

# John F. Ryan School

To: Christopher Malone, Superintendent

From: Judi McInnes, Principal  
William Hart, Assistant Principal

Re: Student Handbook Changes 2021-2022

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The following are proposed changes to the John F. Ryan School Student Handbook for the 2021-2022 school year:

**The following will be updated to include:**

- Approved School/District Calendar
- Dates
- Update name of new faculty/staff on
- Title IX and Chapter 622 Policy
- Clause added by Attorney (under Title IX)
- Fix typos

# John F. Ryan Elementary School



## **Student Handbook 2021 - 2022**

### **John F. Ryan Elementary School**

135 Pleasant Street

Tewksbury, MA 01876

Phone (978) 640-7880 Main Office

Fax (978) 640-7888

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

Judi McInnes

William Hart

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

## **Civil Rights Notification**

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

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

[Curriculum Resource Bias Reporting Form](#)

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

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

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John F. Ryan Elementary School  
*Student Handbook*  
**2021-2022**

**RYAN SCHOOL MISSION STATEMENT**

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

**RYAN SCHOOL MOTTO**

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

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

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

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

Welcome to the Ryan School!

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



## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

Our students are active learners in meeting our school's goals. The following outlines the expectations our students should have of their school and its staff. It also lists the responsibilities that our students should have toward their school, its staff, and their community as included in School Committee Regulation JI5131.

### **Rights**

The best possible educational opportunities

A staff which is sensitive and responsive to their individual needs

Fair and just treatment from other students and staff

A safe, clean, non-threatening environment

The right to hear only appropriate language

### **Responsibilities**

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

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

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

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

Honesty, courtesy, appropriate language and appropriate dress

## **PARENT-SCHOOL PARTNERSHIP**



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

During the school year there are several scheduled occasions for parent/guardian and teacher interaction (see school calendar). The first is an open house, 6:30-8:30 PM, which provides parents/guardians the experience of following their sons' and daughters' schedules while each teacher explains the course outcomes and requirements along with specific classroom expectations. The remaining meetings are designated for parent/guardian and teacher conferences to allow the parent/guardian the opportunity to confer with faculty members and administrators concerning all aspects of the school's programs and the student's progress. Conference evenings are typically scheduled from 6:30-8:30 PM. Parents will be able to make individual appointments.

Parents may request a conference at any time by contacting the main office at (978) 640-7880.

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

## **ACADEMIC INFORMATION**

### **PROGRESS REPORTS**

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

### **REPORT CARDS**

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

### GRADE CONVERSION TABLE

A+ = 97 to 100	C = 73 to 76
A = 93 to 96	C- = 70 to 72
A- = 90 to 92	D+= 67 to 69
B+ = 87 to 89	D = 63 to 66

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B = 83 to 86

B- = 80 to 82

C+ = 77 to 79

D- = 60 to 62

F = 59 and below

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

### **EXTRA HELP**

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

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

### **HOMEWORK POLICY**

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

- To help students develop independent work study habits.
- To reinforce learning that has taken place in school.
- To increase potential for home/school communication.
- To increase opportunities for enrichment activities.
- To correlate school learning with outside interest.
- To develop within each student the responsibility for completing and returning homework assignments.

### **ROLE OF THE SCHOOL/TEACHER**

The teacher will:

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

### **ROLE OF THE STUDENT**

The student should:

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

#### ROLE OF THE PARENT/GUARDIAN

The parent/guardian should:

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

#### TIME GUIDELINES FOR HOMEWORK

**Grades 5-6: 45 to 75 minutes per day**

#### **HOMEWORK REQUESTS**

When a student is out of school for two or more consecutive days, parents/guardians can telephone **640-7880** before 8:30am to request homework assignments. Homework will be available at the office one-half hour prior to the end of school. It is helpful for students to have a classmate obtain assignments for shorter absences. (Please note: many of your student's curriculum workbooks and textbooks are available online for home use.)

#### **MAKEUP WORK**

When a student is absent, he/she is responsible for making up the work missed. The student must meet with the teacher to schedule make-up work missed during the absence. Tests/quizzes will be scheduled at the convenience of the teacher. All makeup work should be completed within a period equal to the number of days absent, plus one.

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

#### **HONOR ROLL**

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

- The first area of recognition is comprised of students who have attained all A<sup>s</sup> and 4<sup>s</sup> and 3<sup>s</sup> in all subject areas. Those meeting this requirement have earned *High Academic Honors*.
- The second area of recognition consists of students who have attained all A<sup>s</sup>, B<sup>s</sup>, and 4<sup>s</sup> and 3<sup>s</sup> in all subject areas. Those meeting this requirement have earned *Academic Honors*.

### **CHEATING AND PLAGIARISM**

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

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

### **STUDENT ACTIVITIES INFORMATION**

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

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

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

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

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

## STUDENT CONDUCT

### EXPECTATIONS FOR STUDENTS

Students are expected to behave in ways that facilitate their and others' intellectual, emotional, social and physical well-being. This includes being in class on time, having all required materials, and completing all work on time and at the required standards. Any behavior that jeopardizes the safety or self-esteem of others or interferes with the teaching/learning process will not be tolerated. Any discipline actions taken by the administration and/or staff are confidential and will not be shared with anyone other than the student's parents/guardians and/or their designee.

You are responsible for the following:

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

This Code of Conduct lets you and your parents/guardians know what to expect when disciplinary problems arise during the school day. As a student, you must do your part to make the most of the opportunities you are given here to receive an education. At a minimum, you need to come to school on time and on a regular basis. If a minor problem occurs, teachers may simply talk it out with you. If the problem is more significant or if you have repeated behavior issues, you might serve a teacher detention, an office detention or be suspended from school. Please become familiar with this Code of Conduct.

### BEHAVIORAL EXPECTATIONS

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

- Being spoken to by a staff member or administrator

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

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

- Tardiness to class
- Any violation of an individual teacher's rules of conduct (non-cooperation, cheating, classroom disturbance, use of profanity, etc.)
- Failure to report to teacher detention
- Violation of Dress Code
- Refusal to obey a reasonable request
- Defacing, **damaging or destroying** school property
- Stealing
- Refusing to do work in class
- Bullying or harassing behavior (see Bullying and Harassment policies in this handbook)
- Any act which the staff member justifiably considers intolerable
- Disrespecting fellow student(s) or staff
- Violating the school's cell phone/electronics policy
- Excessive tardiness to school and/or class
- Riding or attempting to ride another bus without permission
- Cheating
- Destroying or defacing another's personal property
- Leaving class without permission
- Refusal to give unauthorized item to teacher
- Swearing or inappropriate language
- Misbehavior in the cafeteria and/or lunch recess (see Cafeteria Behavior and Expectations)
- Running and/or pushing in corridors
- Talking back
- Repeated failure to bring required materials to class
- Being in areas of the building without teacher permission
- Disruption of the learning environment
- Gum chewing
- Public displays of affection

- Possession and/or use of water pistols, yo-yos, toys, laser pointers and other items inappropriate for school use. These items will be confiscated and discarded unless a parent picks them up within the next 5 school days. It is the student's responsibility to inform the parent if he/she wishes to have the item returned.
- Frequent violation of school rules;
- Direct insubordination following a warning by a staff member
- Possession or use of alcoholic or other controlled substance in school, on the school bus, or at any school function;
- Possession or use of tobacco products in school, on school property or on a school bus;
- Leaving the building without permission;
- Possessing, using and/or selling drugs in school, on school grounds, or at any school function;
- Setting off firecrackers or "stink bombs" on school property;
- Improper behavior while on a field trip or while representing the school off school property;
- Fighting or planning to fight in the school building, on school grounds, or on the bus;
- Activating a fire alarm under false pretenses;
- Possession or use of drug/smoking paraphernalia and drug facsimiles;
- "Pantsing";
- Improper use of the Internet **or violation of Acceptable Use Policy**
- Violation of a local, state or federal law;
- Possession of a weapon;
- Possession of a cigarette lighter, matches or any other incendiary device;
- Truancy from class;
- Inappropriate and/or **unwanted/unwarranted** physical contact;
- Physical and/or verbal abuse;
- Failure to report to detention or office when instructed by a teacher;
- Using crude, offensive, vulgar, or obscene gestures and/or language (verbal or written) on school property;
- Instigating, encouraging or being part of a group that encourages a fight;
- Recording, videotaping, or photographing anyone during the school day **including the school bus**

## DETENTION

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



## **SUSPENSION**

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

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

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

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

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

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

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

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

## **CAFETERIA BEHAVIOR AND EXPECTATIONS**

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

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

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

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

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

### RECESS REGULATIONS

#### Outdoor recess rules:

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

#### Indoor recess rules:

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

### CONDUCT ON SCHOOL BUSES

Students who use school buses are subject to school rules while on the bus and at bus stops. Riding the school bus is a privilege which may be suspended whenever a student fails to follow bus rules. Severe or continuous misbehavior may result in permanent bus suspension. Students should be at their stop 5 minutes prior to scheduled pick-up. Buses leave school on or about 2:30pm. There are no late buses **guaranteed at this time** if a student stays for an activity, detention, or extra help.

Students are **not allowed to** switch buses except for significant extenuating circumstances. In such cases, requests must be made in writing and permission must be granted from the administration and transportation director.

### RULES FOR BUS CONDUCT

- Students must obey all directions of the bus driver quickly and courteously;
- Students may not throw any objects in or out of the bus;
- Students may not open windows or doors without the driver's permission nor put arms, head or hands outside the window;
- Students may not do anything which will disturb or distract the driver;
- Horseplay or roughhousing is forbidden;
- Student's parents or guardians must pay for any damage that the student has caused on the bus;

- Students may not open emergency exit doors unless instructed to do so by driver;
- Stairs and aisles must be kept free of any large objects;
- Students must remain seated;
- Eating and/or drinking are not allowed;
- The use of any drugs, alcohol, or tobacco products are forbidden;
- The use of obscene or inappropriate language is forbidden

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

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

These procedures apply when a bus discipline problem occurs:

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

## **SECURITY VIDEO CAMERAS ON SCHOOL BUSES –**

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

### **BULLYING**

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

### **BULLYING**

is defined as:

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

### **CYBERBULLYING**

is defined as:

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

Students with differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnancy or parenting status, sexual orientation (lesbian, gay, bisexual, transgender, questioning), mental, physical, developmental or sensory disability or who by association with a person who has or is perceived to have one or more of these characteristics, will be provided support and anti-bullying skills, knowledge and strategies

needed to prevent or respond to bullying or harassment of the student with differentiating characteristic(s) and the peer group.

