	*K. Mahoney		5	K. Magsarili	17	6	A. Nelson	17	7	P. Cassidy	20	8	J. Pringle	18
			RL KF	C. Sciucco	23							5	L. Tierney	17	6	K. Romano	18	7	D. Graaskamp	17	8	C. Gagnon	21
K/1/2	*C. Griffin		K	*L. Spicer					DLC	*C. Caruso	3	5	K. Bruff	18	6	A. MacMullin	18	7	K. Johnston	20	8	N. Flood	18
1	A. Whynot	17	1	K. Carleton	20	4	B. Clasby	20	4	T. McNeil	16	5	R. Shirkoff	18	6	R. Curley	18	7	N. MacFarlane	19	8	K. Terry	18
1	E. Niles	17	1	S. Doherty	19	4	J. Zaroulis	20/21	4	T. McHenry	16	5	J. Farnham	15	6	C. Melly	17	7	F. Rouff	20	8	K. Deveau	18
1	M. Engelken	16	1	L. Tramonte	19	4	C. Gagne	19/20	4	J. Selissen	19	5	P. Shirkoff	17	6	G. Martel	18	7	M. Scully	19	8	E. Caron	18
1	C. Ventura	18	1	M. Hirtle	18	4	V. O'Meara	20/21	RL 4	Lynch Armano/Cahil	23	RL 5	K. Hillson	14	RL 6	S. Boudreau	13	RL 7	K. Doherty	16	RL 8	M. Gillespie	18
1	J. Price	15	1	K. Scialdone	18	4	E. Fagan	20/21	4	K. Conrad	15	RL 5	K. Stone	13	RL 6	E. Lindsey	22	RL 7	M. Morrello	14	RL 8	J. Sponzo	17
RL 1/2	B. Decarolis	17	1	L. Courmoyer	19	4	L. Kelly	20	4	K. Russo	17	5/6	S. Ferrara	1				7/8	*Camire	1			
1	K. Buck	18	RL 1	V. Chambers	17	RL 4	K. Frost/Legvold	10	4	S. Hall	19	5/6	J. Ryan	2				7/8	*Khan				
1	*R. Langlais		1	*M. Robinson		4	*J. Kelly		4	J. Viscione	17												
									4	*D. Ruderman													
1/2	*A.Spatola		K/1/2	*E. Finneran					DLC	*C. Strickler	4												
2	D. Bowden	14	2	C. Archibold	20																		
2	S. Mulloy	17	2	S. Armano	20																		
2	D. Brewin	17	2	E. Daley	19																		
2	J. Taggart	13	2	S. Wrobel	19																		
2	T. Enos	14	2	J. Garvey	20																		
2	K. Bancroft	18	2	C. Mitchell	20																		
2	*S. Walsh		RL 2	M. Murray	22																		
			2	*M. Herbert																			
			K/1/2	*A. Palange																			
Heath Brook-PK			LF Dewing-PK																				
CSPK	L. Ianacci	31	PK	G. Silvagni	18																		
			PK	J. Covino	20																		
			PK	P. Young	19																		
			PK	J. Milligan	18																		
			PK	J. Reyes	7																		
			PK	M. Smith	7																		
			PK	L. Costa	7																		
			CSPK																				
338			531																				

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

Class Count Worksheet

SchYr	Course	Description	ScheduleTerm > Code	Schedule	Primary Staff > Name	Teacher	PrimaryRoom > Num	Total	Overflow
2021	320-H-001	ALGEBRA 2	FY	A(4) B(1) C(5) D(2) E(6)	GLASS, DEBRA	GLASS, DEBRA	A205	29	5
2021	642-CP-003	CHILD CARE 2	S2	A(7) B(4) C(1) D(5) E(2)	SMALLIDGE, NICOLE	SMALLIDGE, NICOLE	A103	20	4
2021	822-CP-001	HEALTH 2	S2	A(6) B(3) C(7) D(4) E(1)	FABIANO, JULIA	FABIANO, JULIA	D105	31	4
2021	100-CP-001	ENGLISH 9	FY	A(5) B(2) C(6) D(3) E(7)	BELLISTRI, ANDREW	BELLISTRI, ANDREW	B105	18	
2021	100-CP-002	ENGLISH 9	FY	A(7) B(4) C(1) D(5) E(2)	BELLISTRI, ANDREW	BELLISTRI, ANDREW	B105	19	
2021	100-CP-003	ENGLISH 9	FY	A(2) B(6) C(3) D(7) E(4)	BYRNES, JOHN	BYRNES, JOHN	B107	20	
2021	100-CP-004	ENGLISH 9	FY	A(4) B(1) C(5) D(2) E(6)	BYRNES, JOHN	BYRNES, JOHN	B107	19	
2021	100-CP-005	ENGLISH 9	FY	A(6) B(3) C(7) D(4) E(1)	BYRNES, JOHN	BYRNES, JOHN	B107	16	
2021	100-H-001	ENGLISH 9	FY	A(6) B(3) C(7) D(4) E(1)	BELLISTRI, ANDREW	BELLISTRI, ANDREW	B105	17	
2021	100-H-002	ENGLISH 9	FY	A(4) B(1) C(5) D(2) E(6)	BELLISTRI, ANDREW	BELLISTRI, ANDREW	B105	18	
2021	100-H-003	ENGLISH 9	FY	A(2) B(6) C(3) D(7) E(4)	BELLISTRI, ANDREW	BELLISTRI, ANDREW	B105	24	
2021	100-H-004	ENGLISH 9	FY	A(3) B(7) C(4) D(1) E(5)	BYRNES, JOHN	BYRNES, JOHN	B107	19	
2021	100-H-005	ENGLISH 9	FY	A(1) B(5) C(2) D(6) E(3)	BYRNES, JOHN	BYRNES, JOHN	B107	18	
2021	110-CP-001	ENGLISH 10	FY	A(6) B(3) C(7) D(4) E(1)	BOURGAIN, CONNER	BOURGAIN, CONNER	B106	14	
2021	110-CP-002	ENGLISH 10	FY	A(5) B(2) C(6) D(3) E(7)	BOURGAIN, CONNER	BOURGAIN, CONNER	B106	17	
2021	110-CP-003	ENGLISH 10	FY	A(7) B(4) C(1) D(5) E(2)	STACK, CATHERINE	STACK, CATHERINE	B108	13	
2021	110-CP-004	ENGLISH 10	FY	A(4) B(1) C(5) D(2) E(6)	SCARPA, JADE	SCARPA, JADE	B206	21	
2021	110-H-001	ENGLISH 10	FY	A(2) B(6) C(3) D(7) E(4)	SCARPA, JADE	SCARPA, JADE	B206	25	

Class Count Worksheet

SchYr	Course	Description	ScheduleTerm > Code	Schedule	Primary Staff > Name	Teacher	PrimaryRoom > Num	Total	Overflow
2021	110-H-002	ENGLISH 10	FY	A(7) B(4) C(1) D(5) E(2)	SCARPA, JADE	SCARPA, JADE	B206	22	
2021	110-H-003	ENGLISH 10	FY	A(1) B(5) C(2) D(6) E(3)	SCARPA, JADE	SCARPA, JADE	B206	25	
2021	110-H-004	ENGLISH 10	FY	A(6) B(3) C(7) D(4) E(1)	STACK, CATHERINE	STACK, CATHERINE	B108	23	
2021	110-H-005	ENGLISH 10	FY	A(5) B(2) C(6) D(3) E(7)	STACK, CATHERINE	STACK, CATHERINE	B108	26	
2021	140-AP-001	AP ENGLISH LANGUAGE AND COMPOSITION	FY	A(4) B(1) C(5) D(2) E(6)	BOURGOIN, CONNER	BOURGOIN, CONNER	B106	23	
2021	140-AP-002	AP ENGLISH LANGUAGE AND COMPOSITION	FY	A(3) B(7) C(4) D(1) E(5)	BOURGOIN, CONNER	BOURGOIN, CONNER	B106	26	
2021	140-CP-001	AMERICAN LITERATURE	FY	A(4) B(1) C(5) D(2) E(6)	DESJARDINS, BRYAN	DESJARDINS, BRYAN	B204	24	
2021	140-CP-002	AMERICAN LITERATURE	FY	A(5) B(2) C(6) D(3) E(7)	DESJARDINS, BRYAN	DESJARDINS, BRYAN	B204	24	
2021	140-CP-003	AMERICAN LITERATURE	FY	A(5) B(2) C(6) D(3) E(7)	PELOQUIN, CYNTHIA	PELOQUIN, CYNTHIA	B109	24	
2021	140-CP-004	AMERICAN LITERATURE	FY	A(3) B(7) C(4) D(1) E(5)	PELOQUIN, CYNTHIA	PELOQUIN, CYNTHIA	B109	25	
2021	140-H-001	AMERICAN LITERATURE	FY	A(4) B(1) C(5) D(2) E(6)	PELOQUIN, CYNTHIA	PELOQUIN, CYNTHIA	B109	16	
2021	140-H-002	AMERICAN LITERATURE	FY	A(1) B(5) C(2) D(6) E(3)	DESJARDINS, BRYAN	DESJARDINS, BRYAN	B204	17	
2021	140-H-003	AMERICAN LITERATURE	FY	A(6) B(3) C(7) D(4) E(1)	PELOQUIN, CYNTHIA	PELOQUIN, CYNTHIA	B109	18	
2021	140-H-004	AMERICAN LITERATURE	FY	A(3) B(7) C(4) D(1) E(5)	DESJARDINS, BRYAN	DESJARDINS, BRYAN	B204	26	
2021	150-AP-001	AP ENGLISH LITERATURE AND COMPOSITION	FY	A(4) B(1) C(5) D(2) E(6)	HARDACRE, LYNNE	HARDACRE, LYNNE	B104	14	

Class Count Worksheet

SchYr	Course	Description	ScheduleTerm > Code	Schedule	Primary Staff > Name	Teacher	PrimaryRoom > Num	Total	Overflow
2021	150-AP-002	AP ENGLISH LITERATURE AND COMPOSITION	FY	A(2) B(6) C(3) D(7) E(4)	HARDACRE, LYNNE	HARDACRE, LYNNE	B104	17	
2021	150-CP-001	SENIOR ENGLISH	FY	A(3) B(7) C(4) D(1) E(5)	GOUTHRO, BRIAN	GOUTHRO, BRIAN	B205	24	
2021	150-CP-002	SENIOR ENGLISH	FY	A(1) B(5) C(2) D(6) E(3)	GOUTHRO, BRIAN	GOUTHRO, BRIAN	B205	25	
2021	150-DE-001	SENIOR ENGLISH	FY	A(6) B(3) C(7) D(4) E(1)	HARDACRE, LYNNE	HARDACRE, LYNNE	B104	17	
2021	150-H-001	SENIOR ENGLISH	FY	A(2) B(6) C(3) D(7) E(4)	GOUTHRO, BRIAN	GOUTHRO, BRIAN	B205	25	
2021	150-H-002	SENIOR ENGLISH	FY	A(4) B(1) C(5) D(2) E(6)	GOUTHRO, BRIAN	GOUTHRO, BRIAN	B205	24	
2021	150-H-003	SENIOR ENGLISH	FY	A(3) B(7) C(4) D(1) E(5)	STACK, CATHERINE	STACK, CATHERINE	B108	21	
2021	150-H-004	SENIOR ENGLISH	FY	A(7) B(4) C(1) D(5) E(2)	HARDACRE, LYNNE	HARDACRE, LYNNE	B104	18	
2021	150-H-005	SENIOR ENGLISH	FY	A(4) B(1) C(5) D(2) E(6)	STACK, CATHERINE	STACK, CATHERINE	B108	24	
2021	170-CP-002	CREATIVE WRITNG	S2	A(6) B(3) C(7) D(4) E(1)	SCARPA, JADE	SCARPA, JADE	B206	16	
2021	180-CP-002	JOURNALISM	S2	A(2) B(6) C(3) D(7) E(4)	BOURGOIN, CONNER	BOURGOIN, CONNER	B106	15	
2021	185-CP-002	FILM APPRECIATIO N/ANALYSIS	S2	A(2) B(6) C(3) D(7) E(4)	PELOQUIN, CYNTHIA	PELOQUIN, CYNTHIA	B109	17	
2021	200-CP-001	WORLD HISTORY I	FY	A(5) B(2) C(6) D(3) E(7)	MURPHY, ERIN	MURPHY, ERIN	B323	19	
2021	200-CP-002	WORLD HISTORY I	FY	A(1) B(5) C(2) D(6) E(3)	MOLLOY, PETER	MOLLOY, PETER	A306	13	
2021	200-CP-003	WORLD HISTORY I	FY	A(2) B(6) C(3) D(7) E(4)	DEMERS, MARC	DEMERS, MARC	A303	14	
2021	200-CP-004	WORLD HISTORY I	FY	A(7) B(4) C(1) D(5) E(2)	DEMERS, MARC	DEMERS, MARC	A303	13	

