

TEWKSBURY PUBLIC SCHOOLS

TEWKSBURY SCHOOL COMMITTEE

Revised

Regular School Committee Meeting #3 (R)

WEDNESDAY, SEPTEMBER 22, 2021

Executive Session/Non-Public Session (6:00 PM)

6:30 PM - REGULAR MEETING # 3 (Public Session)

Tewksbury Memorial High School
Christine McGrath Performing Arts Center
320 Pleasant Street, Tewksbury, MA 01876

1. CALL TO ORDER - 6:00 PM

2. EXECUTIVE SESSION (File) (Non-Public Session) - 6:00 PM

3. RECONVENE REGULAR SCHOOL COMMITTEE MEETING (Public Session) - 6:30 PM

4. ANNOUNCEMENT

The September 22, 2021 Regular School Committee Meeting will be televised and recorded and may be viewed live on Comcast Channel 22 and Verizon Channel 34 or YouTube/TewksburyTV.com. Under the Open Meeting Law, the public is permitted to make an audio or video recording of an open session at a public meeting. At this time, I would ask if anyone is recording tonight's meeting to please identify himself/herself.

5. PLEDGE OF ALLEGIANCE

6. RECOGNITION

None

7. STUDENT REPRESENTATIVE REPORT

Jack Stadtman: Notes from Tewksbury Memorial High School

8. PRESENTATION

- a. TMHS Domestic Trip to National Parks - Bailey Mahoney, World Languages (File)
- b. Athletic Complex Update - Ron Drouin, Athletic Director

9. CITIZEN'S FORUM (*Citizens are asked to limit comments related to items on the agenda to three (3) minutes or ten (10) if spokesperson is representing a group concern.*)

10. APPROVAL OF MINUTES

August 18, 2021, School Committee & Administrator Workshop (File)

August 18, 2021, School Committee Regular Meeting (File)

11. SUBMISSION AND PAYMENT OF BILLS

Payroll Period Ending August 19, 2021 (\$1,313,160.61) (File)

Payroll Period Ending September 2, 2021 (\$1,409,390.21) (File)

Payroll Period Ending September 16, 2021 (1,402,768.68) (File)

SCHOOL COMMITTEE MEMBERS

Keith M. Sullivan, Chairperson, ksullivan@tewksbury.k12.ma.us

Shannon M. Demos, Vice-Chairman, sdemos@tewksbury.k12.ma.us Bridget L. Garabedian, Clerk, bgarabedian@tewksbury.k12.ma.us ~
John R. Stadtman, Member, stadtman@tewksbury.k12.ma.us ~ Nicholas G. Parsons, Member, nparsons@tewksbury.k12.ma.us
Superintendent of Schools Christopher J. Malone, cmalone@tewksbury.k12.ma.us

12. SUPERINTENDENT & STAFF REPORT

13. CONSENT AGENDA (*itemized on page 3*)

14. COMMITTEE REPORTS

Elementary School Building Committee
Tewksbury SEPAC
Wellness Advisory Committee
Policy Sub-Committee

15. POLICY CHANGES, PROPOSALS, and ADOPTION

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

JKAA -Physical Restraint of Students

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

ACAB -Harassment

16. OLD BUSINESS

- a. 2021 Summer Reading Participation (File)
- b. Tewksbury Diversity, Equity, and Inclusion Advisory Committee (File)

17. NEW BUSINESS

- a. Naming of New School
- b. 2021-2022 MCAS Updates (File)
- c. Open Meeting Law (OML) Complaint. filed 9-16-2021 (File)

18. SCHOOL COMMITTEE MATTERS OF INTEREST

19. FUTURE SCHOOL COMMITTEE MEETING DATES

October 5, 2021 -Special Town Mtg (School Committee will attend); October 13, 2021; November 17, 2021

20. FUTURE SUB-COMMITTEE & ADVISORY COMMITTEE MEETING DATES

Elementary School Building Committee: October 14, 2021; November 18, 2021

Tewksbury SEPAC Board Meeting: September 23, 2021; October 21, 2021; November 18, 2021; December 16, 2021; January 20, 2022; February 17, 2022; March 17, 2022; April 28, 2022; May 19, 2022 (Elections); June 16, 2022.

Tewksbury SEPAC School Safety Sub-committee: TBD

Wellness Advisory Committee: November 10, 2021; March 23, 2022; May 18, 2022

Policy Sub-Committee: TBD

21. FUTURE AGENDA ITEMS

22. ADJOURNMENT

CONSENT AGENDA

Correspondence

1. 2021-2022 Voice of Democracy Competition (File)
2. 2021-2022 Patriot's Pen Competition (File)
3. 2021 Mentor Stipends (File)
4. Tewksbury 9-11 Memorial (File)
5. ESSER III Stakeholder Input (File)

Enrollment Update

September 16, 2021 (File)

PERSONNEL ITEMS

New Hires (Files): Alana Benner, Classroom Instructional Aide, Ryan Elementary School, effective August 30, 2021; Natalee Bushen, Kindergarten Classroom Aide, Heath Brook School, effective August 30, 2021; Stacey Connors, Classroom Instructional Aide, Trahan Elementary School, effective August 30, 2021; Michael DeMartinis, Grade 6 Computer Teacher, Ryan Elementary School, effective August 30, 2021; Pauline Field, 10-month Secretary, Tewksbury Memorial High School, effective September 9, 2021; Keith Frost, 1-year only Unified Arts Support Teacher ($\frac{2}{3}$) Reading Intervention Aide ($\frac{1}{3}$), Dewing Elementary School, effective August 30, 2021; Jessica Garrity, Speech & Language Pathologist, District-wide 1-year only, effective September 13, 2021; Tamie Harris, Integrated Preschool DLC Classroom Instructional Aide, Dewing Elementary School, effective August 30, 2021; Marie Hines, Integrated Preschool Teacher, Dewing Elementary School, effective August 30, 2021; John Lindsey, Classroom Instructional Aide, Ryan Elementary School, effective August 30, 2021; Amanda Muir, Digital Literacy Specialist, Dewing Elementary School, effective August 30, 2021; Michelle Raffi, 1-year long-term substitute Kindergarten Teacher, Dewing Elementary School, effective August 30, 2021; Shawn Rock, Chemistry Teacher, Tewksbury Memorial High School, effective August 30, 2021; Yumiko Wahl, Integrated Preschool DLC Classroom Instructional Aide, Dewing Elementary School, effective August 30, 2021; Todd Cutrona, 1-year COVID School Support Staff, Ryan Elementary School, effective August 30, 2021; Daniel D'Amore, 1-year long-term substitute Physics Teacher, Tewksbury Memorial High School, effective August 30, 2021; John Feitor, 1-year COVID School Support Staff, Wynn Middle School, effective August 30, 2021; Jennifer Griffin, 1-year COVID School Support Staff, North Street School, effective August 30, 2021; Erin Johnson, 1-year COVID School Support Staff, Heath Brook School, effective August 30, 2021; Loren Stewart, 1-year COVID School Support Staff, Trahan Elementary School, effective August 30, 2021; Kathryn Wallace, 1-year COVID School Support Staff, Dewing Elementary School, effective August 30, 2021; Suvitha Pillai, Integrated Preschool Classroom Instructional Aide, Dewing Elementary School, effective August 30, 2021; William Saunders, Grade 7 Moderate Special Needs Teacher, Wynn Middle School, effective September 15, 2021; Garth Sharp, part-time IT Support Technician, Center School, effective October 5, 2021

Transfers (Files): Alicia Taylor, K-2 DLC Classroom Instructional Aide, Dewing Elementary School, effective August 30, 2021

Reappointment (File):

Terry Gerrish, Director of the Mentor Program, District-wide, effective July 1, 2021

Retirement (File): Gail Bliss, District-wide Occupational Therapist, effective June 30, 2022

***Appendix B: Co-Curricular** (File)

Tewksbury Memorial High School

David Garcia - Marching Band Director

***Appendix B: Athletics:** (File)

Tewksbury Memorial High School

Brandon Melo - Boys JV Soccer Coach

*APPENDIX B POSITIONS ARE PENDING CONTRACT NEGOTIATIONS

Acceptance of Donations/Gifts: None

Fundraisers/Raffles (Files): TMHS PAC fundraising events: Applefest Craft Fair, October 30, 2021; Trivia Night, March 2022; Calendar Raffle, April-May 2022; Ryan PAC fundraising events August 2021 through December 2021; Dewing & North Street PAC fundraising events September 2021 through December 2021; Heath Brook & Trahan PAC fundraising events September 2021 through June 2022; Wynn Middle School Pie Sales fundraiser, September 27, 2021 through October 13, 2021; TMHS Student Council fundraising event October 11, 2021 through October 15, 2021.

Executive Session

Tewksbury School Committee
Wednesday, September 22, 2021

Revised

Executive Session #3 Non-Public Session (R)

Tewksbury Memorial High School
Guidance Office Conference Room
320 Pleasant Street, Tewksbury, Massachusetts

A. CALL TO ORDER

B. EXECUTIVE SESSION

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

C. ADJOURNMENT

Recognition and/or Presentations

Tewksbury School Committee - September 22, 2021

PRESENTATIONS

- 1) TMHS Domestic Trip to National Parks - Bailey Maloney, WL**
- 2) Athletic Complex Update - Ron Drouin, Athletic Director**



Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee

From: Brenda Theriault-Regan *BTR*
Assistant Superintendent of Schools

Date: September 17, 2021

Re: TMHS Domestic Trip Request

This Requires A Roll Call Vote

For the consideration of the School Committee: Tewksbury Memorial High School request for a domestic trip to the national parks, Bryce Canyon, Zion, and the Grand Canyon during the April 2022 break. .

This requires Roll Call Vote of the School Committee.

Aug 30, 2021

Jon Bernard, Principal
Chris Malone, Superintendent

To: School Committee Members

Re: Request for a domestic trip to the national parks--Bryce Canyon, Zion National Park, and the Grand Canyon during April break 2022

Dear members,

We would like your approval for a domestic trip to Bryce Canyon, Zion National Park, and the Grand Canyon during April vacation 2022. While this does run opposite our Costa Rica trip, a domestic trip would provide more travel opportunities for students who are not ready to travel internationally and peace of mind for parents who would prefer travel within the US.

This trip is being organized as a cross curricular trip across the Travel Committee which represents almost all the departments at the High School.

As you know, our students' participation in our past trips has been a very rewarding learning experience. Besides the fact that the trip is structured with educational activities daily, we prepare a course through Google Classroom where students will have the opportunity to learn about the history, culture, art, and language. For this trip, we will create a holistic course that represents a variety of learning experiences for the students.

We have attached the itinerary as well as a detailed quote for each individual trip. We have also included the current EF Covid protocols. Please let us know if you have any questions and/or suggestions. The quote includes the Travel Protection.

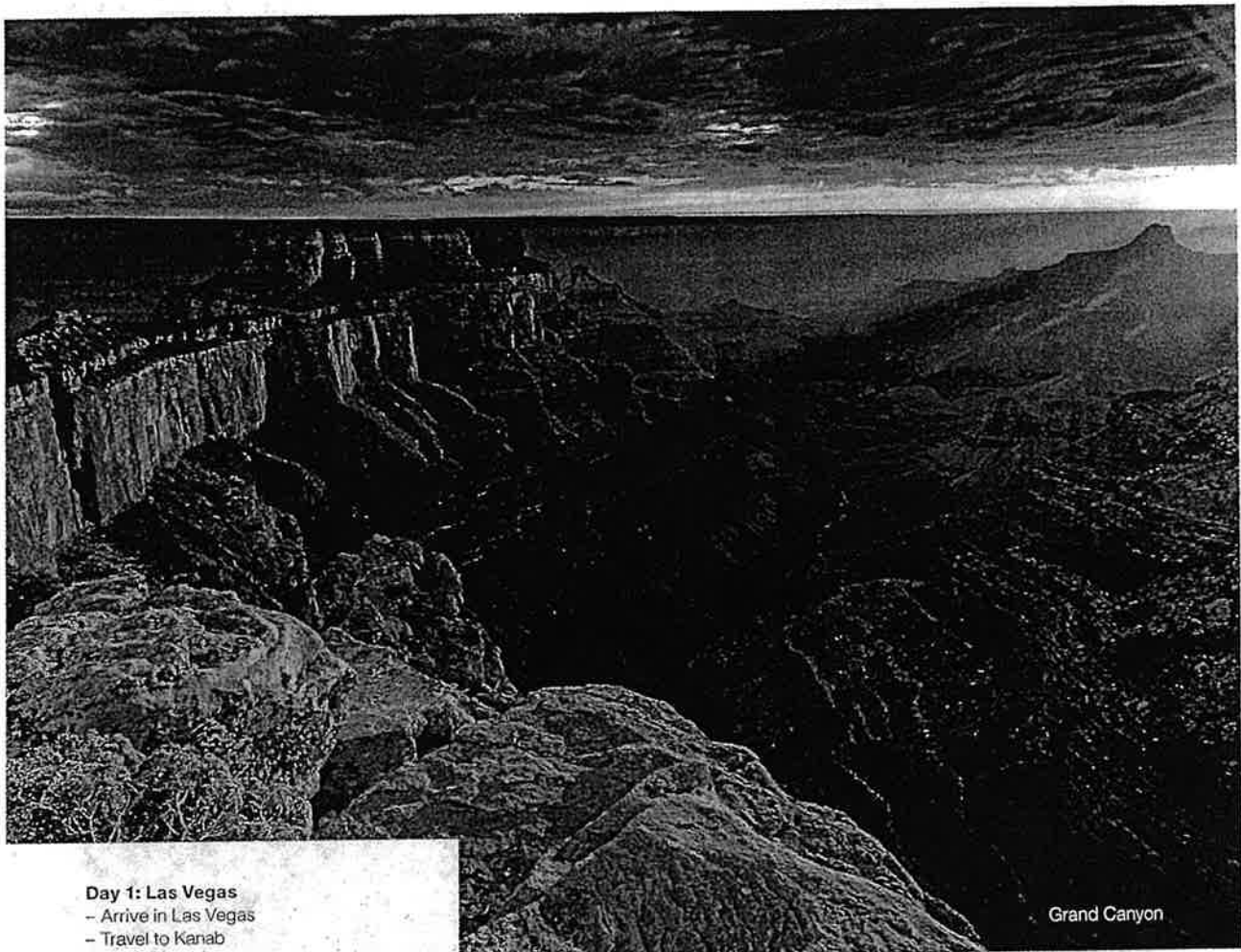
Please advise us if you would like our presence at the School Committee meeting.