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

### **CARE OF SCHOOL PROPERTY**

Students are responsible for the safekeeping of all books, supplies and other school equipment. If a student willfully damages such school property, he/she will be required to pay for its replacement and may face disciplinary action. Parents/guardians will be notified and, possibly, the police department as well. The school will seek restitution from parents or guardians and may work with the police to resolve the issue if needed. Lost books must be paid for before the student leaves in June for summer vacation. Failure to pay for lost materials could also result in disciplinary action.

### **DRESS CODE**

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

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

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

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

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

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

Students will be asked to change the article in question by any staff member. This dress code is in effect for all school events. Issues relating to dress code will be handled in a discreet and respectful manner. Parents will be notified and may need to be available in the event that appropriate school attire is needed.

### **DISCIPLINE OF STUDENTS ON EDUCATIONAL PLANS**

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

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

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

### **SAFE SCHOOLS LEGISLATION**

**MGL Chapter 71; Section 37H3/4**  
**Suspension Policy**

[Double Click to Link to the Table of Contents](#)



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

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

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

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

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

#### **MGL Chapter 71; Section 37H**

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



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

- Upon the issuance of a criminal complaint charging a student with a felony, or upon the issuance of a felony delinquency complaint against a student, a principal may suspend such student for a period of time determined to be appropriate by said principal if said principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for the suspension prior to the suspension taking effect. The student shall also receive written notification of the right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent. The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five (5) calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel. The superintendent shall have the right to overturn or alter the decision of the principal, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.
- Upon a student's being convicted of a felony or upon adjudication or admission in court of guilt with respect to such felony or felony delinquency, the principal may expel said student if such principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. (Due process procedures including notification, request for appeal and appeal hearing mirror those procedures outlined in the first paragraph above). Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.

### **STUDENT CONDUCT AFFECTED BY THE EDUCATION REFORM ACT**

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

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

(B.) If a student is found on school premises or at school-related events, including athletic games, to be in possession of a dangerous weapon, including but not limited to, a gun or a

knife; possession of ammunition for a weapon; or of a controlled substance as defined in chapter 44C (including, but not limited to, marijuana, cocaine, and heroin) said student will be immediately suspended for an indefinite period of time, and, may be subject to expulsion from the school or school district by the principal.

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

### **STATE AND FEDERAL LAWS**

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

### **SEARCH AND SEIZURE**

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

If we find contraband, we will confiscate it and turn it over to the police. We will also notify parents/guardians and begin procedures which may lead to a student suspension from school.

## **GENERAL INFORMATION**

### **ATTENDANCE AND ABSENCES**

#### Excused Absences

**Exempt Absence:** A student's absence is classified as excused or "exempt" for the following reasons:

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

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

Aspen Code: AE-with reason

#### Unexcused Absences

**Absent Confirmed (non-exempt):** For an absence to be confirmed, a parent/guardian must call the child's school on the morning of the absence or email the school at [ryanattendance@tewksbury.k12.ma.us](mailto:ryanattendance@tewksbury.k12.ma.us) and include the student name in the subject field of the email. The

student must present a note from the parent/guardian upon return to school. It is considered an unexcused absence until it satisfies one of the reasons above.

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

Aspen Code: AC

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

This type of absence or truancy also counts toward the total number of accumulated unexcused absences.

Aspen Code: A

Performance of household or babysitting duties, school visits, and family travel or vacation are considered **unexcused** absences.

### ***Absenteeism and the Massachusetts General Laws:***

- The parents or guardians of each pupil shall, annually, at the commencement of each school year, be sent a notice instructing them to call a designated telephone number at a designated time to inform the school of the absence of a pupil and the reason therefor. Said notice shall also require such parent or guardian to furnish the school with a home, work or other emergency telephone number where they can be contacted during the school day. If a pupil is absent and the school has not been notified by the designated time, the school shall call the telephone number or numbers furnished to inquire about said absence.
  - o (Massachusetts General Law Title XII, Chapter 76, Section 1A)
- Following the 5th unexcused absence, a letter will be generated from the Principal's office, or the Principal's designee, notifying the parent/guardian, in writing, of the student's absence, and requesting a meeting with the parent/guardian to discuss the student's attendance. The letter will direct the parent/guardian to contact the Principal's office, or the Principal's designee, within 5 school days to schedule a meeting. If the parent/guardian does not contact the Principal's office or the Principal's designee, within 5 school days, the Principal's office, or the Principal's designee, will call the parent or guardian for purposes of scheduling a meeting. At the meeting, the Principal (Assistant Principal or other designee), the parent/guardian and the student must develop action steps to address the student's attendance. Other relevant school personnel and officials from public safety, health and human services, housing and nonprofit agencies, may offer input into the development of action steps.
  - o (Massachusetts General Law Title XII, Chapter 76, Section 1B)
- Following non-exempt absences of seven (7) full days or fourteen (14) half-days within any period of six (6) months, a supervisor of attendance may choose to file a "failure to send" complaint against the parent or guardian in the juvenile court.
  - o (Massachusetts General Law Title XII, Chapter 76, Section 2)

- Whoever induces or attempts to induce a minor to absent himself unlawfully from school, or unlawfully employs him or harbors a minor who, while school is in session, is absent unlawfully therefrom, shall be punished by a fine of not more than two hundred dollars.
  - o (Massachusetts General Law Title XII, Chapter 76, Section 4)
- Following the eighth (8th) non-exempt absence in one quarter, the Principal or designee may choose to file a "Habitual Truant" Child Requiring Assistance (CRA) in the juvenile court to support the student in attending school.
  - (Massachusetts General Law Title XVII, Chapter 119, Section 39 E&G)

### **Attendance Protocol in the Tewksbury Public Schools:**

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

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

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

### **TRUANCY**

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

### **TARDINESS**

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

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

## **DISMISSALS**

- Dismissal notes should be given to the homeroom teacher and state the following: Student's first name, last name, homeroom, time of dismissal, reason for dismissal, room number where the student will be at that time, and parent signature.
- No student will be dismissed from school unless a responsible adult is available to escort him/her home.
- A student dismissed before 11:00 AM is considered absent unless the student returns to school.

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

## **EARLY ARRIVAL**

Students who do not take the bus in the morning will be unable to enter the building prior to 8:00 AM. Teacher supervision begins at this time and we are unfortunately unable to guarantee the safety of students who arrive earlier.

## **VACATIONS DURING THE SCHOOL YEAR**

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

## **NO SCHOOL/DELAYED OPENING/EARLY RELEASE ANNOUNCEMENTS**

Schools will be closed only in the case of severe, inclement weather. Announcements relative to closing schools for inclement weather will be carried by TV stations, **Twitter@tpsdistrict**, and through the district's telephone notification system "**One Call Now.**"

Delayed Openings: Superintendent will notify the public by the same procedure as "no school" announcements. Parents and students are requested not to call the Police Station, Fire Station, Bus Contractors, School Principals, or the Superintendent of Schools for "no school" information. Information will not be available from these sources.



*Early dismissals are highly unusual.* In the event we must dismiss schools early due to inclement weather or other conditions, an announcement will be made on television stations (Channels 4, 5, 7, 25 and NECN), on One Call Now, our telephone notification system, and on *Twitter*. System-wide early dismissal will be in the following order: High School, Wynn, Ryan, Heath Brook/Trahan, and Dewing/North Street Schools. Hopefully, we can avoid some school cancellations during the winter by use of this plan. It is advisable to arrange for a safe home for your student to go to in the event that you may not always be at home. Your cooperation is appreciated.

### **GUIDANCE DEPARTMENT**

School psychologists are available to every student in the school. These services include counseling in the areas of academics, social issues, and home concerns. School psychologists meet with most students throughout the year in an effort to get to know them. A student can make an appointment to see a school psychologist. The school psychologist will make arrangements to meet with the student at a mutually agreeable time.

### **Health Services**

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

**2. Screenings:** State law mandates the following screenings:

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

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

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

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

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

**7. When to keep your student home:**

1. Fever over 100 °F. Students may return to school when fever free for 24 hours without the use of fever reducing medications such as Tylenol or ibuprofen.
2. An unexplained vomiting episode, or 3 or more loose, watery stools or loss of control of stools. The student may return after 24 hours after last episode, and has returned to normal diet.
3. Conjunctivitis: Any drainage from the eye can signal infection. Please have it checked and provide written clearance from a health care provider. Keep the student home until 24 hours after the first dose of medication.
4. Antibiotics: these are prescribed for infections. Please avoid spreading infection by keeping the student home until 24 hours after the first dose of medication.

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



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

### **Medications**

- By law, all medications, prescription or over the counter, must have a written physician's order and written parental permission to be administered in the school setting. Tylenol and ibuprofen may be administered at the school nurse's discretion with established protocols developed by the consulting school physician when a signed parental permission form is on file in the health office.
- All other medications that may need to be taken during the school day, whether routine or as needed, must have a written physician's order as well as a completed parental permission form that can be downloaded from the school website or obtained at the health office. Every effort should be made to schedule medications outside the school day, such as daily meds and those given twice a day. If special circumstances prevail, please speak to the school nurse to establish a plan.
- Medication must be in a pharmacy labeled container or unopened original manufacturer's container. Ask your pharmacist for a second prescription-labeled bottle if medication needs to be taken between home and school. Medication will not be given from any other type of container. Please notify the school nurse of any changes in medications or dosages.
- Medication must be taken in the nurse's office under the supervision of the school nurse. If special circumstances exist, please call the nurse to explain and to establish a plan for self-administration. Students with self-administration privileges must be capable of keeping the medication to themselves during the school day. Sharing medication with other students is not permitted.
- By law, students are allowed to carry emergency medications, including respiratory inhalers, insulin, and epi-pens with prior knowledge of the nurse. Please be sure to have the necessary physician and parent signed forms on file in the health office.
- Please call the school nurse's office at (978) 640-7880 or email with any questions you may have or to make an appointment.
- Failure to adhere to the above policies and procedures may result in suspension.