Class Count Worksheet

SchYr	Course	Description	ScheduleTerm > Code	Schedule	Primary Staff > Name	Teacher	PrimaryRoom > Num	Total	Overflow
2021	200-CP-005	WORLD HISTORY I	FY	A(4) B(1) C(5) D(2) E(6)	CUSICK, FRANCIS	CUSICK, FRANCIS	A305	11	
2021	200-CP-006	WORLD HISTORY I	FY	A(3) B(7) C(4) D(1) E(5)	CUSICK, FRANCIS	CUSICK, FRANCIS	A305	14	
2021	200-H-001	WORLD HISTORY I	FY	A(1) B(5) C(2) D(6) E(3)	DEMERS, MARC	DEMERS, MARC	A303	18	
2021	200-H-002	WORLD HISTORY I	FY	A(6) B(3) C(7) D(4) E(1)	DEMERS, MARC	DEMERS, MARC	A303	16	
2021	200-H-003	WORLD HISTORY I	FY	A(3) B(7) C(4) D(1) E(5)	DEMERS, MARC	DEMERS, MARC	A303	20	
2021	200-H-004	WORLD HISTORY I	FY	A(7) B(4) C(1) D(5) E(2)	MURPHY, ERIN	MURPHY, ERIN	B323	19	
2021	200-H-005	WORLD HISTORY I	FY	A(1) B(5) C(2) D(6) E(3)	MURPHY, ERIN	MURPHY, ERIN	B323	15	
2021	200-H-006	WORLD HISTORY I	FY	A(4) B(1) C(5) D(2) E(6)	MURPHY, ERIN	MURPHY, ERIN	B323	20	
2021	210-CP-001	WORLD HISTORY II	FY	A(3) B(7) C(4) D(1) E(5)	MOLLOY, PETER	MOLLOY, PETER	A306	19	
2021	210-CP-002	WORLD HISTORY II	FY	A(6) B(3) C(7) D(4) E(1)	MOLLOY, PETER	MOLLOY, PETER; SMITH, CHRISTINE	A306	20	
2021	210-CP-003	WORLD HISTORY II	FY	A(3) B(7) C(4) D(1) E(5)	KASSNER, DANIEL	KASSNER, DANIEL	A307	20	
2021	210-H-001	WORLD HISTORY II	FY	A(6) B(3) C(7) D(4) E(1)	CUSICK, FRANCIS	CUSICK, FRANCIS	A305	23	
2021	210-H-002	WORLD HISTORY II	FY	A(4) B(1) C(5) D(2) E(6)	MOLLOY, PETER	MOLLOY, PETER	A306	29	
2021	210-H-003	WORLD HISTORY II	FY	A(2) B(6) C(3) D(7) E(4)	MOLLOY, PETER	MOLLOY, PETER	A306	26	
2021	210-H-004	WORLD HISTORY II	FY	A(5) B(2) C(6) D(3) E(7)	CUSICK, FRANCIS	CUSICK, FRANCIS	A305	26	
2021	210-H-005	WORLD HISTORY II	FY	A(1) B(5) C(2) D(6) E(3)	CUSICK, FRANCIS	CUSICK, FRANCIS	A305	23	
2021	220-AP-001	AP US HISTORY I/II	FY	A(1) B(5) C(2) D(6) E(3)	PUMA, DUSTINE	PUMA, DUSTINE	A301	26	

Class Count Worksheet

SchYr	Course	Description	ScheduleTerm > Code	Schedule	Primary Staff > Name	Teacher	PrimaryRoom > Num	Total	Overflow
2021	220-CP-001	US HISTORY I/II	FY	A(6) B(3) C(7) D(4) E(1)	MURPHY, ERIN	MURPHY, ERIN	B323	23	
2021	220-CP-002	US HISTORY I/II	FY	A(4) B(1) C(5) D(2) E(6)	PUMA, DUSTINE	PUMA, DUSTINE	A301	16	
2021	220-CP-003	US HISTORY I/II	FY	A(3) B(7) C(4) D(1) E(5)	CALLANAN, SCOTT	CALLANAN, SCOTT	A302	20	
2021	220-CP-004	US HISTORY I/II	FY	A(1) B(5) C(2) D(6) E(3)	CALLANAN, SCOTT	CALLANAN, SCOTT	A302	24	
2021	220-DE-001	US HISTORY I/II	FY	A(2) B(6) C(3) D(7) E(4)	KASSNER, DANIEL	KASSNER, DANIEL	A307	10	
2021	220-H-001	US HISTORY I/II	FY	A(7) B(4) C(1) D(5) E(2)	PUMA, DUSTINE	PUMA, DUSTINE	A301	25	
2021	220-H-002	US HISTORY I/II	FY	A(6) B(3) C(7) D(4) E(1)	KASSNER, DANIEL	KASSNER, DANIEL	A307	17	
2021	220-H-003	US HISTORY I/II	FY	A(4) B(1) C(5) D(2) E(6)	KASSNER, DANIEL	KASSNER, DANIEL	A307	25	
2021	220-H-004	US HISTORY I/II	FY	A(1) B(5) C(2) D(6) E(3)	KASSNER, DANIEL	KASSNER, DANIEL	A307	27	
2021	220-H-005	US HISTORY I/II	FY	A(6) B(3) C(7) D(4) E(1)	PUMA, DUSTINE	PUMA, DUSTINE	A301	18	
2021	240-AP-001	AP PSYCHOLOGY	FY	A(1) B(5) C(2) D(6) E(3)	BOUDREAU- HILL, DONNA	BOUDREAU- HILL, DONNA	A304	27	
2021	240-AP-002	AP PSYCHOLOGY	FY	A(3) B(7) C(4) D(1) E(5)	BOUDREAU- HILL, DONNA	BOUDREAU- HILL, DONNA	A304	29	
2021	240-AP-003	AP PSYCHOLOGY	FY	A(7) B(4) C(1) D(5) E(2)	BOUDREAU- HILL, DONNA	BOUDREAU- HILL, DONNA	A304	26	
2021	240-AP-004	AP PSYCHOLOGY	FY	A(6) B(3) C(7) D(4) E(1)	BOUDREAU- HILL, DONNA	BOUDREAU- HILL, DONNA	A304	26	
2021	240-CP-001	PSYCHOLOGY	S2	A(2) B(6) C(3) D(7) E(4)	PUMA, DUSTINE	PUMA, DUSTINE	A301	23	
2021	252-CP-003	CRIMINAL & CIVIL LAW	S2	A(7) B(4) C(1) D(5) E(2)	AYLWARD, BRIAN	AYLWARD, BRIAN	A312	23	
2021	270-AP-001	AP ECONOMICS	FY	A(7) B(4) C(1) D(5) E(2)	CALLANAN, SCOTT	CALLANAN, SCOTT	A302	26	
2021	270-AP-002	AP ECONOMICS	FY	A(5) B(2) C(6) D(3) E(7)	CALLANAN, SCOTT	CALLANAN, SCOTT	A302	27	

Class Count Worksheet

SchYr	Course	Description	ScheduleTerm > Code	Schedule	Primary Staff > Name	Teacher	PrimaryRoom > Num	Total	Overflow
2021	270-CP-002	ECONOMICS	S2	A(6) B(3) C(7) D(4) E(1)	CALLANAN, SCOTT	CALLANAN, SCOTT	A302	16	
2021	280-CP-001	INTRNATL REL	S2	A(6) B(3) C(7) D(4) E(1)	AYLWARD, BRIAN	AYLWARD, BRIAN	A312	15	
2021	286-CP-001	PSYCHOLOGY & LAW	S2	A(2) B(6) C(3) D(7) E(4)	BOUDREAU- HILL, DONNA	BOUDREAU- HILL, DONNA	A304	9	
2021	290-CP-002	US HISTORY III	S2	A(5) B(2) C(6) D(3) E(7)	AYLWARD, BRIAN	AYLWARD, BRIAN	A312	15	
2021	295-AP-001	AP U.S. GOVERNMENT & POLITICS	FY	A(1) B(5) C(2) D(6) E(3)	AYLWARD, BRIAN	AYLWARD, BRIAN	A312	31	
2021	300-CP-001	ALGEBRA 1	FY	A(6) B(3) C(7) D(4) E(1)	BRIGIDA, ROBERT	BRIGIDA, ROBERT	A207	16	
2021	300-CP-002	ALGEBRA 1	FY	A(7) B(4) C(1) D(5) E(2)	RING, KELSEY	RING, KELSEY	A206	14	
2021	300-CP-003	ALGEBRA 1	FY	A(5) B(2) C(6) D(3) E(7)	BRIGIDA, ROBERT	BRIGIDA, ROBERT	A207	18	
2021	300-CP-004	ALGEBRA 1	FY	A(1) B(5) C(2) D(6) E(3)	FORTUNATO, PETER	FORTUNATO, PETER	B210	14	
2021	300-CP-005	ALGEBRA 1	FY	A(3) B(7) C(4) D(1) E(5)	BAYNES, JULIA	BAYNES, JULIA	A201	18	
2021	300-CP-006	ALGEBRA 1	FY	A(2) B(6) C(3) D(7) E(4)	BAYNES, JULIA	BAYNES, JULIA	A201	17	
2021	300-H-001	ALGEBRA 1	FY	A(1) B(5) C(2) D(6) E(3)	RING, KELSEY	RING, KELSEY	A206	15	
2021	300-H-002	ALGEBRA 1	FY	A(6) B(3) C(7) D(4) E(1)	RING, KELSEY	RING, KELSEY	A206	15	
2021	310-CP-001	GEOMETRY	FY	A(2) B(6) C(3) D(7) E(4)	MCGINN, MARYBETH	MCGINN, MARYBETH; ESCOTT, MEGAN	A204	19	
2021	310-CP-002	GEOMETRY	FY	A(5) B(2) C(6) D(3) E(7)	MCGINN, MARYBETH	MCGINN, MARYBETH; NASHAWATY, JILLIAN	A204	18	