Sincerely,

Bailey Mahoney
World Languages
Travel Committee Coordinator

U.S. NATIONAL PARKS: THE GRAND CANYON, BRYCE, AND ZION

6 days | Las Vegas | Bryce Canyon | Zion National Park | Grand Canyon | Sedona



Day 1: Las Vegas

- Arrive in Las Vegas
- Travel to Kanab

Day 2: Bryce Canyon

- Visit Bryce Canyon National Park
- Spend the evening stargazing

Day 3: Zion Canyon

- Zion National Park
- Zion Human History Museum
- Coral Pink Sand Dunes State Park

Day 4: Grand Canyon

- Colorado River float trip (includes lunch)
- Travel to Flagstaff
- Lowell Observatory

Day 5: Grand Canyon

- Visit Grand Canyon National Park
- See an IMAX film at the Grand Canyon Visitor Center

Day 6: Sedona | Return home

- Travel to Sedona
- Take a photo stop at Oak Creek Canyon Vista Point
- Take a hike to the Sedona Airport Overlook
- Depart for home

Itinerary subject to change. For complete financial and registration details, please refer to the Booking Conditions.

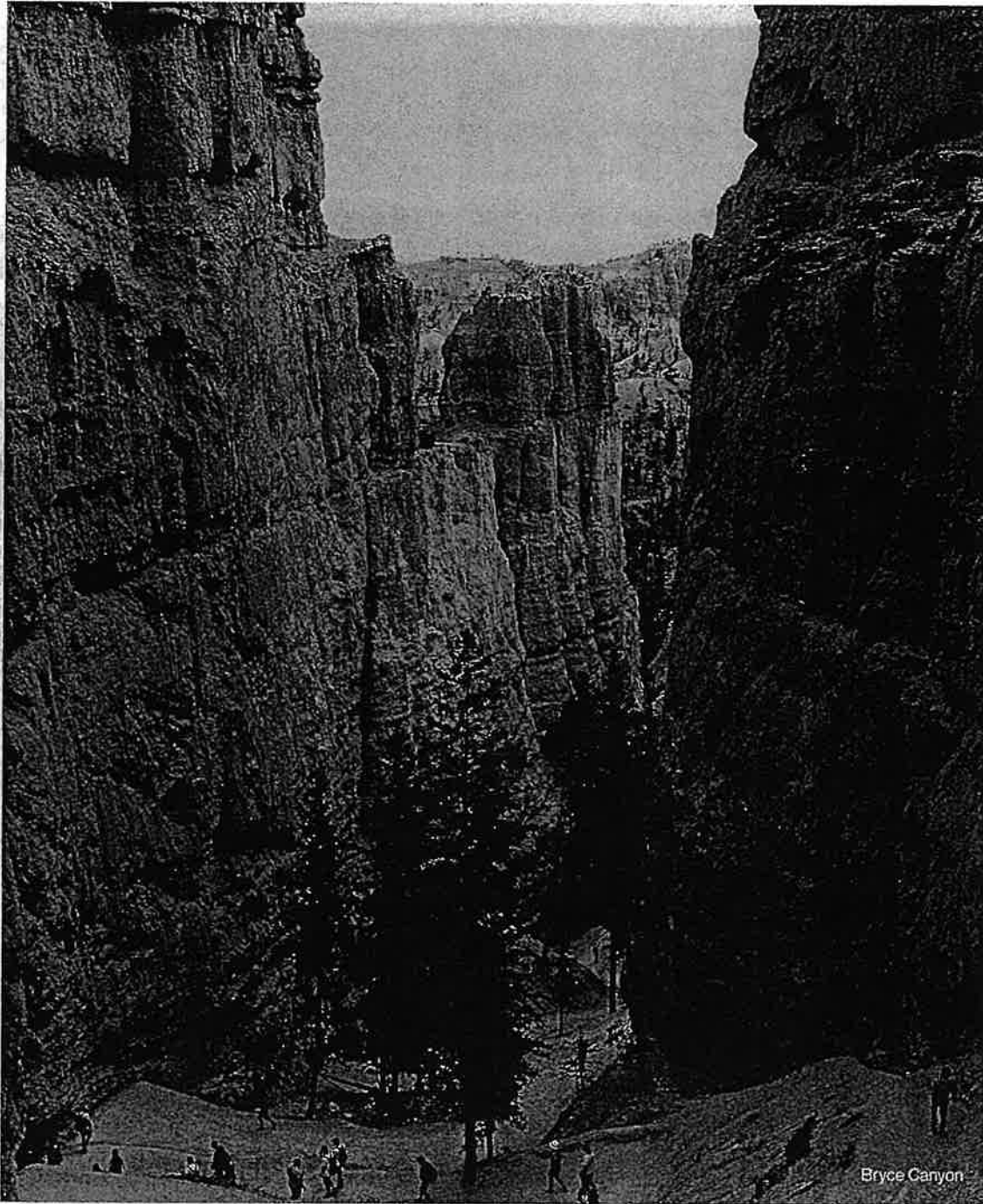
THE GRAND CANYON

It's easy to think of the Grand Canyon in numbers: 277 miles long, up to 18 miles wide, as much as a mile deep. But once you're there, you'll see that numbers can't describe the seemingly never-ending view. Or the canyon's gradient rock walls, which serve as a natural timeline. Or the Colorado River, a winding streak of deep blue between red rock formations. As you hike along the rim trails of this iconic national site, you'll understand why that it's one thing to know the canyon's dimensions and it's another to behold them.



BRYCE CANYON

Bryce Canyon has remarkable crimson-colored hoodoos, or spire-shaped rock formations that tower up from the bottom of the canyon like an army of guards. Take in the incredible geography of this national park as you hike through the alpine environment and seek out the bristlecone pines that reside here—some of the oldest trees in the world.



Everything you get

-  Round-trip and on-tour transportation
-  5 nights hotel accommodations
-  Round-the-clock Tour Director
-  Breakfast and dinner daily
-  Comprehensive sightseeing tours
-  Visits to special attractions
-  Overnight security at your hotel
-  Illness and accident coverage
-  Travel ID badges and backpacks
-  Gratuities

Options

- Lunches
- Earned credit for Group Leaders and students

Tour Price Quote

U.S. National Parks: Grand Canyon, Bryce, and Zion

Prepared For
Jon Bernard at Tewksbury Memorial High School

Prepared On
July 17, 2021

Your Tour Number
2477584HN

Your Tour Website
www.efexploreamerica.com/2477584HN

All-inclusive Price

Based on a private tour with 35 - 40 paying travelers
Price valid for travelers enrolled August 1, 2021 - August 31, 2021

**will go up in Oct.*
Student
\$2,518

or \$347 / 7 mos

Adult
\$2,868

or \$397 / 7 mos

Price Breakdown

Program Fee \$2,435
Lunch included: \$15 per day \$83

Number of paying travelers	Price per student	Price per adult
30 - 34	\$2,638	\$2,988
35 - 40	\$2,518	\$2,868
41 - 47	\$2,518	\$2,868

Protect your travelers with the Travel Protection Plus Plan for \$279. Ask your Tour Consultant for details.

For every 10 paying travelers, 1 chaperone travels FREE

Unless explicitly stated, lunches are not included.

Adult supplement required for travelers age 20 and older at the time of travel.

An additional \$200 Under 10 Supplement will be applied to all traveler accounts if the group size falls under 10 paying travelers. This will be applied to paying traveler accounts no later than 140 days before departure. Applicable airline baggage fees are not included and can be found at EFExploreAmerica.com/Baggage. All prices subject to verification by an EA tour consultant. To view EA's Booking Conditions, visit EFExploreAmerica.com/BC. Breakfast excluded on day of arrival; dinner excluded on day of departure (Unless otherwise noted).

Your travel details

Total Length
6 days

Departing From
Boston (MA)

Requested Travel Dates
Sunday, April 17, 2022 - Friday, April 22, 2022

Your Departure Date Range

Earliest: Fri. Apr. 15
Requested: Sun. Apr. 17
Latest: Tue. Apr. 19

Your experience includes

Round-trip Transportation

Hotel Accommodations

Overnight Security

Meals

All Gratuities

Guided Tours and Activities

Full-time Tour Director

Your Tour Director stays with your group 24/7, providing local insight and knowledge, while handling every on-tour detail.

Training and Support

We prepare new Group Leaders on a free Training Tour and provide personal support every step of the way.

Traveler Resources

We offer travelers flexible payment options as well as a dedicated support team to manage finances and answer tour questions.

24-hour Emergency Service

Travelers and their families can count on EF's dedicated emergency service team while on tour.

Expert Tour Planning

Your dedicated EF team provides expertise every step of the way—from recruiting and enrolling travelers to planning and managing your tour.

Personalized Learning Support

Our personalized learning experience engages students before, during and after tour, with the option to create a final, reflective project for academic credit.

Illness and Accident Coverage

Rest easier knowing your travelers are covered on tour with EF's comprehensive coverage plan.

\$50 Million Liability Policy

Group Leaders and schools are protected while on tour.

Your tour consultant

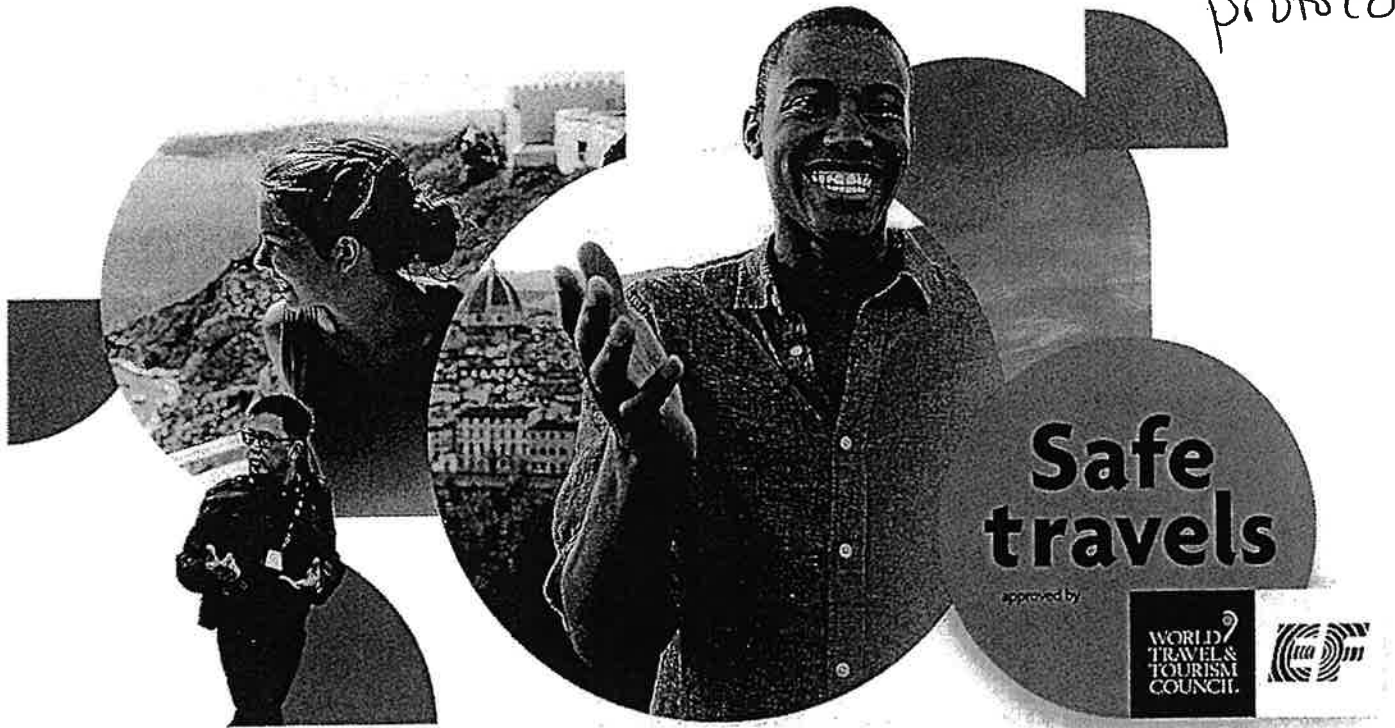


Katharina Geppert
617-619-1019
katharina.geppert@ef.com





Covid
protocols



Traveling together, safely

As the world opens and we all get ready to travel again, your students' health and well-being continues to be our top priority. We want you to travel confidently, which is why we're taking the steps to help keep our groups as healthy and safe as possible.

We're proud to have earned the World Travel & Tourism Council's Safe Travels stamp—the world's first-ever global safety and hygiene stamp for Travel & Tourism, designed specifically to address COVID-19 and similar outbreaks.

¿Prefieres leer en español? Visite nuestra página de salud y seguridad.

We're covering:

1. EF COVID Care Promise
2. Pre-tour preparation
3. On-tour safety
4. How we're looking ahead

Page last updated: April 9, 2021

We will continue to update this page as we monitor guidance from local and federal authorities in the U.S. and internationally. Please check back frequently for the most up-to-date information.



EF COVID Care Promise

Provided to all groups

If a traveler develops symptoms of COVID-19 while on tour, we will help to facilitate medical attention and testing for the traveler. If, ultimately, the traveler tests positive, our exclusive EF COVID Care Promise will cover the cost of hotel and meals during the isolation period, as well as support from an EF representative.

If a traveler is diagnosed with COVID-19 while on tour, EF will provide or arrange for the following, consistent with local requirements, at no additional expense to the traveler throughout the duration of any on-tour quarantine period:

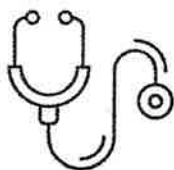
- Lodging and meals
- EF representatives available to support the traveler and to coordinate with local authorities on their behalf where necessary
- Assistance connecting with local health care providers
- Translation services
- Communication between the traveler and the traveler's family back home
- EF-arranged flights home, based on existing itinerary, for the traveler once cleared to return
- If the diagnosed traveler is a minor, flights for their parent or guardian to join them at the tour location

If a traveler or group is not diagnosed with, yet is required to quarantine on account of, COVID-19 while on tour, EF will provide or arrange for the following, consistent with local requirements, at no additional expense to the travelers throughout the duration of any on-tour quarantine period:

- Lodging and meals
- EF representatives available to support the traveler or group and to coordinate with local authorities on their behalf where necessary
- Assistance connecting with local health care providers
- Translation services
- Communication between the traveler or group and their family or families back home
- EF-arranged flights home for the traveler or group once cleared to return

Preparing for your tour

All travelers and parents will receive information about local COVID-19 guidelines and regulations expected to be in place during their tour. Travelers should closely monitor their health in the time leading up to their tour.



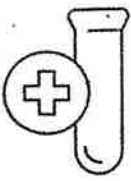
COVID-19 Safe Traveler Agreement

In order to maintain as safe of an environment as possible, all travelers will be required to complete a COVID-19 Safe Traveler Agreement. You will have access to the agreement at 30 days prior to departure on your traveler secure site.