### **LOCKERS - STUDENT ASSIGNMENT AND USE**

Students are assigned a locker for books, coats and jackets at the beginning of each year and are given a lock with a unique combination to use during the school year. Students can go to their lockers before and after school, at the beginning of lunch period, and any additional times as decided by the team of teachers. Students should keep the combination to their locks a secret. The school is not responsible for items stolen from a locker. All items stored in lockers must be related to an authorized school activity. School officials may, without prior warning,

examine the contents of a locker when there is reasonable suspicion to believe that the locker may contain prohibited items.

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

### VALUABLES

Students should not bring large amounts of money or expensive items to school. If necessary, students may place money in a sealed, labeled envelope and store it temporarily in the safe in the main office. **DO NOT LEAVE** money, watches, rings, purses or other things of value in lockers or classrooms. A student may ask a Physical Education Teacher to hold valuables for a student during Physical Education classes. Tewksbury Public Schools is not responsible for lost or stolen items.

### LOST AND FOUND

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

### TELEPHONE USE

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

### WALKING TO SCHOOL

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

### RIDING A BICYCLE TO SCHOOL

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

- In accordance with the Massachusetts Bicycle Helmet Law, **all individuals, 16 or younger, must wear a bike helmet when riding a bicycle to school.**
- Students riding a bicycle will leave on **first dismissal**.
- Students should use a bike lock of their own to ensure its safe keeping while at school.

## **FIELD TRIPS**

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

## **EMERGENCY PROCEDURES**

### **FIRE ALARM DIRECTIONS**

Students should be aware that fire exit directions are posted in each classroom. Students should:

- Locate and consult these directions when entering each classroom or school area;
- Follow those directions quickly and quietly when the alarm sounds;
- Leave the school building immediately with teachers;
- Follow the prescribed route and ask teachers if there are any questions concerning the fire exit directions;
- Use alternate routes other than posted instructions in case the fire is blocking established routes, e.g. rear doors adjoining one class with another, outside exits, different staircases, etc.;
- Listen to any additional instructions given on the public address system and follow these;
- Not enter the building until directed to do so by a teacher;
- While outdoors, remain at least 50 feet from the school building with teachers;
- Treat every fire alarm as a real alarm.

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

### **EVACUATION**

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

### **LOCKOUT**

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

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

### **LOCKDOWN**

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

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

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

### **A.L.I.C.E. PROTOCOL**

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

### **NEW STUDENT REGISTRATION**

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

### **ADDRESS CHANGE**

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

## **POLICIES**

### **ACCEPTABLE USE OF COMPUTERS**

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

## **AHERA**

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

## **ALCOHOL AND OTHER DRUG POLICY**

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

## **APPROPRIATE USE OF PERSONAL ELECTRONIC DEVICES**

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

Use of a personal electronic device's audio or visual recording features is not permitted without prior approval of an administrator or teacher. Massachusetts law makes it a crime to secretly record an in-person or telephone conversation without the consent of all parties to the conversation. Failure to comply with the requirements of this policy will result in disciplinary action and may result in suspension.

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

## **NONDISCRIMINATION**

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

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

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

1. Upon issuance of a criminal complaint charging a student with a felony or upon issuance of a felony delinquency complaint, the principal may suspend such student for a period of time

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

2. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such felony or felony delinquency, the principal may expel such student if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

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

#### **PROCEDURES FOR STUDENTS WITH DISABILITIES SECTION 504**

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

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

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

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

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

#### **DISCRIMINATION, OTHER FORMS**

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

#### **EXPULSION**

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

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



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

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

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

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

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

## **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 not considered appropriate in the school setting or at school events. These behaviors may lead to disciplinary action.

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

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

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

### **HAZING LAW**

Massachusetts General Laws - Chapter 269

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

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

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

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

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

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

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

### **STUDENT RECORDS**

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

### **INSPECTION OF RECORDS**

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

The parent and eligible student have the right to receive a copy of any part of the record, although the school may charge a reasonable fee for the cost of duplicating the materials. The parent and eligible student may request to have parts of the record interpreted by a qualified professional from the school, or may invite anyone else of their choice to inspect or interpret the record with them.

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

### **CONFIDENTIALITY OF RECORDS**

Except where the regulations specifically authorize access by third parties, no individuals or organizations other than the parent, eligible student and school personnel working directly with

the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or eligible student.

### **AMENDMENT OF RECORDS**

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

### **DESTRUCTION OF RECORDS**

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

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

### **FURTHER POLICIES**

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

To: Superintendent Malone

From: John Weir, Principal of Wynn Middle School

Date: June 2, 2021

RE: Handbook Updates

Changes are highlighted yellow with red text. Strikethroughs indicate text that will be removed.

Page 1: School year updated

Page 2: Handbook contract due date updated

Page 6: School year updated

Page 7: School calendar and Chain of Communication links updated

Page 11: Grammar correction

Page 14: Clarifying language referencing specific policies regarding electronic devices and acceptable use

Page 14: Removal of vague language beginning "Any act which..."

Page 16: Clarifying language referencing specific policies regarding electronic devices and acceptable use

Page 27: Alignment with district change from 12 to 10 days absence notification

Page 36: Clarification of new location for student registration (administrative offices rather than school)

Page 40: Clause added by Attorney (under Title IX)

# John W. Wynn Middle School

"Do the Right Thing"



## Student Handbook ~~2020-2021~~ **2021-2022**

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

John S. Weir  
Andrew J. Long

Principal  
Assistant Principal

## WYNN MIDDLE SCHOOL MISSION STATEMENT

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

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

### STUDENT AND PARENT/GUARDIAN CONTRACT PAGE

Dear Student and Parent/Guardian:

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

**A handbook contract will be provided to students during the first week of school. Please sign and return to your student's homeroom teacher by Tuesday, September 29, 2020. Wednesday, September 15, 2021.**

Thank you for your cooperation.

Please Note:

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



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# John W. Wynn Middle School

## *Student Handbook*

~~2020-2021~~ **2021-2022**

### WYNN MIDDLE SCHOOL MISSION STATEMENT

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

### WYNN MIDDLE SCHOOL MOTTO

*Do the right thing!*

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

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

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

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

Have a productive and enjoyable school year!

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

All students at John W. Wynn Middle School in grades 7-8 receive the same information and academic counseling on the full range of general curricular and occupational/vocational opportunities regardless of race, color, sex, native language, ethnicity, socioeconomic status,

gender identity or expression, religion, physical appearance, national origin, sexual orientation, disability, pregnancy or parenting status, and homelessness.

## **2020--2021 2021-2022 SCHOOL CALENDAR**

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

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

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

### **Rights**

The best possible educational opportunities

A staff which is sensitive and responsive to their individual needs

Fair and just treatment from other students and staff

A safe, clean, non-threatening environment

The right to hear only appropriate language

### **Responsibilities**

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

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

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

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

Honesty, courtesy, appropriate language and appropriate dress

## PARENT-SCHOOL PARTNERSHIP

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

During the school year there are several scheduled occasions for parent/guardian and teacher interaction (see school calendar). The first is an open house which provides parents/guardians the experience of following their sons' and daughters' schedules while each teacher explains the course outcomes and requirements along with specific classroom expectations. The remaining meetings are designated for parent/guardian and teacher conferences to allow the parent/guardian the opportunity to confer with faculty members and administrators concerning all aspects of the school's programs and the student's progress. Conference evenings are typically scheduled from 6:30-8:30 PM. Parents will be able to make individual appointments.

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

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

## ACADEMIC INFORMATION

### PROGRESS REPORTS

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

### REPORT CARDS

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



## GRADE CONVERSION TABLE

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

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

## LEVELS OF INSTRUCTION

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

Parents of students who do not meet the criteria may appeal. Appeal forms are available in the main office.

## PROMOTION REQUIREMENTS AND RETENTION

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

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

### **EXTRA HELP**

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

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

### **HOMEWORK POLICY**

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

- To help students develop independent work study habits.
- To reinforce learning that has taken place in school.
- To increase potential for home/school communication.
- To increase opportunities for enrichment activities.
- To correlate school learning with outside interest.
- To develop within each student the responsibility for completing and returning homework assignments.

### **ROLE OF THE SCHOOL/TEACHER**

The teacher will:

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

### **ROLE OF THE STUDENT**

The student should:

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

## ROLE OF THE PARENT/GUARDIAN

The parent/guardian should:

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

## TIME GUIDELINES FOR HOMEWORK

**Grades 7-8: 90 to 120 minutes per day**

### **HOMEWORK REQUESTS**

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

### **MAKEUP WORK**

When a student is absent, he/she is responsible for making up ~~the work missed~~ **any missed work**. The student must meet with the teacher to schedule make-up work missed during the absence. Tests/quizzes will be scheduled at the convenience of the teacher. All makeup work should be completed within a period equal to the number of days absent, plus one.

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

### **HONOR ROLL**

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

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

### **PRESIDENT'S AWARDS**

**President's Awards for Educational Excellence--Gold**

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

#### **President's Awards for Educational Achievement--Silver**

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

### **CHEATING AND PLAGIARISM**

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

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

### **STUDENT ACTIVITIES INFORMATION**

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

In order to participate in Clubs/Activities, students must pay a user fee of \$30 per club. At the Wynn there is a \$60 cap per student and a \$120 cap per family. Activities can be joined at no cost once the cap has been reached. User fees can be paid using Community Pass. (<https://register.communitypass.net/reg/index.cfm>)

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

Adventure Club	Math Team
Art Club	Mural Club
Basketball	Quidditch
Cricket	Robotics/Coding Club
Debate Club	Running Club

Drama Club	School Newspaper
Eco-Geo Club	Science Club
Flag Football	Ski and Boarding Club
Homework Club	S.M.I.L.E.(Students Making an Impact on Lives Everywhere)
Knowledge Bowl	Student Council
Literary Magazine	Ultimate Frisbee
	Volleyball
	Yearbook

## STUDENT CONDUCT

### EXPECTATIONS FOR STUDENTS

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

You are responsible for the following:

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

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

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

consequences that are applied with fairness and consistency.