Class Count Worksheet

SchYr	Course	Description	ScheduleTerm > Code	Schedule	Primary Staff > Name	Teacher	PrimaryRoom > Num	Total	Overflow
2021	310-CP-003	GEOMETRY	FY	A(4) B(1) C(5) D(2) E(6)	MCGINN, MARYBETH	MCGINN, MARYBETH; NASHAWATY, JILLIAN	A204	22	
2021	310-CP-004	GEOMETRY	FY	A(3) B(7) C(4) D(1) E(5)	FORTUNATO, PETER	FORTUNATO, PETER	B210	18	
2021	310-CP-005	GEOMETRY	FY	A(1) B(5) C(2) D(6) E(3)	BAYNES, JULIA	BAYNES, JULIA	A201	12	
2021	310-CP-006	GEOMETRY	FY	A(6) B(3) C(7) D(4) E(1)	FORTUNATO, PETER	FORTUNATO, PETER	B210	13	
2021	310-H-001	GEOMETRY	FY	A(7) B(4) C(1) D(5) E(2)	FORTUNATO, PETER	FORTUNATO, PETER	B210	22	
2021	310-H-002	GEOMETRY	FY	A(5) B(2) C(6) D(3) E(7)	FORTUNATO, PETER	FORTUNATO, PETER	B210	25	
2021	310-H-003	GEOMETRY	FY	A(6) B(3) C(7) D(4) E(1)	BAYNES, JULIA	BAYNES, JULIA	A201	18	
2021	310-H-004	GEOMETRY	FY	A(4) B(1) C(5) D(2) E(6)	BAYNES, JULIA	BAYNES, JULIA	A201	22	
2021	320-CP-001	ALGEBRA 2	FY	A(3) B(7) C(4) D(1) E(5)	RING, KELSEY	RING, KELSEY	A206	20	
2021	320-CP-002	ALGEBRA 2	FY	A(6) B(3) C(7) D(4) E(1)	CANAVAN, ASHLEY	CANAVAN, ASHLEY	B209	19	
2021	320-CP-003	ALGEBRA 2	FY	A(5) B(2) C(6) D(3) E(7)	GLASS, DEBRA	GLASS, DEBRA	A205	17	
2021	320-CP-004	ALGEBRA 2	FY	A(2) B(6) C(3) D(7) E(4)	GLASS, DEBRA	GLASS, DEBRA; CANAVAN, ASHLEY	A205	21	
2021	320-CP-005	ALGEBRA 2	FY	A(7) B(4) C(1) D(5) E(2)	GLASS, DEBRA	GLASS, DEBRA	A205	23	
2021	320-CP-006	ALGEBRA 2	FY	A(1) B(5) C(2) D(6) E(3)	CANAVAN, ASHLEY	CANAVAN, ASHLEY	B209	20	
2021	320-CP-007	ALGEBRA 2	FY	A(3) B(7) C(4) D(1) E(5)	GLASS, DEBRA	GLASS, DEBRA	A205	19	
2021	320-CP-008	ALGEBRA 2	FY	A(5) B(2) C(6) D(3) E(7)	RING, KELSEY	RING, KELSEY	A206	17	

Class Count Worksheet

SchYr	Course	Description	ScheduleTerm > Code	Schedule	Primary Staff > Name	Teacher	PrimaryRoom > Num	Total	Overflow
2021	320-H-002	ALGEBRA 2	FY	A(7) B(4) C(1) D(5) E(2)	CANAVAN, ASHLEY	CANAVAN, ASHLEY	B209	25	
2021	350-CP-001	PRE- CALCULUS	FY	A(2) B(6) C(3) D(7) E(4)	MUISE, KEVIN	MUISE, KEVIN	A203	17	
2021	350-CP-002	PRE- CALCULUS	FY	A(5) B(2) C(6) D(3) E(7)	MUISE, KEVIN	MUISE, KEVIN	A203	19	
2021	350-CP-003	PRE- CALCULUS	FY	A(4) B(1) C(5) D(2) E(6)	CANAVAN, ASHLEY	CANAVAN, ASHLEY	B209	20	
2021	350-H-001	PRE- CALCULUS	FY	A(4) B(1) C(5) D(2) E(6)	MUISE, KEVIN	MUISE, KEVIN	A203	17	
2021	350-H-002	PRE- CALCULUS	FY	A(7) B(4) C(1) D(5) E(2)	MCGINN, MARYBETH	MCGINN, MARYBETH	A204	23	
2021	360-AP-001	AP CALCULUS	FY	A(3) B(7) C(4) D(1) E(5)	BRIGIDA, ROBERT	BRIGIDA, ROBERT	A207	16	
2021	360-H-001	CALCULUS	FY	A(4) B(1) C(5) D(2) E(6)	BRIGIDA, ROBERT	BRIGIDA, ROBERT	A207	17	
2021	360-H-002	CALCULUS	FY	A(7) B(4) C(1) D(5) E(2)	BRIGIDA, ROBERT	BRIGIDA, ROBERT	A207	14	
2021	370-AP-001	AP STATISTICS	FY	A(4) B(1) C(5) D(2) E(6)	RYAN, SHELLI- AN	RYAN, SHELLI- AN	A202	22	
2021	370-AP-002	AP STATISTICS	FY	A(1) B(5) C(2) D(6) E(3)	RYAN, SHELLI- AN	RYAN, SHELLI- AN	A202	22	
2021	370-CP-001	STATISTICS	FY	A(7) B(4) C(1) D(5) E(2)	MUISE, KEVIN	MUISE, KEVIN	A203	17	
2021	370-CP-002	STATISTICS	FY	A(3) B(7) C(4) D(1) E(5)	MUISE, KEVIN	MUISE, KEVIN	A203	22	
2021	370-CP-003	STATISTICS	FY	A(2) B(6) C(3) D(7) E(4)	KELLEHER, MARY	KELLEHER, MARY	B208	22	
2021	370-CP-004	STATISTICS	FY	A(4) B(1) C(5) D(2) E(6)	KELLEHER, MARY	KELLEHER, MARY	B208	25	
	370-DE-001	STATISTICS - DE	FY	A(4) B(1) C(5) D(2) E(6)	RYAN, SHELLI- AN	RYAN, SHELLI- AN	A202	1	
2021	372-CP-001	MATH PROB SOLVING	FY	A(2) B(6) C(3) D(7) E(4)	RYAN, SHELLI- AN	RYAN, SHELLI- AN	A202	12	
2021	372-CP-002	MATH PROB SOLVING	FY	A(7) B(4) C(1) D(5) E(2)	RYAN, SHELLI- AN	RYAN, SHELLI- AN	A202	15	

Class Count Worksheet

SchYr	Course	Description	ScheduleTerm > Code	Schedule	Primary Staff > Name	Teacher	PrimaryRoom > Num	Total	Overflow
2021	400-CP-001	BIOLOGY	FY	A(5) B(2) C(6) D(3) E(7)	GORDON, JANET	GORDON, JANET; WHITE, LINDSEY	A310	19	
2021	400-CP-003	BIOLOGY	FY	A(1) B(5) C(2) D(6) E(3)	EDGERTON, EAMON	EDGERTON, EAMON	A213	14	
2021	400-CP-004	BIOLOGY	FY	A(4) B(1) C(5) D(2) E(6)	EDGERTON, EAMON	EDGERTON, EAMON	A213	16	
2021	400-CP-005	BIOLOGY	FY	A(4) B(1) C(5) D(2) E(6)	BLAND, ERIC	BLAND, ERIC	A309	15	
2021	400-CP-006	BIOLOGY	FY	A(3) B(7) C(4) D(1) E(5)	BLAND, ERIC	BLAND, ERIC	A309	20	
2021	400-CP-007	BIOLOGY	FY	A(1) B(5) C(2) D(6) E(3)	BLAND, ERIC	BLAND, ERIC	A309	13	
2021	400-CP-008	BIOLOGY	FY	A(2) B(6) C(3) D(7) E(4)	MONBLEAU, KIRK	MONBLEAU, KIRK	A311	19	
2021	400-H-001	BIOLOGY	FY	A(5) B(2) C(6) D(3) E(7)	BARNETT, SUSAN	BARNETT, SUSAN	A110	23	
2021	400-H-002	BIOLOGY	FY	A(1) B(5) C(2) D(6) E(3)	BARNETT, SUSAN	BARNETT, SUSAN	A110	21	
2021	400-H-003	BIOLOGY	FY	A(6) B(3) C(7) D(4) E(1)	GORDON, JANET	GORDON, JANET	A310	20	
2021	400-H-004	BIOLOGY	FY	A(7) B(4) C(1) D(5) E(2)	GORDON, JANET	GORDON, JANET	A310	18	
2021	410-CP-001	CHEMISTRY/L AB	FY	A(7) B(4) C(1) D(5) E(2)	SAAD, NICOLE	SAAD, NICOLE	A211	26	
2021	410-CP-002	CHEMISTRY/L AB	FY	A(3) B(7) C(4) D(1) E(5)	SAAD, NICOLE	SAAD, NICOLE	A211	24	
2021	410-CP-003	CHEMISTRY/L AB	FY	A(1) B(5) C(2) D(6) E(3)	SAAD, NICOLE	SAAD, NICOLE	A211	24	
2021	410-H-001	CHEMISTRY/L AB	FY	A(3) B(7) C(4) D(1) E(5)	RIEGER, JUDE	RIEGER, JUDE	A212	25	
2021	410-H-002	CHEMISTRY/L AB	FY	A(4) B(1) C(5) D(2) E(6)	RIEGER, JUDE	RIEGER, JUDE	A212	21	
2021	410-H-003	CHEMISTRY/L AB	FY	A(5) B(2) C(6) D(3) E(7)	RIEGER, JUDE	RIEGER, JUDE	A212	23	

Class Count Worksheet

SchYr	Course	Description	ScheduleTerm > Code	Schedule	Primary Staff > Name	Teacher	PrimaryRoom > Num	Total	Overflow
2021	420-CP-001	PHYSICS/LAB	FY	A(5) B(2) C(6) D(3) E(7)	HANCOCK, MICHAEL	HANCOCK, MICHAEL	A111	22	
2021	420-CP-002	PHYSICS/LAB	FY	A(1) B(5) C(2) D(6) E(3)	HANCOCK, MICHAEL	HANCOCK, MICHAEL	A111	17	
2021	420-CP-003	PHYSICS/LAB	FY	A(4) B(1) C(5) D(2) E(6)	HANCOCK, MICHAEL	HANCOCK, MICHAEL	A111	21	
2021	420-H-001	PHYSICS/LAB	FY	A(2) B(6) C(3) D(7) E(4)	MALYNN, DYLAN	MALYNN, DYLAN	A210	19	
2021	420-H-002	PHYSICS/LAB	FY	A(6) B(3) C(7) D(4) E(1)	MALYNN, DYLAN	MALYNN, DYLAN	A210	20	
2021	420-H-003	PHYSICS/LAB	FY	A(5) B(2) C(6) D(3) E(7)	MALYNN, DYLAN	MALYNN, DYLAN	A210	23	
2021	431-CP-001	INTRO to PHYSICS AND CHEMISTRY	FY	A(2) B(6) C(3) D(7) E(4)	RIEGER, JUDE	RIEGER, JUDE; MCANDREWS, PATRICK	A212	18	
2021	431-CP-002	INTRO to PHYSICS AND CHEMISTRY	FY	A(7) B(4) C(1) D(5) E(2)	RIEGER, JUDE	RIEGER, JUDE	A212	16	
2021	431-CP-003	INTRO to PHYSICS AND CHEMISTRY	FY	A(4) B(1) C(5) D(2) E(6)	MALYNN, DYLAN	MALYNN, DYLAN	A210	15	
2021	433-CP-001	ENVIRONMEN TAL SCIENCE	FY	A(3) B(7) C(4) D(1) E(5)	GORDON, JANET	GORDON, JANET	A310	19	
2021	433-CP-002	ENVIRONMEN TAL SCIENCE	FY	A(4) B(1) C(5) D(2) E(6)	GORDON, JANET	GORDON, JANET	A310	21	
2021	443-CP-002	ASTRONOMY	S2	A(6) B(3) C(7) D(4) E(1)	BARNETT, SUSAN	BARNETT, SUSAN	A110	15	
2021	447-CP-001	ANATOMY & PHYS	FY	A(6) B(3) C(7) D(4) E(1)	MONBLEAU, KIRK	MONBLEAU, KIRK	A311	25	
2021	447-CP-002	ANATOMY & PHYS	FY	A(1) B(5) C(2) D(6) E(3)	MONBLEAU, KIRK	MONBLEAU, KIRK	A311	26	
2021	447-CP-003	ANATOMY & PHYS	FY	A(3) B(7) C(4) D(1) E(5)	MONBLEAU, KIRK	MONBLEAU, KIRK	A311	26	
2021	447-CP-004	ANATOMY & PHYS	FY	A(7) B(4) C(1) D(5) E(2)	MONBLEAU, KIRK	MONBLEAU, KIRK	A311	24	