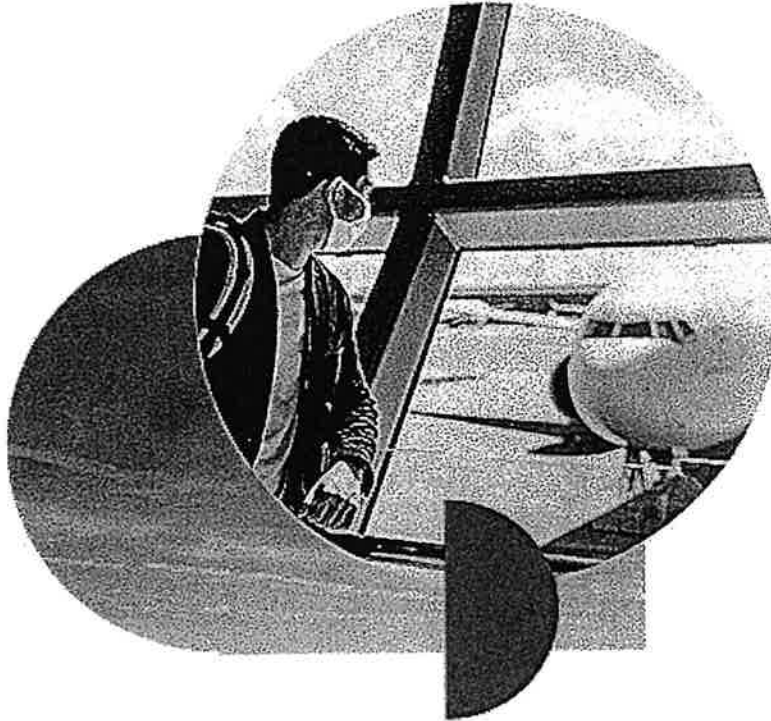
Pre-tour testing

All travelers are required to bring proof of their negative result from a COVID-19 PCR test, completed using a sample taken no more than 72 hours prior to their scheduled flight departure. Any costs associated with testing are the responsibility of the traveler; however, many states and local communities offer free testing resources. Travelers will need to be prepared to show proof of their negative test as required throughout tour.



Vaccines

Some countries, suppliers and/or airlines may require proof of vaccination. Our offices around the world are continuing to monitor destination-specific information, and we will provide guidance on what may be required in order to travel closer to a group's departure date, since regulations are changing so rapidly.



Your on-tour experience

We do everything we can to maintain the integrity of our tour experiences, and our travelers' safety comes first. If we need to adjust an itinerary to, say, avoid a crowded location at a peak time or follow local health and safety guidance, we're able to do so quickly and easily. Our on-the-ground presence in the areas where we travel means we're continuously working with our local partners, such as special sites and restaurants, to provide as safe an experience as possible.



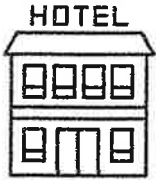
Global partnerships

We have strong, long-established relationships with some of the largest airline, hotel, and transportation companies, global governmental agencies, and health organizations. These partnerships, along with our leadership roles in major industry organizations, mean that we are actively shaping new worldwide health and safety standards.



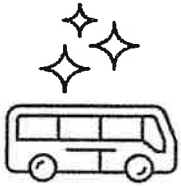
Masks & hand sanitizer on tour

Masks must be worn if required by local regulations and will be required on the coach bus in all destinations. We will continue to evaluate this policy over the coming months as guidance adjusts. We do ask that travelers bring their own face masks on tour, as well as their own personal hand sanitizers. However, Tour Directors will have a supply of disposable face masks and hand sanitizer available should someone in the group need them. In addition, hand sanitizer will be available in hotels and restaurants, and on your group's motorcoach.



Hotels

We partner with hotels that practice enhanced safety measures such as frequent cleaning of common areas and thoroughly disinfecting rooms between guests.



Dedicated motorcoach

Your coach will be thoroughly cleaned daily, and high-touch areas will be wiped down throughout the day. Bus drivers will be trained by vetted suppliers in best practices to provide the safest possible environment.



Tour Director & local staff

All our local staff and your expert Tour Director will be ready to explain guidelines in the destinations you are traveling to. Your Tour Director and our Safety and Incident Response Team are trained on how to support travelers should any member of your group feel ill during your trip.



Returning home

Currently, the U.S. Centers for Disease Control requires that all travelers entering the U.S. from abroad provide proof of a negative COVID-19 test administered within three days of boarding a flight to the U.S., or a doctor's note certifying proof of recovery from COVID-19 within the last three months. As it gets closer to your departure date, EF will provide more information about facilitating the testing process.



Illness on tour

If a traveler is diagnosed with COVID-19 while on tour, the traveler diagnosed with COVID-19 will be required to isolate based on the guidance of the destination they are in. The remainder of the tour group will be required to quarantine on tour and adhere to testing guidelines for COVID-19, in accordance with local guidelines. As a reminder, EF's exclusive COVID Care Promise is provided to all groups to offer support in this instance.



Looking ahead

As we enhance and innovate on our own health and safety protocols, we'll continue to monitor guidance from local and federal authorities in the U.S. and internationally. We will incorporate new procedures where appropriate as part of the comprehensive safety measures that are standard on every EF tour.

The safety and well-being of travelers remains our top priority.

[COVID-19 updates](#) | [Health & safety on tour](#)



EDUCATIONAL
TOURS

MENU

Cancellation
policies

< [Help Center: Payments & policies](#)

Coverage and policy flexibility

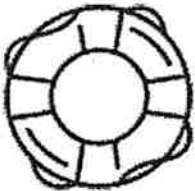
When you decide to travel with EF, we want you to feel secure in that decision. That's why as the world changes, so do we. Below are a range of policy updates and additions that flex to meet our travelers' specific needs—no matter where they are in the planning process.



Risk-free enrollment period

Book a 2023 tour with confidence. Newly enrolled travelers can cancel for any reason prior to February 1, 2022 and receive a full refund.

[Check out the details >](#)



Peace of Mind Programs

This benefit is built into every EF program. It provides groups with flexibility to change the dates and destination of their tours in uncertain times.

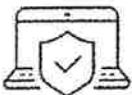
[View the programs >](#)



Individual coverage

Help protect your investment and yourself from unexpected events and expenses while on tour with Global Travel Protection or Global Travel Protection Plus.

[See coverage options >](#)



Risk-free enrollment period

Available to new travelers

New travelers who enroll on an EF Educational Tour no later than November 1, 2021, will have the option to cancel their tour for any reason prior to February 1, 2022 for a full refund of 100% of the monies paid to EF. To be eligible, the traveler must be enrolling on a tour with a scheduled departure date between October 1, 2022 and September 30, 2023. Travelers must pay in full or enroll in our Automatic Payment Plan at the time of tour enrollment and must remain either paid in full or enrolled in our Automatic Payment Plan and in good financial standing at the time of cancellation to remain eligible. Travelers who apply a Future Travel Voucher towards the cost of their tour are not eligible for this risk-free enrollment period.



Peace of Mind Program

Provided to all groups

We understand that plans can change due to unforeseen circumstances. EF provides an exclusive Peace of Mind program to account for such situations.

This program is automatically included for all travelers and can be enacted at the group level for any reason, including terrorism or other world events.

Your Group Leader may choose from the following options:

45 days or more prior to departure:

- Change the travel dates of your group's current tour
- Work with EF to modify your group's current tour or find a new tour
- Cancel your tour and all travelers will receive a transferable travel voucher in the amount of all monies paid for the original tour less the \$95 non-refundable deposit and any other non-refundable fees.

44 days or less prior to departure:

- If any location(s) included in the group's tour itinerary is designated as a Travel Advisory Level 3 or 4 by the U.S. Department of State, your Group Leader may still choose any option from the section above.

EF'S PEACE OF MIND PROGRAM TERMS & CONDITIONS

Benefits of the Peace of Mind program are only available to the entire group and not to individual travelers. Travelers missing any payment deadlines must pay any incurred late fees to qualify for this program. Revised tours must fall within the date range that these booking conditions are valid. If the revised tour has a higher price than the original tour, travelers will be required to pay the difference as a condition of traveling on the revised tour. If EF cannot accommodate a revised tour request and/or the group decides not to travel on the original tour, then the group may opt for travel vouchers. If the group does not travel on the original tour, travel on a revised tour, or receive a future travel voucher, standard cancellation fees will apply. Travelers cancelling from a revised tour will be charged a cancellation fee based on the date that the original tour was revised or the date of cancellation from the revised tour, whichever is higher. EF will make every effort to accommodate revised tour requests. Travel vouchers will be issued in the amount of all monies paid by a traveler for the original tour less the \$95 non-refundable deposit and any other non-refundable fees. Travel vouchers are valid for the current and following travel year. Travel vouchers are transferable at the face value of the voucher to members of the traveler's immediate family or to students and faculty of the traveler's school. The future travel voucher is not a merchandise credit or a gift certificate and may not be redeemed for cash.

COVID-19 Peace of Mind Program

Provided to all groups

In addition to our standard Peace of Mind program, EF provides an exclusive COVID-19 Peace of Mind program to account for situations related to the COVID-19 pandemic. This program is automatically included for all travelers and can be enacted at the group level and specific options can be implemented at the individual level.

For programs scheduled to depart between October 1, 2020 and September 30, 2022, your Group Leader can enact the COVID-19 Peace of Mind program in the event that any of the following conditions (referred to as "COVID-19 Travel Events") occur as a result of the COVID-19 pandemic between 109 to 45 days prior to your tour program's original departure date:

- a U.S. federal governmental authority has issued a travel ban or an order restricting travel to a location on your group's itinerary;
- a U.S. federal or state governmental authority has issued an order that would require a self-quarantine for travelers in your group upon return home from a location on your group's itinerary;
- a governmental order applicable to a location on your group's itinerary would ban or restrict travel or require visitors to self-quarantine upon arrival

If COVID-19 Peace of Mind is enacted, your Group Leader may choose one of the following options:

- Change the travel dates or tour itinerary of your group's current tour; or
- Cancel your tour with each traveler receiving a transferable COVID-19 Future Travel Voucher for 100% of all money paid to EF; or
- Cancel your tour with each traveler receiving a cash refund for all of the money paid to EF less \$500*

Individual travelers also have between 109 to 45 days prior to departure to choose one of the following options if a COVID-19 Travel Event occurs:

- Cancel off your tour and receive or reinstate a transferable COVID-19 Future Travel Voucher for 100% of all money paid to EF; or

- Cancel off your tour and receive a cash refund for all of the money paid to EF less \$500*

If at 44 days or less prior to departure, travel restrictions, governmental orders, or other conditions related to the COVID-19 pandemic make it impossible for EF to operate your tour as scheduled or any of the COVID-19 Travel Events referenced above are newly imposed such that a postponement of your tour program becomes necessary then Group Leaders or travelers will have the same COVID-19 Peace of Mind options set above.

*For travelers who had booked their program by redeeming a previously issued COVID-19 Future Travel Voucher, the cash refund option available will be based on the originally issued voucher terms (e.g., travelers who received a COVID-19 Future Travel Voucher for a tour originally scheduled to depart between March 1, 2020 and May 14, 2020, may exchange their voucher for all monies paid less \$565).

EF'S COVID-19 PEACE OF MIND PROGRAM TERMS & CONDITIONS

This COVID-19 Peace of Mind program is applicable to travelers on EF Educational Tours and EF Tours for Girls programs scheduled to depart between October 1, 2020 and September 30, 2022. The benefits of the COVID-19 Peace of Mind program are available at the group level and for individual travelers. So long as the COVID-19 Peace of Mind program would apply, individual travelers can choose to cancel from their original tour or revised tour and receive a COVID-19 Future Travel Voucher to be used for future travel or exchanged for the cash refund option detailed above. Travelers missing any payment deadlines must pay any incurred late fees to qualify for this program. EF will make every effort to accommodate revised tour requests. Revised tours must fall within the date range for which their current Booking Conditions apply. If the revised tour has a higher price than the original tour, travelers will be required to pay the difference as a condition of traveling on the revised tour. If the group does not travel on the original tour, travel on a revised tour, or if EF cannot accommodate a revised tour request, the travelers will receive COVID-19 Future Travel Vouchers. Travelers cancelling from a revised tour will be charged a cancellation fee based on the date that the original tour was revised or the date of cancellation from the revised tour, whichever is higher. COVID-19 Future Travel Vouchers will be issued in the amount of all monies paid by a traveler for the original tour. COVID-19 Future Travel Vouchers are valid for the current and following travel year expiring on September 30, 2023 and may be exchanged during that time period for the cash refund option that the traveler was originally eligible to receive pursuant to the COVID-19 Peace of Mind program policy at the time of issuance. COVID-19 Future Travel Vouchers are transferable at the face value of the voucher to members of the traveler's immediate family or community. The COVID-19 Future Travel Voucher is not a merchandise credit or a gift certificate.

EF COVID Care Promise

Provided to all groups

If a traveler is diagnosed with COVID-19 while on tour, EF will provide or arrange for the following, consistent with local requirements, at no additional expense to the traveler throughout the duration of any on-tour quarantine period:

- Lodging and meals
- EF representatives available to support the traveler and to coordinate with local authorities on their behalf where necessary
- Assistance connecting with local health care providers
- Translation services
- Communication between the traveler and the traveler's family back home
- EF arranged flights home, based on existing itinerary, for the traveler once cleared to return
- If the diagnosed traveler is a minor, flights for their parent or guardian to join them at the tour location

If a traveler or group is not diagnosed with, yet is required to quarantine on account of, COVID-19 while on tour, EF will provide or arrange for the following, consistent with local requirements, at no additional expense to the travelers throughout the duration of any on-tour quarantine period:

- Lodging and meals
- EF representatives available to support the traveler or group and to coordinate with local authorities on their behalf where necessary
- Assistance connecting with local health care providers
- Translation services
- Communication between the traveler or group and their family back home
- EF arranged flights home for the traveler or group once cleared to return

Individual coverage

Travelers can choose to enroll in one of the Global Travel Protection plans, both of which are designed specifically with EF travelers in mind. These affordable plans provide pre-departure and on-tour benefits, including medical expense coverage that may apply on tour and tour cancellation for the stated reasons below. Please read on for additional coverage details, and deadlines to purchase each Global Travel Protection plan.



COVERAGE

Program cancellation

Covered for limited and pre-defined reasons

Any reason up to 24 hours prior to departure

Program interruption



Illness & accident



Baggage & property



Flight delay



Emergency evacuation



Global Travel Protection Plan

Available to all travelers

Cost: \$165

Can be added from the time of enrollment up until 75 days before departure. To purchase this plan, log in to your EF account [here](#).

Designed specifically with EF travelers in mind, this plan provides both pre-departure and post-departure benefits, including medical expense coverage that may apply on tour and tour cancellation for the stated reasons below.