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

## **BEHAVIORAL EXPECTATIONS**

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

### **Level I Infractions**

(Dealt with by teachers)

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

### **Potential Level I Infraction Penalties**

- Communication with Parent/Guardian
- Teacher detention or team detention
- Restorative Justice Activities

### **Level II Infractions**

(Dealt with by an administrator)

- Failure to report to a teacher or team detention
- Violation of Dress Code
- Refusal to obey a reasonable request
- Defacing school property
- Stealing (minor)
- Refusing to do work in class
- Bullying or harassing behavior (see Bullying and Harassment policies in this handbook)
- ~~Any act which the staff member justifiably considers intolerable~~
- Disrespecting fellow student(s) or staff
- ~~Violating the school's cell phone/electronics policy~~
- Violation of the Appropriate Use of Personal Electronic Devices policy
- Violation of the Acceptable Use Policy
- Excessive tardiness to school and/or class
- Riding or attempting to ride another bus without permission
- Cheating
- Unwarranted physical contact
- Destroying or defacing another's personal property
- Cutting class



- Leaving class without permission
- Refusal to give unauthorized item to teacher
- Swearing or inappropriate language
- Misbehavior in the cafeteria and/or lunch recess (see Cafeteria Behavior and Expectations)
- Running and/or pushing in corridors
- Talking back
- Repeated failure to bring required materials to class
- Being in areas of the building without teacher permission
- Disruption of the learning environment
- Gum chewing
- Public displays of affection
- Possession and/or use of water pistols, yo-yos, toys, laser pointers and other items inappropriate for school use. These items will be confiscated and discarded unless a parent picks them up within the next 5 school days. It is the student's responsibility to inform the parent if he/she wishes to have the item returned.

#### **Potential Level II Infraction Penalties**

- Detention
- Multiple Detentions
- Suspension
- Restorative Justice Activities

#### **Level III Infractions**

(Dealt with by Administration)

- Refusal to do school work in class as requested by a teacher;
- Frequent violation of school rules;
- Direct insubordination following a warning by a staff member
- Stealing (major);
- Possession or use of alcoholic or other controlled substance in school, on the school bus, or at any school function;
- Defacing, damaging or destroying school property;
- Possession or use of tobacco products in school, on school property or on a school bus;
- Leaving the building without permission;
- Possessing, using and/or selling drugs in school, on school grounds, or at any school function;
- Setting off firecrackers or "stink bombs" on school property;
- Improper behavior while on a field trip or while representing the school off school property;
- Fighting in the school building, on school grounds, or on the bus;
- Activating a fire alarm under false pretenses;
- Possession or use of drug/smoking paraphernalia and drug facsimiles;

- “Pantsing.”
- Improper use of the Internet;
- Violation of a local, state or federal law;
- Possession of items used for gambling, betting or lottery purposes, including playing cards, dice, lottery tickets, etc.;
- Possession of a weapon;
- Possession of a cigarette lighter, matches or any other incendiary device;
- Truancy from class;
- Presence in school while intoxicated or under the influence of drugs or alcohol;
- Inappropriate physical contact;
- Physical and/or verbal abuse;
- Failure to report to detention or office when instructed by a teacher;
- Using crude, offensive, vulgar, or obscene gestures and/or language (verbal or written) on school property;
- Instigating, encouraging or being part of a group that encourages a fight;
- Recording, videotaping, or photographing anyone during the school day;
- **Violation of the Appropriate Use of Personal Electronic Devices policy**
- Planning a fight during school that will occur after school or off school property
- Threatening or resorting to physical violence (punching, hitting, kicking, tripping, etc...)
- Violation of the Bullying and/or Harassment Policy
- **Violation of the Acceptable Use Policy**

#### **Potential Level III Infraction Penalties**

- Multiple Detentions
- Suspension
- Expulsion
- Restorative Justice Activities

#### **DETENTION**

**Team or teacher detentions** generally occur on Tuesdays, Wednesdays, and Thursdays and normally last for 1 hour following the dismissal of students. **Office detentions** are issued by an administrator, are held on Tuesdays and Thursdays, and last until 3:00pm. Any student failing to report to an office detention will receive an additional office detention. Failure to report to both detentions may result in a suspension from school. A student may be asked to serve a Friday detention for academic or behavioral reasons.

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

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

## **SUSPENSION**

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

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

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

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

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

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

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

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

## **RESTORATIVE JUSTICE**

Restorative justice is a voluntary process whereby offenders, victims and members of the community collectively identify and address harms, needs and obligations resulting from an offense, in order to understand the impact of that offense, provided, however, that offenders accept responsibility for their actions. The process supports the offender as the offender makes reparation to the victim or to the community in which the harm occurred.

## **CAFETERIA BEHAVIOR AND EXPECTATIONS**

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

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

- Not push or cut in the lunch line
- Not move from table to table

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

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

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

### **CONDUCT ON SCHOOL BUSES**

Students who use school buses are subject to school rules while on the bus and at bus stops. Riding the school bus is a privilege which may be suspended whenever a student fails to follow bus rules. Severe or continuous misbehavior may result in permanent bus suspension. Students should be at their stop 5 minutes prior to scheduled pick-up. Buses leave school on or about 2:05pm. Students are **not allowed to** switch buses except for significant extenuating circumstances. In such cases, requests must be made in writing and permission must be granted from administration and transportation director.

### **RULES FOR BUS CONDUCT**

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

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

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

These procedures apply when a bus discipline problem occurs:

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

### **SECURITY VIDEO CAMERAS ON SCHOOL BUSES –**

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

### **BULLYING**

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

## **BULLYING**

is defined as:

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

## **CYBERBULLYING**

is defined as:

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

Students with differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnancy or parenting status, sexual orientation (lesbian, gay, bisexual, transgender, questioning), mental, physical, developmental or sensory disability or who by association with a person who has or is perceived to have one or more of these characteristics, will be provided support and anti-bullying skills knowledge and strategies needed to prevent or respond to bullying or harassment of the student with differentiating characteristic(s) and the peer group.

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



### **CARE OF SCHOOL PROPERTY**

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

### **CORRIDOR PASSES**

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

### **DRESS CODE**

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

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

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

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

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

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

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

## **DISCIPLINE OF STUDENTS ON EDUCATIONAL PLANS**

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

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

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

## **SAFE SCHOOLS LEGISLATION**

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

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

### **MGL Chapter 71; Section 37H**

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

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

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

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

- Upon a student's being convicted of a felony or upon adjudication or admission in court of guilt with respect to such felony or felony delinquency, the principal may expel said student if such principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. (Due process procedures including notification, request for appeal and appeal hearing mirror those procedures outlined in the first paragraph above). Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.

#### **STUDENT CONDUCT AFFECTED BY THE EDUCATION REFORM ACT**

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

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

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

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

#### **STATE AND FEDERAL LAWS**

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

## SEARCH AND SEIZURE

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

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

## GENERAL INFORMATION

### ATTENDANCE AND ABSENCES

#### Excused Absences

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

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

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

Aspen Code: AE-with reason

#### Unexcused Absences

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

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

Aspen Code: AC

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



This type of absence or truancy also counts toward the total number of accumulated unexcused absences.

Aspen Code: A

Performance of household or babysitting duties, school visits, and family travel or vacation are considered **unexcused** absences.

### ***Absenteeism and the Massachusetts General Laws:***

- The parents or guardians of each pupil shall, annually, at the commencement of each school year, be sent a notice instructing them to call a designated telephone number at a designated time to inform the school of the absence of a pupil and the reason therefor. Said notice shall also require such parent or guardian to furnish the school with a home, work or other emergency telephone number where they can be contacted during the school day. If a pupil is absent and the school has not been notified by the designated time, the school shall call the telephone number or numbers furnished to inquire about said absence.
  - (Massachusetts General Law Title XII, Chapter 76, Section 1A)
- Following the 5th unexcused absence, a letter will be generated from the Principal's office, or the Principal's designee, notifying the parent/guardian, in writing, of the student's absence, and requesting a meeting with the parent/guardian to discuss the student's attendance. The letter will direct the parent/guardian to contact the Principal's office, or the Principal's designee, within 5 school days to schedule a meeting. If the parent/guardian does not contact the Principal's office or the Principal's designee, within 5 school days, the Principal's office, or the Principal's designee, will call the parent or guardian for purposes of scheduling a meeting. At the meeting, the Principal (Assistant Principal or other designee), the parent/guardian and the student must develop action steps to address the student's attendance. Other relevant school personnel and officials from public safety, health and human services, housing and nonprofit agencies, may offer input into the development of action steps.
  - (Massachusetts General Law Title XII, Chapter 76, Section 1B)
- Following non-exempt absences of seven (7) full days or fourteen (14) half-days within any period of six (6) months, a supervisor of attendance may choose to file a "failure to send" complaint against the parent or guardian in the juvenile court.
  - (Massachusetts General Law Title XII, Chapter 76, Section 2)
- Whoever induces or attempts to induce a minor to absent himself unlawfully from school, or unlawfully employs him or harbors a minor who, while school is in session, is absent unlawfully therefrom, shall be punished by a fine of not more than two hundred dollars.
  - (Massachusetts General Law Title XII, Chapter 76, Section 4)



- Following the eighth (8th) non-exempt absence in one quarter, the Principal or designee may choose to file a “Habitual Truant” Child Requiring Assistance (CRA) in the juvenile court to support the student in attending school.

(Massachusetts General Law Title XVII, Chapter 119, Section 39 E&G)

### **Attendance Protocol in the Tewksbury Public Schools:**

1. Following the fifth (5th) unexcused absence, a letter will be sent home to parents or guardians notifying them of their child's attendance and a copy of the letter will be placed in the student's file. This may be accompanied by a phone call home expressing concern to arrange a meeting with the Principal or designee and/or the School Guidance Counselor.
2. Following unexcused absences of seven (7) full days or fourteen (14) half-days within any period of six (6) months, a supervisor of attendance may choose to file a “failure to send” complaint in the juvenile court. (Massachusetts General Law Title XII, Chapter 76, Section 2)
3. Following the ~~twelfth (12th)~~ **tenth (10th)** unexcused absence, a second letter will be sent home to the parent/guardian notifying them of their child's attendance and a copy will be placed in the student's file.
4. ~~Between twelve to fifteen (12-15)~~ **After ten (10)** absences the School Attendance Officer may make phone contact or visit the home of the parent/guardians.
5. Following the eighth (8th) unexcused absence in one quarter, the Principal or designee may choose to file a Child Requiring Assistance (CRA) in the juvenile court to support the student in attending school. (Massachusetts General Law Title XVII, Chapter 119, Section 39 E&G)

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

### **TUTORING SERVICES**

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

### **TRUANCY**

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

### **TARDINESS**

Students must be in their homeroom seats at 7:40 am. If tardy, students must obtain an admission slip from the office. Tardy students should also bring a note, have a parent call, or have a parent accompany him/her to the office.