Class Count Worksheet

SchYr	Course	Description	ScheduleTerm > Code	Schedule	Primary Staff > Name	Teacher	PrimaryRoom > Num	Total	Overflow
2021	449-CP-001	FORENSIC SCIENCE	S2	A(2) B(6) C(3) D(7) E(4)	BARNETT, SUSAN	BARNETT, SUSAN	A110	19	
2021	449-CP-003	FORENSIC SCIENCE	S2	A(7) B(4) C(1) D(5) E(2)	EDGERTON, EAMON	EDGERTON, EAMON	A213	26	
2021	449-CP-005	FORENSIC SCIENCE	S2	A(5) B(2) C(6) D(3) E(7)	EDGERTON, EAMON	EDGERTON, EAMON	A213	21	
2021	452-AP-001	AP BIOLOGY/LAB	FY	A(5) B(2) C(6) D(3) E(7)	BLAND, ERIC	BLAND, ERIC	A309	22	
2021	454-AP-001	AP PHYSICS/LAB	FY	A(2) B(6) C(3) D(7) E(4)	HANCOCK, MICHAEL	HANCOCK, MICHAEL	A111	11	
2021	456-AP-001	AP CHEMISTRY	FY	A(2) B(6) C(3) D(7) E(4)	SAAD, NICOLE	SAAD, NICOLE	A211	15	
2021	456-AP-002	AP CHEMISTRY	FY	A(5) B(2) C(6) D(3) E(7)	SAAD, NICOLE	SAAD, NICOLE	A211	17	
2021	501-CP-001	AMERICAN SIGN LANGUAGE I	FY	A(4) B(1) C(5) D(2) E(6)	BASILIERE, MARCO	BASILIERE, MARCO	A308	13	
2021	501-CP-002	AMERICAN SIGN LANGUAGE I	FY	A(1) B(5) C(2) D(6) E(3)	BASILIERE, MARCO	BASILIERE, MARCO	A308	15	
2021	503-IS-001	SOCIOLINGUIS TICS OF ASL	FY	A(1) B(5) C(2) D(6) E(3)	BASILIERE, MARCO	BASILIERE, MARCO	A308	3	
2021	503-IS-002	SOCIOLINGUIS TICS OF ASL	FY	A(4) B(1) C(5) D(2) E(6)	BASILIERE, MARCO	BASILIERE, MARCO	A308	2	
2021	511-CP-001	FRENCH 1	FY	A(7) B(4) C(1) D(5) E(2)	RYAN, MELANIE	RYAN, MELANIE	B305	10	
2021	511-CP-002	FRENCH 1	FY	A(3) B(7) C(4) D(1) E(5)	RYAN, MELANIE	RYAN, MELANIE	B305	14	
2021	511-CP-003	FRENCH 1	FY	A(2) B(6) C(3) D(7) E(4)	RYAN, MELANIE	RYAN, MELANIE	B305	15	
2021	512-CP-001	FRENCH 2	FY	A(7) B(4) C(1) D(5) E(2)	CLARK, KATHRYN	CLARK, KATHRYN	B307	10	
2021	512-CP-002	FRENCH 2	FY	A(1) B(5) C(2) D(6) E(3)	CLARK, KATHRYN	CLARK, KATHRYN	B307	12	
2021	513-CP-001	FRENCH 3	FY	A(6) B(3) C(7) D(4) E(1)	RYAN, MELANIE	RYAN, MELANIE	B305	0	

Class Count Worksheet

SchYr	Course	Description	ScheduleTerm > Code	Schedule	Primary Staff > Name	Teacher	PrimaryRoom > Num	Total	Overflow
2021	513-H-001	FRENCH 3	FY	A(6) B(3) C(7) D(4) E(1)	RYAN, MELANIE	RYAN, MELANIE	B305	13	
2021	514-H-001	FRENCH 4	FY	A(5) B(2) C(6) D(3) E(7)	CLARK, KATHRYN	CLARK, KATHRYN	B307	12	
2021	516-AP-001	AP FRENCH	FY	A(1) B(5) C(2) D(6) E(3)	RYAN, MELANIE	RYAN, MELANIE	B305	7	
2021	521-CP-001	LATIN 1	FY	A(7) B(4) C(1) D(5) E(2)	EARLY, PAUL	EARLY, PAUL	B304	12	
2021	521-CP-002	LATIN 1	FY	A(2) B(6) C(3) D(7) E(4)	EARLY, PAUL	EARLY, PAUL	B304	14	
2021	521-CP-003	LATIN 1	FY	A(4) B(1) C(5) D(2) E(6)	EARLY, PAUL	EARLY, PAUL	B304	12	
2021	522-CP-001	LATIN 2	FY	A(1) B(5) C(2) D(6) E(3)	EARLY, PAUL	EARLY, PAUL	B304	10	
2021	523-H-001	LATIN 3	FY	A(3) B(7) C(4) D(1) E(5)	EARLY, PAUL	EARLY, PAUL	B304	10	
2021	531-CP-002	SPANISH 1	FY	A(6) B(3) C(7) D(4) E(1)	CLARK, KATHRYN	CLARK, KATHRYN	B307	16	
2021	531-CP-003	SPANISH 1	FY	A(5) B(2) C(6) D(3) E(7)	MEZIANE, JOANNE	MEZIANE, JOANNE	B306	21	
2021	531-CP-004	SPANISH 1	FY	A(4) B(1) C(5) D(2) E(6)	MEZIANE, JOANNE	MEZIANE, JOANNE	B306	19	
2021	531-CP-005	SPANISH 1	FY	A(3) B(7) C(4) D(1) E(5)	MEZIANE, JOANNE	MEZIANE, JOANNE	B306	20	
2021	531-CP-006	SPANISH 1	FY	A(1) B(5) C(2) D(6) E(3)	BEAUCHESNE, BETHANY	BEAUCHESNE, BETHANY	B309	17	
2021	531-CP-007	SPANISH 1	FY	A(2) B(6) C(3) D(7) E(4)	CLARK, KATHRYN	CLARK, KATHRYN	B307	23	
2021	532-CP-001	SPANISH 2	FY	A(7) B(4) C(1) D(5) E(2)	MEZIANE, JOANNE	MEZIANE, JOANNE	B306	20	
2021	532-CP-002	SPANISH 2	FY	A(2) B(6) C(3) D(7) E(4)	MEZIANE, JOANNE	MEZIANE, JOANNE	B306	25	
2021	532-CP-003	SPANISH 2	FY	A(1) B(5) C(2) D(6) E(3)	MAHONEY, BAILEY	MAHONEY, BAILEY	B310	21	
2021	532-CP-004	SPANISH 2	FY	A(4) B(1) C(5) D(2) E(6)	MAHONEY, BAILEY	MAHONEY, BAILEY	B310	23	

Class Count Worksheet

SchYr	Course	Description	ScheduleTerm > Code	Schedule	Primary Staff > Name	Teacher	PrimaryRoom > Num	Total	Overflow
2021	532-CP-005	SPANISH 2	FY	A(3) B(7) C(4) D(1) E(5)	LEALDINI- DUDLEY, MARIA da GRACA	LEALDINI- DUDLEY, MARIA da GRACA	B308	22	
2021	532-CP-006	SPANISH 2	FY	A(6) B(3) C(7) D(4) E(1)	LEALDINI- DUDLEY, MARIA da GRACA	LEALDINI- DUDLEY, MARIA da GRACA; MAHONEY, BAILEY	B308	22	
2021	532-CP-007	SPANISH 2	FY	A(5) B(2) C(6) D(3) E(7)	BEAUCHESNE, BETHANY	BEAUCHESNE, BETHANY	B309	22	
2021	533-CP-001	SPANISH 3	FY	A(7) B(4) C(1) D(5) E(2)	MAHONEY, BAILEY	MAHONEY, BAILEY	B310	21	
2021	533-CP-002	SPANISH 3	FY	A(2) B(6) C(3) D(7) E(4)	MAHONEY, BAILEY	MAHONEY, BAILEY	B310	24	
2021	533-H-001	SPANISH 3	FY	A(2) B(6) C(3) D(7) E(4)	BEAUCHESNE, BETHANY	BEAUCHESNE, BETHANY	B309	23	
2021	533-H-002	SPANISH 3	FY	A(6) B(3) C(7) D(4) E(1)	BEAUCHESNE, BETHANY	BEAUCHESNE, BETHANY	B309	25	
2021	534-H-001	SPANISH 4	FY	A(2) B(6) C(3) D(7) E(4)	LEALDINI- DUDLEY, MARIA da GRACA	LEALDINI- DUDLEY, MARIA da GRACA	B308	18	
2021	534-H-002	SPANISH 4	FY	A(1) B(5) C(2) D(6) E(3)	LEALDINI- DUDLEY, MARIA da GRACA	LEALDINI- DUDLEY, MARIA da GRACA	B308	17	
2021	536-AP-001	AP SPANISH	FY	A(7) B(4) C(1) D(5) E(2)	LEALDINI- DUDLEY, MARIA da GRACA	LEALDINI- DUDLEY, MARIA da GRACA	B308	13	
2021	551-CP-001	HISTORY OF LANGUAGES	S2	A(6) B(3) C(7) D(4) E(1)	MAHONEY, BAILEY	MAHONEY, BAILEY	B310	11	
2021	580-CP-001	DRAWING I	S2	A(3) B(7) C(4) D(1) E(5)	MOFFAT, DAVID	MOFFAT, DAVID	B127	26	
2021	580-CP-002	DRAWING I	S2	A(2) B(6) C(3) D(7) E(4)	MOFFAT, DAVID	MOFFAT, DAVID	B127	19	

Class Count Worksheet

SchYr	Course	Description	ScheduleTerm > Code	Schedule	Primary Staff > Name	Teacher	PrimaryRoom > Num	Total	Overflow
2021	580-CP-005	DRAWING I	S2	A(1) B(5) C(2) D(6) E(3)	MOFFAT, DAVID	MOFFAT, DAVID	B127	17	
2021	582-CP-001	FOUNDATIONS IN ART	S2	A(4) B(1) C(5) D(2) E(6)	LAPIERRE, NICOLE	LAPIERRE, NICOLE	B130	26	
2021	583-CP-002	PAINTING I	S2	A(5) B(2) C(6) D(3) E(7)	LAPIERRE, NICOLE	LAPIERRE, NICOLE	B130	21	
2021	583-CP-004	PAINTING I	S2	A(2) B(6) C(3) D(7) E(4)	LAPIERRE, NICOLE	LAPIERRE, NICOLE	B130	17	
2021	584-CP-001	PAINTING II	S2	A(6) B(3) C(7) D(4) E(1)	LAPIERRE, NICOLE	LAPIERRE, NICOLE	B130	14	
2021	585-CP-002	CERAMICS I	S2	A(2) B(6) C(3) D(7) E(4)	SULLIVAN, ASHLEY	SULLIVAN, ASHLEY	B128	20	
2021	585-CP-003	CERAMICS I	S2	A(5) B(2) C(6) D(3) E(7)	SULLIVAN, ASHLEY	SULLIVAN, ASHLEY	B128	18	
2021	585-CP-005	CERAMICS I	S2	A(3) B(7) C(4) D(1) E(5)	SULLIVAN, ASHLEY	SULLIVAN, ASHLEY	B128	25	
2021	586-CP-001	CERAMICS II	S2	A(5) B(2) C(6) D(3) E(7)	ARNOLD, JENNIFER	ARNOLD, JENNIFER	B127	7	
2021	587-CP-002	SCULPTURE	S2	A(4) B(1) C(5) D(2) E(6)	ARNOLD, JENNIFER	ARNOLD, JENNIFER	B125	26	
2021	589-CP-002	PHOTOGRAPHY I	S2	A(5) B(2) C(6) D(3) E(7)	MOFFAT, DAVID	MOFFAT, DAVID	B125	15	
2021	589-CP-004	PHOTOGRAPHY I	S2	A(6) B(3) C(7) D(4) E(1)	ARNOLD, JENNIFER	ARNOLD, JENNIFER	B125	23	
2021	590-CP-001	PHOTOGRAPHY II	S2	A(1) B(5) C(2) D(6) E(3)	ARNOLD, JENNIFER	ARNOLD, JENNIFER	B125	14	
2021	591-CP-002	DIGITAL IMAGING	S2	A(4) B(1) C(5) D(2) E(6)	MOFFAT, DAVID	MOFFAT, DAVID	B127	23	
2021	592-H-001	SENIOR ART STUDIO	FY	A(3) B(7) C(4) D(1) E(5)	ARNOLD, JENNIFER	ARNOLD, JENNIFER	B125	22	
2021	600-H-001	CONCERT BAND	FY	A(3) B(7) C(4) D(1) E(5)	PELLEGRINO, CELESTE	PELLEGRINO, CELESTE	B124	9	
2021	602-CP-001	CHORUS	FY	A(6) B(3) C(7) D(4) E(1)	PELLEGRINO, CELESTE	PELLEGRINO, CELESTE	B124	6	
2021	602A-CP-002	CHORUS - S1	S2	A(6) B(3) C(7) D(4) E(1)	PELLEGRINO, CELESTE	PELLEGRINO, CELESTE	B124	6	

