

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

Regular Meeting (In-Person) #12
Wednesday, June 9, 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. PLEDGE OF ALLEGIANCE**
- 5. RECOGNITION**
2021 Retirees
- 6. STUDENT REPRESENTATIVE REPORT**
Notes from Tewksbury Memorial High School: Jack Stadtman, Student Council Rep to the School Committee
- 7. PRESENTATION**
Summer School Programs - Assistant Superintendent Ms. Regan & Dr. Cynthia Basteri
- 8. 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.*)
- 9. APPROVAL OF MINUTES**
May 12, 2021, Regular Meeting (File)
- 10. SUBMISSION AND PAYMENT OF BILLS**
Payroll Period Ending May 13, 2021 (\$1,431,822.64) (File)
Payroll Period Ending May 27, 2021 (\$1,447,951.72) (File)
- 11. SUPERINTENDENT & STAFF REPORT**
- 12. CONSENT AGENDA** (*itemized on page 3*)
- 13. COMMITTEE REPORTS**
Elementary School Building Committee
Tewksbury SEPAC
Wellness Advisory Committee

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. POLICY CHANGES, PROPOSALS, and ADOPTION

Policy Recommended for Revision to TPS Policy on Second and Final Reading (File)

IHBG -Home Schooling

Policy Recommended for Revision to TPS Policy on Informational Reading (File)

ACAB -Harassment

15. OLD BUSINESS

- a. Discussion of More In-Person Learning Time
- b. MCAS Update

16. NEW BUSINESS

- a. 2022 John Wynn Middle School 8th Grade Washington, D.C. Overnight Field Trip Request (File)
- b. 2021-2022 Summer Reading Program (File)
- c. 2021-2022 PK-4 Elementary Handbook (File)
- d. 2021-2022 John Ryan Elementary School Student Handbook (File)
- e. 2021-2022 John Wynn Middle School Student Handbook (File)
- f. 2021-2022 Tewksbury Memorial High School Student Handbook (File)
- g. Committee Appointment - Tewksbury North and Trahan School Reuse Committee (File)
- h. Committee Appointment - Tewksbury School Athletic Fields Committee (File)

17. SCHOOL COMMITTEE MATTERS OF INTEREST

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

July 21, 2021; August 18, 2021- 1) SC/Admin Workshop (3:00PM) & 2) Regular Meeting (6:00PM);
September 22, 2021

19. FUTURE AGENDA ITEMS

20. ADJOURNMENT

CONSENT AGENDA

Correspondence

1. 2021-2022 School Supply List: Online at each Schools' Website
2. ESSER III Grant Update (File)

Enrollment Update

None

PERSONNEL ITEMS

New Hires (Files): **Emily Jeffers**, English Teacher at Tewksbury Memorial High School, effective August 30, 2021; **Amanda Aylward**, Classroom Aide at Tewksbury Memorial High School, effective May 12, 2021; **Taylor McNeil**, Grade 5 English Language Arts/Social Studies Teacher at the John Ryan Elementary School, effective August 30, 2021; **Abbey Leon**, Music Teacher at the John Ryan Elementary School, effective August 30, 2021; **Courtney Graffeo**, Moderate Special Needs Teacher at the John Ryan Elementary School, effective August 30, 2021

Retirements (File): **Patricia Whitehouse**, Guidance Secretary at Tewksbury Memorial High School, effective August 31, 2021

Reappointments: See List Attached (File)

*APPENDIX B POSITIONS ARE PENDING CONTRACT NEGOTIATIONS

Appendix B TMHS Coach

Mario Almeida, Boys Varsity Soccer Head Coach at Tewksbury Memorial High School, effective August 23, 2021

Appendix B Co-Curricular: See List Attached (File)

Appendix B TMHS Athletics: See List Attached (File)

Acceptance of Donations/Gifts: None

Fundraisers/Raffles: None

Executive Session

**Tewksbury Public Schools
Executive Session #12 Non-Public Session
Wednesday, June 9, 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

Recognition and/or Presentations

Tewksbury School Committee - June 9, 2021

RECOGNITIONS

Tewksbury Public Schools 2021 Retirees

Loella F. Dewing Elementary School

Carolyn Dooley, Speech & Language Pathologist

John F. Ryan Elementary School

June Fagan, Special Education Teacher

Jayne Farnham, Grade 5 Teacher

Susan Spollen, Computer Teacher

Marguerite Weidknecht, Music Teacher

John W. Wynn Middle School

Luigi Gisetto, Building Custodian

Tewksbury Memorial High School

Lynne Hardacre, English Teacher

Patricia Whitehouse, Guidance Secretary

PRESENTATION

SUMMER SCHOOL PROGRAMS

Presented by:

Ms. Brenda Theriault-Regan, Assistant Superintendent

Dr. Cynthia Basteri, Community Services

2021 Summer Programming

*DRAFT 6/4/2021

Summer Programs	Current Grade	Identified - Eligible Students	Cost	Facility	Time Frame	Days	Gap Week	Dates	Additional Dates	Notes:
TPS Summer School Programs										
Special Education Extended Year Svcs.	PK-2	per IEP	NONE	DEW	4 wk: 7:45-12:15; 5 wk: 7:45 - 11:15	Mon-Thu	6/29-7/1 9 - 1pm	4-week; 7/13-8/5	5-week DLC; 7/12-8/12	No Fridays
Special Education Extended Year Svcs.	3-4 +SPIRE	per IEP	NONE	NS	4wk: 8:00-2:30 5wk: 7:45-11:15	Mon-Thu	N/A	4-week; 7/13-8/5	5-week DLC; 7/12-8/12	No Fridays
Special Education Extended Year Svcs.	5-12 + PHS	per IEP	NONE	TMHS	4wk: 8:30-1:30; 5wk: 8:30 - 1:30	Mon-Thu	6/29-7/1 9 - 1pm	4-week; 7/13-8/5	5-week DLC; 7/12-8/12	No Fridays
21st Century Learning (K-2) Dewing Students	PK-2	per invite	NONE	DEW	8:00-4:00	Mon-Thu	6/28 - 7/1	6/28-7/1 & 7/12-8/13	OFF: 7/5-7/8	No Fridays
Penguin Pride (K-2) Heath Brook Students	PK-2	per invite	NONE	DEW	8:00-4:00	Mon-Thu	6/28 - 7/1	6/28-7/1 & 7/12-8/13	OFF: 7/5-7/8	No Fridays
Part 1: WYNN & TMHS Academic Recovery	7-12	per invite	NONE**	TMHS	7:30 - 3:00	Mon-Fri	N/A	4-weeks; 7/12 - 8/6	N/A	Grades 7 - 12, Monday through Friday.
Part 2: DESE Rising Grade K-2 Acceleration Academy (Literacy)	PK, K, & 1	per invite	NONE	DEW	9:00- 1:00pm	Mon-Thu	N/A	8/9 - 8/13	N/A	
Part 2: DESE Rising Grade 3/4 Acceleration Academy (Math)	2-3	per invite	NONE	Trahan	9:00- 1:00pm	Monday-Fri	N/A	1 week 8/9 - 8/13	N/A	W/ 1 hour STEM enrichment
Part 2: DESE Rising Grade 8 & 10 Acceleration (Math)	7 & 9	per invite	NONE	TMHS	9:00-1:00pm	Mon-Fri	N/A	8/9 - 8/13	N/A	
RYAN Summer School	5-6	per invite	NONE	TMHS	9:00 - 11:30 am	Tues. & Thu	N/A	6 weeks: 7/13-8/19	N/A	
Part 1: Summer School (TRAHAN & NS students)	2-4	per invite	NONE	Trahan	9:00 - 11:30 am	Tues. & Thu	N/A	4 weeks; 7/13-8/5	N/A	
Summer STEAM Camp (TRAHAN & NS students)	2-4	per invite	NONE	Trahan	9:00-11:30 am	Wed	N/A	4 weeks; 7/14-8/4	N/A	
Part 1: Title I Jump Start to 1st/2nd Grade	K-1	per invite	NONE	DEW	9:00-11:00am	Mon-Thu	N/A	7/19 - 8/5	N/A	
EL Summer Service K-2 (TBD)	K-2	per invite	NONE	DEW	9:00 - 12:00	Mon-Thu	N/A	7/12 - 8/5	N/A	
EL Summer Service 3-12 (TBD)	3-6	per invite	NONE	TMHS	9:00 - 12:00	Mon-Thu	N/A	7/12 - 8/5	N/A	
Other At-Home Summer Programs and Enrichment										
Khan Academy Summer Camp	3-12	all	NONE	online	Online link	all	N/A	6/22 - 8/28	N/A	www.khanacademy.org
Camp Khan Kids	ages 2-8	all	NONE	online	Online link	all	N/A	7/5 - 7/30	N/A	www.khanacademy.org
TPS Summer Reading	K-12	all	NONE	N/A	any time of the day :)	all	N/A	6/17 - 8/31	N/A	
Tewksbury Public Library	K-12	all	NONE	TPL	visit https://www.tewksburypl.org/	Mon-Fri	N/A	N/A	N/A	
School Preparedness Opportunities										
Grade 7-12 Student Pre-Summer School Orientation	7-12	per invite	NONE	TMHS	TBD	TBD	N/A	Late June	N/A	Student & Parent Info Meeting & Tour
RLA Student Orientation & Transition Back	K-12	all	NONE	ALL	TBD	TBD	N/A	End of August	TBD	
Kindergarten Orientation	K	all	NONE	HB & DEW	TBD	TBD	N/A	End of August	TBD	
Freshman Orientation	9***	all	NONE	TMHS	TBD	TBD	N/A	Week of August 23rd	TBD	Student Council & Peer Leadership
Childcare										
AlphaBest K-8 (for pay)	K-8	all	VARIES	Rec. Ctr. (W)	Full-Day 7:00-6:00pm; 1/2-Day 12:00-6:00pm	1-5 days/week	N/A	6/21 - 8/20	N/A	www.alphabest.org/tewksburyma

* The 2021 TPS Summer School Programming is contingent on staffing; details subject to change.