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

- At three (3) tardies a student will receive an office detention.
- At six (6) tardies a student will receive a Friday afternoon detention.
- For each additional two (2) tardies a student will receive another Friday detention.

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

### **DISMISSALS**

- Dismissal notes should be given to the homeroom teacher and state the following: Student's first name, last name, homeroom, time of dismissal, reason for dismissal, room number where the student will be at that time, and parent signature.
- No student will be dismissed from school unless a responsible adult is available to escort him/her home.
- A student dismissed before 10:35am is considered absent unless the student returns to school.

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

### **EARLY ARRIVAL**

Students who do not take the bus in the morning will be unable to enter the building unless they have an appointment with a teacher for extra help. Teacher supervision begins at 7:25 and we are unable to supervise students prior to this time.

### **VACATIONS DURING THE SCHOOL YEAR**

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

### **NO SCHOOL/DELAYED OPENING/EARLY RELEASE ANNOUNCEMENTS**

Schools will be closed only in the case of severe, inclement weather. Announcements relative to closing schools for inclement weather will be carried by TV stations, **Twitter@tpsdistrict**, and through the district's telephone notification system **One Call Now**.

Delayed Openings: Superintendent will notify the public by the same procedure as "no school" announcements. Parents and students are requested not to call the Police Station, Fire Station, Bus Contractors, School Principals, or the Superintendent of Schools for "no school" information. Information will not be available from these sources.

Early Dismissal: *Early dismissals are highly unusual.*

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

### **GUIDANCE DEPARTMENT**

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

### **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](http://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](#).

### **HEALTH SERVICES**

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

**2. Screenings:** State law mandates the following screenings:

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

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

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

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

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

**6. Concussion and Head Injuries:** Head injuries/concussions must be reported to the school nurse, when reporting back to school. **Documentation from the health care provider must be**

provided to the school nurse that the student may return to school along with any restrictions in activity or academics that may be required. Please contact the school nurse prior to returning to school. Please visit [www.tewksbury.k12.ma.us](http://www.tewksbury.k12.ma.us) District Info Policy Manual to access TPS Policies regarding Concussion. Refer to File: JJIF ATHLETIC CONCUSSION POLICY and File: JJIF-R ATHLETIC CONCUSSION REGULATIONS.

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

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

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

Every effort will be made to see

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

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

## **8. When to keep your student home:**

1. Fever over 100 °F. Students may return to school when **fever free for 24 hours without** the use of fever reducing medications such as Tylenol or ibuprofen.
2. An unexplained vomiting episode, or 3 or more loose, watery stools or loss of control of stools. May return after **24 hours after last episode**, and has returned to normal diet.
3. Conjunctivitis: Any drainage from the eye can signal infection. Please have it checked and provide written clearance from a health care provider. Keep the student home until **24 hours after the first dose of medication**.
4. Antibiotics: these are prescribed for infections. Please avoid spreading infection by keeping the student home **until 24 hours** after the first dose of medication.



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

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

### **MEDICATIONS**

- By law, all medication, prescription or over the counter, must have a written physician's order and written parental permission to be administered in the school setting. Tylenol and ibuprofen may be administered at the school nurse's discretion with established protocols developed by the consulting school physician when a signed parental permission form is on file in the health office.
- All other medication that may need to be taken during the school day, whether routine or as needed, must have a written physician's order as well as a completed parental permission form that can be downloaded from the school website or obtained at the health office. Every effort should be made to schedule medications outside the school day, such as daily meds and those given twice a day. If special circumstances prevail, please speak to the school nurse to establish a plan.
- Medication must be in a pharmacy labeled container or unopened original manufacturer's container. Ask your pharmacist for a second prescription-labeled bottle if medication needs to be taken between home and school. Medication will not be given from any other type of container. Please notify the school nurse of any changes in medications or dosages.
- Medication must be taken in the nurse's office under the supervision of the school nurse. If special circumstances exist, please call the nurse to explain and to establish a plan for self-administration. Students with self-administration privileges must be capable of keeping the medication to themselves during the school day. Sharing medication with other students is not permitted.
- By law, students are allowed to carry emergency medications, including respiratory inhalers, insulin, and epi-pens with prior knowledge of the nurse. Please be sure to have the necessary physician and parent signed forms on file in the health office.
- Please call the school nurse's office at (978) 640-7846 or email with any questions you may have or to make an appointment.
- Failure to adhere to the above policies and procedures may result in suspension.

### **LOCKERS - STUDENT ASSIGNMENT AND USE**

Students are assigned a locker for books, coats and jackets at the beginning of each year and are given a lock with a unique combination to use during the school year. Students can go to



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

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

### **VALUABLES**

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

### **LOST AND FOUND**

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

### **RESTROOM USE**

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

### **TELEPHONE USE**

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

### **WALKING TO SCHOOL**

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

### **RIDING A BICYCLE TO SCHOOL**

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

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

### **DANCES**

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

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

- Students cannot record or take photos in the cafeteria during a dance.

### **FIELD TRIPS**

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

### **EMERGENCY PROCEDURES**

#### **FIRE ALARM DIRECTIONS**

- Students should be aware that fire exit directions are posted in each classroom. Students should:
  - Locate and consult these directions when entering each classroom or school area;
  - Follow those directions quickly and quietly when the alarm sounds;
  - Leave the school building immediately with teachers;
  - Follow the prescribed route and ask teachers if there are any questions concerning the fire exit directions;
  - Use alternate routes other than posted instructions in case the fire is blocking established routes, e.g. rear doors adjoining one class with another, outside exits, different staircases, etc.;
  - Listen to any additional instructions given on the public address system and follow these;
  - Not enter the building until directed to do so by a teacher;
  - While outdoors, remain at least 50 feet from the school building with teachers;
  - Treat every fire alarm as a real alarm.

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

### **EVACUATION**

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

### **LOCKOUT**

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

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

### **LOCKDOWN**

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

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

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

### **A.L.I.C.E. PROTOCOL**

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

### **NEW STUDENT REGISTRATION**

**139 Pleasant Street Tewksbury, MA 01876 in the Office of Student & Family Supports**

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

- proof, **both of residency and occupancy**, that the student lives in the school district (If a student is not living with parents, the school needs to know who the person is and what authority they have to be the guardian);
- copy of academic transcript from last school;
- transfer card from last school;
- medical/immunization record;
- most recent Educational Plan (if applicable);
- verification that student was not expelled from previous school; if student was expelled, it is possible that enrollment may not be permitted. **Note: Until all materials are obtained and verified, registration is incomplete.**

## **POLICIES**

### **ACCEPTABLE USE OF COMPUTERS**

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

## **AHERA**

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

## **ALCOHOL AND OTHER DRUG POLICY**

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

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

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

## **APPROPRIATE USE OF PERSONAL ELECTRONIC DEVICES**

During the school day, students may have in their possession a silenced personal electronic device such as, but not necessarily limited to, a cellular/mobile telephone, smartphone, audio-visual player/recorder, or laptop/tablet/handheld/pen-based computer. The use of communication features of such devices during instructional time is prohibited, unless the classroom teacher or other school official has provided authorization for their use. Students accessing the internet through the use of cellular wireless technology are expected to adhere to their signed acceptable use policy for the internet.

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

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

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

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

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

### **NONDISCRIMINATION**

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

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

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

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

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

### **PROCEDURES FOR STUDENTS WITH DISABILITIES SECTION 504**

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

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



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

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

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

### **DISCRIMINATION, OTHER FORMS**

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

### **EXPULSION**

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

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

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

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

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

Police may be asked to offer assistance, clarification and/or direction. For compliance issues, parents should contact:

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

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

### **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.

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

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

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

## **HAZING LAW**

Massachusetts General Laws - Chapter 269

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

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

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

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

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

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

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

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

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

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

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

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

### **STUDENT RECORDS**

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

### **INSPECTION OF RECORDS**

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

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

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

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

### **CONFIDENTIALITY OF RECORDS**

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

### **AMENDMENT OF RECORDS**

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

### **DESTRUCTION OF RECORDS**

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

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

### **FURTHER POLICIES**

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



# Tewksbury Memorial High School

To: Christopher Malone, Superintendent

From: Jon Bernard, Principal  
Sean O'Leary, Assistant Principal  
Eileen Osborne, Assistant Principal

Date: June 2, 2021

Re: Proposed Changes to the TMHS Student Handbook for 2021-2022

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The following are proposed changes to the TMHS Student Handbook for the 2021-2022 school year:

**The following will be updated to include the most recently approved:**

## **Minor Formatting Changes**

- School/District Calendar
- Table of Contents
- Letter from Principal
- Clause added by Attorney (under Title IX)
- Identify and correct any unintended typographical errors

# **Tewksbury Memorial High School**

## **Student Handbook**

**2021 - 2022**



320 Pleasant Street Tewksbury, MA 01876

Phone (978) 640-7825 Main Office

Phone (978) 640-7838 Guidance

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

Jon C. Bernard  
Michelle M. Dick  
Sean E. O'Leary

Principal  
Assistant Principal  
Assistant Principal

## TEWKSBURY MEMORIAL HIGH SCHOOL

### Student and Parent/Guardian Signature Page

Dear Student and Parent/Guardian:

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

[Please click here for the required signature page, print, sign, and return to the student's first block teacher by Friday, September 24, 2021.](#)

Thank you for your cooperation.

### **Civil Rights Notification**

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

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

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## Letter from the Principal

August 2021

Dear Tewksbury Memorial High School Families:

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

The 2021-2022 Student Handbook is an integral tool to assist with our commitment to each student's success. The student handbook (contained within) includes policies and regulations, pertinent information, and a school calendar.