Class Count Worksheet

SchYr	Course	Description	ScheduleTerm > Code	Schedule	Primary Staff > Name	Teacher	PrimaryRoom > Num	Total	Overflow
2021	610-CP-002	INTRODUCTIO N TO GUITAR	S2	A(7) B(4) C(1) D(5) E(2)	PELLEGRINO, CELESTE	PELLEGRINO, CELESTE	B124	21	
2021	610-CP-003	INTRODUCTIO N TO GUITAR	S2	A(5) B(2) C(6) D(3) E(7)	PELLEGRINO, CELESTE	PELLEGRINO, CELESTE	B124	19	
2021	620-CP-002	THEATER ARTS	S2	A(4) B(1) C(5) D(2) E(6)	PELLEGRINO, CELESTE	PELLEGRINO, CELESTE	B124	16	
2021	623-CP-002	TECHNICAL THEATER	S2	A(6) B(3) C(7) D(4) E(1)	SULLIVAN, ASHLEY	SULLIVAN, ASHLEY	B128	24	
2021	630-CP-001	DIGITAL MEDIA I	S2	A(6) B(3) C(7) D(4) E(1)	SWEETAPPLE, EMMA	SWEETAPPLE, EMMA	A107	21	
2021	630-CP-002	DIGITAL MEDIA I	S2	A(1) B(5) C(2) D(6) E(3)	SWEETAPPLE, EMMA	SWEETAPPLE, EMMA	A107	20	
2021	630-CP-003	DIGITAL MEDIA I	S2	A(4) B(1) C(5) D(2) E(6)	SWEETAPPLE, EMMA	SWEETAPPLE, EMMA	A107	24	
2021	630-CP-005	DIGITAL MEDIA I	S2	A(5) B(2) C(6) D(3) E(7)	SWEETAPPLE, EMMA	SWEETAPPLE, EMMA	A107	20	
2021	632-CP-001	MEDIA COMMUNICATI ONS	S2	A(3) B(7) C(4) D(1) E(5)	SWEETAPPLE, EMMA	SWEETAPPLE, EMMA	A107	23	
2021	641-CP-002	CHILD CARE 1	S2	A(2) B(6) C(3) D(7) E(4)	SMALLIDGE, NICOLE	SMALLIDGE, NICOLE	A103	20	
2021	641-CP-005	CHILD CARE 1	S2	A(5) B(2) C(6) D(3) E(7)	SMALLIDGE, NICOLE	SMALLIDGE, NICOLE	A103	19	
2021	642-CP-001	CHILD CARE 2	S2	A(6) B(3) C(7) D(4) E(1)	SMALLIDGE, NICOLE	SMALLIDGE, NICOLE	A103	10	
2021	643-CP-002	CHILD CARE 3	S2	A(1) B(5) C(2) D(6) E(3)	SMALLIDGE, NICOLE	SMALLIDGE, NICOLE	A103	17	
2021	651-CP-001	WEB DESIGN & VISUAL COMMUNICATI ON	S2	A(5) B(2) C(6) D(3) E(7)	ARBOGAST, SANFORD	ARBOGAST, SANFORD	A104	15	
2021	654-CP-001	INTRO TO COMPUTER PROGRAMMIN G	S2	A(6) B(3) C(7) D(4) E(1)	ARBOGAST, SANFORD	ARBOGAST, SANFORD	A104	10	
2021	655-CP-002	DIGITAL LITERACY	S2	A(7) B(4) C(1) D(5) E(2)	ARBOGAST, SANFORD	ARBOGAST, SANFORD	A104	29	

Class Count Worksheet

SchYr	Course	Description	ScheduleTerm > Code	Schedule	Primary Staff > Name	Teacher	PrimaryRoom > Num	Total	Overflow
2021	657-CP-002	GAME DESIGN	S2	A(2) B(6) C(3) D(7) E(4)	ARBOGAST, SANFORD	ARBOGAST, SANFORD	A104	23	
2021	657-CP-003	GAME DESIGN	S2	A(1) B(5) C(2) D(6) E(3)	ARBOGAST, SANFORD	ARBOGAST, SANFORD	A104	14	
2021	659-AP-001	AP COMPUTER SCIENCE PRINCIPLES	FY	A(7) B(4) C(1) D(5) E(2)	MALYNN, DYLAN	MALYNN, DYLAN	A210	11	
2021	661-CP-001	ACCOUNTING 1	FY	A(1) B(5) C(2) D(6) E(3)	KELLEHER, MARY	KELLEHER, MARY	B208	15	
2021	663-CP-001	PERSONAL FINANCE	S2	A(7) B(4) C(1) D(5) E(2)	KELLEHER, MARY	KELLEHER, MARY	A104	25	
2021	663-CP-003	PERSONAL FINANCE	S2	A(5) B(2) C(6) D(3) E(7)	SULLIVAN, JAMES	SULLIVAN, JAMES	B207	24	
2021	664-CP-001	MKTNG 1	S2	A(6) B(3) C(7) D(4) E(1)	SULLIVAN, JAMES	SULLIVAN, JAMES	B207	20	
2021	664-CP-002	MKTNG 1	S2	A(7) B(4) C(1) D(5) E(2)	SULLIVAN, JAMES	SULLIVAN, JAMES	B207	22	
2021	664-CP-006	MKTNG 1	S2	A(2) B(6) C(3) D(7) E(4)	SULLIVAN, JAMES	SULLIVAN, JAMES	B207	10	
2021	668-CP-001	SPORTS & ENTERTAINME NT MARKETING	S2	A(1) B(5) C(2) D(6) E(3)	SULLIVAN, JAMES	SULLIVAN, JAMES	B207	13	
2021	685-CP-001	ENG & DES TECH 2	S2	A(6) B(3) C(7) D(4) E(1)	MCGINN, MARYBETH	MCGINN, MARYBETH	A204	7	
2021	690-CP-001	ROBOTICS	S2	A(3) B(7) C(4) D(1) E(5)	HANCOCK, MICHAEL	HANCOCK, MICHAEL	A111	24	
2021	710-CP-001	INTRO to HEALTH CAREERS	S2	A(6) B(3) C(7) D(4) E(1)	PACHECO, BROOKE	PACHECO, BROOKE	D111	20	
2021	720-CP-001	HEALTH CAREERS 2 - HHA	FY	A(2) B(6) C(3) D(7) E(4)	CONSTANTIN O, KELLY	CONSTANTIN O, KELLY	LIB	10	
2021	812-CP-003	HEALTH 1	S2	A(4) B(1) C(5) D(2) E(6)	FABIANO, JULIA	FABIANO, JULIA	D105	18	

Class Count Worksheet

SchYr	Course	Description	ScheduleTerm > Code	Schedule	Primary Staff > Name	Teacher	PrimaryRoom > Num	Total	Overflow
2021	812-CP-005	HEALTH 1	S2	A(7) B(4) C(1) D(5) E(2)	KASPRZAK, STEVEN	KASPRZAK, STEVEN	D104	27	
2021	812-CP-006	HEALTH 1	S2	A(6) B(3) C(7) D(4) E(1)	KASPRZAK, STEVEN	KASPRZAK, STEVEN	D104	21	
2021	812-CP-009	HEALTH 1	S2	A(3) B(7) C(4) D(1) E(5)	KASPRZAK, STEVEN	KASPRZAK, STEVEN	D104	24	
2021	822-CP-003	HEALTH 2	S2	A(4) B(1) C(5) D(2) E(6)	MIGNAULT, JOEL	MIGNAULT, JOEL	D104	28	
2021	822-CP-004	HEALTH 2	S2	A(5) B(2) C(6) D(3) E(7)	MIGNAULT, JOEL	MIGNAULT, JOEL	D104	30	
2021	822-CP-007	HEALTH 2	S2	A(1) B(5) C(2) D(6) E(3)	FABIANO, JULIA	FABIANO, JULIA	D105	26	
2021	831-CP-002	PHYSICAL EDUCATION	S2	A(2) B(6) C(3) D(7) E(4)	TAVANTZIS, SAMANTHA	TAVANTZIS, SAMANTHA; FABIANO, JULIA; MIGNAULT, JOEL	GYM	78	
2021	831-CP-004	PHYSICAL EDUCATION	S2	A(7) B(4) C(1) D(5) E(2)	TAVANTZIS, SAMANTHA	PACHECO, BROOKE; MIGNAULT, JOEL; TAVANTZIS, SAMANTHA	GYM	90	
2021	831-CP-006	PHYSICAL EDUCATION	S2	A(5) B(2) C(6) D(3) E(7)	TAVANTZIS, SAMANTHA	TAVANTZIS, SAMANTHA; PACHECO, BROOKE; KASPRZAK, STEVEN	GYM	81	
2021	831-CP-007	PHYSICAL EDUCATION	S2	A(1) B(5) C(2) D(6) E(3)	TAVANTZIS, SAMANTHA	TAVANTZIS, SAMANTHA; PACHECO, BROOKE; KASPRZAK, STEVEN	GYM	78	

Class Count Worksheet

SchYr	Course	Description	ScheduleTerm > Code	Schedule	Primary Staff > Name	Teacher	PrimaryRoom > Num	Total	Overflow
2021	831-CP-010	PHYSICAL EDUCATION	S2	A(3) B(7) C(4) D(1) E(5)	TAVANTZIS, SAMANTHA	TAVANTZIS, SAMANTHA; MIGNAULT, JOEL; PACHECO, BROOKE	GYM	91	
2021	900-ELL-001	ENGLISH LANGUAGE EDUCATION	FY	A(3) B(7) C(4) D(1) E(5)	HODGSON, KAREN	HODGSON, KAREN	A101	1	
2021	900-ELL-002	ENGLISH LANGUAGE EDUCATION	FY	A(6) B(3) C(7) D(4) E(1)	HODGSON, KAREN	HODGSON, KAREN	A101	3	
2021	9008-002	EDGEUITY Misc/IS	S2	A(3) B(7) C(4) D(1) E(5)	ZIMMERMAN, JAY	ZIMMERMAN, JAY	LIB	5	
2021	9008-004	EDGEUITY Misc/IS	S2	A(2) B(6) C(3) D(7) E(4)	ZIMMERMAN, JAY	ZIMMERMAN, JAY	LIB	1	
2021	902-CP-001	ACADEMIC SKILLS & STRATEGIES 11-12	S2	A(6) B(3) C(7) D(4) E(1)	DESJARDINS, BRYAN	DESJARDINS, BRYAN	B204	21	
2021	902-CP-004	ACADEMIC SKILLS & STRATEGIES 11-12	S2	A(2) B(6) C(3) D(7) E(4)	BLAND, ERIC	BLAND, ERIC	A309	21	
2021	902-CP-005	ACADEMIC SKILLS & STRATEGIES 11-12	S2	A(6) B(3) C(7) D(4) E(1)	EDGERTON, EAMON	EDGERTON, EAMON	A213	21	
	902-CP-009	ACADEMIC SKILLS & STRATEGIES 11-12	S2	A(3) B(7) C(4) D(1) E(5)	DANIEL, KENNAN	DANIEL, KENNAN	GUID	1	
	902-CP-010	ACADEMIC SKILLS & STRATEGIES 11-12	S2	A(6) B(3) C(7) D(4) E(1)	SHEAHAN, KRISTINA	SHEAHAN, KRISTINA	GUID	1	