** TMHS Credit Recovery Summer School = No cost for Tewksbury students

*** Also to be invited will be students new to TMHS and students in Remote Learning Academy for 2020-2021

Minutes

Payroll

TEWKSBURY PUBLIC SCHOOLS

Tewksbury, Massachusetts

Date **5/13/2021**

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 **\$1,431,822.64**

GRANTS

\$26,865.10	2020-2021 Special Ed 240 Grant
\$13,995.11	2020-2021 Title I Grant
	2019-2020 Title II Grant
\$2,530.51	2020-2021 Title IV Grant
	2020-2021 Early Childhood Grant
\$4,164.14	2020-2021 21st Century Grant
\$1,549.34	2020-2021 ASOST Grant
\$305.00	2020-2021 SEL Learning Grant
\$38,694.82	2020-2021 SCPF Grant

REVOLVING ACCOUNTS

\$3,221.27	2020-2021 Community Services
\$1,702.14	2020-2021 Community Services Preschool Program
\$357.91	2020-2021 Adult Education Program
\$24,714.29	2020-2021 Lunch Program
\$657.59	2020-2021 Facilities
	2020-2021 Recreation
\$657.59	2020-2021 Parking Fees
\$2,045.54	2020-2021 Preschool
\$819.00	2020-2021 TMHS Intramural Clubs

\$122,279.35 SUB TOTAL - NON LEA FUNDS**LEA FUNDS**

\$1,309,543.29	2020-2021 School Department Account
----------------	-------------------------------------

\$1,309,543.29 SUB TOTAL - LEA FUNDS**\$1,431,822.64 TOTAL**

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **5/27/2021**

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 **\$1,447,951.72**

GRANTS

\$26,346.80	2020-2021	Special Ed 240 Grant
\$15,295.81	2020-2021	Title I Grant
	2019-2020	Title II Grant
\$2,781.10	2020-2021	Title IV Grant
\$200.04	2020-2021	Early Childhood Grant
\$4,052.62	2020-2021	21st Century Grant
\$1,860.44	2020-2021	ASOST Grant
\$35.92	2020-2021	COVID Earmark Grant

REVOLVING ACCOUNTS

\$3,968.27	2020-2021	Community Services
\$3,972.44	2020-2021	Community Services Preschool Program
\$440.91	2020-2021	Adult Education Program
\$24,815.21	2020-2021	Lunch Program
\$783.59	2020-2021	Facilities
	2020-2021	Recreation
\$657.59	2020-2021	Parking Fees
\$2,045.54	2020-2021	Preschool
\$1,637.00	2020-2021	TMHS Intramural Clubs

\$88,893.28 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$1,359,058.44	2020-2021	School Department Account
----------------	-----------	---------------------------

\$1,359,058.44 SUB TOTAL - LEA FUNDS

\$1,447,951.72 TOTAL

Superintendent/
Staff /School
Committee
Reports

Consent Agenda



Tewksbury Public Schools

MEMORANDUM

To: School Committee Members
From: David Libby, Business Manager
Date: June 2, 2021
Re: Elementary and Secondary School Emergency Relief (ESSER) III Grant

This is for Information Only - No Vote Required

The purpose of this memo is to notify the School Committee of the recent release of information regarding the ESSER III Grant. The Tewksbury Public Schools was awarded \$2,771,743 as part of The American Rescue Plan (ARP), providing additional funding for school districts to respond to the COVID-19 pandemic. Spending related to this funding must be completed by September 24, 2024.

Allowable costs are the same as ESSER I and ESSER II, however there are a few additional requirements associated with ESSER III. These differences include the following requirements:

- Make a plan for the safe return of students available publicly on the school website. (our current plan meets this requirement)
- Must consult with Stakeholder Groups and formulate a plan for the use of the funds. Stakeholder groups **MUST** include:
 - Students and Families
 - School and District Administrators, teachers, principals, school staff and their unions
 - Civil Rights Organizations and representatives of children with disabilities, ELL, homeless, foster, migratory and justice-involved students
- 20% of ESSER III **must** be used to address the impact of lost instructional time. These programs could include:
 - After School time/programs
 - Summer/ESY programs
 - Enrichment programs
- How the district will spend the remaining 80% of the funds
- How the district will ensure that interventions will respond to academic, social, emotional and mental health needs of all students, particularly those disproportionately impacted, including low-income students, students of color, ELL students and students with disabilities or other hardships.

The grant application must be submitted to DESE by October 4, 2021 for review, so our outreach will likely occur over the summer months and into early next school year.

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee
From: Christopher Malone
Superintendent of Schools
Date: May 26, 2021
Re: 2021-2022 SY Reappointments

2021-2022 School Year Reappointments

Vanessa Chambers - Dewing Elementary School, Classroom Instructional Aide
Monica Johnson - Dewing Elementary School, Classroom Instructional Aide
Kelly Bruno - North Street School, Classroom Instructional Aide
Arianna Ruiz - North Street School, Classroom Instructional Aide
Catherine Stanieich - North Street School, Classroom Instructional Aide
Ann Gerry - John Ryan Elementary School, Classroom Instructional Aide
Stephen DeFrancesco - John Wynn Middle School, Classroom Instructional Aide
Nora Sabillon - John Wynn Middle School, Classroom Aide
Amanda Aylward - Tewksbury Memorial High School, Classroom Aide
Megan Escott - Tewksbury Memorial High School, Classroom Instructional Aide
Andrew McGuinness - Tewksbury Memorial High School, Classroom Instructional Aide

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

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



Celebrating Excellence



June 2, 2021

Mr. Mario Almeida
[REDACTED]
[REDACTED]
[REDACTED]

Dear Mr. Almeida,

I am pleased to inform you that upon the recommendation of Ron Drouin, Athletic Director, Tewksbury Memorial High School, I am appointing you to the position of Boys Varsity Soccer Head Coach effective August 23, 2021.

Your stipend for this position will be \$5,833.00 as outlined in Appendix B of the 2020-2021 salary schedule in the 2018-2021 Collective Bargaining Unit Agreement for the Tewksbury Teachers Association.

I would like to thank you for agreeing to serve in this leadership position.

Sincerely,

Christopher J. Malone
Superintendent of Schools

CJM/gj

cc: School Based Admin
School Committee
Personnel File

Business Office
Data Administrators

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.

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

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

Tewksbury Public Schools

Office of the Superintendent
139 Pleasant Street
Tewksbury, MA 01876

Celebrating Excellence



TO: School Committee Members

FROM: Brenda Theriault-Regan *BTR 5-1-21*

DATE: May 27, 2021

RE: Appendix B Recommendations
2021-2022 School Year

I recommend the following faculty members for the 2021-2022 school year Appendix B positions:

Co-Mentor Leaders

Jennifer Mrozowski
Robert Rogers

ELE Head Teacher

Karen Hodgson

ELE PLC Leader

Karen Hodgson

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.

Loella F. Dewing School

**1469 Andover Street
Tewksbury, MA 01876
(978) 640-7858**

Celebrating Excellence

Mrs. Terry Gerrish

Principal

tgerrish@teewksbury.k12.ma.us

Mrs. Alexis Bosworth

Asst. Principal/Preschool Coordinator

abosworth@teewksbury.k12.ma.us



To: Christopher Malone

From: Terry Gerrish

Re: Appendix B Positions

Date: May 13, 2021

**Dewing School
Appendix B Positions
2021-2022**

I recommend the following people for Case manager positions:

Special Education Case Manager	Kara Murray
Special Education Case Manager (.4)	Stacy Conway

I recommend the following people for PLC positions:

PLC Facilitator - Preschool	Alexis Bosworth
PLC Facilitator - Kindergarten	Heather Grace
PLC Facilitator - Grade 1	Lisa Tramonte
PLC Facilitator - Grade 2	Shelley Wrobel

I recommend the following people for Appendix "B" positions:

Art Show (Dewing & Trahan)	Kristen Kosiba
Mentors:	
Grade 1 new hire (Herbert reassignment)	Kathy Carleton
Grade 1 new hire (new position)	Kathy Carleton
Preschool DLC new hire (new position)	Marie Smith
Reading Specialist	Colleen Allison
Speech & Language Pathologist	Courtney Campbell
	Catherine Gerenz

TPS Mission Statement:

To educate and challenge all learners in the Tewksbury Public School Community while supporting their development as well prepared and productive members of a diverse global society.

To: Christopher Malone

From: Felicia Cenanovic

Re: Appendix B Positions

Date: May 28th, 2021

**Heath Brook School
Appendix B Positions
2021-2022**

I recommend the following people for PLC positions:

- Grade 2 - Teresa Enos
- Grade 1 - Cathy Ventura
- KDG - Kristi Rodgers

I recommend the following people for Appendix "B" positions:

- Head Teacher - Mariellen Nastasi
- Case Manager - Rosemary Coughlan
- Art Show - Jennifer Barbati



Karen Cronin
Principal
133 North Street
Tewksbury, MA 01876
(978) 640-7875
kcronin@tewksbury.k12.ma.us

To: Christopher Malone, Superintendent of Schools

cc: Gail Johnson, Administrative Assistant

From: Karen Cronin, Principal

Date: May 18, 2021

Re: North Street Recommendations for Appendix B positions, SY 2021-2022

Special Education Case Manager: Susan Drum

Art Show (Heath Brook & North Street): Jennifer Barbat

PLC Facilitator - Grade 3: Loren Carlino

PLC Facilitator - Grade 4: Danielle Ruderman

Head Teacher - Mary Groux

TPS Mission Statement:

To educate and challenge all learners in the Tewksbury Public School Community while supporting their development as well prepared and productive members of a diverse global society.

Mr. Jay Harding
Principal
jharding@tewksbury.k12.ma.us
Telephone: 978-640-7870
Fax: 978-640-7874

Louise Davy Trahan School
12 Salem Road
Tewksbury, MA 01876
(978) 640-7870

Celebrating Excellence



May 17, 2021

To: Christopher Malone

From: Jay Harding

Re: Appendix B Positions

Date: May 14, 2021

**Trahan School
Appendix B Positions
2021-2022**

I recommend the following people for *PLC Facilitators, Lead Teacher, Case Manager, and District Art Show* positions:

I recommend the following people for PLC positions:

- Elizabeth Fagan- Gr 4 PLC
- Kristina Valcourt- Gr 3 PLC

I recommend the following people for Appendix "B" positions:

- Jaime Lane- Lead Teacher
- Rosemary Coughlan- Case Manager HB/Trahan
- Kristen Kosiba- District Art Show

TPS Mission Statement:

To educate and challenge all learners in the Tewksbury Public School Community while supporting their development as well prepared and productive members of a diverse global society.

To: Christopher Malone

From: Judi McInnes, Ryan School Principal

Re: Appendix B Positions

Date: May 21, 2021

**John F. Ryan School Appendix B Positions
2021-2022**

I recommend the following people for Team Leader positions:

Brittany Roberts
Rachel Afrow
Robert Shirkoff
Lauren Tierney
Jennifer Mrozowski
Kathleen Anderson
Charlaine Melly

I recommend the following people for PLC positions:

Nicole Zwirek	Mathematics
Robert Rogers	Science
Lisa Richard	Specialists
Nicholas Amato & Andrea MacMullin (co-facilitators)	English/Language Arts
Rose Curley & Kristen Romano	Social Studies

I recommend the following people for Mentor positions:

Melissa Lane (for Music Teacher, Abbey Leon, pending her hire)
Lisa Richard (for Grade 6 Computer Teacher)

I recommend the following people for Appendix "B" positions:

Instrumental Music- Tim Olevsky

Ryan Chorus- Abbey Leon (pending her hire)

To: Christopher Malone
From: John Weir
Re: Appendix B Positions
Date: 6/1/21

John W. Wynn Middle School
Appendix B Positions
2021- 2022

I recommend the following people for Team Leader positions:

Sara Chella--Team Leader 7A
Cathy Bilodeau - Team 7B
Fran Rouff - Team 7C
Carol Navetta - Team 8A
Christopher Gagnon – Team 8B
Kate Deveau - Team 8C
Holly Germain - Specialist Team

I recommend the following people for PLC positions:

Carol Navetta--Science
Cathy Bilodeau--Math
Kim Johnston—English
Christopher Gagnon—Social Studies
Catherine Himmel--Specialists

I recommend the following people for Appendix "B" positions:

Joshua Bilodeau--Student Council
Lauren Nastari—Detention Supervisor
Dan Shao--Math League Advisor Gr. 8
Natasha MacFarlane--Math League Advisor Gr. 7
Jon DiPrima – Drama Coach Gr. 7 & 8
Michelle Silverio--Assistant Drama Coach
Jaclyn Murphy—Newspaper Adviser
Jaime Noberini– Yearbook Advisor
TBD--Literary Magazine
Tim Olevsky-Band Director
Tom Morrill-Intramural Director
Elaine Sinclair--Case Manager
Eric Donaldson--Art Show