Trip Cancellation coverage

This plan includes Trip Cancellation coverage. If a traveler needs to cancel a trip due to reasons specified in the plan, this reimburses non-refundable pre-paid payments.

Illness and accident coverage

Provides benefits related to hospital bills, doctors' fees, and medical transportation associated with on-tour illnesses or injuries, as well as travel and accommodation expenses for a family member to be with your child while hospitalized in the event of a life-threatening illness.

Trip Interruption coverage

This plan includes Trip Interruption coverage. If a traveler needs to interrupt a tour due to serious injury or illness, this provides a benefit.

Protection for your belongings

Coverage for baggage in cases of theft or delay.

Trip delay coverage

Coverage for expenses due to trip delays (lodging, food and other reasonable expenses plus limited reimbursement of unused, forfeited, prepaid non-refundable payments for travel arrangements).

Emergency evacuation coverages

This plan includes coverages that can provide a benefit in the unlikely event a traveler should need to return home unexpectedly due to a natural disaster or unrest.

Nonrefundable fees are outlined in EF's Booking Conditions.

The Global Travel Protection plan includes insured components that are underwritten by US Fire Insurance Company and cancellation fee waivers provided by EF Educational Tours. You can find further details of the policy, coverage limits, and exclusions [here](#).



Global Travel Protection Plus plan

Available to all travelers

Cost: \$460

Global Travel Protection Plus plan must be purchased when you book your tour. To purchase this plan, please call 800-665-5364 to speak with one of our Traveler Support Specialists.

Cancel for Any Reason*

The Global Travel Protection Plus plan provides a refund of the Program Price (minus the cost of the plan and other non-refundable fees) if your child needs to cancel their tour up to 24 hours prior to departure for any reason.

Trip Cancellation coverage

This plan includes Trip Cancellation coverage. If a traveler needs to cancel a trip due to reasons specified in the plan, this reimburses non-refundable pre-paid payments.

Illness and accident coverage

Provides benefits related to hospital bills, doctors' fees, and medical transportation associated with on-tour illnesses or injuries, as well as travel and accommodation expenses for a family member to be with your child while hospitalized in the event of a life-threatening illness. Subject to policy limits and exclusions.

Trip Interruption coverage

This plan includes Trip Interruption coverage. If a traveler needs to interrupt a tour due to serious injury or illness, this provides a benefit.

Protection for your belongings

Coverage for baggage in cases of theft or delay.

Trip delay coverage

Coverage for expenses due to trip delays (lodging, food and other reasonable expenses plus limited reimbursement of unused, forfeited, prepaid non-refundable payments for travel arrangements).

Emergency evacuation coverages

This plan includes coverages that can provide a benefit in the unlikely event a traveler should need to return home unexpectedly due to a natural disaster or unrest.

Nonrefundable fees are outlined in EF's Booking Conditions.

**The Global Travel Protection Plus plan includes a non-insurance Cancel for Any Reason waiver benefit provided by EF Educational Tours. The non-insurance Cancel for Any Reason waiver benefit provided by EF Educational Tours provides a cash refund for trip costs paid to EF Educational Tours for cancellation prior to departure. For plans issued in New York, customers can purchase the non-insurance Cancel for Any Reason waiver separately from the rest of the travel protection plan – for further details, please contact Specialty Insurance Solutions at 877-974-7462 ext. 321.*

For additional details regarding the insurance components of this plan, underwritten by US Fire Insurance Company, including coverage limits and a full list of exclusions – please visit this page.

Related Articles



Payment plans



Peace of Mind Program

We're here to help. Call us:

Teachers and Group Leaders

Students and Parents

800-665-5364

Careers at EF

View Opportunities

Resources

Help Center

How It Works

About EF

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Customer Reviews

Stay connected



Other EF tour brands

EF College Study

EF Explore America

EF Tours for Girls

EF Educational Tours Canada

EF Ultimate Break

EF Go Ahead Tours

EF Gap Year



Minutes

Payroll

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **8/19/2021**

I move the School Department Payroll for the period ending
to be approved and certified in the amounts and categories as shown for
a total amount of **\$1,313,160.61**

GRANTS

\$36,077.50	2020-2021	Special Ed 240 Grant
\$17,393.79	2020-2021	Title I Grant
	2020-2021	Title II Grant
	2020-2021	Title IV Grant
	2020-2021	Early Childhood Grant
\$33,078.53	2020-2021	21st Century Grant
\$17,503.89	2021-2022	ASOST Grant
\$4,690.79	2020-2021	Special Ed Improvement Grant
\$43,125.00	2021-2022	SAA Grant

REVOLVING ACCOUNTS

\$2,835.79	2021-2022	Community Services
	2021-2022	Community Services Preschool Program
\$315.08	2021-2022	Adult Education Program
\$5,251.65	2021-2022	Lunch Program
\$782.24	2021-2022	Facilities
\$632.85	2021-2022	Recreation
	2021-2022	Parking Fees
\$2,045.54	2021-2022	Preschool
\$759.23	2021-2022	Advanced Placement

\$164,491.88 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$872,499.84	2020-2021	School Department Account
\$276,168.89	2021-2022	School Department Account

\$1,148,668.73 SUB TOTAL - LEA FUNDS

\$1,313,160.61 TOTAL

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **9/2/2021**

I move the School Department Payroll for the period ending
to be approved and certified in the amounts and categories as shown for
a total amount of **\$1,409,390.21**

GRANTS

\$27,778.40	2020-2021 Special Ed 240 Grant
\$5,377.79	2020-2021 Title I Grant
\$19,216.68	2020-2021 Title II Grant
	2020-2021 Title IV Grant
\$5.00	2020-2021 SE Learning Grant
\$1,260.77	2020-2021 21st Century Grant
\$396.12	2020-2021 Special Ed Improvement Grant
\$150.00	2021-2022 ASOST Grant
\$37,236.75	2021-2022 SAA Grant
\$187.50	2021-2022 ESSER Grant
\$8,637.39	2021-2022 ESSER II Grant

REVOLVING ACCOUNTS

\$4,104.79	2021-2022 Community Services
	2021-2022 Community Services Preschool Program
\$456.08	2021-2022 Adult Education Program
\$14,401.98	2021-2022 Lunch Program
\$672.39	2021-2022 Facilities
\$283.33	2021-2022 Recreation
\$672.39	2021-2022 Parking Fees
\$2,274.46	2021-2022 Preschool
	2021-2022 Alphabest

\$123,111.82 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$1,286,278.39	2021-2022 School Department Account
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\$1,286,278.39 SUB TOTAL - LEA FUNDS

\$1,409,390.21 TOTAL

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **9/16/2021**

I move the School Department Payroll for the period ending
to be approved and certified in the amounts and categories as shown for
a total amount of **\$1,402,768.68**

GRANTS

\$28,694.38	2021-2022 Special Ed 240 Grant
\$5,414.69	2020-2021 Title I Grant
\$5,514.61	2020-2021 Title II Grant
	2020-2021 Title IV Grant
	2020-2021 Early Childhood Grant
	2020-2021 21st Century Grant
\$2,938.98	2021-2022 ESSER I Grant
\$8,637.39	2021-2022 ESSER II Grant
\$95.00	2021-2022 SAA Grant

REVOLVING ACCOUNTS

\$4,365.79	2021-2022 Community Services
\$7,920.41	2021-2022 Community Services Preschool Program
\$485.08	2021-2022 Adult Education Program
\$32,375.87	2021-2022 Lunch Program
\$1,816.89	2021-2022 Facilities
	2021-2022 Recreation
\$672.39	2021-2022 Parking Fees
\$2,274.46	2021-2022 Preschool
\$381.35	2021-2022 Alphabest

\$101,587.29 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$1,301,181.39	2021-2022 School Department Account
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\$1,301,181.39 SUB TOTAL - LEA FUNDS

\$1,402,768.68 TOTAL

Superintendent/ Staff /School Committee Reports

Consent Agenda

2021-2022 Theme

"America: Where do we go from here?"

Student Entry Deadline: October 31, 2021

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

What is the Voice of Democracy Program?

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

Why Should I Enter?

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

The Rules

Who can enter?

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

What do I need to enter?

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

2021-2022 Official Entry Form

Voice of Democracy Competition

Must Be Completed by All Contestants

Name: First, M.I., Last

Address

City, State, Zip

()

Phone

Email

Date of Birth (mm/dd/yy)

Grade in School

Age

School Name, City, State

Teacher's name and Email (if applicable)

To Be Completed by Student's Parent/Guardian

(required even if student is 18 or over)

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

()

Parent/Guardian's Daytime Phone

Parent/Guardian's Email

Participant Agreement for Students Advancing to National Level

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

VOICE OF DEMOCRACY

2021-2022 Theme

"America: Where do we go from here?"

Student Entry Deadline: October 31, 2021

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

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

Signature of Student Participant

Date

To Be Completed by the VFW Post

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

Post Commander's/Chairman's Signature

Post #

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

Post Address

City, State, Zip

VFW Post Email

No. of students participating

No. of winners advanced to District

Amt. of Post/Aux. scholarship awards \$

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

To Be Completed by the VFW District

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

District Chairman's Signature

Dist. #

Address

City, State, Zip

()

Phone

Email

To Be Completed by the VFW Department Chairman

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

Department Chairman's Signature

()

Daytime Phone

Email

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

Where Do I Submit My Entry?

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

What Is the Deadline for My Entry?

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

What Are the Judging Criteria?

Originality is worth 30 points:

Treatment of the theme should show imagination and human interest.

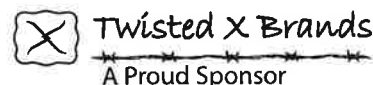
Content is worth 35 points:

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

Delivery is worth 35 points:

Speak in a clear and credible manner.

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



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

Revised 4/2021

LOCAL VFW POST INFORMATION:

CONTACT: _____

PHONE: _____

BEST TIME TO CALL: _____

ALTERNATE CONTACT: _____

PHONE: _____

BEST TIME TO CALL: _____

2021-2022 Theme

"How Can I Be A Good American?"

Student Entry Deadline: October 31, 2021

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

What Is Patriot's Pen?

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

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

Big National Prizes

National awards total: \$55,000

Prizes include the various amounts listed below:

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

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

How Does the Contest Work?

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

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

Who Can Enter?

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

2021-2022 Official Entry Form Patriot's Pen Competition

Must Be Completed by All Contestants

Name: First, M.I., Last

Address

City, State, Zip

()

Phone

Email

Date of Birth (mm/dd/yy)

Grade in School

Age

School Name, City, State

Teacher's name and Email (if applicable)

To Be Completed by Student's Parent/Guardian

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

()

Parent/Guardian's Daytime Phone

Parent/Guardian's Email

To Be Completed by the VFW Post

I certify that this student has an authorized entry in our VFW Post Level Patriot's Pen Competition.

Post Commander's/Chairman's Signature

Post #

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

Post Address

City, State, Zip

VFW Post Email

No. of students participating

No. of winners advanced to District

Amt. of Post/Aux. scholarship awards \$

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

2021-2022 Theme

"How Can I Be A Good American?"

Student Entry Deadline: October 31, 2021

I Have Read and Understand the Contest Rules

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

Signature of Student Participant _____

Date _____

To Be Completed by the VFW District

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

District Chairman's Signature _____

Dist. # _____

Address _____

City, State, Zip _____

() _____

Phone _____

Email _____

To Be Completed by the VFW Department Chairman

I certify that the student named in the previous section is the duly selected first-place winner of the Patriot's Pen Department Competition and is our sole entry into the National Judging.

Department Chairman's Signature _____

() _____

Daytime Phone _____

Email _____

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

How Am I Judged?

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

Knowledge of the theme is worth 30 points:

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

Theme development is worth 35 points:

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

Clarity of ideas is worth 35 points:

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

How Do I Get Started?

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

What Are the Rules?

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

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

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

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

Deadline Information

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

Note:

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

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

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



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

Revised 4/2021

LOCAL VFW POST INFORMATION:

CONTACT: _____

PHONE: _____

BEST TIME TO CALL: _____

ALTERNATE CONTACT: _____

PHONE: _____

BEST TIME TO CALL: _____

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

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



Celebrating Excellence



To: Dave Libby

From: Brenda Theriault-Regan *BJR*
Assistant Superintendent

Date: REVISED - September 17, 2021

Re: Mentor Stipends

Below please find the list of mentors who will be receiving a stipend. The following individuals should receive the **higher** stipend (\$1625) as they participated in the training component of the program:

Alena Breton
Catherine Gerenz

Conner Bourgoin
Melissa Lane

Lauren Cooper
Nicole Zwirek

The following individuals did not attend the training component of the program and will receive the **lower** stipend (\$1217):

Brendan Bernard
Heather Grace

Andrew Bellestri
Lisa Richard

Kathy Carleton
Megan Robinson

The following individual will also receive ½ Stipend of \$609 for an additional mentee:

Charity Legvold

The following individuals has chosen to receive (3) In-District credits:

Charity Legvold

Marie Smith

Please let me know if you have any questions. Thank you!

Cc: T. Gerrish
G. Johnson
R. Rogers
J. Mrozowski

TPS District Strategy

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



Tewksbury 9-11 Memorial
Saturday, September 11, 2021 - 8:46 am

“Never Forget” September 11, 2001”

Procession from Tewksbury Commons – 8:25 am

Bagpipers Tim Sullivan, Nate Silva & Rob Grannatt

Snare Drummer John Whittaker

The Tewksbury Fire Department - Tewksbury Police Department

Tewksbury Veterans of Foreign Wars - Tewksbury Lodge of Elks

Presentation of Colors & Honor Guard

The Tewksbury Fire Department - Tewksbury Police Department

Tewksbury Veterans of Foreign Wars – Tewksbury Lodge of Elks

“Star-Spangled Banner”

The Tewksbury Swinging Seniors

TMHS Concert Band- Directed by Celeste Pellegrino

“Pledge of Allegiance”

Girl Scouts, Cub Scouts and Boy Scouts of Tewksbury

Tewksbury 9-11 Memorial, September 11, 2021

“America the Beautiful”

TMHS Concert Choir- Directed by Celeste Pellegrino

Welcome

Tewksbury 9-11 Memorial Board of Directors, Robert Fowler

Larissa Gay

Daughter of Peter Gay - American Airlines Flight 11

“God Bless America”

The Tewksbury Swinging Seniors

Tewksbury Fire Chief Joseph Kearns

Tewksbury Police Chief Ryan M. Columbus

Remembering the 93 Massachusetts Residents

The Tewksbury Police Department and the Tewksbury Fire Department

“Taps”

LTC, Sam Poulton U.S. Army

Debbie Boyce Lisiecki

Mark Sampson

“Amazing Grace”

Vanessa Waugh, TMHS Senior

Concluding Remarks

Tewksbury 9-11 Memorial Board of Directors, Richard Cuoco

“This is My Country”

The Tewksbury Swinging Seniors

“Let There Be Peace on Earth”

Gabriella Navarrete, TMHS Senior

20 Years and Never Forgetting

Tewksbury 9-11 Memorial, September 11, 2021

21-22 TPS ESSER III Stakeholder Input

Hello TPS Community,

The American Rescue Plan (ARP) Act of 2021, Public Law 117-2, was enacted on March 11, 2021. The ARP Act provides additional funding for school districts to respond to the COVID-19 pandemic. The Education portion of ARP is known as the Elementary and Secondary School Emergency Relief (ESSER III or ARP ESSER) Fund. The purpose of the ESSER III fund is to support the safe reopening and sustaining safe operations of schools while meeting students' academic, social, emotional, and mental health needs resulting from the COVID-19 pandemic.