Class Count Worksheet

SchYr	Course	Description	ScheduleTerm > Code	Schedule	Primary Staff > Name	Teacher	PrimaryRoom > Num	Total	Overflow
	902-CP-011	ACADEMIC SKILLS & STRATEGIES 11-12	S2	A(4) B(1) C(5) D(2) E(6)	SHEAHAN, KRISTINA	SHEAHAN, KRISTINA	GUID	1	
2021	904-CP-001	DIRECTED LEARNING I	S2	A(1) B(5) C(2) D(6) E(3)	WHITE, LINDSEY	WHITE, LINDSEY	B311	4	
2021	904-CP-002	DIRECTED LEARNING I	S2	A(6) B(3) C(7) D(4) E(1)	MCANDREWS, PATRICK	MCANDREWS, PATRICK	A208	4	
2021	904-CP-006	DIRECTED LEARNING I	S2	A(4) B(1) C(5) D(2) E(6)	FEELEY, TIMOTHY	FEELEY, TIMOTHY	D112	5	
2021	904-CP-007	DIRECTED LEARNING I	S2	A(2) B(6) C(3) D(7) E(4)	FEELEY, TIMOTHY	FEELEY, TIMOTHY	D112	10	
2021	904-CP-010	DIRECTED LEARNING I	S2	A(5) B(2) C(6) D(3) E(7)	SMITH, CHRISTINE	SMITH, CHRISTINE; BASILIERE, MARCO	A102	9	
2021	904-CP-013	DIRECTED LEARNING I	S2	A(4) B(1) C(5) D(2) E(6)	SMITH, CHRISTINE	SMITH, CHRISTINE	A102	4	
2021	904-CP-014	DIRECTED LEARNING I	S2	A(1) B(5) C(2) D(6) E(3)	SMITH, CHRISTINE	SMITH, CHRISTINE	A102	5	
2021	904-CP-016	DIRECTED LEARNING I	S2	A(7) B(4) C(1) D(5) E(2)	SMITH, CHRISTINE	SMITH, CHRISTINE	A102	8	
2021	904-CP-018	DIRECTED LEARNING I	S2	A(3) B(7) C(4) D(1) E(5)	MCANDREWS, PATRICK	MCANDREWS, PATRICK	A208	9	
2021	905-CP-001	DIRECTED LEARNING II	S2	A(2) B(6) C(3) D(7) E(4)	NASHAWATY, JILLIAN	NASHAWATY, JILLIAN	D111	5	
2021	905-CP-004	DIRECTED LEARNING II	S2	A(7) B(4) C(1) D(5) E(2)	NASHAWATY, JILLIAN	NASHAWATY, JILLIAN	D111	3	
2021	906-CP-001	WRITING WORKSHOP	S2	A(6) B(3) C(7) D(4) E(1)	FEELEY, TIMOTHY	FEELEY, TIMOTHY	D112	4	
2021	906-CP-003	WRITING WORKSHOP	S2	A(5) B(2) C(6) D(3) E(7)	FEELEY, TIMOTHY	FEELEY, TIMOTHY	D112	3	
2021	951-001	AI ENGLISH	FY	A(2) B(6) C(3) D(7) E(4)	BASILIERE, MARCO	BASILIERE, MARCO	A308	6	
2021	951-002	AI ENGLISH	FY	A(1) B(5) C(2) D(6) E(3)	MCANDREWS, PATRICK	MCANDREWS, PATRICK	A208	4	

Class Count Worksheet

SchYr	Course	Description	ScheduleTerm > Code	Schedule	Primary Staff > Name	Teacher	PrimaryRoom > Num	Total	Overflow
2021	951-003	AI ENGLISH	FY	A(4) B(1) C(5) D(2) E(6)	MCANDREWS, PATRICK	MCANDREWS, PATRICK	A208	4	
2021	961-001	AI MATH	FY	A(7) B(4) C(1) D(5) E(2)	WHITE, LINDSEY	WHITE, LINDSEY	B311	7	
2021	961-002	AI MATH	FY	A(4) B(1) C(5) D(2) E(6)	WHITE, LINDSEY	WHITE, LINDSEY	B311	4	
2021	961-003	AI MATH	FY	A(6) B(3) C(7) D(4) E(1)	WHITE, LINDSEY	WHITE, LINDSEY	B311	5	
2021	991-001	VOC - TRAINING PROG	FY	A(7) B(4) C(1) D(5) E(2)	MCGREGOR FAY, ANNE	MCGREGOR FAY, ANNE	B111	7	
2021	992-001	VOC/LIFE SKILLS	FY	A(5) B(2) C(6) D(3) E(7)	MCGREGOR FAY, ANNE	MCGREGOR FAY, ANNE	B111	7	
2021	992-002	VOC/LIFE SKILLS	FY	A(4) B(1) C(5) D(2) E(6)	MCGREGOR FAY, ANNE	MCGREGOR FAY, ANNE	B111	7	
2021	993-001	VOC READING	FY	A(6) B(3) C(7) D(4) E(1)	MCGREGOR FAY, ANNE	MCGREGOR FAY, ANNE	B111	7	
2021	994-001	VOC MATH	FY	A(2) B(6) C(3) D(7) E(4)	MCGREGOR FAY, ANNE	MCGREGOR FAY, ANNE	B111	7	
2021	995-001	VOC LANG ARTS	FY	A(3) B(7) C(4) D(1) E(5)	MCGREGOR FAY, ANNE	MCGREGOR FAY, ANNE	B111	7	
2021	996-001	VOC SPECIALIST	FY	A(1) B(5) C(2) D(6) E(3)	MCGREGOR FAY, ANNE	MCGREGOR FAY, ANNE	B111	7	
2021	997-001	VOC WRK ACTIVITIES - LEAP	FY	A(7) B(4) C(1) D(5) E(2)	GALLIGAN, PATRICK	GALLIGAN, PATRICK	B111	7	
2021	997-002	VOC WRK ACTIVITIES - LEAP	FY	A(4) B(1) C(5) D(2) E(6)	GALLIGAN, PATRICK	GALLIGAN, PATRICK	B111	7	
2021	997-003	VOC WRK ACTIVITIES - LEAP	FY	A(3) B(7) C(4) D(1) E(5)	GALLIGAN, PATRICK	GALLIGAN, PATRICK	B111	7	
2021	997-004	VOC WRK ACTIVITIES - LEAP	FY	A(6) B(3) C(7) D(4) E(1)	GALLIGAN, PATRICK	GALLIGAN, PATRICK	B111	7	

Class Count Worksheet

[illegible]



MEMORANDUM

To: Tewksbury School Committee

From: Christopher Malone
Superintendent of Schools

Date: May 6, 2021

Re: 2022 School Committee Meeting Schedule

This Requires a Roll Call Vote

The Tewksbury School Committee 2022 meeting schedule is presented for the consideration of the School Committee members. This requires a vote.

**TEWKSBURY SCHOOL COMMITTEE
2022 MEETING SCHEDULE**

Meetings are held on Wednesday Evenings (Unless indicated below). Location: Virtual
Agendas are posted on the district website, [Agendas, Virtual Meetings, Minutes](#).

January 12, 2022	Regular Meeting/Budget Workshop	Budget Workshop: PM / Regular Meeting: PM
February 9, 2022	Regular Meeting	PUBLIC HEARING (BUDGET) – PM
TBD	FinCom Meeting	PM at Town Hall – School Committee will attend.
March 9, 2022	Regular Meeting	PUBLIC HEARING (BUDGET) – PM
April 13, 2022	PM – Reorganization Meeting PM – Regular Meeting	Reorganization Meeting (PM) will precede the Regular Meeting on April 13, 2022
May 2, 2022*	Annual Town Meeting	School Committee will attend Annual Town Meeting
May 4, 2022*	Special Town Meeting / Annual Town Meeting (Reconvened)	School Committee will attend Special Town Meeting and Annual Town Meeting (Reconvened)
May 11, 2022	Regular Meeting	
June 8, 2022	Regular Meeting	
July 20, 2022	Regular Meeting	
August 17, 2022	School Committee/Admin Retreat	3:00 PM – PM TMHS (LG1)
August 17, 2022	Regular Meeting	
September 21, 2022	Regular Meeting	
October 4, 2022*	Special Town Meeting	School Committee will attend Special Town Meeting
October 12, 2022	Regular Meeting	
November 16, 2022	Regular Meeting	
December 7, 2022	Regular Meeting	

TPS District Strategy

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

*Date subject to vote by Board of Selectmen.

New Business



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



Date: May 3, 2021
To: Christopher Malone, Superintendent
Re: 2021-2022 PK-4 Elementary Handbook

The proposed 2021-2022 handbook has a few minor changes from the 2020-2021 handbook. They are

- cover page - date and picture
- page 5 - In Introduction. Added, "Certain procedures may be adjusted due to current COVID-19 restrictions."
- page 5 - Arrivals and Dismissals. Changes to reflect current traffic patterns used.
- page 12 - Acceptable Use Policy. Link provided to policy on district web site
- page 14 - Breakfast. Added, "Breakfast is free for the 2021-2022 school year. (procedures subject to change due to COVID-19 restrictions)"
- page 15 - Computer Use. Link to Acceptable Use Policy provided.
- page 29 - Signature page updated and new electronic signature link provided.

We submit this Elementary School Handbook, and are available to answer any questions, comments or concerns that the Committee feels we need to address at this time.

Respectfully,

Jay Harding, Trahan Principal

Terry Gerrish, Dewing Principal

Karen Cronin, North Street Principal

Felicia Cenanovic, Heath Brook Principal

Tewksbury Public Schools

Elementary Schools Pre-K through Grade 4

Student Handbook **Parent Information Guide** **2021 - 2022**



Loella F Dewing School	Terry Gerrish, Principal Alexis Bosworth, Asst. Principal & Preschool Coordinator
Heath Brook School	Felicia Cenanovic, Principal
North Street School	Karen Cronin, Principal
Louise Davy Trahan School	Jay Harding, Principal

Civil Rights Notification

No person shall be excluded 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. If you have a concern that a school resource we use contains a bias, you are invited to fill out this [Curriculum Resource Bias Reporting Form](#). This form can also be found on the TPS website.

Any questions should be directed to the Assistant Superintendent of Schools, 139 Pleasant Street, Tewksbury MA, 01876, 978-640-7800

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INTRODUCTION

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

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

This handbook is a guide for parents and guardians. School-specific data and policies can be found in the tables below. The rest of the handbook contains general information for all Tewksbury elementary schools. Please take the time to review the contents of this handbook and keep it with your permanent files; sign and return the last sheet. If you have any questions about the contents, contact your school's principal (contact information found on accompanying chart). Certain procedures may be adjusted due to current COVID-19 restrictions.

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

SCHOOL	ARRIVALS	DISMISSALS
Dewing	Enter main Dewing School driveway by turning right from Andover Street. Stay to the right and circle around to drop off area by front corner of building from 8:25-8:45 am only . Staff is not available to supervise children until 8:25 am.	Children who are picked up daily will be dismissed through the gym. Students who are dismissed before 2:45 will require a parent to sign their child <u>at the office</u> . Identification must be shown at the time of dismissal. No dismissals will take place through the office between 2:45 and 3:05.
Heath Brook	Parents who are dropping students off are asked to enter through the cafeteria side parking lot entrance (no left turn). Students may be dropped off in front of the cafeteria between 8:25a.m. - 8:45 a.m. only. Staff is not available to supervise children until 8:25a.m.	Children who are picked up daily will be dismissed through the cafeteria. Students who are dismissed before 3:05 will require a parent to sign their child <u>at the office</u> . Identification must be shown at the time of dismissal. No dismissals will take

		place through the office between 2:45 and 3:05.
North Street	Parents dropping off are asked to stay to the right of the main circle and to turn around at the back of the side parking lot (in front of the dumpster). Students may be dropped off at the front corner (cafeteria side) closest to the front sidewalk from 8:25 am – 8:45 am only . Staff are available to supervise children at 8:25 am. Students may not be dropped off at the back of the building near the playground.	Children who are picked up daily will be dismissed through the cafeteria. Please be prepared to show photo identification. Students who are dismissed before 3:05 will require a parent to sign their child <u>at the office</u> . Photo identification must be shown at the time of dismissal.
Trahan	Parents are to drop off their child along front of the main office starting at 8:25am via Madaline access road. Students should not be dropped off until a staff member is present. Drop off is from 8:30am-8:45am. Any student not present prior to 8:45am will be marked tardy.	Children who are picked up daily will be dismissed through the main office doors and split between gr 3 and gr 4 at 3:05.. Parents will line up in the appropriate line entering via Madaline access road. Parents need to display the pick up card in their windshield. Any dismissal prior to 2:45pm must take place through the main office. No dismissals will take place through the main office between 2:45pm and 3:05pm.