**Tewksbury Memorial High School
Recommendations: Appendix B Positions
2021-2022**

Position	Recommendation
English Department Head	Brian Gouthro
English Department PLC Facilitator	Brian Gouthro
SADD Advisor	Andy Bellistri
Treasurer/Student Activities	Eileen Osborne
Case Manager	Chuck Zucco
GSA Advisor	Connor Bourgoin
National Honor Society	Dustine Puma
Yearbook	Ashley Sullivan
Art Show	Ashley Sullivan
Fine & Performing Arts Dept. Lead Teacher	Nicole LaPierre
Fine & Performing Arts Dept. PLC Facilitator	Nicole LaPierre
She's the First	Nicole LaPierre
Choral Director	Celeste Pellegrino
Concert Band & Jazz Ensemble	Celeste Pellegrino
Dramatic Artistic Director Fall/Spring	Celeste Pellegrino
Dramatic Artistic Director/Winter	Celeste Pellegrino
Drama Technical Fall/Spring	Celeste Pellegrino
Drama Technical Winter	Celeste Pellegrino
Peer Leadership	Deb Glass
Student Council	Deb Glass
Detention	Donna Boudreau-Hill; Mary Jo Kelleher
Science Dept. Head	Sue Barnett
Science Dept. PLC Facilitator	Sue Barnett
Art Show	David Moffatt
Freshman Class Advisor	Tim Feeley
Wellness Dept. Lead Teacher	Julie Fabiano
Wellness Dept. PLC Facilitator	Julie Fabiano
Guidance Dept. Head	Kennan Daniel
International Club	Graca Dudley
CTBE Dept. Lead Teacher	Mary Jo Kelleher
CTBE Dept. PLC Facilitator	Mary Jo Kelleher
DECA	James Sullivan
World Languages Lead Teacher	Beth Beauchesne
World Languages PLC Facilitator	Beth Beauchesne
Robotics Team	Scott Morris
Math Team Advisor	Mary Beth McGinn
Bus Duty	Christine Smith; Maura Pilotte
Senior Class Advisor	Christine Smith; Maura Pilotte
Book Buddies	Christine Smith

Art Show	Jennifer Arnold
Sophomore Class Advisor	Kelsey Ring; Julia Baynes
Academic Decathlon Coach	Kelsey Ring
Junior Class Advisor	Brooke Pacheco; Joel Mignault
E-Sports Coach	Sanford Arbogast
Anime Club	Marc Demers
TMHS Morning Update/Announcements	Emma Sweetapple
Art Show	Emma Sweetapple
Interact Club	Emma Sweetapple
Special Education Dept. Lead Teacher	Marco Basiliere
Special Education Dept. PLC Facilitator	Marco Basiliere
Best Buddies	Lindsey Bowden; Brian Aylward
Mathematics Dept. Head	Shelli Ryan
Mathematics Dept. PLC Facilitator	Shelli Ryan
Renaissance Coordinator	Shelli Ryan
Environmental Club	Janet Gordon
Social Studies Department Head	Brian Aylward
Social Studies PLC Leader	Brian Aylward
Mock Trial	Brian Aylward
Winter Weightlifting Monitor	Brian Aylward

2021-2022 TMHS App B

Appendix B	Sport	Coaches	Title
Fall	Cross Country Boys	Peter Fortunato	Head Coach
Fall	Cross Country Girls	Francis Cusick	Head Coach
Fall	Cheerleading	Paige Winn	Head Coach
Fall	Cheerleading	Melanie Somerville	JV Coach
Fall	Field Hockey Varsity	TBD	
Fall	Field Hockey JV	Christine Smith	JV Coach
Fall	Football Varsity	Brian Aylward	Head Coach
Fall	Football JV (FB Assistant)	Steven Kasprzak (JV & FB Asst.)	FB Assistant
Fall	Football FROS	Paul Saunders (FROS)	FROS FB
Fall	Football Varsity (1st Asst.)	Thomas Bradley (V. 1st. Asst. FB)	V. 1st Asst. FB
Fall	Football Assistant	Paul Norton (FB Asst.)	FB Assistant
Fall	Football Assistant	Brian Hickey (FB Asst.)	FB Assistant
Fall	Football Assistant	Mark Bradley (FB Asst.)	FB Assistant
Fall	Football Freshmen Asst.	Derek Tarpey	FROS FB Asst.
Fall	Golf Varsity	James Sullivan	Head Coach
Fall	Golf JV	TBD	
Fall	Soccer Varsity Boys	Mario Almeida	Head Coach
Fall	Soccer JV Boys	Patrick Bernardo	JV Coach
Fall	Soccer Varsity Girls	Samatha Tavantzis	Head Coach
Fall	Soccer JV Girls	Brooke Pacheco	(Asst.) Coach
Fall	Soccer JV "B" Girls	Jamie Newell Bruno	JV "B" Coach
Fall	Volleyball Varsity	Allison Luppi	Head Coach
Fall	Volleyball JV	Kaitlyn Stokes	JV Coach
Fall	Swim & Dive	Jason Smith	Head Coach
Fall	Weight Lifting	TBD	
Fall	Weight Lifting	Robert Aylward	
Winter	Basketball Varsity Boys	Steven Boudreau	Head Coach
Winter	Basketball JV Boys	Robert Briggs	JV Coach
Winter	Basketball FROS Boys	Daniel Kassner	FROS Coach
Winter	Basketball Varsity Girls	Mark Bradley	Head Coach
Winter	Basketball JV Girls	Joel Mignault	JV Coach
Winter	Basketball FROS Girls	Jamie Newell Bruno	FROS Coach
Winter	Cheerleading	Paige Winn	Head Coach
Winter	Gymnastics	Jess Wilkey	Head Coach
Winter	Ice Hockey Varsity Boys	Derek Doherty	Head Coach
Winter	Ice Hockey Varsity Asst. Boys	William Gosse	Ice V. Asst. (B)
Winter	Ice Hockey JV Boys	Shawn Scott	JV Coach
Winter	Ice Hockey Varsity Girls	Sara Oteri	Head Coach

Winter	Ice Hockey Varsity Asst. Girls	TBD	
Winter	Indoor Track Boys	TBD	
Winter	Indoor Track Girls	Francis Cusick	Head Coach
Winter	Indoor Track Asst.	Michael Davis	Track Asst.
Winter	Indoor Track Asst.	Jill Paige	Track Asst.
Winter	Indoor Track Boys V. Asst.	Peter Fortundo	Track Asst. (B)
Winter	Wrestling Varsity	Steven Kasprzak	Head Coach
Winter	Wrestling JV	Stephen O'Keefe	JV Coach

Spring	Baseball Varsity	Kirk Monbleau	Head Coach
Spring	Baseball JV	Joel Mignault	B. Ball Asst.
Spring	Baseball FROS	TBD	
Spring	Baseball Asst.	Scott Callanan	B. Ball Asst.
Spring	Baseball Asst.	TBD	
Spring	Lacrosse Varsity Boys	Anthony Pontes	Head Coach
Spring	Lacrosse JV Boys	Edward Stokes	JV Coach
Spring	Lacrosse Varsity Girls	Erin Murphy	Head Coach
Spring	Lacrosse JV Girls	Brooke Pacheco	JV Coach
Spring	Softball Varsity	Brittney Souza	Head Coach
Spring	Softball JV	Tama Spencer	JV Coach
Spring	Softball FROS	Tania Palumbo	Softball Asst.
Spring	Tennis Boys	Rick Keene	Head Coach
Spring	Tennis Girls	Mary MacDonald	Head Coach
Spring	Tennis Assistant	April McDermott	Tennis Asst.
Spring	Track and Field Boys	Soctt Wilson	Head Coach
Spring	Track and Field Girls	Francis Cusick	Head Coach
Spring	Track and Field V. Boys Asst.		T&F Asst.
Spring	Track and Field V. Girls Asst.		T&F Asst.
Spring	Track and Field Asst.		T&F Asst.

Intramural Sti Sport

Fall	Cheerleading (Fall)
Fall	Field Hockey

Winter	Basketball Boys(2)
Winter	Cheerleading (Winter) (?)
Winter	Indoor Track (1)
Winter	Indoor Track (2)
Winter	Weightlifting (2)

Spring	Baseball (2)
Spring	Lacrosse Boys (1)
Spring	Track & Field

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)

ACAB – HARASSMENT

Harassment of students by other students, employees, vendors and other third parties will not be tolerated in the Tewksbury Public Schools. The alleged harassment must involve conduct that occurred within the school's own program or activity, such as whether the harassment occurred at a location or under circumstances where the school owned, or substantially controlled the premises, exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted or endorsed the event where the alleged harassment occurred, against a person in the United States. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school sponsored activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion pursuant to disciplinary codes. Employees who have been found to violate this policy will be subject to discipline up to and including, termination of employment, subject to contractual disciplinary obligations.

Employee-to-Student Harassment means conduct of a written, verbal or physical nature that is designed to embarrass distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities; or
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student.

Student- to-Student Harassment means conduct of a written, verbal, or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students, when:

- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Written, verbal, or physical (including texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. Individuals should consider how their words and actions might reasonably be viewed by others.

The District will promptly and reasonably investigate allegations of harassment through designation of Title IX Coordinator or building based employees, who may include principals or their designees. The superintendent will recommend, in consultation with the principals, opportunities to the designated recipients for appropriate training.

Sexual harassment of students by other students, employees, vendors and other third parties will not be tolerated in the Tewksbury Public Schools. The alleged harassment must involve conduct that occurred within the school's own program or activity, such as whether the harassment occurred at a location or under circumstances where the school owned, or substantially controlled the premises, exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted or endorsed the event where the alleged harassment occurred, against a person in the United States. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school sponsored activities.

Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion pursuant to disciplinary codes.

Sexual harassment in the workplace is unlawful. Employees who have been found to violate this policy will be subject to discipline up to and including, termination of employment, subject to contractual disciplinary obligations.

The District will promptly and reasonably investigate allegations of sexual harassment through designation of a Title IX Coordinator and building based employees, as set forth below

Sexual harassment is unwelcome conduct of a sexual nature. The definition includes unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity. It also includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment includes conduct by an employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct, often called quid pro quo harassment and, sexual assault as the Federal Clery Act defines that crime.

Sexual violence is a form of sexual harassment. Sexual violence, as the Office of Civil Rights (OCR) uses the term, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse and sexual coercion. Massachusetts General Laws Ch. 119, Section 51 A, requires that public schools report cases of suspected child abuse and neglect, immediately orally and file a report within 48 hours detailing the suspected abuse to the Department of Children and Families. For the category of sexual violence, in addition to Section 51A referrals, these offences and any other serious matters shall be referred to local law enforcement.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment, depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances-whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, to male, female, or gender non-conforming students or employees may also constitute sexual harassment.

Because the District takes allegations of harassment, including sexual harassment, seriously, we will respond promptly to complaints of harassment including sexual harassment, and following an investigation where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting an environment that is free of harassment including sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment or sexual harassment.

A complainant is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. A respondent is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment or a violation of this policy.

Retaliation against a complainant, because the Complainant has filed a harassment or sexual harassment complaint or assisted or participated in a harassment or sexual harassment investigation or proceeding, is also prohibited. It is unlawful to retaliate against a district employee for filing a complaint of sexual harassment or for cooperating in an investigation. A student or employee who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including student suspension and expulsion or employee termination.