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Jon C. Bernard". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jon C. Bernard, Principal

### Regular Daily Schedule

		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
7:30 AM	8:38 AM	A	F	D	B	G	E	C
8:42 AM	9:50 AM	B	G	E	C	A	F	D
9:54 AM	11:02 AM	C	A	F	D	B	G	E
11:06 AM	12:38 PM	D	B	G	E	C	A	F
12:42 PM	1:50 PM	E	C	A	F	D	B	G

Lunch 1	11:06 AM - 11:31 AM
<del>Lunch 2</del>	<del>11:40 AM - 12:05 PM</del>
Lunch 3	12:13 PM - 12:38 PM

### Half Day Schedule

		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
7:30 AM	8:04 AM	A	F	D	B	G	E	C
8:09 AM	8:43 AM	B	G	E	C	A	F	D
8:48 AM	9:22 AM	C	A	F	D	B	G	E
9:27 AM	10:01 AM	D	B	G	E	C	A	F
10:06 AM	10:40 AM	E	C	A	F	D	B	G

### 2 Hour Delay Schedule

		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
9:30 AM	10:13 AM	A	F	D	B	G	E	C
10:17 AM	11:00 AM	B	G	E	C	A	F	D
11:04 AM	12:17 AM	C	A	F	D	B	G	E
12:21 PM	1:04 PM	D	B	G	E	C	A	F
1:08 PM	1:50 PM	E	C	A	F	D	B	G

Lunch 1	11:04 AM - 11:27 PM
<del>Lunch 2</del>	<del>11:29 AM - 11:52 PM</del>
Lunch 3	11:54 AM - 12:17 PM

## **Tewksbury Memorial High School Mission Statement**

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

### **Expectations for Student Learning**

**We RISE at TMHS!**

#### **RESPECT**

**For self, others, property, and the community**

#### **INTEGRITY**

**By being honest, ethical, and responsible**

#### **SKILLS**

**Necessary to pursue their goals in and out of the classroom**

#### **ENGAGEMENT**

**In academic and co-curricular activities**

### **TMHS Students will:**

**Communicate effectively**

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

**Solve complex problems**

**using a variety of higher order thinking skills**

**Work independently and collaboratively**

**as an engaged learner**

**Respect the rights of others**

## School-Wide Rubric

<b>Performance Indicator</b>	<b><u>Exceeds Expectation</u></b>	<b><u>Meets Expectation</u></b>	<b><u>Working Towards Expectations</u></b>	<b><u>Has Not Met expectations</u></b>
<b><u>Collaborative Planning</u></b> <i>(Integrity, Skills, Engagement)</i>	Student is able to work and <u>lead</u> collaboratively with Peers and Staff to design a highly detailed plan which includes personal goals for their project.	Student is able to work collaboratively with Peers and Staff to design a plan which includes personal goals for their project.	Student is able to work collaboratively with Peers and Staff to design a plan which includes personal goals for their project with assistance.	Student did not engage in the planning process.
<b><u>Problem Solving</u></b> <i>(Skills, Engagement)</i>	Student is able to both collaboratively and independently problem solve while reflecting upon learning and making modifications as needed.	Student is able to both collaboratively and independently identify problems and create and/or implement possible solutions.	Student is able to partially identify problems and create and/or implement possible solutions with assistance.	Student is unable to: Identify and understand problems Create possible solutions or implement solutions.
<b><u>Effective Communication</u></b> <i>(Respect, Integrity, Skills)</i>	Student is able to enthusiastically communicate newfound knowledge and experience to the community and audience/evaluator(s).	Student is able to communicate knowledge and experience to the audience/evaluator(s).	Student is able to partially communicate knowledge and experience to the audience/evaluator(s).	Student is unable to communicate effectively.
<b><u>Respect</u></b> <i>(Respect, Engagement)</i>	Student is able to interact respectfully with peers, staff, and community, complete project with integrity, and share leadership in a culturally responsible manner.	Student is able to interact respectfully with peers, staff, and community, complete project with integrity.	Student is able to partially interact respectfully with peers, staff, and community, complete project with integrity with assistance.	Student is unable to interact respectfully during their project.

## Advisory

At TMHS, we believe in the importance of the student/faculty connection. Our goal in creating an advisory block is to help foster a positive school culture and personalize all student's learning experiences. One of the objectives of Advisory Block is to allow students time to figure out who they are, where they're headed, and how they're going to get there. Through advisory, each student has an additional teacher who knows them and can help them navigate high school so that they leave with a meaningful, personalized plan and are prepared for postsecondary options.

- Advisory meets four times a year.
- Student advisory groups will be created randomly by grade level.

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

## Students' Rights and Responsibilities

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

### Rights

The best possible educational opportunities

A staff which is sensitive and responsive to all their individual needs

Fair and just treatment from other students and staff

A safe, clean, non-threatening environment

The right to hear only appropriate language

### Responsibilities

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

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

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

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

Honesty, courtesy, appropriate language and appropriate dress



## **Parent-School Partnership**

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

During the school year there are several scheduled occasions for parent/guardian and teacher interaction (see school calendar). The first is an open house, 6:00-8:00 PM, which provides parents/guardians the experience of following their sons' and daughters' schedules while each teacher explains the course outcomes and requirements along with specific classroom expectations. The remaining meetings are designated for parent/guardian and teacher conferences to allow the parent/guardian the opportunity to confer with faculty members and administrators concerning all aspects of the school's programs and the student's progress. Conference evenings are scheduled from 6:00 - 8:00 PM. Parents will be able to make appointments via the online sign-up system.

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

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

Please see the [School Calendar](#) on Page 9 for specific information on dates for Open House and Parent Conferences.

## Student Activities Information

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

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

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

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

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

The following is a list of the opportunities available:

### Clubs/Co-Curricular Activities

Academic Decathlon Team	Mock Trial Club
Adaptive Ski Team	Mathematics Team
Best Buddies	Peer Leaders Group
Concert Band	Ping Pong
Dance Team	Reading Buddies Club
DECA	Robotics Club
Drama Club	SADD
GSA	She's The First
Interact Club	Student Council
International Club	Student Newspaper
Junior Classical League	Yearbook
Environmental Club	

### **Athletics**

Baseball	Indoor Track & Field - Boys
Basketball - Boys	Indoor Track & Field - Girls
Basketball - Girls	Lacrosse - Boys
Cheerleading - Fall	Lacrosse - Girls
Cheerleading - Winter	Soccer - Boys
Cross Country - Boys	Soccer - Girls
Cross Country - Girls	Softball
Field Hockey	Spring Track - Boys
Football	Spring Track - Girls
Golf	Swimming and Diving - Boys and Girls
Gymnastics	Tennis - Boys and Girls
Ice Hockey - Boys	Volleyball
Ice Hockey - Girls	Wrestling

### **Other Activities**

Color Guard	Marching Band
Winter Guard	

### **Eligibility Requirements**

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

### **Gender Equity Statement for Athletics**

Tewksbury Public Schools is committed to providing transgender student-athletes with equal opportunities to participate in TMHS athletic programs consistent with their gender identity. Hence, this policy addresses eligibility determinations for students who have a gender identity that is different from the gender listed on their official birth certificates.

The Tewksbury Public Schools has concluded that it would be fundamentally unjust and contrary to applicable state and federal law to preclude a student from participation on a gender-specific sports team that is consistent with the public gender identity of that student for all other purposes.

For purposes of sports participation, the MIAA has deferred to the determination of the student and his or her local school regarding gender identification.

In this regard, the school district shall determine a student's eligibility to participate in a gender-specific sports team.

Accordingly, when a Tewksbury Public Schools team submits a roster to the MIAA, or any other governing body, it is verifying that it has determined that the students listed on a gender-specific sports team are entitled to participate on that team due to their gender identity and that the school district has determined that the expression of the student's gender identity is bona fide and not for the purpose of gaining an unfair advantage in competitive athletics.

Students who wish to participate on a gender-specific sports team that is different from the gender identity listed on the student's current school records are advised to address the gender identity issue with the Athletic Director and or the School Principal well in advance of the deadline for athletic eligibility determinations for a current sports season.

Students are not permitted to try out simultaneously for sports teams of both genders. Nothing in this policy shall be read to entitle a student to selection to any particular team or to permit a student to transfer from one gender-specific team to a team of a different gender during a sports season.

In addition, the Tewksbury Public Schools shall expect that, as a general matter, after the issue of gender identity has been addressed by the student and the school district, the determination shall remain consistent for the remainder of the student's high school sports eligibility.

The Tewksbury Public schools have concluded that this criterion is both consistent with the MIAA policy and sufficient to preclude the likelihood that a student will claim a particular gender identity for the purpose of gaining a perceived advantage in athletic competition.

The above Policy was based upon MIAA Policy 28. Gender Equity and Leadership found at [http://www.miaa.net/gen/miaa\\_generated\\_bin/documents/basic\\_module/GenderIdentityIcon.pdf](http://www.miaa.net/gen/miaa_generated_bin/documents/basic_module/GenderIdentityIcon.pdf)

### **School Functions/Dances/Extracurricular Activities**

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

### **Senior Week Eligibility**

In order to participate in senior week activities, including Senior Prom, a student must be eligible to graduate that year.

### **Class Dues**

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

## **Academic Information**

### **Academic Honesty**

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

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

1. The use of another person's work to represent one's own work or efforts.
2. Any effort to take an "unfair advantage" over other students is cheating, i.e. using cheat sheets, copying from another student's work, giving or receiving specific test or assignment information to or from another student.
3. A person who provides information to another to assist the other person is also guilty of cheating.
4. Attempts to copy or retrieve exam documentation through written or digital form.
5. The use, whether by paraphrase or direct quotation, of the work of another person without full and clear acknowledgement.

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

### **Homework**

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

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

In the event of a student's absence, it is recommended that daily assignments be obtained from teachers, Aspen, Google Classroom. The student's guidance counselor is available to assist

students/parents in obtaining work missed during a prolonged absence. Arrangements should be made for picking up the assignments and for returning the completed materials between the hours of 7:30 AM-1:49 PM.

### Extra Help

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

### Make-up Work

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

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

### Graduation Requirements

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

English	4 courses (one each year)	20 credits
Mathematics	4 courses (including one course during senior year)	20 credits
Science	3 years of a lab science	15 credits
Social Studies	3 years (1 year must be US History)	15 credits
World Languages	2 years of the same language	10 credits
Physical Education	4 semesters (one each year)	10 credits
Health	2 semesters (9th and 11th)	5 credits
Fine Arts	1 course	2.5 credits
Performing Arts	1 course	2.5 credits
*Career, Technology and Business Education (CTBE)	2 courses	5.0 credits



**\*NOTE**

- All students must pass certain MCAS tests in order to graduate from any public high school in Massachusetts.
- Electives can include a variety of courses. However, please be aware that all students at Tewksbury Memorial High School must take courses to fulfill the Fine Arts, the Performing Arts and the Career, Technology and Business Education requirements.
- Pursuant to MA Gen Law Chapter 71 Section 3, all students at Tewksbury Memorial High School must take at least one semester of physical education each year.
- At least one of the two CTBE courses must be a computer course.