HEALTH AND SAFETY

ACCIDENT / ILLNESS

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

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

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

ACCIDENT/ILLNESS Forms

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

Please correct and return as soon as possible. Any recent health problem that is not reflected in your child's health record should be brought to the school nurse's attention immediately. The importance of

correct forms cannot be overemphasized. Please update the school with any changes during the school year.

ALLERGY /Food Allergy

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

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

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

1. There will be no trading or sharing of food by any student or staff member.
2. Parents will be notified if there is a student with a particular food allergy in their child's classroom. Parents and students are strongly advised against bringing known allergens or by-products into the classroom due to the life threatening nature of such allergies.
3. Classroom teachers will advise parents of any school activity that requires the use of food in advance of the project or activity.
4. Each student is allowed to consume a personal food item for any celebrations, birthdays, etc. provided from home at the discretion of the teacher. No outside food may be shared by students in a classroom.
5. Food consumption on the school bus is prohibited except for any medical documented needs.
6. The sale of food items outside of the Tewksbury Public Schools Food Service Department during the school day is prohibited.

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

BUS EMERGENCY EVACUATION DRILLS

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

COMMUNICABLE DISEASES

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

returning to school after an illness, or if you have any questions regarding school policy and child's health.

When to keep your child home: Fever over 100°F. Students may return to school when fever free for 24 hours without the use of fever reducing medications such as Tylenol or ibuprofen. Please see district website for COVID-19 updates

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

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

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

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

FIRE DRILLS - see also school safety drills

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

HEALTH NOTES

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

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

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

MEDICINES

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

Consistent with Massachusetts General law (105 CMR 210.000) the Tewksbury Public Schools district requires that the following forms be on file in your child's health record before we can begin to

administer or allow self-administration of medication in school (**This includes both prescription and nonprescription medications**):

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

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

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

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

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

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

PHYSICALS

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

SAFE HOME

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

SCHOOL SAFETY DRILLS

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

SCREENINGS:

State law mandates the following screenings:

- Height, weight and BMI measurements in grades 1, 4, 7 and 10. This information will be mailed home individually to the parents/guardians.
- Vision screening is conducted during the year in grades 1-5, 7 and 9. Parents/guardians will be informed if the child requires follow up. These 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.**

STUDENT SERVICES

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

- Title 1
- English as a Second Language
- MTSS (Massachusetts Tiered System of Support)
- Screening of 3 and 4 year old children
- Kindergarten screening
- Home tutorial services
- Special Education

504 POLICY

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

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

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

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

SPECIAL EDUCATION

The Massachusetts special education law, popularly known as Chapter 766 aligns with the Federal Education law, known as IDEA (Individuals with Disabilities Education Act). Both the state and federal laws require that every child between the ages of 3 and 22 be provided with a free and appropriate public education in the least restrictive environment. Tewksbury Public Schools has established a decentralized special education process. Special Education decision-making is conducted by the In-School Evaluation

Team at the school. Parents are an integral part of each special education team. If a child is found to have special education needs in one or more areas, PL 94-142 requires School Systems to develop a special education program for that child which, to the maximum extent possible, allows the child to be educated with children who are not in need of special education. Questions about special education services and/or the TEAM process should be directed to the principal or Rick Pelletier, the Director of Student Services, at 978-640-7800.

TITLE I PROGRAMS AND SERVICES

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

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

TUTORIAL SERVICES (relative to medical and related absences)

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

GENERAL INFORMATION/POLICIES AND PROCEDURES

ACADEMIC RECORD INFORMATION

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

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

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

ACCEPTABLE USE POLICY - TECHNOLOGY AND MEDIA RELEASE

Pictures and videos are often taken to commemorate school events, usually by school staff, but occasionally by area print and broadcast media. These photographs occasionally may be uploaded and

shared via the Tewksbury Public Schools website, school Facebook or Twitter pages. Parents/Guardians are asked to indicate publishing preferences in the appropriate section of the Handbook Signature Page. The following paragraphs share TPS acceptable use of technology.

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

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

The school network and email accounts are owned by Tewksbury Public Schools and that Tewksbury Public Schools has the right to access any of the information used through the mediums provided through the school at any time. Please review the [Technology Acceptable Use Procedures](#) pertaining to our Acceptable Use Policy, and review as appropriate with your child.

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

ADDRESS CHANGE and EMERGENCY CONTACT INFORMATION

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

Families who have moved to or within the town of Tewksbury must contact the Office of Student and Family Support. All address changes are verified with a fully executed Purchase and Sales / Lease along with a statement from a utility company indicating service has been turned on, or a current utility bill. All documentation submitted must be current, including name(s) and the new address.

ALCOHOL and OTHER DRUG POLICY

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

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

ARRIVALS

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

ATTENDANCE and ABSENCES

Absenteeism and the Massachusetts General Laws

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

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

Classification Of Absences In The Tewksbury Public Schools K-8

Excused Absences

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

(Aspen Code: E – with Reason from drop down menu)

Unexcused Absences

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

Code: AC)

Absent (Truant): When a student is absent from school and no phone call or note has been received from a parent/guardian verifying the absence, the student's absence is classified as unexcused or truant. This

type of absence or truancy also counts toward the total number of accumulated unexcused absences.
(Aspen Code: A)

Attendance Protocol in the Tewksbury Public Schools:

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

BREAKFAST

Breakfast will be available daily. Breakfast is free for the 2021-2022 school year. (procedures subject to change due to COVID-19 restrictions)

CELL PHONES/ELECTRONIC DEVICES

Cell phones may be brought to school, but can be a distraction and negatively affect the educational process. Cell phones should be turned off and put away between the hours of 8:25 a.m. and 3:05 p.m., unless it is being used under the direction of the classroom teacher. Also, unless under the direction of the classroom teacher, the camera component of the cell phone may not be used at school. The school is not responsible for lost, stolen or broken cell phones at school or on the bus.

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

CHAIN OF COMMUNICATION

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

CHEATING/ PLAGIARISM

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

CLOSING OF SCHOOL ANNOUNCEMENTS

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

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

Extended Day Program: Delay School Schedule

There will be NO MORNING Extended Day on days when schools are operating on a delayed schedule.

Extended Day Program: No School Schedule

Extended Day will be canceled on those days when school is not in session.

COMPUTER USE - See also ACCEPTABLE USE POLICY - TECHNOLOGY

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

CORI REQUEST and FINGERPRINT REQUIREMENTS

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

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

CUSTODY/GUARDIANSHIP

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

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

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

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

DAMAGED / LOST BOOKS

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

DISMISSALS

Regular dismissal time is 3:05 pm. There are times when a student may have to be dismissed early. In order to dismiss early, the student must bring a note from home stating the requested dismissal time and the authorized adult who will meet and sign out the child. The authorized adult must bring proper identification, which will be checked upon sign out. **Children cannot be picked up without proper sign-out.**

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

DRESS CODE

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

DRUGS

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

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

ENTRANCE/REGISTRATIONS

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

EXTRA HELP

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

FIELD TRIPS

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

FINGERPRINTING - See CORI REQUEST and FINGERPRINT REQUIREMENTS

FOOD SERVICES

Our Food Services are happy to provide healthy school lunches that meet state and federal guidelines. Students will pay for meals at the regular rate approved by the Tewksbury School Committee and for their meal status (regular, reduced-price, or free) each day. Free and reduced lunch applications are available at the school and Food Services Department. Payment options are through paypams.com account which is available 24/7, cash or check made out to Tewksbury Food Services. Note: monies paid into the paypams account will carry over year to year. Outstanding debt owed must be paid as this is with the Town of Tewksbury and may impact payment in other areas. For a complete outline of the charging policy including refunds, please see [TPS Food and Nutrition Services](#).

FUNDRAISERS

The School Building Principal must approve any fundraising activity.

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

FURTHER POLICIES

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

HOMEWORK

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

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

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

LOST AND FOUND

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

NON-DISCRIMINATION NOTICE

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

OPEN HOUSES

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

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

PARTIES AND BIRTHDAYS

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

PETS

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

PLACEMENTS

The principal in consultation with the staff makes classroom assignments. Parents are welcome to provide information in writing regarding their child that they feel would be helpful in making an appropriate student placement for the following school year i.e. learning styles or unusual personal circumstances. Requests for specific teachers will not be accepted.

PLEDGE OF ALLEGIANCE

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

REGISTRATION, NEW STUDENT

Families wishing to enroll a student within the Tewksbury Public Schools need to schedule an [appointment](#). A checklist of required documentation along with registration paperwork is available for [download](#) on our central registration site. It is important to note that a representative for the Office of Student and Family Support will provide you with a link to a virtual meeting for the date and time you have scheduled. Please contact the Office of Student and Family Support with any questions or concerns 978-640-7800 x 218.

SAFETY

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

SAFETY DRILLS - see school safety drills

SEARCH AND SEIZURE

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

STATE AND FEDERAL LAWS

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

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

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

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

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

STUDENT PICTURES

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

STUDENT RECORDS

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

TOYS/CARDS/ETC.

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

TRUANCY

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

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

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

Family Trips

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

VALUABLES

Students should not bring large amounts of money or expensive items to school. Items may be temporarily stored in the main office. 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.

VEHICLES RUNNING ON SCHOOL PROPERTY

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

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

VISITORS AND VOLUNTEERS

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

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

WEAPONS

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

WITHDRAWAL FROM SCHOOL

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

ACADEMIC AND BEHAVIORAL EXPECTATIONS

CODE OF STUDENT CONDUCT

This Code of Conduct is intended to inform students and parents as to the expectations of the staff and administration of the school to ensure that each student receives the benefit of an educational experience

that fosters skill and knowledge development, social and emotional growth and self-worth. In return, each student is expected to function as a responsible individual who cooperates with and respects the rights of others. At a minimum, each student is expected to come to school on time and on a regular basis, and to behave in a way that allows students to enjoy all of the educational programs that our school may provide.

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

Each student is responsible for the following:

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

BEHAVIORS/CONDUCT

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

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

Key Definitions:

Bullying is defined as:

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

Cyberbullying is defined as:

Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature

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

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

BUS CONDUCT

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

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

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

Examples of major offenses include:

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

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

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

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

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

CAFETERIA CONDUCT

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

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

HARASSMENT, CIVIL RIGHTS AND RESPECT

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

HARASSMENT: SEXUAL

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

Brenda Theriault-Regan, Assistant Superintendent of Schools - Tewksbury Public Schools	
139 Pleasant Street - Tewksbury, MA 01876 978-640-7800	
Terry Gerrish, Dewing Principal	Karen Cronin, North Street Principal

1469 Andover St. Tewksbury, MA 01876 978-640-7858	133 North Street. Tewksbury, MA 01876 978-640-7875
Felicia Cenanovic, Heath Brook Principal 165 Shawsheen St. Tewksbury, MA 01876 978-640-7865	Jay Harding Trahan Principal 12 Salem Rd. Tewksbury, MA 01876 978-640-7870

PLAYGROUND REGULATIONS

Outdoor recess rules:

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

Indoor recess rules:

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

STUDENT BEHAVIOR

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

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

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

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

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

DISCIPLINARY ACTIONS

CONSEQUENCES- DETENTION

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

1. Verbal or physical harassment

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

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

CONSEQUENCES- SUSPENSION

Please refer to 603 CMR 53.00

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

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

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

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

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

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

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

CONSEQUENCES - DUE PROCESS

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

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

LEGISLATION RELATED TO SCHOOL SAFETY

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

- (a) Any student who is found on school premises or at school-sponsored events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife; or a controlled substance as defined in Chapter Ninety-four C, including but not limited to marijuana, cocaine, and heroin, may be subject to expulsion from school or school district by the principal.
- (b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff or student on the premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- (c) Any student who is charged with a violation of either (a) or (b) above shall be notified in writing of an opportunity for a hearing; providing, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After the hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to violate either paragraph (a) or (b).
- (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal.
- (e) The student has the right of counsel at the hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of the section.
- (f) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of reasons for said expulsion.