The complainant does not have to be the person at whom the unwelcome sexual conduct is directed. The complainant, regardless of gender, may be a witness to and personally offended by such conduct.

NOTICE OF SEXUAL HARASSMENT

The federal regulations require a school district to respond when the district has actual knowledge of sexual harassment. School districts have actual knowledge when an allegation is made known to any school employee. Schools must treat seriously all reports of sexual harassment that meet the definition of harassment and the conditions of actual knowledge and jurisdiction as noted whether or not the complainant files a formal complaint. A formal complaint is a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. Schools are required to investigate every formal complaint and respond meaningfully to every known report of sexual harassment.

Upon receipt of allegations the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant that supportive measures are available with or without the filing of a formal complaint, and explain the process for filing a formal complaint. Supportive measures include, but are not limited to, non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to education programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or to deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, school building/campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the building/campus, and other similar measures.

Where there has been a finding of responsibility, the regulations require remedies designed to restore or preserve access to the school's education program or activity.

DUE PROCESS PROTECTIONS

Due process protections in connection with investigation and decision-making regarding a complaint include the following:

- 1) If the allegations do not meet the definition of sexual harassment or do not satisfy the requirements regarding location or connection to an educational program of the school district, the allegations shall be dismissed for purposes of Title IX, but may be investigated and addressed under other prohibitions in the student discipline code, relevant collective bargaining agreements or other laws under which they fit;
- 2) A presumption of innocence throughout the grievance process, with the burden of proof on the school;
- 3) A complainant's wishes with respect to whether the school investigates will be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances;

- 4) A prohibition of the single investigator model, instead requiring a decision -maker separate from the Title IX Coordinator or investigator;
- 5) Proof by a preponderance of the evidence, subject to limitations;
- 6) The opportunity to test the credibility of parties and witnesses through disclosure of evidence and opportunity to submit additional questions, subject to "rape shield" protections;
- 7) Written notice of allegations and an equal opportunity to review the evidence upon filing a formal complaint;
- 8) An objective evaluation of all relevant evidence, inculpatory and exculpatory, and avoidance of credibility determinations based on a person's status as a complainant, a respondent, or a witness;
- 9) Title IX Coordinators, investigators, and decision-makers must be trained and free from bias or conflict of interest;
- 10) A right to appeal from a determination regarding responsibility and from a dismissal of a formal complaint or the allegations therein, where the determination or dismissal involved any of the following: procedural irregularity that affected the outcome; newly-discovered evidence that could affect the outcome; or the Title IX Coordinator, the investigator, or the decision-maker had a conflict of interest or bias that affected the outcome;
- 11) As long as the process is voluntary for all parties, after being fully informed and written consent is provided by both parties, a school may facilitate informal resolution of a formal sexual complaint, but no such informal resolution can be used where the allegations are that an employee sexually harassed a student.

A district may establish an informal investigation process that may, upon the request of the complainant be followed by a formal process.

The Title IX Coordinator or the school building Principal shall be the initial entity to receive the sexual harassment complaint. In all cases the Title IX Coordinator shall be informed, as soon as possible, of the filing of the complaint. Nothing in this policy shall prevent any person from reporting the prohibited conduct to someone other than those above designated complaint recipients. An employee with actual knowledge of conduct that may violate this policy must report to the Title IX Coordinator.

The District may remove a respondent on an emergency basis after undertaking an individualized safety and risk analysis and determining that an immediate threat to the physical health or safety of any student or other individual arising from the allegations justifies removal. The District will provide the respondent with written notice and an opportunity to challenge the decision immediately following the removal in accordance with any applicable laws, collective bargaining agreements and student handbooks.

The Superintendent in consultation with the Title IX Coordinator shall designate the principal of each school in the district, or their designee (or some other appropriate employee(s)) as the initial entity to receive the sexual harassment complaint. Also, in a matter of sexual harassment, the district shall require that the Title IX Coordinator be informed, as soon as possible, of the filing of the complaint. Nothing in this policy shall prevent any person from reporting the prohibited conduct to someone other than those above designated complaint recipients.

INVESTIGATIONS

The Title IX Coordinator shall designate an investigating officer. The investigation shall be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances and in compliance with applicable law. The investigation will be prompt, thorough, and impartial, and will include, at least, a private interview with the person filing the complaint and with witnesses. Also, the alleged harasser will be interviewed. When the investigation is completed, the complaint recipient will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

The investigator shall give the parties equal opportunity to present fact and expert witnesses and other inculpatory and exculpatory evidence; shall give each party the same opportunity to select an advisor of the party's choice who may, but need not be, an attorney; shall send written notice of all interviews or meetings; shall send to the parties evidence directly related to the allegations, with at least 10 days for the parties to inspect, review, and respond; and shall prepare and submit an investigative report that fairly summarizes the relevant evidence to the decision-maker, who shall be designated by the Title IX Coordinator (but shall not be the investigator).

The investigator shall strive to complete investigations within thirty (30) school days of the filing of the formal complaint. Although the District's goal is to complete investigations generally within thirty (30) school days, the time may be extended for good cause upon written notice to the complainant and respondent. Additionally, the timeline for investigation may be suspended during any informal resolution procedure or meeting. Each party is entitled to be accompanied in interviews by an advisor, who may be a parent/guardian or an attorney, but who may only have limited participation in interviews. Translators will be provided upon request.

After all interviews are conducted and evidence is obtained, the parties and if applicable, their advisors, will have an equal opportunity to inspect, review and respond to any evidence obtained. Prior to completion of the investigative report, the investigator will provide each party all evidence subject to inspection and review and provide each party at least ten (10) school days to provide a response to the investigator. Evidence to be shared may be redacted to protect confidential information under the Family and Educational Rights and Privacy Act ("FERPA") or other federal or state laws and regulations.

DETERMINATIONS

The decision-maker shall issue a written determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, the rationale for the result as to

each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant.

The decision maker assigned will have no conflicts with or biases against either the complainant of the respondent and the decision maker will not be the Title IX Coordinator assigned in the matter or the investigator for the complaint. The decision maker shall review all of the evidence and issue a written determination within fifteen (15) school days of receipt of the matter from the investigator, absent extenuating circumstances. If the decision maker substantiates the allegations of sexual harassment, the decision maker may recommend or impose discipline against the respondent. If the decision maker does not substantiate the allegations of sexual harassment, the complaint will be dismissed.

The decision-maker shall provide the written determination to the complainant and respondent. Confidential student record information and personnel information may be redacted consistent with and as required by state and federal law.

APPEALS

Appeals must be submitted to the Title IX Coordinator within five (5) school days of receipt of the written determination and contain a written statement in support or challenge of the outcome.

When an appeal is filed, the District shall notify the other party and ensure that the individual deciding the appeal is not the same person as the decision maker who reached the determination regarding responsibility and that the individual has no conflicts of interests and is free of bias. The non-appealing party shall have five (5) school days from the date of receipt of the notice of the appeal to submit a written statement to support or oppose the outcome.

The individual deciding the appeal shall issue a written decision describing the result of the appeal and rationale for the decision and provide the decision to both parties generally within ten (10) school days of receipt of the non-appealing party's written statement, or in the event no statement is submitted, the date the statement would have been due.

RECORD KEEPING REQUIREMENTS

Schools must create and maintain records documenting every Title IX sexual harassment complaint. This could include mediation, restorative justice, or other models of alternative dispute resolution. Schools must keep records regarding the school's response to every report of sexual harassment of which it becomes aware even if no formal complaint was filed, including documentation of supportive matters offered and implemented for the complainant.

This policy, or a summary thereof that contain the essential policy elements shall be distributed by the Tewksbury Public Schools to its students and employees and each parent or guardian shall sign that they have received and understand the policy.

The District's Title IX Coordinators are as follows:

The Title IX Coordinator is the Assistant Superintendent, Tewksbury Public Schools, 139 Pleasant Street, Tewksbury, MA 01876 978-640-7800

Complainants may also file a complaint with:

- The Massachusetts Commission Against Discrimination

1 Ashburton Place, Room 601
Boston, MA 02108.
Phone: 617-994-6000.

- Office for Civil Rights (U.S. Department of Education)
5 Post Office Square, 8th Floor
Boston, MA 02109.
Phone: 617-289-0111.

- The United States Equal Employment Opportunity Commission,
John F. Kennedy Bldg.
475 Government Center
Boston, MA 02203.

LEGAL REF. M.G.L. [151B:3A](#)

Title IX of the Education Amendments of 1972

DESE 603 CMR [26:00](#)

34 CFR 106.44 (a), (a)-(b)

34 CFR 106.45 (a)-(b) (1)

34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020

34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020

REVISED:

Note: A summary of the attached Policy, as adopted, must be sent to parents/guardians, students, employees, unions, and prospective employees of the school district including Title IX Coordinator(s), investigator(s) and the decision-maker. The above referenced employees must attend training sessions on the implementation of the Policy.

File: ACAB - SEXUAL HARASSMENT

All persons associated with the Tewksbury Public Schools including but not necessarily limited to, the Committee, the administration, the staff, and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Because the Tewksbury School Committee takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace and school environment that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace or school conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Definition of Sexual Harassment: Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

The Grievance Officers:

Superintendent	Assistant Superintendent
Administration Building	Administration Building
139 Pleasant Street	139 Pleasant Street
Tewksbury, MA	Tewksbury, MA
978-640-7800, ext. 204	(978) 640-7800, ext. 201

The Committee will annually appoint a sexual harassment grievance officer who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out below:

Procedure

1. Any member of the school community who believes that he or she has been subjected to sexual harassment will report the incident (s) to the grievance officer. All complaints shall be investigated promptly and resolved as soon as possible.
2. The grievance officer will attempt to resolve the problem in an informal manner through the following process:

- a. The grievance officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts, and may interview any witnesses.
 - b. The grievance officer will then attempt to meet with the charged party in order to obtain his or her response to the complaint.
 - c. The grievance officer will hold as many meetings with the parties as is necessary to facts.
 - d. On the basis of the grievance officer's perception of the situation he or she may:
 - (1) Attempt to resolve the matter informally through reconciliation.
 - (2) Report the incident and transfer the record to the Superintendent or his/her designee, and so notify the parties by certified mail.
3. After reviewing the record made by the grievance officer, the Superintendent or designee may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the committee for termination or expulsion. At this stage of the proceedings the parties may present witnesses and other evidence, and may also be represented. The parties, to the extent permissible by law, shall be informed of the disposition of the complaint. All matters involving sexual harassment complaints will remain confidential to the extent possible. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct.
4. The grievance officer, upon request, will provide the charging party with government agencies that handle sexual harassment matters. The complainant may pursue his/her rights under the law and file a complaint with the Massachusetts Commission Against Discrimination (1) or the Equal Employment Opportunity Commission. (2)

1. MCAD
One Ashburton Place
Boston, MA Room 601
(617) 727-3990

2. U.S. E.E.O.C.
1 Congress Street
Boston, MA 02114
(617) 565-3200

Revised: November 20, 1996

REVISED: April 14, 2015

REVISED:

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended
Federal Regulation 74676 issued by EEO Commission
Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX)
Board of Education 603 CMR [26:00](#)

Old Business

New Business



John S Weir, Principal

Telephone: (978) 640-7846

Fax: (978) 640-7853

jweir@tewksbury.k12.ma.us

Andrew J Long, Assistant Principal

Telephone: (978) 640-7846

Fax: (978) 640-7853

along@tewksbury.k12.ma.us

To: Superintendent Malone

From: John Weir

Date: June 2, 2021

Re: Request for out of state field trip

This memo is in support of the attached request submitted by Mr. Michael Gillespie for the Wynn's annual 8th grade trip to Washington, D.C. This request includes the following:

- Mr. Gillespie's request letter
- An updated Cancellation Terms and Conditions from Your Tours
- Safety Guidelines
- Proposed Itinerary

Mr. Gillespie is available to attend the School Committee meeting to discuss and answer questions and concerns regarding this trip. I support this trip as an enriching and educational experience for our students. Thank you for your consideration.