**Promotion Requirements**

Grade 9 to Grade 10 -- 30 credits

Grade 10 to Grade 11 -- 60 credits

Grade 11 to Grade 12 -- 90 credits

**Retention**

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

**Grade Conversion Table**

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

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

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

### **Grade Point Average**

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

### **Academic Recognitions**

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

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

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

**Senior Final Examination Exemption** - Seniors who have achieved an "A" (93% or above) average in any course at the close of the semester are exempt from taking the final examination in that course. This exemption exists notwithstanding any Renaissance privilege.

### **Graduation with Honors**

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

### **National Honor Society**

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

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

### **Renaissance Recognition Program**

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

#### **Gold Card Criteria**

Students must:

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

#### **Silver Card Criteria**

Students must:

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

#### **Exam Exemptions**

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

### **Academic Progress**

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

### **Report Cards**

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

### **Health Curriculum Opt-Out**

During the Health 1 and 2 courses the TMHS Wellness Department provides curriculum and instruction designed to help students make good decisions, and practice healthy behaviors. As part of these courses topics regarding human sexuality and development are covered. Under Massachusetts law, parents or guardians have the right to opt their child out of any single human sexuality and development lesson or out of the entire unit that includes information about human sexuality. Parents/guardians can do this by writing a note or letter to their student's wellness teacher requesting that their child be opted out of the sexuality portion of the health education curriculum. If a parent chooses to do so, an appropriate and valuable alternative activity(ies) will be provided for their son/daughter. Parents/guardians may also contact their student's wellness teacher, or the department lead teacher for more information about topics covered in the curriculum.

## **Recovery/Enrichment**

### **Summer School**

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

Students may take enrichment courses through our Summer School Program or at a local state college or community college if the courses meet for a minimum of 40 hours (summer school program) or 30 hours (college level). Courses taken for enrichment will be listed on the student's transcript but may not be applied to graduation requirements. All students taking courses during Summer School will be required to pay a fee per course.

## **Attendance Policy**

### **Philosophy**

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

## **School Absences**

A student may not exceed 18 absences in a full year course and 10 absences in a semester course. If a student passes the course, but loses credit for excessive absences, he/she will receive a grade of "N" on the report card, indicating No Credit due to poor attendance. If the student exceeds five (5) absences in a term, he/she receives an "N" for that term. A student can still receive a passing grade for the semester or year if he/she maintains a passing grade average and does not exceed his/her absences beyond the end of the course. If a student does exceed the number of absences for the rest of the course, then he/she will have an "N" on their transcript unless the student completes his/her work in summer school. If a student is not present for at least three full blocks, he/she will be considered absent for the day.

## **Classification of Absences**

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

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

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

## **Absence Notification**

### **1. Unexcused Absence (Truant):**

- a. Within 3 days, parents/guardians will be notified of the student's absence.
- b. Following the 5th unexcused absence, a letter will be generated from the principal's office, or the principal's designee, notifying the parent, in writing, of the student's absences, and requesting a meeting with the parent to discuss the student's attendance. The letter will direct the parent to contact the principal's office, or the principal's designee, within 5 school days to schedule a meeting. If the parent does not contact the principal's office or the principal's designee, within 5 school days, the principal's office, or the principal's designee, will call the parent for purposes of scheduling a meeting.
  - i. At the meeting, the principal, assistant principal or other designee, the parent and the student must develop action steps to address the student's

attendance. Other relevant school personnel and officials from public safety, health and human services, housing and nonprofit agencies, may offer input into the development of action steps.

## **2. *Excused Absence and/or Unexcused Absence:***

- a. Following the eighth (8th) non-exempt absence, a letter will be sent home to parents notifying them of their child's attendance.
- b. Following the ninth (9th) nonexempt absence for a semester course or eighteenth (18th), non-exempt absence for a full year course, a letter will be sent home to parents notifying them their child may have lost credit in at least one course (high school only).
- c. Following the eighth (8th) non-exempt absence in one quarter, the principal or designee may choose to file a Child Requiring Assistance (CRA) to support the student in attending school.

### **Loss of Credit Make-Up Opportunities**

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

### **School Cancellations**

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

**Twitter@tpsdistrict**, and through the district's telephone notification system "**One Call Now.**"

Delayed Openings: Superintendent will notify the public by the same procedure as "no school" announcements.

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

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

### **Chronic or Recurring Illness**

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



### **Tutoring Services**

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

### **College Visits/Tours**

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

### **Verification/Notification**

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

### **Tardiness, Dismissals, and Health Room Visits**

- All students are expected to be in all of their classes at the starting time. The first bell rings at 7:25 and students must be in their classrooms at or before 7:30 AM.
- If a student is tardy after 7:30, he/she must sign-in at the main office prior to going to class. If tardiness causes the student to miss one or more classes, a note from his/her parent or guardian stating the reason for tardiness is required. **Failure to report to the office after 7:30 to complete the proper sign-in procedure may result in suspension.**
- If a student misses more than 20 minutes of a class, it will be considered an absence from that class. This "absence" will be included in the total number of absences subject to the Attendance Policy requirements.
- All dismissal notes for appointments or pre-planned commitments must be submitted to the attendance office prior to the start of the school day for approval. Dismissal notes must be dated and signed by a parent or guardian. Notes must include a telephone number where the parent or guardian can be reached between 8:00-10:00 AM, the specific valid reason for dismissal and the student's name. After 7:30 AM parents are encouraged to call the school and forward written authorization via e-mail to [attendance@teWKsbury.k12.ma.us](mailto:attendance@teWKsbury.k12.ma.us). The school reserves the right to verify appointments with a doctor's documentation. **Failure to report to the office before 7:30 to complete the proper sign-out procedure may result in suspension.**

- Tardies within the school day will be subject to classroom consequences at the discretion of the classroom teacher
- In the case of illness, a student should report to the nurse. Under no circumstances should the student leave the school assignment without authorization.
- Class tardiness of less than 20 minutes is subject to the use of teacher detentions.
- If a student is not present for three full blocks he/she will not get credit for being present for the day and will not be able to participate in extra-curricular and/or after school events (including sporting events, clubs, activities, dances, proms, etc.).
- Habitual tardiness will be subject to disciplinary action which may include but is not limited to: forfeiture of parking pass, suspension from extracurricular activities, clubs and athletics, and possible detentions and suspension. See guidelines below:
  - 3 tardies to school = Level I infraction
    - One (1) detention [resets quarterly]
  - 9 tardies to school = level II infraction [resets quarterly]
    - Loss of parking pass for the remainder of quarter or...
    - Four (4) detentions (only if a student does not have parking pass)
  - 12 tardies to school = level III infraction [resets quarterly]
    - No athletics (games and practices) or extracurricular activities (clubs, theater, etc.) for 1 week or
    - Six (6) detentions (for students who do not participate in extracurricular activities)
    - AND no extracurricular social events (dances, class trips, etc.) for the remainder of the quarter
  - 16 tardies to school = level IV infraction [resets quarterly]
    - Administrative/suspension hearing

### **Leaving Classes or the School Grounds**

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

### **Family Trips**

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

### **Field Trip Policy**

#### **Single Day Field Trips**

- When a teacher plans a field trip of an educational nature, a parental field trip form must be completed prior to the student's being admitted on the field trip bus.

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

#### **Out of State and Overnight Trips During Scheduled School Days**

- Students' absenteeism during the semester of the trip must be 6 days or less, three days prior to departure. Note: Twenty days is the maximum absence allowed before a student incurs a loss of credit due to absenteeism.
- Students must be in good academic standing with no grade less than 70 up to three days prior to departure.
- Students must consistently demonstrate acceptable behavior and be free from excessive behavioral infractions.
- Students participating in any out of state or overnight trips must have written approval from all of their teachers.

#### **Out of State and Overnight Trips During Vacations and Non-School Days**

- Students must have good attendance. Students' absenteeism during the semester preceding the trip must be 6 days or less and their tardies must be 9 or fewer.
- Students must be in good academic standing with no grade less than 70 up to three days prior to departure.
- Students must consistently demonstrate acceptable behavior and be free from excessive behavioral infractions.
- Final approval lies with the school administration.

## **Student Information**

### **Guidance Services**

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

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

- Proper scheduling
- Fulfillment of graduation requirements
- Review and counsel academic progress
- Standardized testing support (Including MCAS)

- Liaison for student to faculty, administration, parent/guardian, and programs outside of TMHS
- Career exploration and choices
- Appropriate post secondary choices
- College application process
- Personal counseling
- Referral to outside agencies

### **Guidance Counselors (978) 640-7838**

Ms. Kennan Daniel, Department Head

Mr. David Harne

Ms. Tina Sheahan

Ms. Kayla Schutte

### **Course Recommendation Override and Change Policy**

Course recommendations are made by teachers each spring for the following school year based on classroom performance and other objective measures. On occasion the student and family may decide to override this recommendation by submitting a Course Recommendation Override Form (available on the school website or in the Guidance Office). This form must be turned in to the appropriate department head before April 1. Course Recommendation Override forms will not be available to students after April 1.

During the year, occasionally students need to move to a different level of a course. A Course Level Change Form (available on the school website or in the Guidance Office) must be completed prior to consideration of the requested change. The following criteria will be considered in making a course level change:

1. Course level changes will only be permitted if an obvious placement error has been made as determined by the teacher, department supervisor, counselor, and administration.
2. If a student is failing in a course after every effort has been made to do the required work and seek out extra help, a course level change may be considered.

When a course level change is made, the grades earned will be transferred to the new class. Course level changes will be processed at progress reports and at the end of Q1 and Q2.

### **Making a Guidance Appointment**

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

### **New Student Registration**

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

### **Change of Address**

Families who have moved to the town of Tewksbury must contact the Office of Student and Family Support at 978-640-7800, ext. 218. 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.

## **Health Services**

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

**2. Screenings:** State law mandates the following screenings:

- Height, weight and BMI measurements in grades 1, 4, 7 and 10. This information will be mailed home individually to the parents/guardians.
- Vision screening is conducted during the year in grades 1-5, 7 and 9. Parents/guardians will be informed if the child requires follow up. These screenings are not to be used as diagnostic studies. Hearing screening is conducted during the year in grades K-3, 5, 7 and 9. Parents/guardians will be informed if the child requires follow up. These screenings are not to be used as diagnostic studies.