This survey is to inform each stakeholder group of anticipated district priorities and seeks feedback around anticipated activities through these funds.

You can read the full scope of requirements and ESSER Grant Information here:

<https://www.doe.mass.edu/federalgrants/esser/>

Please read each question description for additional information.

This survey will close on Tuesday, September 21, 2021.

* Required

1. Stakeholder Group *

What stakeholder group(s) would you associate yourself with? The Grant survey asks for participants to choose from these stakeholder groups listed below. (Choose YES to all that apply...and NO to those that do not apply)

Mark only one oval per row.

	Yes	No
Student	<input type="radio"/>	<input type="radio"/>
Parent/Guardian	<input type="radio"/>	<input type="radio"/>
School and District Administrator	<input type="radio"/>	<input type="radio"/>
Teacher	<input type="radio"/>	<input type="radio"/>
Other educators	<input type="radio"/>	<input type="radio"/>
TPS staff (not classroom based)	<input type="radio"/>	<input type="radio"/>
TTA or other TPS Union Group	<input type="radio"/>	<input type="radio"/>
Civil Rights Organization	<input type="radio"/>	<input type="radio"/>
Stakeholders representing the interests of children with disabilities, English Learners, children experiencing homelessness, children in foster care, migratory students, children who are incarcerated, and other underserved students.	<input type="radio"/>	<input type="radio"/>

Learning Loss Interventions

ESSER III funds must include a reservation of 20% (minimum of \$554,739) to address learning loss through the implementation of evidence-based interventions and ensure that those interventions respond to students' social, emotional, and academic needs and address the disproportionate impact of COVID-19 on underserved student subgroups. Please let us know your top three suggestions from the category of allowable activities below. (These are taken directly from the ESSER III grant.)

2. First Choice *

Please tell us which one of the topics below would be your suggested FIRST choice (your top choice) in using the funds noted above.

Mark only one oval.

- ☐ Purchasing and/or expanding use of high-quality, aligned instructional materials (any content area) and associated professional development
- ☐ Professional development for teachers and administrators re:culturally responsive teaching
- ☐ Screening assessments and associated professional development
- ☐ Expanding access to career-technical education, innovation pathways, and advanced placement courses (including fees and teacher training)
- ☐ Extending the school day/year and prioritizing students access to additional time by student need
- ☐ Tutoring programs and support, including early literacy tutoring (including training paraprofessionals)
- ☐ Developing and strengthening data cycles to facilitate and inform student learning and associated professional development and support personnel
- ☐ Early college programs
- ☐ Developing or expanding high quality co-teaching and inclusion models for students with disabilities and associated professional development
- ☐ Acceleration Academies (extra help during school vacations)
- ☐ Summer learning programs
- ☐ Academic support staff, including academic coaches, interventionists, student teaching residency programs, paraprofessionals
- ☐ Diversifying the educator workforce
- ☐ Increasing high-quality common planning time for teachers and academic support staff
- ☐ Increasing personnel and services to support holistic student needs, including school guidance and adjustment counselors, nurses, psychologists, and/or social workers
- ☐ Engaging community partners to build capacity among educators and support personnel to implement equitable and culturally responsive learning environments.
- ☐ Create transitional programs for students with mental health or behavioral-related absences returning to school.
- ☐ Facilities improvements to create healthy and safe school environments.
- ☐ Building/strengthening partnerships with community-based organizations to increase student/family access to services for mental/physical health and well-being

3. Second Choice *

Please tell us which one of the topics below would be your suggested SECOND choice in using the funds noted above.

Mark only one oval.

- ☐ Purchasing and/or expanding use of high-quality, aligned instructional materials (any content area) and associated professional development
- ☐ Professional development for teachers and administrators re:culturally responsive teaching
- ☐ Screening assessments and associated professional development
- ☐ Expanding access to career-technical education, innovation pathways, and advanced placement courses (including fees and teacher training)
- ☐ Extending the school day/year and prioritizing students access to additional time by student need
- ☐ Tutoring programs and support, including early literacy tutoring (including training paraprofessionals)
- ☐ Developing and strengthening data cycles to facilitate and inform student learning and associated professional development and support personnel
- ☐ Early college programs
- ☐ Developing or expanding high quality co-teaching and inclusion models for students with disabilities and associated professional development
- ☐ Acceleration Academies (extra help during school vacations)
- ☐ Summer learning programs
- ☐ Academic support staff, including academic coaches, interventionists, student teaching residency programs, paraprofessionals
- ☐ Diversifying the educator workforce
- ☐ Increasing high-quality common planning time for teachers and academic support staff
- ☐ Increasing personnel and services to support holistic student needs, including school guidance and adjustment counselors, nurses, psychologists, and/or social workers
- ☐ Engaging community partners to build capacity among educators and support personnel to implement equitable and culturally responsive learning environments.
- ☐ Create transitional programs for students with mental health or behavioral-related absences returning to school.
- ☐ Facilities improvements to create healthy and safe school environments.
- ☐ Building/strengthening partnerships with community-based organizations to increase student/family access to services for mental/physical health and well-being

4. Third Choice *

Please tell us which one of the topics below would be your suggested THIRD choice in using the funds noted above.

Mark only one oval.

- ☐ Purchasing and/or expanding use of high-quality, aligned instructional materials (any content area) and associated professional development
- ☐ Professional development for teachers and administrators re:culturally responsive teaching
- ☐ Screening assessments and associated professional development
- ☐ Expanding access to career-technical education, innovation pathways, and advanced placement courses (including fees and teacher training)
- ☐ Extending the school day/year and prioritizing students access to additional time by student need
- ☐ Tutoring programs and support, including early literacy tutoring (including training paraprofessionals)
- ☐ Developing and strengthening data cycles to facilitate and inform student learning and associated professional development and support personnel
- ☐ Early college programs
- ☐ Developing or expanding high quality co-teaching and inclusion models for students with disabilities and associated professional development
- ☐ Acceleration Academies (extra help during school vacations)
- ☐ Summer learning programs
- ☐ Academic support staff, including academic coaches, interventionists, student teaching residency programs, paraprofessionals
- ☐ Diversifying the educator workforce
- ☐ Increasing high-quality common planning time for teachers and academic support staff
- ☐ Increasing personnel and services to support holistic student needs, including school guidance and adjustment counselors, nurses, psychologists, and/or social workers
- ☐ Engaging community partners to build capacity among educators and support personnel to implement equitable and culturally responsive learning environments.
- ☐ Create transitional programs for students with mental health or behavioral-related absences returning to school.
- ☐ Facilities improvements to create healthy and safe school environments.
- ☐ Building/strengthening partnerships with community-based organizations to increase student/family access to services for mental/physical health and well-being

SCHOOL	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	PG	TOTALS
NORTH ST					137	122										259
TRAHAN					101	113										214
DEWING	106	132	162	137												537
HEATH BROOK	35	95	97	115												342
RYAN							268	240								508
WYNN MIDDLE									246	263						509
HIGH SCHOOL (HS)											177	198	196	230	8	809
PreSchool @ HS	15															15
TOTALS	156	227	259	252	238	235	268	240	246	263	177	198	196	230	8	3193
	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	PG	

Heath Brook			LF Dewing			LD Trahan			North Street			John F. Ryan						John Wynn Middle					
Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt
KF	S. Paradis	20	KF	M. Raffi	19	3	S. Mulno	17	3	N. DeVincentis	19	5	R. Rogers	23	6	K. Anderson	20	7	S. Chella	21	8	K. Welch	24
KF	K. Buck	20	KF	H. Grace	19	3	S. Sadler	17	3	M. Groux	19	5	R. Cohen	20	6	A. Benner	20	7	M. Morello	21	8	A. Breton	21
KF	K. Hynes	19	KF	A. McCarthy	18	3	A. Trevor	16	3	L. Desrochers	20	5	B. Roberts	23	6	A. Johnson	19	7	E. Noel	20	8	C. Navetta	21
KF	K. Rodgers	18	KF	A. Cameron	19	3	L. Hyland	17	3	S. Hall	19	5	M. Ellis	23	6	N. Zwitek	20	7	J. Bilodeau	20	8	W. Fabiano	22
KF	D. Greene	18	KF	T. Molea	20	3	K. Valcourt	17	3	J. Simione	21	5	B. Tuccinardi	24	6	N. Amato	20	7	J. Murphy	20	8	J. Diprima	23
KF	*A. Spatola		KF	A. Reardon	17	3	J. Lane	17	3	L. Carlino	19	5	C. Cremin	21	6	J. Mrozowski	19	7	C. Bilodeau	20	8	D. Shao	22
			KF	S. Gillotte	20	3	*L. Perelli		3	M. McGrath	20	5	K. Magsarili	21	6	S. Walsh	21	7	P. Cassidy	21	8	J. Pringle	22
			K	*M. Campo					3			5	L. Tierney	24	6	K. Romano	19	7	D. Graaskamp	20	8	C. Gagnon	21
			K/1/2	*C. Griffin					3	*K. Mahoney		5	K. Bruff	20	6	A. MacMullin	20	7	K. Johnston	22	8	N. Flood	23
1	A. Whynot	17	1	S. Armano	19	4	B. Clasby	20	4	S. Filiberto	21	5	R. Shirkoff	23	6	R. Curley	21	7	N. MacFarlane	19	8	K. Terry	21
1	E. Niles	17	1	L. Broderick	20	4	J. Zaroulis	18	4	K. Conrad	19	5	T. McNeil	23	6	C. Melly	21	7	F. Rouff	21	8	K. Deveau	21
1	M. Engelken	15	1	K. Carleton	20	4	C. Gagne	19	4	K. Russo	20	5	P. Shirkoff	22	6	G. Martel	20	7	M. Scully	21	8	E. Caron	22
1	C. Ventura	15	1	S. Doherty	21	4	V. O'Meara	18	4	K. Gagnon	21												
1	J. Price	17	1	L. Tramonte	20	4	E. Fagan	19	4	J. Selissen	21												
1	B. Decarolis	16	1	M. Hirtle	21	4	L. Kelly	19	4	M. Barbato	20	5/6	*S. Ferrara					7/8	*Camire				
1	*R. Langlais		1	K. Scialdone	19	4	*J. Kelly		4	*D. Ruderman		5/6	*J. Ryan	1				7/8	*Khan				
			1	L. Cournoyer	22							5/6	*C. Caruso										
			1	*M. Robinson					4	*D. Ruderman													
			K/1/2	*E. Finneran					DLC	*C. Strickler													
2	D. Bowden	18	2	C. Archibold	21	214			259			268			240			246			263		
2	S. Mulloy	18	2	J. Middleton	23																		
2	J. Taggart	21	2	S. Miranda	22																		
2	D. Brewin	17	2	E. Daley	24																		
2	T. Enos	20	2	S. Wrobel	24																		
2	K. Bancroft	21	2	J. Garvey	23																		
2	*S. Walsh																						
			2	*L. Spicer																			
			K/1/2	*A. Palange																			
CSPK	L. Ianacci	35	PK	M. Hines	25																		
			PK	J. Milligan	25																		
			PK	J. Covino	14																		
			PK	P. Young	25																		
			PKDLC	J. Reyes	3																		
			PKDLC	M. Smith	4																		
			PKDLC	L. Costa	6																		
			PKDLC	R. Casey	4																		
342			537																				

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

TEWKSBURY PUBLIC SCHOOLS
Request for Fundraising

File: JJE-E

Date: 8-16-21

1. Name of Organization High School PAC

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

Applefest Craft Fair (October 2021),Trivia Night (March 2022),

3. School location and facilities desired (cafetorium, cafeteria, classroom, gymnasium). Calendar Raffle
(April-May 2022)

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

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

All Night Long, Scholarships & School Grants

5. Proposed dates of fund raising activity From 9/2021 To 6/2022

6. Describe student involvement in the fund raising activity. We ask students to volunteer at

Applefest Craft Fair. The calendar raffle is sent to all students
but participation is not required.

7. Type of identifying credential to be used during Fund Raising Activity. TMHS PAC.

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

9. Name of responsible individual Carolyn Gagliardi / Lori Gagliardi

Address _____

Telephone N _____

of Applicant Carolyn Gagliardi

(To be completed by the School Principal)

Date 8/18/21

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

2. Reason for disapproval _____

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

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

5. Comments by the principal: Thank you!

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

Principal's Signature [Signature] Date 8/18/21

TEWKSBURY PUBLIC SCHOOLS
Request for Fundraising

FHS 125-E

Date: Sept 2021

1. Name of Organization The Ryan School PTC

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

please see attached sheet

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

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

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

Enrichment activities

5. Proposed dates of fund raising activity From Sept 2021 to Dec 2021

6. Describe student involvement in the fund raising activity.

please see attached sheet

7. Type of identifying credential to be used during Fund Raising Activity. N/A

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

9. Name of responsible individual Tracy Torry

Address

Telephone

Applicant

(School Principal)

Date

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

2. Reason for disapproval

3. You are authorized to begin the activity on Sept. 2021

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

5. Comments by the principal: N/A

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

Principal's Signature

Judi McInnes

Date

9-14-21



Ryan School PAC

Below, please find the explanation for the fundraising events that we have planned from August 2021-December 2021 for The Ryan school. We will submit the second half of the year shortly. All of these fundraisers will be raising money for primarily enrichment activities at school as well as community building events. We understand that some of these events may be canceled due to DESE/School Committee/Superintendent /Principal guidance. Please let us know if you have any questions.

- **Scholastics Book Fair-** A big favorite of the students is the book fair. We will host a book fair in the Fall and Spring at both Ryan School School.
- **Spirit Wear-** We will sell Ryan School and Tewksbury gear to Ryan School family and friends.
- **Dine Outs-** We will host monthly dine outs in which families will dine out at a local business. A portion of sales will be donated to the The Ryan School PAC.
- **Amazon Smile/Box Tops-** Both are Fundraisers. Parents will scan in their receipts to collect box tops. Families will sign up to Amazon Smile and a portion of sales will be donated to the PAC from Amazon.
- **Helpsy-** Bin is to collect clothing to be recycled.
- **Raffle Calendar-** This fundraiser will start in October and winners will be announced daily in November. We will sell calendars for a set price with the chance to win cash and gift cards. We already have a raffle permit from the town.