TPS Mission Statement:

To educate and challenge all learners in the Tewksbury Public School Community while supporting their development as well prepared and productive members of a diverse global society.

June 2, 2021

Dear Dr. Malone and members of the School Committee,

The Wynn Middle School is looking for approval for our 2022 8th grade trip to Washington, D.C. with the tour company *Tour DC with Us*. As we get closer to the end of the school year, it brings me a sense of disappointment that I was not able to bring our current 8th graders down to Washington DC, and I would like to try and bring this trip back.

I know that this year has been anything but normal and due to our current world situation we had to cancel the 2020 Washington, DC trip and we could not run a trip for 2021 either. I would still like to plan something for 2022 in the hope that we can get back to some sense of normalcy for next year. I would like it if we could plan something during this school year rather than waiting until the fall. The sooner that we can get something up and running, the more time families will have to spread payments out for this tremendous opportunity for their children to travel.

The date we would prefer for the 2022 tour is June 1 - 4. Students would be leaving early in the morning of Wednesday June 1, and we would return on Saturday June 4. There would be no overnight busing on this trip and coming back on a Saturday allows for a day of recovery for both staff and students.

I am aware that this does fall during the day of the High School graduation. My concern is the week after is usually a time when teachers are wrapping up the year with items like our DDM's and the week before is the Memorial Day weekend, which is an extremely busy time down in DC. If we cannot do the June 1- 4 date, the backup would be May 18 - 21 to avoid the Memorial Day rush.

This year we are looking to go with a new company, *Tour DC with Us*. This company was recommended to me by someone I have been working with and trust while running the Washington DC trip for the past 7 years. They are a small company who spent over 20 years working with these larger tour companies and then broke off to start their own company. They have run plenty of tours with groups our size and know all of the ins and outs of student travel in Washington DC. We researched them, along with a number of other companies and came to the conclusion they would be the best option.

Because they are a smaller company, they have included the price of trip insurance as part of their tour cost. I feel that under present circumstances, having the CFAR (Cancel For Any Reason) as part of the tour cost just makes sense. I have attached a document outlining their cancellation policy, which has been amended to take into consideration extreme circumstances like we had this past year. I have also included some FAQ so you can see how they are handling the COVID-19 situation this year while running tours. We would also be looking for another fundraiser to help lower costs as well. Our pie fundraiser in the past years has been a tremendous success and has really helped those students that actively participated in it.

I have attached a tentative itinerary from *Tour DC with Us* so you can see all of the wonderful sights our students can experience. The time spent out of the class is well worth it. Thanks in advance for your consideration.

Sincerely,
Michael Gillespie
Wynn Middle School

WHAT WE OFFER

TRAVEL INSURANCE!

Included on all of our tours. CFAR Insurance. (Cancel for any reason)

Itineraries Made By Guides!

Our itineraries are made by local guides. Your Rep is a Local Guide! Why would you have someone in Texas organize your tour in Washington D.C?

24/7 Tour Directors

Licensed Tour Guide with you 24/7. From your arrival to your departure.

Easy Payment Plans

Pay the way you want! Easy payment options. Pay how and when you decide.

No Overwhelmed Itineraries

We want Quality over Quantity. Our tours allow you to get a good night sleep! Departures in the morning never before 8:30AM

Nearby Hotels

We solely use nearby hotels and book all private appointments ensuring the most quality time.

East Coast Pros

Our USA tours focus exclusively on the East Coast

Itinerary:

DAY ONE:

Depart School at TBD
Lunch: **\$15 cash Allotment** (reimbursement)
Welcome to Washington, DC!
Guided Sightseeing of Washington, D.C.
Dinner/ Family style
Guided Night Sightseeing Monuments and Memorials
Hotel in Washington, D.C. area:
Overnight Security

DAY TWO:

Breakfast at Your Hotel
Museum activity
United States Holocaust Memorial Museum Permanent Exhibition
Lunch: **\$15 cash Allotment**
Dinner/ Family style
Ghost Tour in Alexandria
Overnight Security

DAY THREE:

Breakfast at Your Hotel
Mount Vernon Estate and Gardens
Note: Wreath laying at George Washington's grave site available.
Lunch: **\$15 cash Allotment**
Arlington National Cemetery
Wreath Laying Appointment at Arlington National Cemetery **
Photo Stop at United States Marine Corps War Memorial
Dinner Cruise on the Potomac: Spirit Cruises
Overnight Security

DAY FOUR:

Breakfast at Your Hotel
U.S. Capitol Building and Visitor Center
Photo stop at the Library of Congress and U.S. Supreme Court
Group Photo DC
Lunch: **\$15 cash Allotment**
Depart for Home!
Dinner: **\$15 cash Allotment**

In the event of an unexpected cancellation by the school due to extreme circumstances, here is what would happen for families.

Overall cost of the tour is \$950 (which includes the CFAR insurance).

The Insurance company would refund 75% of any monies paid as of the date of cancellation MINUS the insurance premium. Families would need to file an insurance claim, have the claim confirmed by the tour company and then they would pay families directly.

Tour DC with Us would pay the remaining 25% to families as a disbursement to the school who would then in turn refund that money to families.

BREAKDOWN OF EXPECTED COST AS OF JUNE 4:

Cost of entire trip (THIS INCLUDES INSURANCE): \$950

Cost of CFAR Insurance: \$50

Dollar amount refunded by insurance to each student if balance is paid in full: 75% of money MINUS insurance cost
75% of 900 = \$675

Dollar amount refunded by tour company:
25% of remaining balance
25% of 900 = \$225

FAMILIES WILL NOT BE REFUNDED THE COST OF THE INSURANCE PREMIUM

The link below gives some information about the company

<https://youtu.be/RZNGThUoQNI>

Information on how they are handling tours during COVID COVID-19 AND YOUR TOURS

Safety while on Tours:

While group leaders, parents, and travel partners continue to navigate the uncertainty regarding COVID-19 and its disruption to education and travel, we at TourDCwithUS have been working hard to develop new protocols around health and safety on our student tours.

Whenever you're ready to plan your next custom-tailored student travel experience, we'll be standing by to guide your every step.

Our new approach includes:

- **Providing personal protective equipment (PPE) for all participants.**
- **Updated guidelines for motor coach, hotel, and restaurant safety.**

- **Revising itineraries to adhere to new requirements at each destination.**

New Health and Safety Guidelines

At The Airport:

- Each airport, and airline, will have its own rules regarding your flight travel, and we recommend you check the website of your airport and carrier now, and at least 72 hours before departing. Temperature checks and face coverings will very likely be a requirement at the airport and on the plane.
- Some destinations may require health forms or additional testing/screening prior to arrival, including requirements based on your home state or city. We will make every effort to communicate these requirements in advance.
- TourDCwithUS will provide disposable face masks for participants traveling in Fall 2020.
- Many airport restaurants may not be open, and in-flight food service will not be available, so we recommend packing a meal and snacks for your journey if you are traveling by air.
- TSA will allow you to bring hand sanitizer in a container up to 12 ounces in your carry-on.

Your Tour Director:

- Your group will be met by a dedicated Tour Director who has been specially trained in specific protocols to help keep the group safe.
- Your Tour Director(s) will provide a safety briefing specific to your group to help set expectations for your travel experience.

On the Motor Coach:

- We will work with each group and each motor coach company to establish specific loading and unloading procedures to minimize unnecessary touching and passing. Masks will be required while seated in the bus.
- The motor coach will be cleaned frequently.
- Other changes you might see include plexiglass or empty rows around the motor coach drivers and drivers may be wearing masks.
- Hand sanitizer will also be available on the motor coach.

At the Hotel:

- Our check-in process will be modified to limit interaction with other guests at the hotel. This may mean private entrances, fewer people in the lobby, and fewer people in the elevator.
- We've worked with our hotel partners to ensure the highest standards in cleanliness in the hotels prior to your arrival, which will include disinfection of surfaces inside rooms and extra cleaning on high contact areas such as light switches, doorknobs, and TV remotes. Once the room has been expertly cleaned, hotel staff will not enter unless specifically requested.

- Hotel guests should expect limited food and beverage options inside the hotel and limited or no property amenities (e.g. pools, gyms, etc.).
- TourDCwithUS will offer upgrades related to room occupancy. We will also work with families traveling together to encourage rooms based on family units, and limit roommate switching on programs that travel between cities.

New Itineraries:

- Our team is working closely with our contacts at museums, landmarks, and other sites we visit. Together, we will define specific (and evolving) protocols for groups to make sure the experience is both safe and fun.
- Based on what we learn, we may make changes to your itinerary to ensure we have plenty of time to accommodate the new way of doing things. We will also make sure to focus your time on places where you have the most freedom to explore.
- We will take plenty of breaks for washing hands.
- Many of the sites we visit will require face coverings and have new rules for security and group management. You should be prepared to follow the instructions of your Tour Director and staff at all locations you visit. We recommend you bring a clear purse or backpack or a gallon-sized ziploc bag, as some sites will not allow traditional bags.

Meals:

- We will use our local knowledge and strong relationships to select restaurants following strict hygiene practices to keep participants safe.
- Self-serve buffets will not be used.
- Where possible, we will arrange for private or separate seating.
- Pre-orders may be required in some situations, particularly when we provide box or carry-out meals in order to allow the group to eat outside or in a location where additional social distancing is possible.

TourDCwithUS LLC, a family based company in Washington, DC. is continuously monitoring the coronavirus with the support of our medical and risk management partners. We understand you have questions so we have created some Frequently Asked Questions to better help you stay informed.

What will flying be like? (Not applicable to us)

If you are flying to your destination, each airline we work with has slightly different processes and protocols to respond to COVID-19. We recommend you check the website of your airline for the most up-to-date information. Airlines are deep cleaning between flights, some are reducing flight capacity, and some require passengers to wear face coverings while on board. Additionally, food service on the plane is either not available or pre-packaged, and so we recommend packing a meal and snacks, particularly if you are flying around a meal time.

What will you be doing to keep students safe on tour?

For programs in process and when our tours and events resume, we are working to refine some of our procedures to prevent the spread of germs and to be ready for any emergencies.

- We have implemented additional training for our staff to encourage best hygiene practices to prevent the virus.
- We've been in touch with motor coach and hotel partners, and they are educating their staff about additional cleaning to prevent the spread of germs. In addition, we have asked them to have extra supplies of hand sanitizer available for our travelers to use during their trip. We are following news closely from cities and other local officials about efforts to improve cleanliness in many of the destinations where we travel.
- We've revised our health and safety protocols, outlining how to immediately engage our resources if corona-virus is suspected.