The use of tobacco products, alcohol, or illegal drugs within the school buildings, the school

facilities/grounds, or school bus is strictly prohibited by any individual.

MGL Chapter 71; Section 37H1/2

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

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

Tewksbury Elementary Schools
Signature Page to be returned to school

August 2021

Dear Parents/Guardians:

The Tewksbury Elementary School Handbook and Parent Information Guide is posted on the school district website. We are also providing you with this paper copy for your family to review at home. Please read, review appropriate information with your child(ren), sign and date the bottom of this page and return it to your child(ren)'s teacher(s) by September 17, 2021. Thank you for your cooperation.

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

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

Student Signature

Parent(s) /Guardian(s) Signature

Child's Teacher

Grade

Date

***Please sign and return this page to your child's teacher by
Friday, September 17, 2021
Schools will also provide families with [link to an online signature page](#)***

John F. Ryan School

To: Christopher Malone, Superintendent

From: Judi McInnes, Principal
William Hart, Assistant Principal

Re: Student Handbook Changes 2021-2022

The following are proposed changes to the John F. Ryan School Student Handbook for the 2020-2021 school year:

The following will be updated to include:

- Approved School/District Calendar
- Dates
- Update name of new faculty/staff on
- Fix typos

John F. Ryan Elementary School



Student Handbook 2021 - 2022

John F. Ryan Elementary School

135 Pleasant Street

Tewksbury, MA 01876

Phone (978) 640-7880 Main Office

Fax (978) 640-7888

Website www.tewksbury.k12.ma.us

Judi McInnes

William Hart

Principal: jmcinnes@tewksbury.k12.ma.us

Assistant Principal: whart@tewksbury.k12.ma.us

*Please use this email to notify us of your student's absence and include your student's name:
ryanattendance@tewksbury.k12.ma.us or call (978) 640-7880*

Civil Rights Notification

No person shall be excluded 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 Street, Tewksbury MA, 01876, 978-640-7800

[Curriculum Resource Bias Reporting Form](#)

There are times when pictures are taken of our students in learning and/or PAC activities at schools for the school websites, social media, student yearbooks, etc. *No personal information pertaining to students will be shared on our website or with businesses or third parties. Please contact your child's principal in writing if you do not want your child included in school-based pictures.

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

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John F. Ryan Elementary School

Student Handbook

2021-2022

RYAN SCHOOL MISSION STATEMENT

The mission of the John F. Ryan School is to utilize the resources provided by the district to maximize the educational benefits for all students. Our purpose is to promote an active learning atmosphere that encourages student participation, school/parent/community partnerships, and team building. This collaboration inspires students to become successful lifelong learners who possess higher order thinking skills.

RYAN SCHOOL MOTTO

*Work hard. Be kind. Anything is “paws”-ible.
Woof!*

This student handbook contains information, rules, and regulations pertaining to the life of a student at the John F. Ryan Elementary School. Students and their parents/guardians are responsible for reading and understanding the rules and policies of this school.

As an upper elementary school of grades 5 and 6, we recognize the unique needs of students in these grades and strive to build strong academic teams, a wide range of extracurricular activities, and a place where cooperation and acceptance are the norm. The expectations contained within this handbook are designed to support our students as they grow and learn academically, socially and emotionally.

We are excited for our students and families to enjoy in all that our school has to offer.

Welcome to the Ryan School!

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.

21-22 School Calendar

Chain of Communication

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 JI5131.

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 Ryan School. 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, 6:30-8:30 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 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) 640-7880.

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 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 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.

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 5-6: 45 to 75 minutes per day

HOMEWORK REQUESTS

When a student is out of school for two or more consecutive days, parents/guardians can telephone **640-7880** 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. (Please note: many of your student's curriculum workbooks and textbooks are available online for home use.)

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 F. Ryan School is pleased to acknowledge two levels of achievement earned by students.

- The first area of recognition is comprised of students who have attained all A's and 4's and 3's in all subject areas. Those meeting this requirement have earned *High Academic Honors*.

- The second area of recognition consists of students who have attained all A's, B's, and 4's and 3's in all subject areas. Those meeting this requirement have earned *Academic Honors*.

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 may 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 may 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 extracurricular activities offered at the Ryan 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 Ryan School, 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>)

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

Art Club	Ryan Ringers
Basketball Club	Kindness Club
Drama Club	Ski Club
Dance Club	Student Ambassadors

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. Any discipline actions taken by the administration and/or staff are confidential and will not be shared with anyone other than the student's parents/guardians and/or their designee.

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 and your parents/guardians know what to expect when disciplinary problems arise during the school day. 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. If a minor problem occurs, 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

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

- Being spoken to by a staff member or administrator

- Loss of privileges
- A telephone call being made by the staff member or administrator to parents/guardians
- Teacher detention
- Office detention (single or multiple)
- Parental meeting with the principal to discuss the behavior
- In-School or Out-of-School suspension
- Expulsion

The following list is not exhaustive, but provides guidance to students with respect to school rules and behavioral expectations. The Ryan 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.

- Tardiness to class
- Any violation of an individual teacher's rules of conduct (non-cooperation, cheating, classroom disturbance, use of profanity, etc.)
- Failure to report to teacher detention
- Violation of Dress Code
- Refusal to obey a reasonable request
- Defacing, **damaging or destroying** school property
- Stealing
- 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
- Destroying or defacing another's personal property
- 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.
- Frequent violation of school rules;
- Direct insubordination following a warning by a staff member
- Possession or use of alcoholic or other controlled substance in school, on the school bus, or at any school function;
- 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 or planning to fight 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 **or violation of Acceptable Use Policy**
- Violation of a local, state or federal law;
- Possession of a weapon;
- Possession of a cigarette lighter, matches or any other incendiary device;
- Truancy from class;
- Inappropriate and/or **unwanted/unwarranted** 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 **including the school bus**

DETENTION

Team or teacher detentions generally occur at lunch/recess. One or more may be assigned based on the offense. Office detentions are issued by a teacher with the consent of an administrator or by an administrator and are generally held on the day of the offense from school dismissal until 3:30pm. Any student failing to report to an office detention will receive an additional office detention. Examples of student behavior that warrant office detentions include, but are not limited to, those listed **above**.

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 (restroom use, 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, vegetables and milk).

If parents or guardians continue 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 the 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.

RECESS REGULATIONS

Outdoor recess rules:

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

Indoor recess rules:

- Children must be seated in a chosen area engaged in a quiet activity
- Permission must be received before leaving one's seat
- Outdoor recess-type equipment is not allowed.

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 2:30pm. There are no late buses **guaranteed at this time** 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 the 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;
- Student's parents or guardians 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 any large objects;
- Students must remain seated;
- Eating and/or drinking are not allowed;
- The use of any drugs, alcohol, or tobacco products are 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 or inappropriate 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
- inappropriate use of electronic devices
- setting off firecrackers or any incendiary devices

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 F. Ryan 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 Ryan School office or the Tewksbury Public Schools website. In addition, a suspected act of bullying may be reported by telephone to any staff member. All reports will be fully investigated by the Ryan 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 may face disciplinary action. Parents/guardians will be notified and, possibly, the police department as well. The school will seek restitution from parents or guardians and may work with the police to resolve the issue if needed. 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.

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. Students should dress in neat, clean and safe clothes and should not wear disruptive or distracting attire. 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 including flip flops 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.

Coats or jackets should not be worn in classrooms, and backpacks must be stored in the student's locker.

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 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 Ryan 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

MGL Chapter 71; Section 37H3/4
Suspension Policy

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

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

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

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 the 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.

GENERAL INFORMATION

ATTENDANCE AND ABSENCES

Excused Absences

Exempt Absence: 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 the school at

ryanattendance@teewksbury.k12.ma.us and include the student name in the subject field of the email. 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.
 - o (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.

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 an 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

Each student is to be in his/her homeroom no later than 8:15 AM. If a student arrives at school after 8:15 A.M., he/she must be accompanied by a parent or guardian to the main office. The student must obtain an admission slip from the office before reporting to class. If a student is

frequently tardy, the student may be assigned an after school or lunch-detention or, at the discretion of the school administration, the student may be restricted from taking part in school activities and/or privileges.

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 11:00 AM 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 8:00 AM. Teacher supervision begins at this time and we are unfortunately unable to guarantee the safety of students who arrive earlier.

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 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. It is advisable to arrange for a safe home for your student to go to in the event that you may not always be at home. Your cooperation is appreciated.

GUIDANCE DEPARTMENT

School psychologists are available to every student in the school. These services include counseling in the areas of academics, social issues, and home concerns. School psychologists meet with most students throughout the year in an effort to get to know them. A student can make an appointment to see a school psychologist. The school psychologist 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: 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 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. 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. The student 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 medications, 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 medications 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) 640-7880 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. 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.
- Students 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 Physical Education classes. Tewksbury Public Schools is not responsible for lost or stolen items.

LOST AND FOUND

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

TELEPHONE USE

The office phone and classroom phones are for emergency use only. Students who require use of a school phone need to request permission from the office or a teacher. Our priority is not to disrupt class work 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. Students who are walking may leave at **first 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 **first dismissal**.
- Students should use a bike lock of their own to ensure its safe keeping while at school.

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 a 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

Families wishing to enroll a student within the Tewksbury Public Schools need to schedule an [appointment](#). A checklist of required documentation along with registration paperwork is available for [download](#) on our central registration site. It is important to note that a representative for the Office of Student and Family Support will provide you with a link to a virtual meeting for the date and time you have scheduled. Please contact the Office of Student and Family Support with any questions or concerns 978-640-7800 x 218.

ADDRESS CHANGE

Families who have moved to the town of Tewksbury must contact the Office of Student and Family Support. All address changes are verified with a fully executed Purchase and Sales / Lease along with a statement from a utility company indicating service has been turned on, or a current utility bill. All documentation submitted must be current, including name(s) and the new address.

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.

APPROPRIATE USE OF PERSONAL ELECTRONIC DEVICES

Radios, iPods, tablets, cell phones and other personal electronic devices are prohibited in the school without consent from the Principal or as designated in a student's IEP or 504 plan. Students found in possession of such items will have them confiscated and parents/guardians may pick them up at the main office that same day.

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 strive 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 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 Tewksbury Public Schools 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 F. Ryan 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 Ryan 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 Ryan 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:

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

Principal
John R. Ryan Elementary School
135 Pleasant Street
Tewksbury, MA 01876
Telephone 978-640-7880

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 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 complaints.

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 sections 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.

NOTE: If a student is found guilty of hazing at the Ryan 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 has 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 the 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 Public School.

TEWKSBURY SCHOOL COMMITTEE

2021-2022 Assignments

COLLECTIVE BARGAINING COMMITTEES

Custodians – *Shannon Demos / John Stadtman*

Education Support Personnel – *Keith Sullivan / Bridget Garabedian*

Food Service – *Nicholas Parsons / John Stadtman*

Nurses – *Shannon Demos / Keith Sullivan*

Secretaries – *Bridget Garabedian / John Stadtman*

TAG – *Shannon Demos / Nicholas Parsons*

TTA – *Bridget Garabedian / Keith Sullivan*

District-Wide Security Team – *Keith Sullivan / Shannon Demos*

Elementary School Building Committee – *Shannon Demos / TBD*

Policy Review Team – *John Stadtman / Nicholas Parsons*

SEPAC - *Nicholas Parsons / Bridget Garabedian*

Wellness Advisory Committee – *Bridget Garabedian / Keith Sullivan*

**Valley Collaborative
FY 22 Board Member Appointment**

Mr. Christopher Malone was appointed to the Valley Collaborative Board of Directors
(Board Member Name)

on _____ by the Tewksbury School Committee for the term July 1, 2021 –
(date of appointment) (School Committee)

June 30, 2022.

Respectfully Submitted,

Tewksbury School Committee Chairperson