TEWKSBURY PUBLIC SCHOOLS
Request for Fundraising

Form 11E-E

Date: Aug 2021 - Dec 2021

1. Name of Organization Dawing's North Street PAC
2. Describe in detail the method of the fundraising activity. Attach additional information necessary.
Please see attached sheet
3. School location and facilities desired (cafeteria, classroom, gymnasium, etc.)

Please send Use of Facilities Form to Nancy O'Hare (TMS) at nancy.ohare@tekwksbury.org

4. Purpose of anticipated funds (To be approved by the building committee)
Enrichment activities
5. Proposed dates of fund raising activity From Sept 2021 To Dec 2021
6. Describe student involvement in the fund raising activity.
Please see attached sheet
7. Type of identifying credential to be used during Fund Raising Activity. N/A

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

9. Name of responsible individual Tracy Torra

Applicant

(To be completed by the [Signature] Principal)

Date 9/13/21

1. Your request for permission to raise funds is Approved Disapproved (Circle)
 2. Reason for disapproval _____
 3. You are authorized to begin the activity on Sept 2021 - Dec 2021
 4. You are to submit a written narrative describing the amount of money raised and the funds not later than thirty (30) days after the ending date as shown above.
 5. Comments by the principal: _____
 6. Copy sent to the Office of the Superintendent of Schools. Yes ☒ No ☐ (Circle)
- Principal's Signature W. E. Harris Date 9/13/21

Revised February 3, 2017

Dewing & North Street School PAC

Below, please find the explanation for the fundraising events that we have planned from August 2021-December 2021 for both Dewing and North Street schools. We will submit the second half of the year shortly. All of these fundraisers will be raising money for primarily enrichment activities for both schools as well as community building events.

We understand that some of these events may be canceled due to DESE/School Committee/Superintendent /Principal guidance. Please let us know if you have any questions.

- **Scholastics Book Fair-** A big favorite of the students is the book fair. We will host a book fair in the Fall and Spring at both Dewing and North Street.
- **Spirit Wear-** We will sell Dewing and Tewksbury gear to the Dewing School families and friends.
- **Dine Outs-** We will host monthly dine outs in which families will dine out at a local business. A portion of sales will be donated to the Dewing and North Street PAC.
- **Amazon Smile/Box Tops-** Both are Fundraisers. Parents will scan in their receipts to collect box tops. Families will sign up to Amazon Smile and a portion of sales will be donated to the PAC from Amazon.
- **Square 1 Art-** With the help of our amazing Art teachers, students will create a piece of art. Parents will then have the opportunity to purchase their child's art on many different keepsakes. A portion of sales will be donated to the PAC..
- **Penny Wars-** This is also another big favorite of our students. Students will bring in spare change and deposit it into their classroom buckets. They will compete against other classes. The class who raises the most money will receive a prize/reward.
- **Penguin Patch/Holiday Shop-** Students will shop for holiday gifts for their families. We will set up in the North Street School library and with the help of volunteers students will come down per class to shop. We will offer online shopping again this year as well. We would love to include in person shopping for the students at the Dewing as well as online shopping. A percentage of sales will be donated to the PAC.
- **Tewksbury Food Pantry Food Drive-** After speaking to the Tewksbury food pantry we have decided to collect money instead of food this year. We would like to offer suggested \$1 dress up days with all proceeds going to the food pantry.
- **Anton's Coat Drive-** Students will bring in gently used coats which will then be taken to Anton's cleaners.

Social	Community	Fundraising
Playground social	Welcome back breakfast	
		Penny wars (North Street)
Trunk or Treat (Dewey & North Street)	Safe halloween.	Penny wars (Dewey)
	Tewksbury food pantry food drive. Tewksbury Public Library festival of trees. Anton's coat drive	Scholastics book fair (Dewey & North Street)
Holiday event	The giving tree Children helping children Holiday glow stroll	Penguin patch/ Holiday
		Dine out nights Amazon smile Box tops Spirit wear

TEWKSBURY PUBLIC SCHOOLS
Request for Fundraising

File: JJE-E

Date: August 20, 2021

1. Name of Organization Heath Brook: Trahan Parent Advisory Council

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

Please see attached explanation.

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

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

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

Enrichment activities: social and community building programs.

5. Proposed dates of fund raising activity From Sept 2021 to June 2022

6. Describe student involvement in the fund raising activity. Please see attached explanation

7. Type of identifying credential to be used during Fund Raising Activity. n/a

8. Is there a contract or agreement to be signed. Yes X No only for the Fun Run

9. Name of responsible individual Anna Kaiser

Address _____

Telephone _____

of Applicant Anna Kaiser

(To be completed by the School Principal)

Date 8/30/21

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

2. Reason for disapproval None

3. You are authorized to begin the activity on upon approval

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

5. Comments by the principal: _____

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

Principal's Signature [Signature]

Date 8/31/21

Revised February 3, 2017

Felicia Annunzio



Heath Brook & Trahan Elementary Schools *Parent Advisory Council*

Below, please find the explanation for the fundraising events set to take place at the Heath Brook and Trahan Schools during the 2021-2022 school year. All the events raise funds for primarily enrichment activities at the schools as well as social and community building programs. We understand that some events may be cancelled due to DESE / School Committee / Superintendent / Principal guidance but wanted to be inclusive of all events in case they are still able to happen. Please see the corresponding calendar for approximate timing during the year.

2021-2022 Fundraising Events

- *Fun Run:* Working with Boosterthon, we are bringing the Fun Run back to the Heath Brook & Trahan schools. This program is typically 9 days long, starts with a Pep Rally, then each day the Boosterthon team will come into the schools to talk about the theme of the year, this is followed by the actual Fun Run and then final collection of donations from families. Every student experiences the Boosterthon character program and Fun Run, regardless of financial participation. For the actual Fun Run, students skip, dance, walk and run at their own pace to upbeat music.
- *Parent/Guardian Fundraiser:* This is a social event for all the parents and guardians in our community. This year's fundraiser is TBD.
- *Scholastic Book Fairs:* A staple in both the Fall and Spring, we will be hosting Scholastic Book Fairs in our schools.
- *Spirit Wear:* We will sell Heath Brook and Trahan swag to families.
- *Helpsy:* Located at the Heath Brook School, we have a Helpsy bin in the parking lot to collect clothing for recycling.
- *Dine Outs:* We will host several Dine Out events for the school this Fall, in which local businesses give the HBTPAC a percentage of their earnings on a chosen date and time.
- *Amazon Smile/Box Tops:* These are fundraising applications in which the school participates to raise money by scanning receipts, purchasing Amazon products off of our tailored Amazon Smile account, and scanning receipts to collect Box Tops (respectively).
- *Calendar Raffle:* This fundraiser happens yearly at the school wherein we sell calendars for a set cost and the chance to win both monetary prizes as well as gift cards. We will secure the appropriate raffle permit from the Town prior to the fundraiser

- *4th Grade Committee Fundraiser:* As this will be the final year at the Heath Brook & Trahan schools, the 4th grade committee raises funds for a send off gift for students. TBD on what the actual fundraiser will be. In the past, we have done a paint night party and sold Auntie Annie's pretzels and other snacks.
- *Art Fundraiser:* We will work with a company that replicates children's art on a variety of keepsakes to raise funds for the schools.
- *Savers FUNDrive:* Each year we run a Savers FUNDrive where families will drop off soft goods to fill a U-Haul and the PAC will receive funds from Savers for every pound collected.
- *Penny Wars:* Each year the students bring in spare change to the schools for a set period and deposit it into containers. The grade levels compete against each other for money that is raised.



Heath Brook & Trahan Parent Advisory Council

Fall 2021 Event Calendar



Month	Social	Community	Fundraising
August	<ul style="list-style-type: none">• Playground Socials*	<ul style="list-style-type: none">• Kindergarten Orientation – Heath Brook	
September		<ul style="list-style-type: none">• Teacher Welcome Back Breakfasts*	
October	<ul style="list-style-type: none">• Library Night*• Halloween Events*	<ul style="list-style-type: none">• Safe Halloween	<ul style="list-style-type: none">• Fun Run*• Parent/Guardian Fundraiser*
November		<ul style="list-style-type: none">• Treats for Troops/Veteran's Day*• Tewksbury Public Library Festival of Trees*	<ul style="list-style-type: none">• Scholastic Book Fairs*
December	<ul style="list-style-type: none">• Holiday Event*	<ul style="list-style-type: none">• Holiday Giving Tree*	
Ongoing		<ul style="list-style-type: none">• Beautification of Schools*	<ul style="list-style-type: none">• Spirit Wear*• Helpsy*• Amazon Smile*• Box Tops*• Dine Out Nights*
Enrichment*			

*Indicates events are happening at both the Heath Brook and Trahan Schools



Heath Brook & Trahan Parent Advisory Council

Spring 2022 Event Calendar



Month	Social	Community	Fundraising
January		<ul style="list-style-type: none">Tewksbury Community Pantry Collection*Teacher Shopping Day*	<ul style="list-style-type: none">Calendar Raffle* (<i>winners pulled the month of February</i>)4th grade committee fundraiser
February	<ul style="list-style-type: none">Lowell River Hawks Game*		<ul style="list-style-type: none">Parent/Guardian Fundraiser*
March	<ul style="list-style-type: none">Read Across America Week*Bingo for Books*	<ul style="list-style-type: none">Book Drive*	<ul style="list-style-type: none">Art Fundraiser*
April		<ul style="list-style-type: none">Community Event TBD*	<ul style="list-style-type: none">Savers*
May	<ul style="list-style-type: none">Ice Cream Socials*Teacher Appreciation Week*Trahan Play		<ul style="list-style-type: none">Scholastic Book Fairs*Penny Wars*
June	<ul style="list-style-type: none">Field Days*4th Grade Social Event (Trahan)Lowell Spinners*		
Ongoing	<ul style="list-style-type: none">BOKS*	<ul style="list-style-type: none">Beautification of Schools*	<ul style="list-style-type: none">Spirit Wear*Helpsy*Amazon Smile*Box Tops*Dine Out Nights*

Enrichment*

*Indicates events are happening at both the Heath Brook and Trahan Schools

TEWKSBURY PUBLIC SCHOOLS
Request for Fundraising

File: JJE-E

Date: September 2, 2021

1. Name of Organization Wynn Middle School 2022 Washington DC Trip

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

Students will be selling pies to help offset the cost of the trip. They will NOT be going door-to-door, only to friends and family.

3. School location and facilities desired (cafetorium, cafeteria, classroom, gymnasium).

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

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

The funds will go directly to the students balance for the Washington DC trip

5. Proposed dates of fund raising activity From 9 / 27 / 2021 To 10 / 13 / 2021 - Pie delivery on 11/17/ 21

6. Describe student involvement in the fund raising activity. Students will be asking friends and family to help support their fundraiser. Students will be collecting money for the fundraiser and turning the money and form in.

7. Type of identifying credential to be used during Fund Raising Activity. Students will have a form stating what the fundraiser is and what it is for. It will clearly state that it is for the 2022 Washington DC Trip through the Wynn Middle School.

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

9. Name of responsible individual Michael Gillespie

Address _____

Telephone _____ nature of Applicant Michael Gillespie

(To be completed by the School Principal)

Date 9/12/21

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

2. Reason for disapproval _____

3. You are authorized to begin the activity on 9/27

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

5. Comments by the principal: _____

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

Principal's Signature [Signature] Date 9/12/21

TEWKSBURY PUBLIC SCHOOLS
Request for Fundraising

File: JJE-E

Date: 9/13/21

1. Name of Organization Student Council
2. Describe in detail the method of the fundraising activity. Attach additional information necessary.
on back
3. School location and facilities desired (cafetorium, cafeteria, classroom, gymnasium).
Please send Use of Facilities Form to Nancy O'Hare (TMHS)/Patricia Meuse (K-8 Schools)
4. Purpose of anticipated funds (To be approved by the building principal.)
for future Student Council fieldtrips
5. Proposed dates of fund raising activity From October 11th To 15th
6. Describe student involvement in the fund raising activity. Students will organize it, make posters, and set up the table during lunch
7. Type of identifying credential to be used during Fund Raising Activity. _____

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

9. Name of responsible individual Lila Gigante

Address _____

Telephone _____

e of Applicant

Lila Gigante

(To be completed by the School Principal)

Date 9/15/21

1. Your request for permission to raise funds is Approved Disapproved (Circle)
2. Reason for disapproval _____
3. You are authorized to begin the activity on as noted herein
4. You are to submit a written narrative describing the amount of money raised and the funds not later than thirty (30) days after the ending date as shown above.
5. Comments by the principal: Good luck
6. Copy sent to the Office of the Superintendent of Schools. Yes No (Circle)

Principal's Signature

John A. [Signature]

Date

9/15/21

1. An email is sent to teachers to ask if they would like to possibly be chosen
2. Set up a table during lunches with a jar with each teacher who agrees face on it
3. Students pay for tickets to put in the jars & the teacher with the most tickets have to wear a dinosaur costume for Jurassic Park day during Spirit week
 - ↳ We will provide the costume & they will have to wear it the whole day
4. The teacher's classroom will be decorated with fake dino footprints and beware of dinosaur posters

Policy

File: JKAA - PHYSICAL RESTRAINT OF STUDENTS

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Tewksbury Public Schools. Further, students of the district are protected by law from the unreasonable use of physical restraint. **Such restraint shall be used only in emergency situations of last resort after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.**

~~Physical restraint shall be used only in emergency situations after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:~~

When an emergency situation arises, and physical restraint is the only option deemed appropriate to prevent a student from injuring himself or herself, another student or school community member, a teacher or employee or agent of the school district may use such reasonable force needed to protect students, other persons or themselves from assault or imminent, serious, physical harm.

The ~~following~~ definitions **of forms of restraint shall be defined in** ~~appear at~~ 603CMR 46.02

The use of mechanical restraint, medical restraint, and seclusion is prohibited.

- ~~1. Extended Restraint: A physical restraint the duration of which is longer than twenty (20) minutes.~~
- ~~2. Physical escort: Touching or holding a student without the use of force for the purpose of directing the student.~~
- ~~3. Physical restraint: The use of bodily force to limit a student's freedom of movement.~~

~~The use of mechanical or chemical restraint is prohibited unless explicitly authorized by a physician and approved in writing by the parent/guardian. The use of seclusion restraint is prohibited in public education programs.~~

~~Mechanical restraint - The use of a physical device to restrict the movement of a student or the movement or normal function of a portion of his or her body. A protective or stabilizing device ordered by a physician shall not be considered a mechanical restraint.~~

~~Seclusion restraint - Physically confining a student alone in a room or limited space without access to school staff. The use of "Time out" procedures during which a staff member remains accessible to the student shall not be considered "seclusion restraint".~~

~~Chemical restraint - the administration of medication for the purpose of restraint.~~

Physical restraint, including prone restraint where permitted under 603 CMR 46.03, shall be considered an emergency procedure of last resort and shall be prohibited except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to themselves and/or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions are deemed inappropriate.