Safe practices for Motor-Coach and Tour Guides:

- Bus company will clean, wipe every seat before meeting the Group
- Bus company will make sure the drivers have not shown any symptoms of COVID-19 and appear in good health for at least two weeks before the tour
- Disinfectant wipes will be on the bus for group to use
- We will provide easy to carry small hand sanitizers to every single student

These are safe practices we are implementing on all of our Tours:

- Students will wipe their seats, surrounding areas, including their cellphones every single time we load the bus
- We will avoid mixing with other groups while we are out at Monuments and Memorials
- While on tour students will always stay with their chaperones. This will help minimize student contact with other schools and strangers. It will also help chaperones monitor that best practices are in place
- Please be aware of what you and your students are touching: handrails, trays, exchanging money, souvenirs, etc. Always carry your hand sanitizer and wash your hands constantly

These are a few of the guidelines we are implementing on all of our tours to make sure your students stay safe and healthy. We will still carry on with our normal Itinerary mixing fun and learning and making sure your kids have an unforgettable trip to Washington, D.C.

What can I do to stay healthy?

To keep yourself and others safe and healthy:

- Comply with special instructions issued by local officials.
- Adhere to known, effective best practices to minimize your chance of catching respiratory infections:
 - Do not touch any part of your face without first washing your hands.
 - Avoid contact with persons who are already ill.
 - Avoid unnecessary touching of other persons (e.g. shaking hands in greeting) and limit touching publicly-shared surfaces where possible.
 - Wash your hands frequently with soap and water for at least 20 seconds.
 - Carry hand sanitizer (60-95% alcohol) and use it for situations where hand washing might not be possible.
 - When you cough or sneeze, cover your mouth with a tissue or in your elbow.

Any Questions? Please email us at grouptours@tourdcwithus.com

Here is the link to their [website](#)

TERMS AND CONDITIONS

These terms and conditions apply to any Traveling School, DC trip, Group, organized and operated by TourDCwithUS.

This document serves as the contract for the supply of this trip between Traveling School and TourDCwithUS.

Your contract incorporates these terms and conditions, and by making a booking with us you confirm your acceptance of these terms and conditions to the exclusion of any other terms and conditions which you may seek to apply to the contract.

In these terms and conditions:

"We" or "us" or "our" means TourDCwithUS.

"You" means the person making the booking and includes all persons included on the particular booking who will be required to acknowledge receipt and acceptance of these terms and conditions.

"Participant" includes you or any other person taking part in the trip.

A. BOOKING AND PAYMENT

A.1 YOUR RESERVATION

A.1.1 When you make a booking, we will provisionally reserve your trip on the basis of these terms and conditions. A binding contract between us will come into existence only when we have received your deposit (or if applicable full

payment) and send our Confirmation Invoice to you. Prior to doing so, we may send you an acknowledgement of receipt of the deposit. Any such acknowledgement simply indicates that we are dealing with the booking and is not a confirmation of it.

A.1.2 Please check the Confirmation Invoice together with all other documents we send you as soon as you receive them. Contact us immediately if any information which appears on the Confirmation Invoice or elsewhere appears to be incorrect or incomplete, as it may not be possible to make changes later. We regret we cannot accept any responsibility if we are not notified of any inaccuracies in any document within ten days of our sending it out. While we will do our best to correct any inaccuracies notified outside these time limits, you will be responsible for any costs and expenses involved in doing so except where we made the mistake and there is good reason why you did not contact us within the above time limits.

A.2 OUR PRICE POLICY, PAYMENT TERMS AND SURCHARGES

A.2.1 We reserve the right to alter prices shown in any of our brochures or on our website or in any literature that we send to you, and we will inform you of any price changes prior to the issue of our Confirmation Invoice. Once our Confirmation Invoice has been issued then, except in the case of manifest error, any price changes may only be made in accordance with the remaining provisions of these terms and conditions.

A.2.2 Deposits are \$250 times the estimated number of participants. Deposits are payable at the time of booking. The balance of the total price must be paid at least 30 days prior to the trip commencing. In this case, the deposit is \$250/passenger, with the rest to be collected in June and October as parents make payments to Traveling School. If you add any passengers, you accept that a price change may be involved. You will not be confirmed on the trip until we receive the relevant deposit and if the balance is not paid by the due date then we shall have the right to cancel your booking and retain any deposit.

A.2.3 Payment of deposits and final payments can (unless otherwise advised) be made by check made payable to TourDCwithUS. Payments can also be made by direct credit transfer into our bank account (details of which will be provided to you upon request) or by debit or credit card. Please note that for payments made by credit and debit card a charge of 3% or more will be added by us to the amount payable.

B. CHANGES AND CANCELLATION BY US

B.1 IF WE CHANGE YOUR ARRANGEMENTS BEFORE DEPARTURE

B.1.1 We hope and expect to be able to provide you with all the services we have confirmed to you. However, given the nature of our trips and their locations, you are expected to be flexible and accommodate the possibility of alternative arrangements having to be made, even at the last minute and without prior notice. Please note that any published outline itineraries are a guide only, do not form a contractual obligation on us and may be subject to change. In the vast majority of cases any changes will be regarded by us as minor changes. However, if we consider them a "Significant Change" we will advise you as soon as reasonably possible. A Significant Change includes, purely by way of example, a significant change of destination arising otherwise than as a result of circumstances beyond our control.

B.1.2 In the case of a Significant Change before your departure we will provide you with three alternatives:

B.1.2.1 alternative arrangements of equivalent or of very closely similar standard and price, if available, or

B.1.2.2 alternative arrangements of a lower standard together with a refund of the difference in price; or

B.1.2.3 cancel your trip with a full refund of all monies paid minus \$250 per passenger.

In all 3 cases, compensation will be paid as detailed in clause D.1 below unless the change occurs as a result of circumstances beyond our control where clause H.1 will apply.

B.2 IF WE CANCEL YOUR ARRANGEMENTS

B.2.1 In the unlikely event we need to cancel arrangements we will tell you as soon as possible. However, we will not cancel your arrangements less than 30 days before the trip commences unless it is for a reason outside our control as provided in clause H.1. If we have to cancel your trip arrangements, we will provide you with three alternatives:

B.2.1.1 alternative arrangements of equivalent or of very closely similar standard and price, if available, or

B.2.1.2 alternative arrangements of a lower standard together with a refund of the difference in price; or

B.2.1.3 cancel your trip arrangements with a full refund of all monies paid minus \$250 per passenger.

Any alternative arrangements or cancellation must apply to all persons included in your booking.

In all 3 cases, compensation will be paid as detailed in clause D.1 below unless the change occurs as a result of circumstances beyond our control (in which case clause H.1 will apply) or we cancel as a result of your failure to pay your deposit or the balance or any other sum when due or where clause B.2.2 applies.

B.3 ANNUAL PRICE CHANGES

B.3.1 We regret that the price of our trips can only be maintained if a sufficient number of people agree to take part and pay all sums due. Assuming that Traveling School travels with TourDCwithUS annually, we will work out a quote and make every effort possible to keep the price the same. If the price must go up, we will give you the option to pay the difference in the cost of the trip if you would like to participate in the same tour on the same dates. If this not possible, you will then have the choice of reworking the itinerary together with the option, if possible, of the same trip departing on a different date.

C CHANGES AND CANCELLATION BY YOU

C.1 IF YOU CHANGE YOUR BOOKING

C.1.1 If you want to change your trip in any way you must inform us in writing or over the phone as soon as possible. We will try to help you, although we cannot guarantee that we will always be able to do this as changes are subject to availability at the time.

C.1.2 Where we can make a change, we will charge for any additional services, facilities, or other items changed, at the price which applies on the day the change is made. In addition, we may also apply an administration charge for each item you want to change, together with any further costs we incur, for example with our suppliers, in making any change.

C.2 IF YOU CANCEL YOUR BOOKING

C.2.1 If you wish to cancel your trip, you must write to us. Unless notice of cancellation is received prior to the issue of our Confirmation Invoice, we will levy a cancellation charge on the scale shown in the table set out in clause D.1. These charges are based on the estimated cost of cancelling your arrangements and the expenses and losses we are likely to suffer.

C.2.2 If you are unable to take part in the trip, you may be able to transfer your place to someone else suggested by you and acceptable to us subject to the following:

C.2.2.1 You must write to us with full details of who you would like to go instead. We must receive this information at least 14 days before departure.

C.2.2.2 If the change can be made, you will have to pay an amendment fee of \$100 together with any extra costs we incur or are asked to pay in order to make the change.

C.2.2.3 Anyone who takes part in the trip instead of you must agree to these terms and conditions.

C.2.2.4 Please note that scheduled airlines often do not allow any name changes within a certain period prior to departure and generally not at all after flight tickets have been issued. The list that will be submitted to the airlines will be supplied by Traveling School. As such, Traveling School is responsible for making sure that said list is absolutely correct, and will be given the opportunity to review names when the tickets are issued. Any mistakes must be changed immediately in order to avoid problems on the days of travel. Any costs that may arise to correct names will be paid by Traveling School.

D CHANGES AND CANCELLATION CHARGES

The airline ticket deposit (\$xx per passenger) and the full ticket price are non-refundable once TourDCwithUS has paid the airline. Once the tickets are issued, they are subject to penalties determined by the airline(s). In most cases, tickets cannot be used for future travel.

This does not apply as we are not booking the airline tickets, but I am including the language in case we do start booking them in the future.

The following sets out the sums normally payable to us or you in the event of Significant Changes or cancellation. These sums are not payable where we have to make a Significant Change or cancel your trip arrangements as a result of:

(a) matters outside of our control when clause H.1 shall apply or

(b) where your booking was accepted "subject to availability" or similar and the trip arrangements are not available

More than 90 days

75% of monies paid to TourDCwithUS LLC

More than 60 days but less than 90 days

50% of monies paid to TourDCwithUS LLC

More than 30 days but less than 60 days

25% of monies paid to TourDCwithUS LLC

Less than 30 days

No Refunds.

E. LIMITATION OF OUR LIABILITY TO YOU

E1 If the contract we have with you is not performed or is improperly performed by us or our suppliers we will pay you compensation. However we will not be liable where any failure in the performance of the contract is due to:

E.1.1 you; or

E.1.2 a third party unconnected with the provision of the trip arrangements and where the failure is unforeseeable or unavoidable; or

E.1.3 unusual and unforeseeable circumstances beyond our control, the consequences of which could not have been avoided even if all due care had been exercised; or an event which we or our suppliers, even with all due care, could not foresee or forestall.

E.2 Our liability to you, except in cases involving death, injury or illness, shall be limited to a maximum of two times the cost payable to us by you for your place on the trip.

E.3 Should you suffer illness, personal injury or death attributable to a third party unconnected with the provision of the services, or as a result of failures due to unusual and unforeseeable circumstances beyond our control, the consequences of which could not have been avoided even if all due care had been exercised, or an event which we or our suppliers, even with all due care, could not foresee or forestall, we will offer you such advice, guidance and assistance as is reasonable in the circumstances.

E.4 Our liability will also be limited in accordance with any relevant international convention in relation to the provision of travel or accommodation services which are incorporated into and form part of your contract with us and we are to be regarded as having all the benefit of any limitation of compensation contained in such conventions.

E.5 Unless otherwise expressly indicated by us in writing, excursions or other tours that you may choose to book or pay for while on the trip and which are not included in the price of the trip, are not part of the trip arrangements provided by us. For any such excursion or other tour that you may book, the contract will be with the operator of the excursion or tour and not with us. We are not responsible for the provision of such excursions or tours or for anything that happens during the course of its provision by the operator even if a member of our staff accompanies the relevant tour or excursion.

