

- The Billerica Adolescent Recovery Program (BARP) is an alternative program for students who are caught on school property, and/or by law enforcement for drugs and/or alcohol. This program, conducted over a 5 week period, discusses the dangers and consequences of alcohol and/or drug use in youth. A student may be required to attend the BARP Program by the school or police department contingent on individual circumstances.

Second or Subsequent Offense(s)

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

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

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

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

MIAA Chemical Health Policy

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

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

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

Harassment

Any verbal or physical conduct that is unwelcome or that unreasonably interferes with a student's performance is harassment. Harassment and verbal abuse directed to or against any student or staff member are serious offenses. This includes bullying and cyber-bullying. Students with differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation (lesbian, gay, bisexual, transgender, questioning), mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have 1 or more of these characteristics, will be provided support and anti-bullying skills, knowledge and strategies needed to prevent or respond to bullying or harassment of the student with differentiating characteristic(s) and the peer group.

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.

Bullying:

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

Cyber-bullying:

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

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

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

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

Hazing

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

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

A student found guilty of hazing at TMHS will be subject to disciplinary action up to and including possible expulsion and police notification.

Sexual Harassment

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

Verbal abuse or any vulgarity referring to any person's gender will be considered unwelcome, uncalled for, unwarranted, and subject to disciplinary action. Students/teachers should submit a signed, written report to the principal. A report will be filed with the assistant superintendent who serves as the coordinator of Title IX within 24 hours of the alleged conduct. A hearing will be

held by the principal and a conclusion drawn. An appeal of any decision can be made to the assistant superintendent at (978) 640-7810 prior to the disposition of the matter.

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.

Safe Schools Legislation

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

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

MGL Chapter 71; Section 37H

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

shall notify the superintendent of the receiving school of the reasons for the pupil's expulsion.

MGL Chapter 71; Section 37H1/2

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

Safety Information

Fire Drills

- Students should be aware that fire exit procedures are posted in each classroom. Students must locate and consult these procedures when entering each classroom or school area.

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

Emergency Drills

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

Security Cameras

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

Security Monitor

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

School Resource Officer

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

Supervisor of Attendance

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

Search and Seizure

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

Warranted Police Intervention

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

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

Weapons and/or Firearms

Any student who carries on his/her person, while on school property or at school functions, any stiletto, dagger, or a device or case which enables a knife with a locking blade to be drawn at a locked position, any ballistic knife, or any knife with a detachable blade capable of being propelled by any mechanism, dirk knife, any knife having a double edged blade, or a switch knife, or any knife having an automatic spring release device by which a blade is released from the handle having a blade of any size or length--any knife whatsoever, will be suspended indefinitely, the police notified, and a pre-expulsion hearing held.

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

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

General Information

AHERA Regulations

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

No Child Left Behind

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

Title IX and Chapter 622 Policy

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

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

- Level 1 - Principal
- Level 2 - 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.

Section 504 Procedures for Students with Disabilities

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

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

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



TOWN OF TEWKSBURY

Commonwealth of Massachusetts
Middlesex, ss.

To all persons to whom these presents shall come:

Greetings:

Now therefore, know ye, that we, the School Committee of the Town of Tewksbury,
County of Middlesex, and Commonwealth of Massachusetts, do hereby appoint

As our designee to represent us on the following committee:

Tewksbury North/Trahan School Reuse

For a term to expire: 6/30/2022

Given under our hands, this day of

In the year of our Lord, Two Thousand and Twenty-One.

Chairman



Please forward this document to
the Town Clerk's Office

TOWN OF TEWKSBURY

Commonwealth of Massachusetts
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Now therefore, know ye, that we, the School Committee of the Town of Tewksbury,
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As our designee to represent us on the following committee:

Tewksbury School Athletic Fields Comm

For a term to expire:

6/30/2022

Given under our hands, this day of

In the year of our Lord, Two Thousand and Twenty-One.

Chairman