The Superintendent will develop procedures identifying:

- Appropriate responses to student behavior, that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide **including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;**
- Descriptions and explanations of **alternatives the school's method of to physical restraint as well as the school's method of physical restraint for use in emergency situations;**
- Descriptions of the school's training and **procedures to comply with reporting requirements; including, but not limited to making reasonable efforts to orally notify a parent/guardian of the use of restraint within 24 hours of its imposition;**
- Procedures for receiving and investigating complaints;
- Methods for engaging parents/guardians in discussions about restraint prevention and use of restraint solely as an emergency procedure;
- A statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR 46.00,
- A process for obtaining Principal approval for a time out exceeding 30 minutes.

Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint, ~~which the Dept. of Elementary and Secondary Education recommends be at least 16 hours in length.~~

~~Only school personnel who have received training pursuant to 603CMR 46.00 shall administer physical restraint on students. Whenever possible the administration of physical restraint shall be administered in the presence of at least one adult who does not participate in the restraint. A~~

~~person administering physical restraint shall only use the amount of force necessary to protect the student from injury or harm.~~

In addition, each staff member will be trained regarding the school's physical restraint policy **and accompanying procedures**. The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

~~Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.~~

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

Physical restraint is prohibited when it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;

~~A member of the School Committee or any teacher or any employees or agent of the School Committee shall not be precluded from using such reasonable force as is necessary to protect pupils, other persons or themselves from an assault by a pupil.~~

~~The program staff shall report the use of physical restraint that lasts longer than five minutes, or results in injury to a student or staff member. The staff member shall inform the administration of the physical restraint as soon as possible, and by written report, no later than the next school day. The Principal or director or his/her designee shall maintain an ongoing record of all reported instances of physical restraint, which, upon request, shall be made available to the Dept. of Elementary and Secondary Education.~~

~~When a restraint has resulted in serious injury to a student or program staff member or when an extended restraint has been administered, the program shall provide a copy of the required report to the Dept. of Elementary and Secondary Education within five (5) school working days of the administration of the restraint.~~

~~In special circumstances waivers may be sought from parents either through the Individual Education Plan (IEP) process or from parents of students who present a high risk of frequent, dangerous behavior that may frequent the use of restraint.~~

The use of "time out" procedures during which a staff member remains accessible to the student shall not be considered "seclusion restraint".

This policy and its accompanying procedures shall be reviewed and disseminated to staff annually and made available to parents/guardians of enrolled students. The Superintendent shall provide a copy of the Physical Restraint state regulations to each Principal, who shall sign a form acknowledging receipt thereof.

SOURCE: MASC

ADOPTED: September 4, 2001

REVISED: July 16, 2014

LEGAL REFS.: 603 CMR 46.00

M.G.L. 71:37G

TPS Current Policy w/edits recommended by Attorney

File: ACAB - SEXUAL HARASSMENT

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

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

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

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

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

The Grievance Officers:

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

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

~~Procedure~~

~~1. Any member of the school community who believes that he or she has been subjected to sexual harassment will report the incident (s) to the grievance officer. All complaints shall be investigated promptly and resolved as soon as possible.~~

~~2. The grievance officer will attempt to resolve the problem in an informal manner through the following process:~~

~~a. The grievance officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts, and may interview any witnesses.~~

~~b. The grievance officer will then attempt to meet with the charged party in order to obtain his or her response to the complaint.~~

~~c. The grievance officer will hold as many meetings with the parties as is necessary to facts.~~

~~d. On the basis of the grievance officer's perception of the situation he or she may:~~

~~(1) Attempt to resolve the matter informally through reconciliation.~~

~~(2) Report the incident and transfer the record to the Superintendent or his/her designee, and so notify the parties by certified mail.~~

~~3. After reviewing the record made by the grievance officer, the Superintendent or designee may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the committee for termination or expulsion. At this stage of the proceedings the parties may present witnesses and other evidence, and may also be represented. The parties, to the extent permissible by law, shall be informed of the disposition of the complaint. All matters involving sexual harassment complaints will remain confidential to the extent possible. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct.~~

~~4. The grievance officer, upon request, will provide the charging party with government agencies that handle sexual harassment matters. The complainant may pursue his/her rights under the law and file a complaint with the Massachusetts Commission Against Discrimination (1) or the Equal Employment Opportunity Commission. (2)~~

One Ashburton Place	1 Congress Street
Boston, MA Room 601	Boston, MA 02114
(617) 727-3990	(617) 565-3200

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

51A referrals, these offences and any other serious matters shall be referred to local law enforcement.

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

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

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

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

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

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

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

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

NOTICE OF SEXUAL HARASSMENT

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

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

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

DUE PROCESS PROTECTIONS

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

- 1) If the allegations do not meet the definition of sexual harassment or do not satisfy the requirements regarding location or connection to an educational program of the school district, the allegations shall be dismissed for purposes of Title IX, but may be investigated and addressed under other prohibitions in the student discipline code, relevant collective bargaining agreements or other laws under which they fit;
- 2) A presumption of innocence throughout the grievance process, with the burden of proof on the school;

- 3) A complainant's wishes with respect to whether the school investigates will be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances;
- 4) A prohibition of the single investigator model, instead requiring a decision-maker separate from the Title IX Coordinator or investigator;
- 5) Proof by a preponderance of the evidence, subject to limitations;
- 6) The opportunity to test the credibility of parties and witnesses through disclosure of evidence and opportunity to submit additional questions, subject to "rape shield" protections;
- 7) Written notice of allegations and an equal opportunity to review the evidence upon filing a formal complaint;
- 8) An objective evaluation of all relevant evidence, inculpatory and exculpatory, and avoidance of credibility determinations based on a person's status as a complainant, a respondent, or a witness;
- 9) Title IX Coordinators, investigators, and decision-makers must be trained and free from bias or conflict of interest;
- 10) A right to appeal from a determination regarding responsibility and from a dismissal of a formal complaint or the allegations therein, where the determination or dismissal involved any of the following: procedural irregularity that affected the outcome; newly-discovered evidence that could affect the outcome; or the Title IX Coordinator, the investigator, or the decision-maker had a conflict of interest or bias that affected the outcome;
- 11) As long as the process is voluntary for all parties, after being fully informed and written consent is provided by both parties, a school may facilitate informal resolution of a formal sexual complaint, but no such informal resolution can be used where the allegations are that an employee sexually harassed a student.

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

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

The District may remove a respondent on an emergency basis after undertaking an individualized safety and risk analysis and determining that an immediate threat to the physical health or safety of any student or other individual arising from the allegations justifies removal. The District will

provide the respondent with written notice and an opportunity to challenge the decision immediately following the removal in accordance with any applicable laws, collective bargaining agreements and student handbooks.

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

INVESTIGATIONS

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

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

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

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

DETERMINATIONS

The decision-maker shall issue a written determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, the rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant.

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

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

APPEALS

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

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

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

RECORD KEEPING REQUIREMENTS

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

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

The District's Title IX Coordinators are as follows:

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

Complainants may also file a complaint with:

- The Massachusetts Commission Against Discrimination

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

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

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

LEGAL REFS.: M.G.L. 151B:3A

~~Title IX of the~~ Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX)

~~Title VII, Section 703, Civil Rights Act of 1964 as amended~~

~~Federal Regulation 74676 issued by EEO Commission~~

~~Board of Education~~ DESE 603 CMR 26:00

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

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

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

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

Revised: November 20, 1996

REVISED: April 14, 2015

REVISED:

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

Old Business

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee
From: Brenda Regan, Assistant Superintendent *BJR*
Date: September 17, 2021
Re: 2021 Summer Reading Participation Totals

This is Informational Only - No Vote is Required

September 22, 2021 - Old Business: 2021 Summer Reading Program participation rates. This is an informational item, no vote is required.

Tewksbury Public Schools

Christopher Malone
Superintendent (978) 640-7800
cmalone@tewksbury.k12.ma.us

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



Celebrating Excellence



DISTRICT SUMMER READING TOTALS 2021-22

Total number of students in TPS: 2,910* (w/o K 2,687)

*Grades 1-12 do not include new registrations

Total number of students who participated in Summer Reading: 2,205 (w/o K 2,139)

Total district participation percentage (%): Not including Kindergarten 80%

Including Kindergarten 76%

Grade-specific information:

<u>Grade Level</u>	<u>Total # of students</u>	<u># Completed</u>	<u>Percentage (%)</u>
K	223	66	30%
1	242	154	64%
2	230	183	80%
3	230	159	69%
4	229	192	84%
5	260	202	78%
6	232	156	67%
7	239	206	86%
8	256	226	88%
9	162	155	96%
10	197	179	91%
11	203	150	74%
12	207	169	82%

If you have any questions and/or concerns, please do not hesitate to contact me at (bregan@tewksbury.k12.ma.us).

Tewksbury Diversity, Equity, and Inclusion Advisory Committee (TDEIAC)

I. General Information

Members:	Up to nine members, with three Town staff serving ex-officio
Appointed By:	The Tewksbury Board of Selectmen
Length of Term:	Three years
Appointments Made:	TBD
Appointments Made:	Chairperson, Vice-Chairperson, and Clerk as determined by TDEIAC
Meeting Time:	As determined by TDEIAC & shall be posted in accordance with the Open Meeting Law

II. General Purpose

The Town of Tewksbury DEI Advisory Committee strives to reaffirm the worth and dignity of every human being. Tewksbury's diversity will be embraced and celebrated through the following activities:

- A. **Educate:** Organize awareness campaigns, trainings, discussion groups, and other learning opportunities.
- B. **Advocate:** Share resources with Tewksbury town employees and committee members, local business owners, faith and non-profit organizations, educators, and residents.
- C. **Celebrate:** the growing diversity of Tewksbury and desirability of being a resident of or doing business in Tewksbury as well as recognize Tewksbury groups and individuals that have made a positive impact on diversity, equity, and inclusion within the town of Tewksbury.

III. The Charge to the Committee from the Board of Selectmen

- A. To promote Diversity, Equity, and Inclusion and build a stronger, more unified, welcoming Town that respects and recognizes both its growing diversity, and its commonalities. To nurture a community that promotes and encourages respect for all its residents, businesses, religions, Town employees, nonprofit

organizations, cultures, and guests. To foster respectful, civil, reflective public conversation.

B. TDEIAC shall carry out its mission, related to the general purpose statements through:

1. Public advocacy by promoting and encouraging understanding, acceptance, and diversity, as well as recognition of DE&I efforts in the community.
2. Sponsoring DE&I educational programs and partnering with other non-profit, religious, municipal and state organizations as needed.
3. Manage, develop, and assist various stakeholders in developing outreach and engagement campaigns.
4. Matters of a sensitive nature will be held in confidentiality and appropriate resources will be employed as needed.
5. TDEIAC will work with similar committees within other municipalities and with organizations with which it shares a common purpose, and may use any available materials, advice, or assistance from other municipalities and organizations that may be helpful in accomplishing its mission. It shall meet monthly or at least ten times each year.

IV. Criteria for Membership

- A. One member of the Board of Selectmen or its designee;
- B. One School Committee member or its designee;
- C. School Superintendent or his or her designee, ex-officio;
- D. Town Manager or his or her designee, ex-officio;
- E. Police Chief or his or her designee, ex-officio;
- F. As many as six members-at-large, all residents, appointed by the Board of Selectmen for three-year terms, with staggered terms initially of one, two, and

three years. The Board of Selectmen should endeavor to appoint members that represent the diversity of our community including, but not limited to gender, race, age, sexual orientation, physical ability, culture, religion, and other differentiations.

- G. Student representative of high-school age.
- H. All members must be sworn in by the Town Clerk.
- I. All members must comply with the State Conflict of Interest Law and the Open Meeting Law, and
- J. As representatives of the Town, members shall have the ability to work well with others and respect diverse points of view.

V. Contracts

TDEIAC shall not sign or bind the Town to any contracts. Contracts must be presented to the Town Manager for prior approval and signature. All contracts for services, equipment, and supplies shall follow proper procurement and bidding procedures regardless of the funding source. Presently, there is no funding allocated for TDEIAC. Any funding will need Town Meeting approval.

VI. Budget

Any funds will need Town Meeting approval and funds will be for the purpose of programming, educational resources, and other ends to achieve its mission.

VII. Amendments

The Board of Selectmen by vote at a public meeting may from time to time make changes to this document or disband TDEIAC as deemed in the Town's best interest.

Approved by the Board of Selectmen at a meeting held on February 23, 2021.

Chairman of the Board of Selectmen

Date

New Business



Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee

From: Brenda Theriault-Regan
Assistant Superintendent of Schools

Date: September 22, 2021

Re: Naming of New Elementary School

This is for Information Only - No Vote is Required

The following document includes suggested names for the new elementary school. The public is welcome to comment on these suggested names or submit additional suggestions to name the school. The School Committee will vote on a name for the new elementary school at the next School Committee meeting, October 13, 2021.

ESBC Suggestions for the Name of New Elementary School

Suggested Name	Reason	# of recommendations
Center School or Center Elementary School	Commemorating the oldest and historic school and the new school will be located in the center of town	2
Ames School	Giving recognition to the family who provide college scholarships	1
Ann Sullivan	To recognize Special Needs in Education	1
Foster School or Enoch Foster School	Commemorating history of the former Foster Elementary School	1
Helen Keller	To recognize Special Needs in Education	1
Mico Kaufman	Deceased, prominent sculptor & Tewksbury resident	1
North Trahan Elementary	Combining the 2 schools	1
Ryan Elementary or Tewksbury Upper Elementary	Sharing the campus with John F. Ryan	1
Wamesit Elementary	Keeping Native American history alive	1
Other Naming Considerations	Reason	
Naming other key areas of the new school after the schools being demolished (Examples below)		2
Trahan Library Media Center	Commemorating the Trahan and beloved Lia's Book Nook	
North Street Gym (or other main area...NS Main Corridor, NS Front entrance courtyard...etc.)	Commemorating another key area after the No. Street	

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee
From: Brenda Regan, Assistant Superintendent *BR*
Date: September 17, 2021
Re: 2021 - 2022 MCAS Updates

This is Informational Only - No Vote is Required

2021 - 2022 MCAS 2021-2022 Testing Schedule Window and preparation of the release of 2021 MCAS results. This is for information only and does not require a vote.

Initial Release of the 2021–2022 MCAS and ACCESS for ELLs Testing Schedule

We are pleased to release the initial 2021–2022 MCAS and ACCESS for ELLs testing schedule.