E.6 The provisions of clauses E.1 to E.5 inclusive are in addition to any other limitation of liability contained in these Terms and Conditions

E.7 Nothing in these Terms and Conditions affect any statutory rights that you may have under the relevant jurisdiction applicable pursuant to clause H.6

F YOUR RESPONSIBILITIES

F.1 SPECIAL REQUESTS

If you have a special request (including dietary requirements), we will do our best to help, but we cannot guarantee it except as set out below. We promise to comply with any special request which we have specifically agreed to and confirmed in writing. General confirmation that a special request has been noted or passed on to the supplier or the inclusion of a special request on your Confirmation Invoice or on the acknowledgement of your booking or any other documentation is not confirmation that the request will be met. Unless and until specifically confirmed in writing all special requests are subject to availability. If any additional cost is applicable, it will either be invoiced to you prior to departure or should be paid for locally.

F.2 HEALTH PRECAUTIONS, SAFETY AND ACCOMODATION

F.2.1 We will provide general advice to you as to what vaccinations and other health precautions are usually required for your destination or activity. It is your responsibility to verify such advice with appropriately qualified medical personnel and that you have received any necessary or advisory vaccinations or medication. We reserve the right to require you to produce evidence of such vaccinations or medication and may cancel, without payment of compensation, your place on the trip if any such vaccinations or medication have not been obtained. It is your responsibility to ensure that you take any necessary medication whether before, during or after the trip. Any health information provided by us is provided in good faith but will only be a general overview of any health hazards and requirements for the trip. Any such advice given by us should not be regarded as a substitute for specific and detailed medical advice for you, and you should raise any particular concerns with your own doctor.

F.2.2 Some of our trips involve strenuous activity in remote regions, and it is your responsibility to ensure that you have the necessary level of fitness and health to complete the trip. You may be required to complete a Medical Declaration form and full particulars must be given of any previous or existing conditions that may affect your ability to

complete the trip. You may be required to authorize disclosure by us of any such conditions to any medical personnel that we or our suppliers may use in connection with the trip or while on the trip. We reserve the right at any time to require you to produce medical evidence of your ability to complete the trip. We reserve the right to cancel your place on or to leave the trip, even if the trip has already commenced, and without repayment of any sums paid or other compensation, should any information on any Medical Declaration form be incorrect.

F.2.3 While on the trip you are required to adhere at all times to the advice and instructions given by staff retained by our suppliers to supply any services which form part of the trip.

F.2.4 If you fall ill or suffer an injury or, in our supplier's opinion, are not able to continue with the trip, we reserve the right, following consultation with you, to require you to either leave the trip entirely or for a period, or to not take part in a particular aspect of the trip. This may involve having a chaperone stay behind or accompany a student who is required to miss part of the tour. No compensation will be given by TourDCwithUS for the adult or student in this situation.

F.2.5 You should be aware that due to the nature of our trips you will be required to share washing facilities and bedrooms/dormitories.

F.4 INSURANCE

F.4.1 You must be covered by appropriate travel insurance (including medical, air evacuation, rescue and repatriation insurance). Such insurance must be on such terms and for such minimum cover as we may approve, such approval being dependent on the nature of the trip and we will advise you prior to booking of the particular insurance requirements for the trip in question.

F.4.2 You are responsible for ensuring that all information provided to any insurance company is correct and not misleading and we cannot be responsible for any problems that may arise as a result of any policy of insurance becoming invalid as a result of any error or omission in respect of such information.

F.4.3 Notwithstanding the above it is your responsibility to ensure that the cover provided is suitable and adequate for the trip and your particular needs.

If you decide to decline travel insurance, you agree not to hold TourDCwithUS, the Tour Director, or suppliers responsible for any problems or costs that may arise that could have been covered by a travel insurance policy.

F.5 BEHAVIOR

F.5.1 While we shall make an effort to provide advice on health, safety, and security matters before and while on the trip, you must accept that you must behave responsibly in relation to your own safety and security and that of others on the trip.

F.5.2 We are committed to responsible and sustainable tourism. While on tour, you are expected to respect and obey the laws, culture, and customs of the destination, treat others on the trip and locals with respect and courtesy, observe and obey any instructions, directions, advice, rules, and regulations given or imposed by us or those organizing any particular activities.

F.5.3 You will be personally liable for any damages suffered to property or by us or any third party (including loss of business or reputation)

F.5.4 In the event of you failing to comply with the terms of this clause F.5, we and our suppliers reserve the right in our absolute discretion to require you to leave the trip if your behavior falls short of the standards expected by us and our suppliers. In such circumstances no compensation of any sort (including the return of any monies paid) shall be payable by us and all rights are reserved by us against you. If there are extra costs incurred for changing the airline reservation because a passenger is sent home early, this burden of cost will fall on the passenger or guardian of the passenger.

F.6 FLIGHTS OR OTHER TRAVEL ARRANGEMENTS TO AND FROM THE START POINT

Travel arrangements between Traveling School and the airport are not included in the costs payable to us. It is your responsibility to arrange transportation separately with an appropriate supplier. Any contract in respect to travel arrangements to and from the start point of the trip will be between you and the relevant supplier. TourDCwithUS will not be responsible for any losses or additional costs that you may incur as a result of any late changes and/or delays in respect to your arrival at any pick up point and in such circumstances you may be required at your own cost to make your own arrangements to join the trip.

NOTEThis policy applies if passengers travel to and from the airport individually. If Traveling School would like group transportation to be provided to and from the Traveling School or other pre-determined location, TourDCwithUS is happy to book transportation.***

G. IF YOU HAVE A COMPLAINT

If you have cause for complaint while on the trip, you must bring it to the attention of our staff immediately. They will do their best to rectify the situation. If your complaint is not resolved locally, please follow this up within 4 weeks of your return home by email to us at grouptours@tourdcwithus.com giving all relevant information. If you fail to follow this simple procedure we may not be able to deal with your complaint.

H. MISCELLANEOUS

H.1 CHANGES DUE TO CIRCUMSTANCES BEYOND OUR CONTROL

We will not be liable to pay any compensation if we are forced to cancel or in any way change your trip arrangements as a result of unusual or unforeseeable circumstances beyond our control, the consequences of which could not have been avoided even with all due care. These include unavoidable technical problems with transport, war or threat of war, civil strife, industrial disputes, natural disaster, bad weather, epidemic or terrorist activity.

H.2 DATA PROTECTION

Information about you, including names, contact details, and any special needs, disabilities, or dietary requirements is collected by us. We may disclose this information to our service providers for the purpose of providing you with your trip arrangements. Only information necessary for this purpose will be disclosed to them. Some information, for example relating to religion or health, may be "sensitive personal data" within the meaning of the Data Protection Act 1998. We need this information to cater for your needs, but it is collected on condition that we have your consent. If you do not agree to our use of such information, we cannot accept you on the trip. From time to time we may contact you by mail or email with information about further trips. If you do not wish to receive such information, you should notify us. You have the right to ask us in writing for a data subject access request form to obtain a copy of the information which we hold about you. You will be charged a fee for this. Any request should be addressed to us at info@vafeltre.com. For further information please refer to our Privacy Policy which is available at www.vafeltre.com.

H.3 PUBLICITY AND USE OF IMAGES

We reserve the right to take photographs or films of the trip and to use the same in a responsible way in our promotional literature and on our website. We may also reproduce any comments that we receive from you in such literature and on our website unless you do not consent to such use. If you do not agree to the use of your image for the above purposes then we must be informed prior to the trip commencing.

*As this is a student trip, please provide permission to add a photo of the group or of individual students (specific names) that we may include on our website and marketing materials. We try, as much as possible, to include photos of actual trip participants versus simple stock photos. In the current digital age, we understand and respect the right to decline. *

H.4 ACCURACY OF INFORMATION

All specific information supplied in any pre-departure Trip Summary or Information Pack or on our website is correct at the time of publication. Any other information contained in any marketing or preliminary information is designed to provide a general overview of the types of trips we undertake and the countries visited and should not be regarded a representation forming part of the contract with you.

H.5 JURISDICTION/GOVERNING LAW

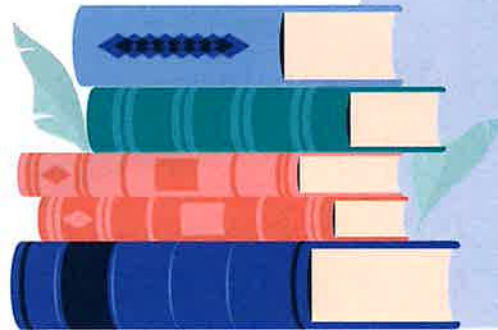
Any dispute, claim or other matter of any description (and whether involving personal injury or not) which arises out of or in connection with the trip must be brought in the Courts of The United States of America only. US law (and no other) will apply to your contract.

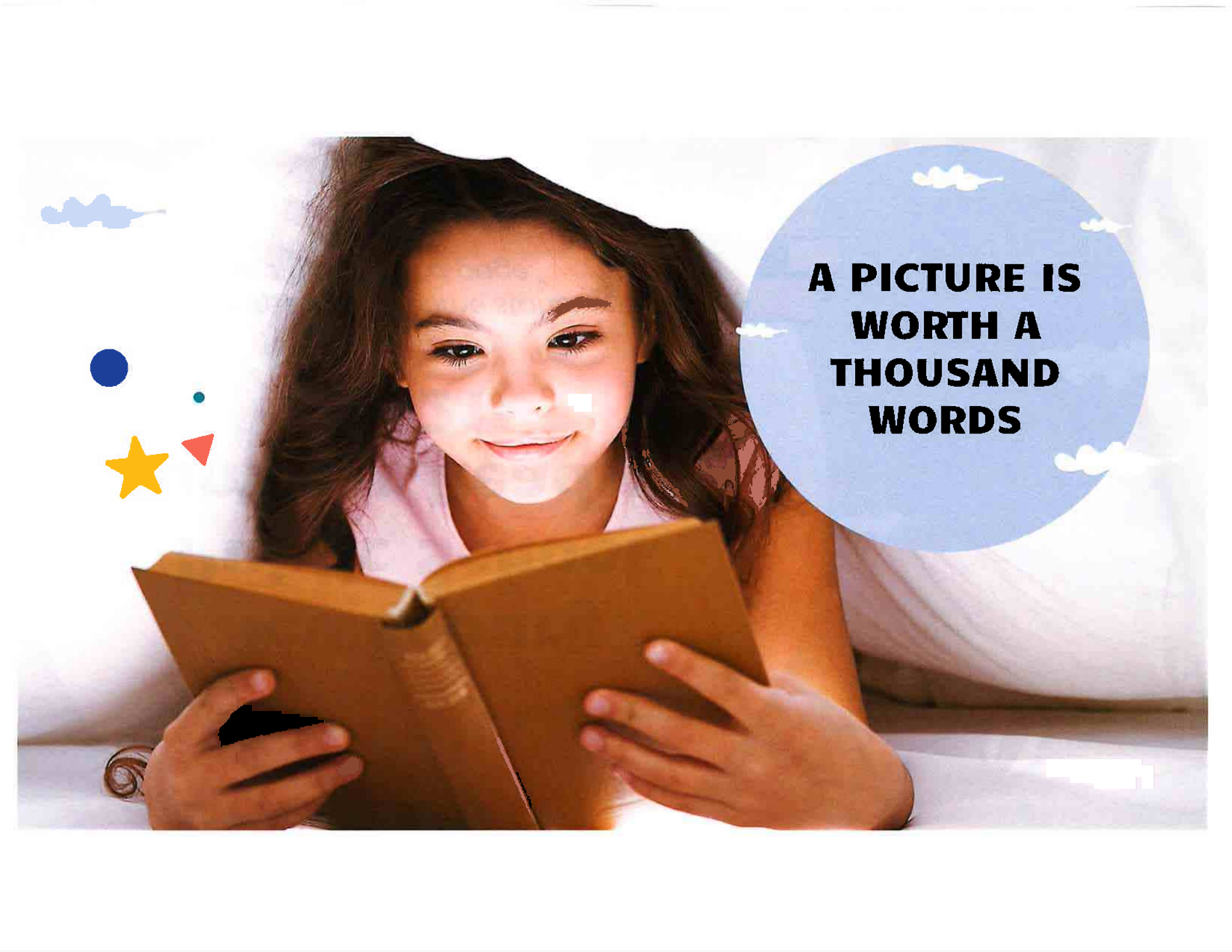
H.6 COMMUNICATIONS

Please note that we generally communicate with our customers by email. By making a booking with us you agree to such electronic communication method being used. Please be aware that the responsibility is on you to ensure that your email details are kept up to date, that your email system is operating correctly (including checking that any spam filters are not preventing receipt), and that you check for emails from us on a regular basis, as we cannot be responsible for any losses or inconvenience suffered as a result of your email system not operating correctly and/or your failure to check email communications regularly.

Tewksbury Public School Summer Reading 2021

*"The journey of a lifetime starts
with the turning of a page."*





**A PICTURE IS
WORTH A
THOUSAND
WORDS**

K-4 Summer Reading

Students in Grades K-4 will be asked to read 3 book selections, one being a non-fiction text.

- Suggested book titles provided for each grade level
- Grades K-2: 15 min per day
- Grades 3-4: 30 minutes per day
- Students will complete a daily reading log
- Students will submit a non-fiction book summary

Sample - Grade 2



Grades 5-6 Summer Reading



Students in Grades 5-6 will be asked to read 3 books, with at least one fiction and one non-fiction

- Suggested book list is provided
- Students will complete a daily book log - 20 minutes per day recommended
- Activity sheets provided for both fiction/non-fiction selections
- Movie Poster can be completed on 3rd book

Sample - Grade 5 & 6

Grades 7-8 Summer Reading

Wynn Middle School will use the shared experience of a single story to help shape the culture of their school and its community.

“Forget Me Not” by Ellie Terry

Sample: Grades 7-8

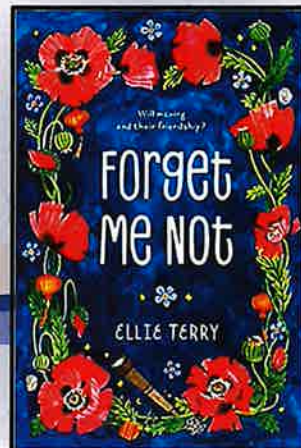


- ☐ Book will be provided to all students through a partnership with the Wynn PAC
- ☐ Audio version will also be available through Tewksbury Public Library using Hoopla
- ☐ Students will be asked to complete a creative writing assignment by choosing from several options:
 - Personal Narrative
 - Rewrite from new point of view
 - Story continuation
 - Research Option

Featured Text:

“Forget Me Not”

By Ellie Terry



TMHS Summer Reading

- Students will pick a book of their choice, with suggestions provided
- Parent signature of completion required
- Students will identify 5 important passages that represent the beginning, middle and end
- Copy 5 passages down and bring them to English class first week of school
- Students will answer a prompt using the 5 passages at school

TMHS Sample



Tewksbury Public Library

Summer Reading Opportunities for all ages!



Kids Summer Reading: Tails and Tales!

June 21 -
August 13, 2021



Teen Summer Challenge

June 21 -
August 13, 2021



Adult Summer Reading Challenge

June 21 -
August 13, 2021



For More Info:

www.tewksburypl.org



**All Summer
Reading
Information can be
found on the TPS
website**

Happy Summer Reading!



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



Date: May 3, 2021; updated May 17, 2021; June 4, 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 4 - In Introduction. Added, "Certain procedures may be adjusted due to current COVID-19 restrictions."
- page 5 - Arrivals and Dismissals. Please see updated text for specific changes.
- page 9 - School Safety Drills. Descriptions of each kind of drill, aligned to those of other schools.
- page 12 - Acceptable Use Policy. Link provided to policy on district website
- page 13 - Arrivals. Deleted language that references specific traffic routines.
- 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 24 - Cafe Conduct. Added bullet pertaining to food allergies and not sharing food in the cafe
- page 25 - Title IX and Chapter 622 Policy
- page 25 - Clause added by Attorney (under Title IX)
- page 26 - Conduct. updated "Spoken to..." with "Discussion of..."
- page 30 - 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/Guardian 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

GENERAL INFORMATION/POLICIES AND PROCEDURES	12
ACADEMIC RECORD INFORMATION	12
ACCEPTABLE USE POLICY - TECHNOLOGY AND MEDIA RELEASE	12
ADDRESS CHANGE and EMERGENCY CONTACT INFORMATION	13
ALCOHOL and OTHER DRUG POLICY	13
ARRIVALS	13
ATTENDANCE and ABSENCES	13
Absenteeism and the Massachusetts General Laws	13
Excused Absences	14
Unexcused Absences	14
Attendance Protocol in the Tewksbury Public Schools:	14
BREAKFAST	14
CELL PHONES/ELECTRONIC DEVICES	14
CHAIN OF COMMUNICATION	15
CHEATING/ PLAGIARISM	15
CLOSING OF SCHOOL ANNOUNCEMENTS	15
Extended Day Program: Delay School Schedule	15
Extended Day Program: No School Schedule	15
COMPUTER USE - See also ACCEPTABLE USE POLICY - TECHNOLOGY	15
CORI REQUEST and FINGERPRINT REQUIREMENTS	15
CUSTODY/GUARDIANSHIP	16
DAMAGED / LOST BOOKS	16
DISMISSALS	16
DRESS CODE	16
DRUGS	17
ENTRANCE/REGISTRATIONS	17
EXTRA HELP	17
FIELD TRIPS	17
FINGERPRINTING - See CORI REQUEST and FINGERPRINT REQUIREMENTS	17
FOOD SERVICES	17
FUNDRAISERS	17
FURTHER POLICIES	18
HOMEWORK	18
LOST AND FOUND	18
NON-DISCRIMINATION NOTICE	18
OPEN HOUSES	18
PARTIES AND BIRTHDAYS	19
PETS	19

PLACEMENTS	19
PLEDGE OF ALLEGIANCE	19
REGISTRATION, NEW STUDENT	19
SAFETY	19
SAFETY DRILLS - see school safety drills	19
SEARCH AND SEIZURE	20
STATE AND FEDERAL LAWS	20
STUDENT PICTURES	20
STUDENT RECORDS	20
TOYS/CARDS/ETC.	20
TRUANCY	20
Family Trips	21
VALUABLES	21
VEHICLES RUNNING ON SCHOOL PROPERTY	21
VISITORS AND VOLUNTEERS	21
WEAPONS	21
WITHDRAWAL FROM SCHOOL	22
ACADEMIC AND BEHAVIORAL EXPECTATIONS	22
CODE OF STUDENT CONDUCT	22
BEHAVIORS/CONDUCT	23
BULLYING - "We don't do that here!"	23
BUS CONDUCT	23
CAFETERIA CONDUCT	24
HARASSMENT, CIVIL RIGHTS AND RESPECT	24
TITLE IX and CHAPTER 622 POLICY	25
HARASSMENT: SEXUAL	25
PLAYGROUND REGULATIONS	25
STUDENT BEHAVIOR	26
DISCIPLINARY ACTIONS	26
CONSEQUENCES- DETENTION	26
CONSEQUENCES- SUSPENSION	27
CONSEQUENCES - DUE PROCESS	28
Signature Page to be returned to school	30

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 can be found in the table 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
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

ARRIVALS AND DISMISSALS

School drop off/pick up procedures are conducted with the safety of students in mind. Schools will communicate appropriate pick up/drop off procedures; which may be adjusted if needed. Students should not be dropped off prior to 8:30, as staff are not available to supervise children until 8:25 a.m.

Student pick up time is 3:05. Students who are dismissed before 2:45 will require a parent/guardian to sign out their child at the office. Identification must be shown at the time of dismissal. No dismissals will take place through the office between 2:45 and 3:05

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/guardian 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/guardians 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/guardians will be notified if there is a student with a particular food allergy in their child's classroom. Parents/guardians 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/guardians 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.

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/guardians 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/guardians 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/guardian. Consent forms are available from the school nurse.

Self-administration is allowed in only certain circumstances and only with physician orders, parent/guardian 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/guardian 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.

SCHOOL SAFETY DRILLS

FIRE ALARM DIRECTIONS

Students should be aware that fire exit directions are posted in each classroom. Teachers will instruct the students of the fire exit directions on the first day of school. Students should:

- 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 in a developmentally appropriate manner and are able to choose from the above response options in determining the most effective way of ensuring their physical safety if faced with an imminent threat.

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/guardians 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/guardians 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/guardian; 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/guardian 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/guardians 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/guardians 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/guardians 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/guardians 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

General arrival information may be found in the introduction. Students in all schools arriving after 8:45 a.m. 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.

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/guardians 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/guardians 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/guardians 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/guardians 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/guardian 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/guardian, 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/guardian, 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/guardians. It is the responsibility of the parent/guardian 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/guardians 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/guardian 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) should 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/guardians 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/guardians 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/guardians 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/guardians 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/guardians 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/guardians 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/guardians 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/guardian 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/guardians may not visit the classroom without a scheduled appointment. The teacher and/or Room Parent(s) will handle all parties. In the interest of protecting students with severe allergies, students may not bring in food for parties.

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/guardian 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/guardians 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/guardian 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:

- lighting matches/smoking/tobacco use;
- throwing objects in or out of bus;
- hanging out windows;
- using obscene language;
- having or using drugs or alcohol;
- tampering with bus equipment;
- destroying property, i.e. tearing seats, breaking windows, etc.
- aggressive acts towards others
- 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
- Because some students have severe food allergies, there should be no sharing of food.

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.

TITLE IX and CHAPTER 622 POLICY

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

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

- Level 1 - Principal
- Level 2 - Assistant Superintendent
- Level 3 - Superintendent of Schools
- Level 4 - School Committee

Students are prohibited from knowingly making false statements or knowingly submitting false information during a grievance process, including but not limited to harassment and bullying reports and investigations.

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, parent/guardians should contact:

Brenda Theriault-Regan, Assistant Superintendent of Schools - Tewksbury Public Schools 139 Pleasant Street - Tewksbury, MA 01876 978-640-7800	
Terry Gerrish, Dewing Principal 1469 Andover St. Tewksbury, MA 01876 978-640-7858	Karen Cronin, North Street Principal 133 North Street. Tewksbury, MA 01876 978-640-7875
Felicia 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:

- Discussion of incident with member of staff
- Losing recess,
- A telephone call being made by the staff member to parents/guardians,
- Discuss incident with the principal or assistant principal,
- A telephone call being made by the principal/assistant principal to parents/guardians,
- Receiving a letter from the principal regarding behavior,
- Parent/Guardian meeting with the principal/assistant 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/guardians 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/guardians:

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](#)***