- Postural Screening is conducted on all students in grades 5 - 9. This is mandated by the state of Massachusetts. You will be notified prior to the screening and if your child requires follow up.
- SBIRT: Screening, Brief Intervention, and Referral for Treatment
- A parent /guardian may refuse any screening for their child by notifying the school nurse in writing.

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

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

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

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

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



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

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

Every effort will be made to see...

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

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

#### **8. When to keep your student home:**

1. Fever over 100 °F. Students may return to school when fever free for 24 hours without the use of fever reducing medications such as Tylenol or ibuprofen.
2. An unexplained vomiting episode, or 3 or more loose, watery stools or loss of control of stools. May return after 24 hours after the last episode, and has returned to a normal diet.
3. Conjunctivitis: Any drainage from the eye can signal infection. Please have it checked and provide written clearance from a health care provider. Keep the student home until 24 hours after the first dose of medication.
4. Antibiotics: these are prescribed for infections. Please avoid spreading infection by keeping the student home until 24 hours after the first dose of medication.

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

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

#### **Medications**

- By law, all medication, prescription or over the counter, must have a written physician's order and written parental permission to be administered in the school setting. Tylenol and ibuprofen may be administered at the school nurse's discretion with established protocols developed by the consulting school physician when a parental permission form

is on file in the health office. Please see the TPS website to download this form if you were unable to complete and return the form at the beginning of the school year.

- All other medication that may need to be taken during the school day, whether routine or as needed, must have a written physician's order as well as a completed parental permission form that can be downloaded from the school website or obtained at the health office. Every effort should be made to schedule medications outside the school day, such as daily meds and those given twice a day. If special circumstances prevail, please speak to the school nurse to establish a plan.
- Medication must be in a pharmacy labeled container or original manufacturer's container. Ask your pharmacist for a second prescription-labeled bottle if medication needs to be taken between home and school. Medication will not be given from any other type of container. Please notify the school nurse of any changes in medications or dosages.
- Medication must be taken in the nurse's office under the supervision of the school nurse. If special circumstances exist, please call the nurse to explain and to establish a plan for self-administration. Students with self-administration privileges must be capable of keeping the medication to themselves during the school day. Sharing medication with other students is not permitted.
- By law, students are allowed to carry emergency medications, including respiratory inhalers, insulin, and epi-pens with prior knowledge of the nurse. Please be sure to have the necessary physician and parent signed forms on file in the health office.
- Please call the school nurse's office at (978) 640-7825, ext. 2132 or e-mail with any questions you may have or to make an appointment.
- Failure to adhere to the above policies and procedures may result in suspension.

## **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](http://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](#).

## **Identification Cards**

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

## **Library Media Center**

The Larrabee Library Media Center policies are as follows:

- Students may take any number of books needed, provided the student has no outstanding late book obligations. (There may be a limit of books per subject when the subject matter teacher assigns special projects.)
- Two weeks are allowed for borrowed books prior to any fines being levied.
- Book renewal is possible when the book is presented.
- Books, magazines, or pamphlets that are placed on reserve for a class may be borrowed overnight with the consent of the teacher.
- During regular school hours, students must have a pass signed by a teacher for a legitimate reason to use the library.
- Upon entering the library the student must present his/her pass to the librarian and record his/her name in the attendance log.
- No student may leave the library before the conclusion of a class period without his/her pass signed by a teacher or the librarian.
- No food or drink may be brought into the library.
- Computers, photocopiers and other library hardware are to be used properly and with care.
  - If a student is not sure how to operate hardware, the student should consult with the librarian.
  - The library computers are for school projects or activities only.
  - Changing the settings on computers will result in disciplinary action.
  - Students are limited to the programs on the desktop of the computers.
- Students who use computers must record their names, the nature of the schoolwork, date, and time on the computer log sheet.
- Students who need to use the Internet must check with the librarian concerning the Internet Acceptable Use Policy.
- Library privileges may be withdrawn from any student who continually abuses the rules of the library.
- The student ID card is the student's library card.

## **Liability Policy**

All students and their parent/guardian will be financially liable for irresponsible use resulting in damage of a computer and/or media equipment, or any school property. The school is not

responsible for the loss or theft of a student's property. Students should not bring valuable items to school. Such items and their loss cause disruptions in the learning process. In addition, students must never leave their property unattended.

## **Lockers**

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

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

## **Lost and Found**

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

## **Parking Privileges**

- Parking on school property is a privilege not a right.
- Anyone parking on school grounds must have a valid TMHS assigned parking permit. Violators may have their vehicle towed at the vehicle owner's expense.
- Juniors and Seniors with at least 60 credits and in good standing academically, behaviorally and with regard to attendance will be eligible to obtain a parking pass and park on campus.
- The TMHS administration reserves the right to determine the assignment of school parking permits.
- There is a non-refundable fee of \$150 to register automobiles using the TMHS parking facilities. All students must register for a parking permit through CommunityPass at <https://register.communitypass.net>.

- If a parking permit is lost, a written validation must be presented to the principal with the circumstances related to the lost permit and if a second permit is awarded, there is a \$15.00 fee.

Parking Permits must be visible at all times, and affixed to the lower left (driver's side) corner of the back rear window of the vehicle registered with TMHS. Any student's parking permit may be rescinded or suspended by an administrator after due process is afforded the individual. The registration fee will not be refunded. Listed are some of the reasons that may cause revocation of parking privileges.

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

## **Residency Requirements**

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

## **School Arrival/Departure Procedures**

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

## **School Transportation**

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

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

Buses will leave school for home at approximately 1:50 PM.

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

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

## **Student Bathrooms**

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



above-mentioned expectations will be subject to the discipline outlined in behavioral expectations

## **Student Obligations**

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

## **Student Records**

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

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

With few exceptions, information in a student's record will not be released to a third party without the prior written consent of the eligible student and/or a parent having physical custody of a student under 18 years of age. Two notable exceptions are: Directory Information- a student's name, address, telephone listing, date and place of birth, major field of study, dates of

attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans. Recruiting Information for the Armed Forces and Post Secondary Educational Institutions- Upon request from military recruiters and/or representatives of post secondary educational institutions the Tewksbury Public Schools will provide the name, address and telephone listing for all secondary students. If an eligible student and/or parent does not want DIRECTORY INFORMATION or RECRUITING INFORMATION released, they must contact the principal in writing.

### **Support/Peer Mediation**

One of our goals at TMHS is to have a safe and supportive learning environment for all students. To this end, faculty work to provide a supportive team for all students. Students who are seen by fellow students or faculty members as experiencing a difficult time should be referred to a guidance counselor, administrator or a teacher.

### **Messages from Home**

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

### **Visitors**

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

### **Work Permits**

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

### **Discipline Code**

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

### **Cell Phones and Electronic Devices**

Electronic devices may not be on in classrooms or in hallways during class time unless they have the approval of the classroom teacher and are being used for educational purposes. Students who do not adhere to the policy will be required to turn them into their classroom teacher or administrator to be held for the duration of the class. Refusal to comply may result in

additional consequences. (See Behavioral Expectations Level III) . To conduct personal business, students may only use an electronic device during lunches or during passing time.

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

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

### **Acceptable Use Policy**

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

### **Detention Policy**

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

### **Dress Code**

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

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

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

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

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

### **Due Process**

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

### **Loitering**

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

## **Suspension Policy**

All students may be suspended from school for serious infractions of school regulations. This policy is pursuant to MGL Chapter 71; Section 37H3/4.

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

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

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

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

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

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

## **Behavioral Expectations**

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

### **Level I Infractions (Dealt with by teachers)**

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

### **Level II Infractions**

#### **(Dealt with by an administrator)**

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

### **Level III Infractions**

- Failure to report to office detention
- Class cut (20 min or more)
- Leaving class without permission
- Refusal to give unauthorized item to teacher
- Threat to another student

### **Level I Infraction Penalties**

- Communication with Parent/Guardian
- Teacher detention

### **Level II Infraction Penalties**

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

### **Level III Infraction Penalties**

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

- Found in an unauthorized location
- Violation of cell phone and electronic device use ([Cell Phones and Electronic Devices](#))
- Violation of acceptable use policy ([Acceptable Use Policy](#))

#### **Level IV Infractions**

##### **(Police may be notified in some cases)**

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

#### **Level IV Infraction Penalties**

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

#### **Level V Infractions**

##### **(Police may be notified in some cases)**

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

#### **Level V Infraction Penalties**

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

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

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

#### **Level VI Infraction Penalties**

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

#### **Level VII Infractions (Police and/or Fire**

#### **Level VII Infraction Penalties**



**will be notified, charges may be filed)**

- Starting a fire in school or on school property
- Threat to school or school community
- Possession of a weapon in school
- Sale of drugs and/or alcohol
- Any felony charge ([Safe Schools Legislation](#) see MGL Chapter 71: Section 37H1/2)
- First Offense - suspension from school, pending action for possible exclusion from TMHS

## **Alcohol/Drug Policy**

### **Introduction**

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

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

### **Confidentiality**

Students are encouraged to seek the assistance of teachers, administrators, and other school personnel, but must be aware the confidentiality will be maintained only if the rights of others are not infringed upon. The School Committee encourages its personnel to engage in counseling sessions aimed at assisting students who come to them with a drug/alcohol problem and supports the maintenance of confidentiality at each session.

### **Conducting a Search**

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

### **Prescription and Nonprescription Drugs**

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

### **Voluntary Drug/Alcohol Treatment**

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

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

- immediately consider the best possible course of helping the student
- involve the parents as soon as it is considered appropriate
- allow the student the opportunity to make up any school work missed during any extended treatment period

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

### **Suspected Use/Being Under the Influence/Possession/Distribution**

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

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

### **Actual Use/Being Under the Influence/Possession/Distribution**

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

#### **First Offense**

- Notification of parent(s)/guardian(s)
- Removal from school property
- Report filed with the superintendent of schools, school committee and police
- Confiscation of all items related to the offense to be given to police
- See [Behavioral Expectations](#) for disciplinary action
- Ineligibility to participate in any/all school sponsored activities for duration of suspension
- Meeting of student, parent(s)/guardian(s) with principal or designee within two (2) school days of the suspension