1. Guidance on Test Dates and Holiday Observances

Principals should be aware that state and federal laws require schools to make reasonable accommodations for the religious needs of students and employees in observance of holy days (see guidance and links to interfaith [calendars](#)). Students who are absent from school may participate in a make-up session as soon as possible after the regularly administered session. Schools may [contact](#) the Office of Student Assessment Services with questions.

Districts that previously scheduled activities and now find a conflict with one of the high school prescribed dates (on which schools should plan for concurrent testing) should also [contact](#) the Office of Student Assessment Services.

2. Computer-Based Testing (CBT) Expectation and Process for Requesting a Waiver

The default administration mode for grades 3–8 and 10 is computer-based testing. Schools with special circumstances (e.g., technology constraints or related issues make computer-based testing unfeasible, all students will take the MCAS-Alt or paper-based tests as an accommodation) may request a school-level exemption following procedures to be provided in the fall.

3. Additional Information

- Students will take two test sessions of each of the next-generation MCAS tests in spring 2022 (as they did in 2019 and previous years). Test sessions in 2021–22 will remain untimed.
- For high school students, next-generation retests will be offered in ELA and Mathematics in both November and March. Schools are expected to administer the next-generation retests to repeating grade 10 students and students in grade 11.

In addition, legacy retests will be offered in both subjects in November only. The legacy retests are available as an option for students in grade 12, if their curriculum and preparation better align to the legacy test design, and adults seeking to earn their CD. November 2021 will be the last administration during which legacy retests will be available in ELA and Mathematics; only next-generation retests will be offered in March 2022 and in subsequent years.

- Schools may again participate in the voluntary pilot civics assessment in grade 8. The testing windows will be March 14–April 29 for the performance-based tasks sets and May 23–June 10 for the end-of-course assessment. More information will be forthcoming in the fall.
- [Check](#) in fall 2021 for additional information on the testing schedule, including make-up testing windows, student registration dates, and other test administration deadlines.

Thank you.

2021–2022 Initial MCAS Testing Schedule

November 2021 MCAS ELA and Mathematics Retests

Subject Area	Type of Test	Prescribed Test Administration Dates
Mathematics Note: For November 2021, Mathematics will be administered before ELA.	Next-Generation CBT (PBT available as an accommodation)	<ul style="list-style-type: none"> • November 9: Mathematics Sess. 1 • November 10: Mathematics Sess. 2
	Legacy (PBT only) <i>Last legacy retest administration in Mathematics</i>	<ul style="list-style-type: none"> • November 9: Mathematics Sess. 1 • November 10: Mathematics Sess. 2
ELA	Next-Generation CBT (PBT available as an accommodation)	<ul style="list-style-type: none"> • November 16: ELA Session 1 • November 17: ELA Session 2
	Legacy (PBT only) <i>Last legacy retest administration in ELA</i>	<ul style="list-style-type: none"> • November 16: ELA Composition Sess. A and B • November 17: ELA Reading Comprehension Sess. 1 and 2 • November 18: ELA Reading Comprehension Sess. 3

February 2022 MCAS Biology Test

Subject Area	Type of Test	Prescribed Test Administration Dates
Biology	Legacy (PBT only) <i>Last legacy administration in Biology</i>	<ul style="list-style-type: none"> • February 2: Biology Session 1 • February 3: Biology Session 2

March 2022 MCAS ELA and Mathematics Retests

Subject Area	Type of Test	Prescribed Test Administration Dates
ELA	Next-Generation CBT (PBT available as an accommodation)	<ul style="list-style-type: none"> • March 9: ELA Session 1 • March 10: ELA Session 2
Mathematics	Next-Generation CBT (PBT available as an accommodation)	<ul style="list-style-type: none"> • March 15: Mathematics Sess. 1 • March 16: Mathematics Sess. 2

Spring 2022 MCAS Tests for Elementary and Middle Schools

Grades 3–8 ELA and Mathematics, and grades 5 and 8 STE Next-Generation CBT (PBT available as an accommodation)	
ELA test sessions	March 28–Apr 29 (Note that ELA will be administered earlier than Mathematics and STE.)
Mathematics test sessions	April 25–May 27
STE test sessions	April 26–May 27

Spring 2022 MCAS Grade 10 ELA and Mathematics Tests

Grade 10 ELA Next-Generation CBT (PBT available as an accommodation)		
Prescribed Administration Dates <i>Test the maximum number of students who can participate concurrently.</i>	ELA Session 1	March 22
	ELA Session 2	March 23
Administration Dates Only if Needed <i>Test any remaining students who did not participate in the first set of dates due to technology/device limitations (only).</i>	ELA Session 1	March 24
	ELA Session 2	March 25
Grade 10 Mathematics Next-Generation CBT (PBT available as an accommodation)		
Prescribed Administration Dates	Mathematics Session 1	May 17
	Mathematics Session 2	May 18
Administration Dates Only if Needed	Mathematics Session 1	May 19
	Mathematics Session 2	May 20

Spring 2022 MCAS High School STE Tests

Biology and Introductory Physics Tests Next-Generation CBT (PBT available as an accommodation)		
Prescribed Administration Dates	Session 1	June 7
	Session 2	June 8
Administration Dates if Needed	Session 1	June 9
	Session 2	June 10
Chemistry and Technology/Engineering Tests Legacy (PBT only)		
Session 1	June 7	
Session 2	June 8	

2022 ACCESS for ELLs

Grades K–12

CBT for grades 1–12, with paper alternative for students with disabilities and newcomers (The kindergarten test and Alternate ACCESS remain paper-based.)

ACCESS for ELLs test sessions

January 6–February 10

2022 MCAS Alternate Assessment (MCAS-Alt)

Grades 3–8 and High School

Submission deadline

April 1

A message from the
Massachusetts Department of
Elementary and Secondary Education

[View this email in your browser](#)

September 15, 2021



Student Assessment Update

Special Edition

News from DESE Student Assessment Services

For All Schools

As we prepare to publicly release 2021 MCAS results on Tuesday, September 21, we wanted to make you aware of the following:

Official Embargoed MCAS Data Files Available Wednesday, September 15; Edwin Reports Available Friday, September 17

On Wednesday, September 15, schools and districts will have access to official embargoed .CSV data files for all assessed grades from the spring 2021 MCAS tests in English language arts (ELA), mathematics, and science and technology/engineering (STE). The following data files will be available in DropBox Central in the Department's [Security Portal](#):

- grades 3–8 and 10 next-generation ELA and mathematics
- grades 5 and 8 next-generation STE
- legacy high school ELA and mathematics (taken by students in grades 11 and 12 who chose to do so to potentially qualify for an Adams scholarship)
- high school STE tests in biology, chemistry, introductory physics, and technology/engineering (legacy tests taken by ninth graders)

Official embargoed results in Edwin Analytics, also located on the Security Portal, are scheduled to be available on Friday, September 17. The results have been updated to address discrepancies that DESE confirmed and resolved during the August 10–13 discrepancy reporting window. School and district staff who submitted a discrepancy may view the status of their request on the Discrepancy Reporting site at www.mcasservicecenter.com. Grade 8 STE results for students who tested remotely are under review and are not included in this release; more information will be provided in the future.

MCAS 2021 Reporting Information Sessions on September 17

The Department will hold two reporting information sessions about the release of 2021 MCAS results for superintendents, principals and other school-level staff on Friday,

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level MCAS results, a review of high school competency determination requirements for students in the classes of 2022 and 2023; and a review of the updated 2021 grades 3–8 Parent/Guardian Report. Please [register here](#) for one of the sessions.

Please remember that all data are embargoed until the official public release of results, which is scheduled for the morning of Tuesday, September 21. Until that time, districts and schools are encouraged to use the data for educational planning purposes but not for public discussion.

CONTACT

MCAS Service Center

for logistical support, including tech support for PearsonAccess Next and TestNav

Email: mcas@cognia.org

Phone: 800-737-5103

Student Assessment Services

for policy questions, including student participation

Email: mcas@doe.mass.edu

Phone: 781-338-3625



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Principals, MCAS test coordinators, special education directors, and EL program directors will receive the update automatically. See [this page](#) for details. For others wishing to receive this update, [please subscribe](#)

Want to change how you receive these emails?
You can [update your preferences](#) or [unsubscribe from this list](#)





The Commonwealth of Massachusetts
Office of the Attorney General
One Ashburton Place
Boston, Massachusetts 02108

OPEN MEETING LAW COMPLAINT FORM

Instructions for completing the Open Meeting Law Complaint Form

The Attorney General's Division of Open Government interprets and enforces the Open Meeting Law, Chapter 30A of the Massachusetts General Laws, Sections 18-25. Below is the procedure for filing and responding to an Open Meeting Law complaint.

Instructions for filing a complaint:

- o Fill out the attached two-page form completely and sign it. File the complaint with the public body within 30 days of the alleged violation. If the violation was not reasonably discoverable at the time it occurred, you must file the complaint within 30 days of the date the violation was reasonably discoverable. A violation that occurs during an open session of a meeting is reasonably discoverable on the date of the meeting.
- o To file the complaint:
 - o For a local or municipal public body, you must submit a copy of the complaint to the chair of the public body **AND** to the municipal clerk.
 - o For all other public bodies, you must submit a copy of the complaint to the chair of the public body.
 - o Complaints may be filed by mail, email, or by hand. Please retain a copy for your records.
- o If the public body does not respond within 14 business days and does not request an extension to respond, contact the Division for further assistance.

Instructions for a public body that receives a complaint:

- o The chair must disseminate the complaint to the members of the public body.
- o The public body must meet to review the complaint within 14 business days (usually 20-22 calendar days).
- o After review, but within 14 business days, the public body must respond to the complaint in writing and must send the Attorney General a copy of the complaint and a description of any action the public body has taken to address it. At the same time, the body must send the complainant a copy of its response. The public body may delegate this responsibility to its counsel or a staff member, but only after it has met to review the complaint.
- o If a public body requires more time to review the complaint and respond, it may request an extension of time for good cause by contacting the Division of Open Government.

Once the public body has responded to the complaint:

- o If you are not satisfied with that the public body's response to your complaint, you may file a copy of the complaint with the Division by mail, e-mail, or by hand, but only once you have waited for 30 days after filing the complaint with the public body.
- o When you file your complaint with the Division, please include the complaint form and all documentation relevant to the alleged violation. You may wish to attach a cover letter explaining why the public body's response does not adequately address your complaint.
- o The Division will not review complaints filed with us more than 90 days after the violation, unless we granted an extension to the public body or you can demonstrate good cause for the delay.

If you have questions concerning the Open Meeting Law complaint process, we encourage you to contact the Division of Open Government by phone at (617) 963-2540 or by e-mail at openmeeting@state.ma.us.



OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General
One Ashburton Place
Boston, MA 02108

Please note that all fields are required unless otherwise noted.

Your Contact Information:

First Name: Doreen Last Name: Healy

Address: 53 Baldwin Road, #1702

City: Billerica State: MA Zip Code: 01821

Phone Number: 9789857907 Ext. NA

Email: doej7@yahoo.com

Organization or Media Affiliation (if any): N/A

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

☒ Individual ☐ Organization ☐ Media

Public Body that is the subject of this complaint:

☐ City/Town ☐ County ☒ Regional/District ☐ State

Name of Public Body (including city/town, county or region, if applicable): Tewksbury Public School District

Specific person(s), if any, you allege committed the violation: Chris Malone, Brenda Reagan, Tewksbury School Committee

Date of alleged violation: 9/1/2021

Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

On July 30, 2021 I submitted a Public Records Request to the Superintendent, Chris Malone for copies of all School Council agendas and meeting minutes for the school years 2018-2019, 2019-2020, 2020-2021. In response to my request Mr. Malone wrote, "In response to your July 30, 2021 Public Records Request specific to "School Councils", please understand that not all of the School Improvement Council minutes for the time period you have requested have been approved by the School Councils as of yet and are in draft form. Those minutes that to date have been approved will be produced to you, subject to redactions for any applicable exemptions under Massachusetts General Laws, Chapter 4, Section 7, Clause 26 or MGL Chapter 30A, Section 22(f). Because of the volume of records encompassed by your request, and the other burdens placed on the school district at the present time, the timeframe within which the records will be produced, subject to applicable redactions, will be within twenty-five (25) business days of your request (by September 2, 2021). Any minutes not yet approved will be placed on the next School Council session agenda. Once approved, I will then produce them to you, again subject to redactions for any applicable exemptions under Chapter 4, Section 7, Clause 26 or MGL Chapter 30A Section 22(f)."

Complaint #1 is that as a citizen, I do not have to request draft minutes, according to Open Meeting Law, minutes, whether approved or in draft form should be sent to the requestor within ten business days of request. A requestor does not need to specify that if draft meeting minutes are the only available option than those are requested.

On September 1, 2021 Mr. Malone sent my public records request as promised. I have attached for your review. After reviewing the attached packet, it became apparent that although subject to Open Meeting Law, the School Councils were not following Open Meeting Law guidelines. Additionally, there was no consistency between schools with regard to operating as public bodies and following open meeting law.

Based on my review, these are my additional complaints:

Complaint #2 – School Council Meeting announcements and Agendas are not published according to open meeting law. They are not registered at the Town Clerk office, date stamped, posted or available via the Town Clerk's Office.

Complaint #3 – School Council Agendas do not note the location of the meeting.

Complaint #4 – School Council Agendas are often incomplete, missing or lacking information that would adequately describe the actions of the Council.

Complaint #5 – Meeting minutes are often missing, incomplete and lacking data, lacking Council voting information.

Complaint #6 – Meeting minutes are not reviewed and approved in a timely manner.

We are gravely concerned that Mr. Malone, Mrs. Reagan and the School Committee are neglectful in their duties and oversight of School Councils and Open Meeting Law.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

We ask that Mr Malone, Mrs Reagan, The School Committee, and School Principals need additional training on Open Meeting Law.

We ask for training for any member of a school council.

We ask that the agendas and minutes be reviewed and corrected where needed and filed where establish practice has dictated.

We ask that the District review the last three school years to ensure compliance with open meeting laws.

Review, sign, and submit your complaint

I. Disclosure of Your Complaint.

Public Record. Under most circumstances, your complaint, and any documents submitted with your complaint, is considered a public record and will be available to any member of the public upon request.

Publication to Website. As part of the Open Data Initiative, the AGO will publish to its website certain information regarding your complaint, including your name and the name of the public body. The AGO will not publish your contact information.

II. Consulting With a Private Attorney.

The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

III. Submit Your Complaint to the Public Body.

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to openmeeting@state.ma.us.

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: Doreen Healy
Doreen Healy (Sep 16, 2021 17:47 EDT)

Date: _____

For Use By Public Body
Date Received by Public Body:

For Use By AGO
Date Received by AGO: