

TEWKSBURY PUBLIC SCHOOLS
TEWKSBURY SCHOOL COMMITTEE
Notice of Regular School Committee Meeting #2
Wednesday, August 17, 2022

Meeting Place:
Tewksbury Memorial High School
Large Group Instruction Room #1
320 Pleasant Street, Tewksbury, MA 01876

SCHOOL COMMITTEE / ADMINISTRATOR WORKSHOP
2:00 PM - 5:00 PM

- A. **WORKSHOP BEGINS (2:00 PM)**
- B. **SCHOOL COMMITTEE & ADMINISTRATORS WORKSHOP**
2021-2022 Year End Summary & 2022-2023 Goals & School Improvement Plans
- C. **WORKSHOP CONCLUDES**

REGULAR SCHOOL COMMITTEE MEETING #2
5:45 PM - Executive Session (Non-Public Session)
6:15 PM - Public Session

- 1. **CALL TO ORDER - REGULAR SCHOOL COMMITTEE MEETING - 5:45 PM**
- 2. **EXECUTIVE SESSION (Non-Public Session) - 5:45 PM**
Convene an Executive Session to discuss:
 - Strategy with respect to collective bargaining with employee groups and/or ongoing litigation and/or discussion of personnel matters;
 - Approval of July 20, 2022 Executive Session Minutes

The School Committee will reconvene the Regular School Committee in Open Session after the Executive Session.
- 3. **ADJOURN EXECUTIVE SESSION**
- 4. **RECONVENE REGULAR SCHOOL COMMITTEE MEETING (PUBLIC SESSION - 6:15 PM)**
- 5. **ANNOUNCEMENT**
The August 17, 2022 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.
- 6. **PLEDGE OF ALLEGIANCE**

SCHOOL COMMITTEE MEMBERS

Bridget L. Garabedian, Chair, bgarabedian@tewksbury.k12.ma.us
Keith M. Sullivan, Vice-Chair, ksullivan@tewksbury.k12.ma.us ~ Kayla Biagioni-Smith, Clerk, kbiagioni-smith@tewksbury.k12.ma.us
Nicholas G. Parsons, Member, nparsons@tewksbury.k12.ma.us ~ Richard Russo, Jr., Member, russo@tewksbury.k12.ma.us
Brenda Theriault-Regan, Superintendent, bregan@tewksbury.k12.ma.us ~ Lori L. McDermott, Assistant Superintendent, lmcdermott@tewksbury.k12.ma.us

7. RECOGNITION

Tewksbury Memorial High School

Girls Varsity Softball Team - MIAA DIV 2 State Finalist

8. STUDENT REPRESENTATIVE REPORT

None

9. PRESENTATION

AlphaBEST Update

10. 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.)*

11. APPROVAL OF MINUTES

July 20, 2022, Regular Meeting

12. SUBMISSION AND PAYMENT OF BILLS

Payroll Period Ending July 21, 2022 (\$1,249,665.74)

Payroll Period Ending August 4, 2022 (\$1,352,178.74)

13. SUPERINTENDENT & STAFF REPORT

14. CONSENT AGENDA *(itemized on page 4)*

15. COMMITTEE REPORTS

Elementary School Building Committee

Tewksbury SEPAC

Wellness Advisory Committee

Policy Sub-Committee

16. POLICY CHANGES, PROPOSALS, and ADOPTION

Policy Reviewed and Adopted with No Changes:

BA, School Committee Operational Goals; BAA, Evaluation of School Committee Operational Procedures; BB, School Committee Legal Status; BBAA, School Committee Member Authority; BBB, Board Membership/Elections; BBBA/BBBB, School Committee Member Qualifications/Oath of Office; BBBC, School Committee Member Resignation; BBBE, Unexpired Term Fulfillment; BCA, School Committee Member Ethics; BDA, School Committee Organizational Meeting; BDB, School Committee Officers; BDC, Appointed Committee Officials; BDD, School Committee-Superintendent Relationship; BDDA, School Committee Request for Information; BDDDB, Adequate Information to Precede Action Policy; BDE, Subcommittees of the School Committee; BDF, Advisory Committees to the School Committee; BDFA, School Councils; BDFA-E-1, School Improvement Plan; BDFA-E-2, Submission and Approval of The School Improvement Plan; BDFA-E-3, Conduct of School Council Business; BE, School Committee Meetings; BEC, Executive Sessions; IJOC, School Volunteers

Policies for Consideration for Revision and/or to Adopt MASC Recommendation on Informational

Reading: IMG, Animals In Schools; IJOA, Field Trips; JJH, Student Travel; JJH-R, Student Travel Regulations; DD, Funding Proposals & Applications; DIE, Audits; EFC, Free & Reduced Price Food Services; BBA, School Committee Powers and Duties

Policies for Consideration for Revision on First Reading:

DA, Fiscal Management Goals; DB, Annual Budget; DBC, Budget Planning & Schedules; DBJ, Budget Transfer Authority; DEC, Federal Funds Supplement Not Supplant Policy; JKAA, Physical Restraint of Students

Policies for Consideration for Revision on Second & Final Reading:

BEDH, Public Comments at School Committee Meetings; BJ, School Committee Legislative Program; EFD, Meal Charge Policy

Policies for Consideration to Rescind on First & Final Reading: None

17. OLD BUSINESS

- a. TMHS 2022-2023 Domestic & International Travel Requests
- b. 2022-2023 School Calendar & Early Release Days
- c. 2022-2023 SY Staffing Update
- d. Summer School Program Update
- e. Open Meeting Law (OML) Complaint.Determination

18. NEW BUSINESS

- a. 2022-2023 Back to School & Orientation Information
- b. Long-term Sub Teacher Hourly Rate Change
- c. Superintendent's Entry Plan

19. SCHOOL COMMITTEE MATTERS OF INTEREST

20. FUTURE SCHOOL COMMITTEE MEETING DATES

September 21; October 3, 2022 -Special Town Mtg (School Committee will attend); October 13, 2022

21. FUTURE SUB-COMMITTEE & ADVISORY COMMITTEE MEETING DATES

Elementary School Building Committee: September 8, 2022

Tewksbury SEPAC Board Meeting: September 15, 2022

Tewksbury SEPAC School Safety Sub-committee: TBD

Wellness Advisory Committee: October 5, 2022

Policy Sub-Committee: September 6, 2022

22. FUTURE AGENDA ITEMS

23. ADJOURNMENT

CONSENT AGENDA

Correspondence

Welcome Back Professional Development Days: August 29, 2022 & August 30, 2022

Enrollment Update

None

PERSONNEL ITEMS

New Hires: Katherine Budinger, Integrated S.T.E.M. Literacy Teacher, Wynn Middle School, effective 8/29/2022; Nina Caruso, ELA Teacher, TMHS, effective 8/29/2022; Deborah Guttadauro, 1-School-Year-only, Educational Support Personnel Aide, at the Dewing School, effective 8/29/2022; Meghan Campbell, Educational Support Personnel Aide, Dewing School, effective 8/29/2022; Daniel Daley, Music Teacher, Wynn Middle School, effective 8/29/2022; Jennifer Murphy, Moderate Special Needs Teacher, Heath Brook School, effective 8/29/2022; Judith Boyson, Educational Support Personnel/Elementary Library Aide, Trahan School, effective August 8/29/2022; Paul Bea, Physical Education Teacher, Dewing and Heath Brook Schools, effective August 8/29/2022; Keith Frost, K-2 Digital Learning Specialist, Dewing and Heath Brook Schools, effective August 8/29/2022; Allyson Kazanjian, Educational Support Aide, Dewing School, effective 8/29/2022; Susan Bickford, Educational Support Personnel Aide, North Street School, effective 8/29/2022; Vanessa Chambers, 1-SY only Unified Arts Support Teacher & Educational Support Aide, effective 8/29/2022; Lisa Chasan, 1-SY only Long-term substitute MSNT, North Street School, effective 8/29/2022; Stacey Connors, 12-month Secretary, North Street School/Center Elementary School, effective 8/1/2022; Deborah D'Onofrio, Educational Support Personnel Aide, Heath Brook School, effective 8/29/2022; Stacy Still, Educational Support Personnel Aide, Trahan School, effective 8/29/2022; Kathleen Martin, Special Education Teacher, TMHS, effective 8/29/2022; Molly Irwin, Developmental Learning Center Teacher, North Street School, effective 8/29/2022; Emily Killeen, Grade 1 Teacher, Dewing School, effective 8/29/2022; Cory Edwards, Science Teacher, Wynn Middle School, effective 8/29/2022

Transfers/New Position: Kimberly Khan, District-wide Case Manager, effective 8/29/2022; Robert Rogers, Assistant Principal, North Street School/Trahan School/Center Elementary School, effective July 1, 2022; Courtney Graffeo, Grade 5 Mathematics/Science Teacher at the Ryan School, effective 8/29/2022; Lauren Nastari, English Teacher, Wynn Middle School, effective 8/29/2022; Candace Tharrett, Interim-Assistant Director of Student Services, effective July 1, 2022

Retirement: Lisa Richard, Computer Teacher, effective October 17, 2022

***Appendix B: Co-Curricular**

Tewksbury Memorial High School

Christina Keefe, Boys Head Cross Country Coach
Courtney Graffeo, Girls Head Cross Country Coach

Dewing Elementary School

Kathy Carleton - Mentor Program Teacher Leader

Ryan Elementary School

Team Leader positions:

C. Cremin/P. Shirkoff	Kathleen Anderson	Brittany Roberts
Robert Shirkoff	Jennifer Mrozowski	Brianna Lavine
Charlaine Mell		

PLC Facilitator positions:

Susan Walsh - Mathematics	Andrea MacMullin & Sue Hogan - English/Language Arts
M. Ellis/S. Ferrara - Science	Melissa Lane - Specialists
Rachel Cohen - Social Studies	*Administrator in the absence of a teacher applicant

Other Appendix B positions:

Instrumental Music- Tim Olevsky Ryan Chorus- TBD
Art Show- Melissa Lane Case Manager- Susan Hogan

Mentor positions:

Susan Hogan Gretchen Martel
Brendan Bernard Steve Boudreau

Acceptance of Donations/Gifts: MVP (in Tewksbury) has donated a Richie's Slush machine to the Tewksbury Summer Program for the last week of the program celebration.

Fundraisers/Raffles: None

Executive Session

**Tewksbury School Committee
Executive Session (Non-Public Session)
Wednesday, August 17, 2022 - 5:45 PM**

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

A. CALL TO ORDER

B. EXECUTIVE SESSION - Non-Public Session - 5:45 PM

Convene an Executive Session to discuss:

Strategy with respect to collective bargaining with employee groups and/or ongoing litigation and/or discussion of personnel matters;

Executive Session Minutes: July 20, 2022

The School Committee will reconvene in Open Session following the Executive Session.

C. ADJOURN & RECONVENE REGULAR SCHOOL COMMITTEE MEETING

Recognition and/or Presentations

Tewksbury School Committee - August 17, 2022

RECOGNITIONS

Tewksbury Memorial High School

★ GIRLS VARSITY SOFTBALL TEAM - MIAA DIV 2 STATE FINALIST

ALYSSA ADAMS
MADISON PAULDING
SAMANTHA PERKINS
MADISON STOVESAND
AVA FERNANDES
SAMANTHA RYAN
AVERY DELLAPIANA
WHITNEY GIGANTE
OLIVIA CUEVA
ERIN COSTELLO
SYDNEY WHALEN
GIANNA PENDOLA
AISLIN DAVIS
ABIGAIL TOWER
ANYA CRANSTON
REBECCA HARRIS

Head Coach: Brittney Souza

Assistant Coaches: Tania Palumbo, George Covino, and Tama Parsons

Team Captains: Gianna Pendola, Sam Perkins, Sam Ryan, and Madison Stovesand

Managers: Mackenzie Tower

Athletic Trainer: Chris Mahanna

Athletic Director: Ron Drouin

PRESENTATION

★ AlphaBEST Update - Kim Jennings & Adriane DiPasquale

Minutes

Payroll

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **7/21/2022**

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 **\$1,249,665.74**

GRANTS

\$24,488.55	2021-2022 Special Ed 240 Grant
\$6,876.40	2021-2022 Title I Grant
	2021-2022 Title II Grant
\$10,676.10	2021-2022 Title IV Grant
	2021-2022 Early Childhood Grant
\$10,097.06	2021-2022 ASOST Grant
\$5,271.25	2021-2022 21st Century Grant
\$8,537.93	2021-2022 ESSER II Grant
\$6.25	2021-2022 SE Learning Grant
\$2,873.33	2022-2023 21st Century Sped Enhancement
\$12,496.33	2022-2023 21st Century Summer

REVOLVING ACCOUNTS

\$3,618.40	2022-2023 Community Services
	2022-2023 Community Services Preschool Program
\$402.04	2022-2023 Adult Education Program
\$5,165.47	2022-2023 Lunch Program
\$786.46	2022-2023 Facilities
\$415.02	2022-2023 Recreation
	2022-2023 Parking Fees
\$2,325.65	2021-2022 Preschool
	2022-2023 Advanced Placement
	2022-2023 TMHS Intramurals

\$94,036.24 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$887,332.36	2021-2022 School Department Account
\$268,297.14	2022-2023 School Department Account

\$1,155,629.50 SUB TOTAL - LEA FUNDS

\$1,249,665.74 TOTAL

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **8/4/2022**

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 **\$1,352,178.74**

GRANTS

\$39,133.39	2021-2022 Special Ed 240 Grant
\$16,682.94	2021-2022 Title I Grant
\$300.00	2021-2022 Title II Grant
\$8,516.58	2021-2022 Title IV Grant
	2021-2022 Early Childhood Grant
\$18,568.80	2022-2023 ASOST Grant
\$2,182.45	2021-2022 Innovations Pathways Grant
\$7,579.70	2021-2022 21st Century Grant
\$8,537.93	2021-2022 ESSER II Grant
\$265.00	2021-2022 SE Learning Grant
\$2,896.63	2022-2023 21st Century Sped Enhancement
\$21,796.61	2022-2023 21st Century Summer

REVOLVING ACCOUNTS

\$4,000.90	2022-2023 Community Services
	2022-2023 Community Services Preschool Program
\$3,520.04	2022-2023 Adult Education Program
\$4,449.12	2022-2023 Lunch Program
\$589.39	2022-2023 Facilities
\$495.00	2022-2023 Recreation
	2022-2023 Parking Fees
\$2,325.65	2021-2022 Preschool
	2022-2023 Advanced Placement
\$4,604.00	2022-2023 TMHS Intramurals

\$146,444.13 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$887,332.36	2021-2022 School Department Account
\$318,402.25	2022-2023 School Department Account

\$1,205,734.61 SUB TOTAL - LEA FUNDS

\$1,352,178.74 TOTAL

Superintendent/ Staff /School Committee Reports

Consent Agenda

TPS Mentoring Program							
Tuesday, August 23, 2022							
School	Group	Title	Where	When	Mins.	TPS Aides Optional	Notes
ALL	New Mentors & Mentees	TPS Induction and Mentoring Program	TMHS	8:00 - 2:30	240	No	Snacks & Lunch Included
Topics: New Teacher Boot Camp (Aspen, Google, Teachpoint, Tour of Tewksbury) & Mentors: Effective Mentoring						No	
Wednesday, August 24, 2022							
School	Group	Title	Where	When	Mins.	TPS Aides Optional	Notes
ALL	New Mentors & Mentees	TPS Induction and Mentoring Program	TMHS	8:00 - 2:30	240	No	Snacks & Lunch Included
Topics: Mentee: Stop the Bleed and A.L.I.C.E., Meet the Administrative Team, & the Mentor/Mentee Partnership						Yes (New Aides)	
TPS Welcome Back							
Monday, August 29, 2022							
School	Group	Title	Where	When	Mins.	TPS Aides Optional	Notes
ALL	TPS Faculty & Staff	Welcome Opening Day	@ TMHS AUD	8:00-12:30	270	Required	
ALL	Varies	Lunch	On own	12:30-1:30	60		
ALL	TPS Faculty & Staff	Back to School Staff Mandatory Training & Meeting	@ Own School	1:30 - 3:00	90		
Tuesday, August 30, 2022							
School	Group	Title	Where	When	Mins.	TPS Aides Optional	Notes
ALL	TPS Faculty & Delta-T	Culturally Responsive Classrooms & Increasing Availability for Learning: Leveraging SEL to Foster Regulated Students Dr. Alex Hirshberg	@ TMHS AUD	8:00-11:00	270	Optional	
ALL	Varies	Lunch	On own	11:00-12:00	60		
ALL	TPS Faculty & Delta-T	Classroom Set-Up Time	@ Own School	12:00-3:00	90		

MVP in Tewksbury would like to donate **Richie's Slush** to the Tewksbury Summer Program for the last week of the program celebration!

Donation includes with approximate values:

2x - 2.5 Gallon of Watermelon Slush (\$20/Each)

2x - 2.5 Gallon of Blue Vanilla Slush (\$20/Each)

2x - 2.5 Gallon of Cherry Slush (\$20/Each)

3x - Slush Scoopers (\$7/Each)

500 Cups and Straws (\$50)

Ingredients:

Watermelon: Water, Sucrose ,Corn Syrup, High Fructose Corn Syrup, Fruit Acid, Artificial Watermelon Flavor, Ascorbic Acid, Guar Gum, Xanthium Gum, Propylene Glycol, FD&C Red #40

Blue Vanilla: Water, Sucrose ,Corn Syrup, High Fructose Corn Syrup, Artificial Vanilla Flavor, Ascorbic Acid, Guar Gum, Xanthium Gum, Propylene Glycol, FD&C Blue #1

Cherry: Water, Sucrose ,Corn Syrup, High Fructose Corn Syrup, Citric Acid, Artificial Flavor, Ascorbic Acid, Guar Gum, Xanthium Gum, Propylene Glycol, Gum Tragacanth, FD&C Red #40

Thanks,

Jessica Reposa

Policy

File: BA - SCHOOL COMMITTEE OPERATIONAL GOALS

The Tewksbury School Committee is responsible to the people for whose benefit the school system has been established. The committee's current decisions will influence the course of education in our schools for years to come. The committee and each of its members must look to the future and to the needs of all people more than the average citizen finds necessary. This requires a comprehensive perspective and long-range planning in addition to attention to immediate problems.

The Tewksbury School Committee's primary responsibility is to establish those purposes, programs, and procedures that will best produce the educational achievement needed by our students. The committee is charged with accomplishing this while also being responsible for wise management of resources available to the school system. The committee must fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer to implement policy, and by evaluating the results. It must carry out its functions openly, while seeking the comments of public, students, and staff in its decision-making processes.

In accordance with these principles, the technique will involve:

1. Periodically setting performance objectives for the Tewksbury School Committee itself and evaluating their accomplishment.
2. Setting objectives for performance for each position and function in the system.
3. Allowing the people responsible for carrying out objectives to have a role in setting them.
4. Establish practical and simple goals.
5. Conducting a concrete and periodic review of performance against these goals.

{Adoption date}

Revised: January 18, 1996

Reviewed and Adopted: September 11, 2013

Reviewed and Adopted: August 17, 2022

CROSS REF.: ADA School District Goals and Objectives

SOURCE: MASC Policy

File: BAA - EVALUATION OF SCHOOL COMMITTEE OPERATIONAL PROCEDURES

The Tewksbury School Committee will periodically establish realistic objectives related to committee procedures and relationships. At the end of a specified length of time, the committee will measure its performance against the stated objectives.

The following areas of school committee operations and relationships are representative of those in which objectives may be set and progress appraised:

1. Communication with the public
2. School Committee - Superintendent relationships
3. School Committee member development and performance
4. Policy development
5. Educational leadership
6. Fiscal management
7. School Committee meetings
8. Performance of subcommittees of the School Committee
9. Interagency and governmental relationships

When the committee has completed its self-evaluation, the members will discuss the results in detail and formulate a new series of objectives. At the same time, the committee will set an approximate date on which the next evaluation will be conducted.

Implied in the concept of evaluation is an assumption that individuals and committees are capable of improvement. The Tewksbury School Committee believes that its performance will be improved if evaluation is carried out systematically in accordance with good planning, conscientious follow-through, and careful assessment of results.

Adoption date: January 1996

Reviewed and Adopted: September 11, 2013

Reviewed and Adopted: August 17, 2022

SOURCE: MASC Policy

File: BB - SCHOOL COMMITTEE LEGAL STATUS

State law provides that:

Every town at its annual meeting shall in every year when the term of office of any incumbent expires, and except when other provision is made by law, choose by ballot from its registered voters the following town officers for the following terms of office:

. . . Three, five, six, seven or nine members of the school committee for terms of three years . . .

The school committee is the governing board of the town's public school system. Although its functions as a duly elected committee of town government, the school committee has, unlike other town boards, autonomous and absolute authority within limitations established by the Commonwealth of Massachusetts to carry out the educational policies of the state and guide the educational process.

Established by law

Revised: January 18, 1996

Reviewed and Adopted: September 11, 2013

Reviewed and Adopted: August 17, 2022

LEGAL REFS.: M.G.L. [41:1](#) and [71:37](#) specifically, but powers and duties of school committees are established throughout the General Laws of Massachusetts Relating to School Committees

CROSS REFS.: [AA](#), School District Legal Status

[BBA](#), School Committee Powers and Duties

SOURCE: MASC Policy

File: BBAA - SCHOOL COMMITTEE MEMBER AUTHORITY

Authority

Because all powers of the Tewksbury School Committee derived from state laws are granted in terms of action as a group, members of the Tewksbury School Committee have authority only when acting as a committee legally in session.

The Tewksbury School Committee will not be bound in any way by any statement or action on the part of an individual member except when such statement or action is a result of specific instructions of the committee.

No member of the committee, by virtue of his/her office, will exercise any administrative responsibility with respect to the schools or command the services of any school employee.

The Tewksbury School Committee will function as a body and all policy decisions and other matters, as required by law, will be settled by an official vote of the committee sitting in formal session.

Duties

The duties and obligations of the individual committee member may be enumerated as follows:

1. To become familiar with the General Laws of the Commonwealth relating to education and school committee operations, regulations of the Massachusetts Board of Education, policies and procedures of the Tewksbury School Committee and school department.
2. To keep abreast of new laws and the latest trends in education.
3. To have a general knowledge of the goals, objectives, and programs of the town's public schools.
4. To work effectively with other committee members without trying either to dominate the committee or neglect his/her share of the work.
5. To respect the privileged communication that exists in executive sessions by maintaining strict confidentiality on matters discussed in these sessions, except that which becomes part of the public record, once it has been approved for release.
6. To vote and act in committee impartially for the good of the students.
7. To accept the will of the majority vote in all cases, and to remember that he/she is one of a team and must abide by, and carry out, all committee decisions once they are made.
8. To represent the committee and the schools to the public in a way that promotes interest and support.
9. To refer questions and complaints to the proper school authorities.

August 17, 2022 - Informational Item Only: TPS policy reviewed and recommended no changes.

10. To comply with the accepted code of ethics for school committee members.

Adoption date: January 1996

Reviewed and Adopted: September 11, 2013

Reviewed and Adopted: August 17, 2022

SOURCE: MASC Policy

August 17, 2022 - Informational Item Only: TPS policy reviewed and recommended no changes.

File: BBB - BOARD MEMBERSHIP/ELECTIONS

The Tewksbury School Committee shall consist of five members who shall serve for terms of three years. The term shall be overlapping, two members being elected at the Annual Election during each of the first two years of each series of three years, and one the third year.

Reviewed and Adopted: September 11, 2013

Reviewed and Adopted: August 17, 2022

File: BBBA/BBBB - SCHOOL COMMITTEE MEMBER QUALIFICATIONS/OATH OF OFFICE

In order to serve on the School Committee, an individual must be a registered voter in the town from which he/she is elected or appointed and must take an oath of office as required by law.

Each new member will present to the Committee secretary official certification of having sworn the oath before an officer duly qualified to administer oaths prior to entering on his/her official duties as a member of the Committee.

From the Town Clerk, newly qualified Committee members--by law--receive, and sign a receipt for, a copy of the Massachusetts open meeting law governing the conduct of Committee meetings in general and executive sessions in particular.

Newly qualified Committee members shall, by law, receive and sign a receipt for, within 30 days of taking office, a copy of the Massachusetts Ethics Commission's Summary of the Conflict of Interest laws. As municipal employees, all School Committee members shall receive a copy of said summary annually. All School Committee members shall, within 30 days of taking office, and every 2 years thereafter, complete the Massachusetts Ethics Commission's online training program. Upon completion of the online training program, members shall provide notice of such completion to be retained for 6 years by the Town Clerk.

Membership on a School Committee is not limited to race, color, sex, religion, national origin, or gender identity or sexual orientation.

Adoption date: January 1996

Reviewed and Adopted: September 11, 2013

Reviewed and Adopted: August 17, 2022

Revised September 27, 2017

LEGAL REFS.: M.G.L. [30A:20](#); [41:1](#); [41:107](#); [76:5](#); [268A:27-28](#)

August 17, 2022 - Informational Item Only: TPS policy reviewed and recommended no changes.

File: BBBC - SCHOOL COMMITTEE MEMBER RESIGNATION

A current Tewksbury School Committee member who submits a resignation to the appropriate certifying authority terminates Tewksbury School Committee duties at the time of such resignation unless a later time is stated in the resignation.

Should a Tewksbury School Committee member move out of the town or District in which he or she holds office, that member shall be deemed to have vacated the office.

Established by law

ADOPTED: November 4, 2015

Reviewed and Adopted: August 17, 2022

LEGAL REFS.: M.G.L. [41:2](#); [41:109](#)

File: BBBE - UNEXPIRED TERM FULFILLMENT

When a vacancy on the Tewksbury School Committee occurs for any reason, the board of selectmen and the remaining members of the committee share the responsibility for filling it.

As provided in the law, the Tewksbury School Committee will notify the selectmen that a vacancy has been created within 30 days after it has occurred. After one week's notice has been given by the committee to the selectmen, so that voters of the town may have the opportunity to state their candidacy, the two governing bodies will meet to fill the vacancy by roll call vote.

For election to fill a vacancy, a candidate must receive a majority of the votes of the officers entitled to vote. The person so elected will fill the seat on the committee until the next town election, at which time a member will be elected to serve the remainder of the term, if any.

Established by law

Adoption date: January 1996

Reviewed and Adopted: September 11, 2013

Reviewed and Adopted: August 17, 2022

SOURCE: MASC Policy

LEGAL REF.: M.G.L. [41:11](#)

File: BCA - SCHOOL COMMITTEE MEMBER ETHICS

(Massachusetts Association of School Committees Code of Ethics)

Preamble

The acceptance of a code of ethics implies the understanding of the basic organization of school committees under the Laws of the Commonwealth of Massachusetts. The oath of office of a school committee member binds the individual member to adherence to those state laws which apply to school committees, since school committees are agencies of the state.

This code of ethics delineates three areas of responsibility of school committee members in addition to that implied above: (1) community responsibility; (2) responsibility to school administration; and (3) relationships to fellow committee members.

A school committee member in his/her relations with his/her community should:

1. Realize that his/her primary responsibility is to the children
2. Recognize that his/her basic function is to be policy making and not administrative
3. Remember that he/she is one of a team and must abide by, and carry out, all committee decisions once they are made
4. Be well informed concerning the duties of a committee member on both a local and state level
5. Remember that he/she represents the entire community at all times.
6. Accept the office as a committee member as means of unselfish service with no intent to "play politics," in any sense of the word, or to benefit personally from his/her committee activities

A school committee member in his/her relations with his/her school administration should:

1. Endeavor to establish sound, clearly-defined policies which will direct and support the administration
2. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration
3. Give the chief administrator full responsibility for discharging his/her professional duties and hold him/her responsible for acceptable results
4. Refer all complaints to the administrative staff for solution and only discuss them at committee meetings if such solutions fail

A school committee in his/her relations with his/her fellow committee members should:

1. Recognize that action at official meetings is binding and that he/she alone cannot bind the committee outside of such meetings
2. Realize that he/she should not make statements or promises of how he/she will vote on matters that will come before the committee
3. Uphold the intent of executive sessions and respect the privileged communications that exists in executive sessions.
4. Not withhold pertinent information on school matters or personnel problems, either from members of his/her own committee or from members of other committees who may be seeking help or information on school problems
5. Make decisions only after all facts on a question have been presented and discussed.

SOURCE: Massachusetts Association of School Committees, 5/22/64

Adoption date: January 1996

Reviewed and Adopted: September 11, 2013

Reviewed and Adopted: August 17, 2022

File: BDA - SCHOOL COMMITTEE ORGANIZATIONAL MEETING

For the purpose of organizing, the Tewksbury School Committee, at its first meeting, following the Town's annual elections, will elect from its membership a Chairperson, a Vice-Chairperson, and a clerk, all of whom will hold their respective offices for a term of one year or until a successor is elected. The Superintendent of Schools shall be the presiding officer until a Chairperson is elected. Every member shall be notified of the meeting for organization.

A majority of the members of the Tewksbury School Committee will constitute a quorum. The election will proceed as follows:

1. Nominations for the office of Chairperson will be made from the floor. The Chairperson will be elected by a majority rollcall vote of the members present and voting. If no nominee receives a majority vote, the election will be declared null and void and nominations will be reopened.
2. Upon election, the new Chairperson will preside, calling for the election of a Vice-Chairperson and Clerk, in order. The procedure used for their election will be the same as that for electing the Chairperson.

Any vacancy among the officers occurring between organizational meetings will be filled by a member elected by the Tewksbury School Committee. The election will be conducted as described above.

Following election of officers at its organizational meeting, the Tewksbury School Committee may proceed into such regular or special business as scheduled on the agenda.

Adoption date: January 1996

Revised: April 11, 2012

Reviewed and Adopted: September 11, 2013

Reviewed and Adopted: August 17, 2022

SOURCE: MASC Policy

File: BDB - SCHOOL COMMITTEE OFFICERS

Duties of the Chairperson

The Chairperson of the Tewksbury School Committee has the same powers as any other member of the committee to vote upon all measures coming before it, to offer resolutions and to discuss questions. He/she will perform those duties that are consistent with his/her office and those required by law, state regulations, and this committee. In carrying out these responsibilities, the Chairperson will:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the committee
2. Consult with the superintendent in the planning of the committee's agendas
3. Confer with the superintendent on crucial matters that may occur between committee meetings
4. Appoint subcommittees, subject to committee approval
5. Call special meetings of the committee as found necessary
6. Be public spokesman for the committee at all times except as this responsibility is specifically delegated to others
7. Be responsible for the orderly conduct of all committee meetings.
8. Have the right, as other members of the Tewksbury School Committee, to offer resolutions, to discuss questions, and to vote thereon.

As presiding officer at all meetings of the committee, the Chairperson will:

1. Call the meeting to order at the appointed time
2. Announce the business to come before the committee in its proper order
3. Enforce the committee's policies relating to the order of business and the conduct of meetings
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference
5. Explain what the effect of a motion would be if this is not clear to members
6. Restrict discussion to the question when a motion is before the committee
7. Answer all parliamentary inquiries
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

Duties of the Vice-Chairperson

August 17, 2022 - Informational Item Only: TPS policy reviewed and recommended no changes.

The Vice-Chairperson of the committee will act in the absence of the Chairperson as presiding officer of the committee and will perform such other duties as may be delegated or assigned to him/her.

Clerk

The clerk will keep or cause to be kept an accurate journal of all committee meetings; will comply with state law and committee policy regarding notification of meetings; and will render such reports as may be required by the state or the town.

Adoption date: January 1996

Revised: April 11, 2012

Reviewed and Adopted: September 11, 2013

Reviewed and Adopted: August 17, 2022

SOURCE: MASC Policy

LEGAL REFS.: M.G.L. [71:36](#)

Note: The treasurer of the town serves as treasurer of the school committee.

August 17, 2022 - Informational Item Only: TPS policy reviewed and recommended no changes.

File: BDC - APPOINTED COMMITTEE OFFICIALS

The Superintendent shall be appointed by vote of the Committee as provided by law and perform all the duties that are prescribed by law and such other duties, not inconsistent there to, as a majority of the Committee may direct.

ADOPTED: November 4, 2015

Reviewed and Adopted: August 17, 2022

File: BDD - SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP

The Committee will leave to the superintendent all matters of decision and administration that come within his/her scope as executive officer or as professional leader of the school system. While the Committee reserves to itself the ultimate decision of all matters concerning general policy or expenditures of funds, it will normally proceed in these areas after receiving recommendations from its executive officer. Further:

1. The Superintendent may seek guidance from the Committee with respect to matters of operation whenever appropriate. If it is necessary to make exceptions to an established policy, he/she will submit the matter to the Committee for advice and direction.
2. The Superintendent will assist the Committee in reaching sound judgments and establishing policies, and will place before the committee all relevant facts, information, and reports necessary to keep the Committee adequately informed of situations or business at hand.

Adoption date: January 1996

Reviewed and Adopted: September 11, 2013

Revised September 27, 2017

Reviewed and Adopted: August 17, 2022

File: BDDA - SCHOOL COMMITTEE REQUEST FOR INFORMATION

Any information requested by the Committee of the Superintendent at a regular or special Tewksbury School Committee meeting shall be provided to the Committee by the next regularly scheduled meeting or a date if established by the Committee.

In the event that the Superintendent is unable to comply, he/she may request an extension through the Chairperson of the Committee stating the reason for the extension.

Reviewed and Adopted: September 11, 2013

Reviewed and Adopted: August 17, 2022

August 17, 2022 - Informational Item Only: TPS policy reviewed and recommended no changes.

File: BDDDB - ADEQUATE INFORMATION TO PRECEDE ACTION POLICY

Except in emergencies, the Tewksbury School Committee shall not attempt to decide upon any questions before examining and evaluating any information any person requests the Tewksbury School Committee to consider. The Superintendent shall be given an opportunity to examine and to evaluate all such information and to recommend action before the Tewksbury School Committee attempts to make a decision.

Reviewed and Adopted: September 11, 2013

Reviewed and Adopted: August 17, 2022

File: BDE - SUBCOMMITTEES OF THE SCHOOL COMMITTEE

The Tewksbury School Committee will have no standing Committees. It may, however, establish special subcommittees at its annual organizational meeting. These subcommittees may be created for a specific purpose and to make recommendations for Committee action.

1. The subcommittee will be established through action of the Committee.
2. The subcommittee Chairperson and its members will be appointed by the Committee Chairperson, subject to approval by the Committee.
3. The subcommittee will be provided with a list of its functions and duties.
4. The subcommittee may make recommendations for Committee action, but it may not act for the Tewksbury School Committee.
5. The Committee Chairperson and superintendent will be exofficio members of all special subcommittees.
6. A subcommittee will be dissolved by the Committee upon completion of its assignment, or it may be dissolved by a vote of the Committee at any time.
7. No subcommittee shall consist of more than two members of the Tewksbury School Committee.

All subcommittees of the School Committee are subject to the provisions of the Open Meeting Law.

Adoption date: January 1996

Reviewed and Adopted: September 11, 2013

Revised September 27, 2017

Reviewed and Adopted: August 17, 2022

LEGAL REF: M.G.L. [30A:18-25](#)

CROSS REF.: [BEC](#), Executive Sessions

File: BDF - ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE

The following general policies will govern the appointment and functioning of advisory committees to the Tewksbury School Committee other than the student advisory committee and the Special Education Parent Advisory Committee, which is governed by the terms of the Massachusetts General Laws.

1. Advisory committees may be created by the Tewksbury School Committee to serve as task forces for special purposes or to provide continuing consultation in a particular area of activity. However, there will be no standing overall advisory committee to the Tewksbury School Committee.
2. If an advisory committee is required by state or federal law, its composition and appointment will meet all the guidelines established for that particular type of committee.
3. The composition of task forces and any other advisory committees will be broadly representative and take into consideration the specific tasks assigned to the committee. Members of the professional staff may be appointed to the committee as members or consultants, as found desirable.
4. Appointments to such committees will be made by the committee; appointment of staff members to such committees will be made by the committee upon recommendation of the Superintendent.
5. Tenure of committee members will be for one year only unless the member is reappointed.
6. Each committee will be clearly instructed as to:
 - a. The length of time each member is being asked to serve.
 - b. The assignment the Tewksbury School Committee wishes the committee to fulfill and the extent and limitations of its responsibilities.
 - c. The resources the Tewksbury School Committee will provide.
 - d. The approximate dates on which the Tewksbury School Committee wishes to receive major reports.
 - e. Tewksbury School Committee policies governing citizens, committees and the relationship of these committees to the Tewksbury School Committee as a whole, individual Tewksbury School Committee members, the Superintendent, and other members of the professional staff.
 - f. Responsibilities for the release of information to the press.
7. Recommendations of committees will be based upon research and fact.

8. The Tewksbury School Committee possesses certain legal powers and prerogatives that cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the Tewksbury School Committee.

9. Advisory committees created under this policy are subject to the provisions of the Open Meeting Law.

The Committee will have the sole power to dissolve any of its advisory committees and will reserve the right to exercise this power at any time during the life of any committee.

SOURCE: MASC Policy

LEGAL REF.: M.G.L. [30A:18-25](#)

CROSS REF.: [JIB](#), Student Involvement in Decision-making

Adoption date: January 1996

Revised and Adopted: September 25, 2013

Revised September 27, 2017

Reviewed and Adopted: August 17, 2022

File: BDFA - SCHOOL COUNCILS

The Tewksbury School Committee believes that the school community is the key unit for educational improvement and change and that successful school improvement is best accomplished through a school-based decision-making process. By involving those directly affected by any action or decision of the school council in the process of determining that action or decision, it helps to strengthen the commitment to those decisions by those most affected by its implementation.

Under this policy, the Principal shall have primary responsibility for the management of the school. Decisions which are made at the school level must be aligned with the budget, policies, curriculum, and long-range and short-range goals adopted by the Tewksbury School Committee. In addition, decisions must comply with any state and federal laws and regulations and with any negotiated agreements of the school district.

As enacted by the state legislature in the Education Reform Act of 1993, a school council shall be established in each school to advise the principal in specific areas of school operation. The principal, except as specifically defined in the law, shall have the responsibility for defining the composition of and forming the group pursuant to a representative process approved by the superintendent and Tewksbury School Committee.

The following guidelines define the role of the school council:

The School Council shall meet regularly with the Principal of the school and shall assist in:

1. Adoption of educational goals for the school that are consistent with state and local policies and standards.
2. Identification of the educational needs of the students attending the school.
3. Review of the school building budget.
4. Formulation of a school improvement plan that may be implemented only after review and approval by the School Committee.

The Principal / co-chair of the council will contact any council member who incurs two consecutive unexcused absences. A member who incurs three (3) unexcused and consecutive absences will be considered to have vacated the position.

SOURCE: MASC Policy

LEGAL REFS.: M.G.L. [71:38Q](#), [71:59C](#)

Proposed: June 10, 2009

First Adoption date: January 1996

Second Adoption date: June 10, 2010

Reviewed and Adopted: September 11, 2013

Reviewed and Adopted: August 17, 2022

File: BDFA-E-1 - SCHOOL IMPROVEMENT PLAN

The principal, in conjunction with the school council, shall be responsible for preparing a written school improvement plan annually. This plan shall be written with the advice of the school council and submitted for approval to the superintendent and the Tewksbury School Committee. The plan should be drafted with the following in mind:

1. The educational goals for the school consistent with the goals and standards, including student performance standards, as adopted by the Massachusetts Board of Education and by the Tewksbury School Committee.
2. An assessment of the needs of the school in light of the proposed educational goals.
3. The means to address student performance.
4. Professional development for the school's professional staff.
5. The enhancement of parental involvement in the life of the school, safety, and discipline.
6. The development of means for meeting the diverse learning needs of every child.
7. Any further subjects as the principal, in consultation with the school council, shall consider appropriate, except that:
 - (a) the council shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law, and
 - (b) the council may not expand the scope of its authority beyond that established in law or expressly granted by Tewksbury School Committee policy.

SOURCE: MASC Policy

Reviewed and Adopted: September 11, 2013

Reviewed and Adopted: August 17, 2022

File: BDFA-E-2 - SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN

The written school improvement plan shall be submitted by the principal to the superintendent and the Tewksbury School Committee for review and approval by February 1st of each year.

Because the implementation of the plan is dependent on Tewksbury School Committee approval, it is important that the school council be aware of certain expectations of the Tewksbury School Committee regarding the school improvement plan. The school improvement plan should:

1. Focus on improvement of student learning.
2. Specify expected student outcomes and measurable/observable results.
3. Align with the Mission of the school district and any goals and policies of the school district.
4. Be consistent with state and federal law, school district policy, established curriculum and negotiated agreements.
5. Clearly identify actions to be taken on how changes will be implemented.
6. Include a plan on how to solicit community support for the changes being developed.
7. Indicate anticipated costs and available funding sources.
8. Delineate the method of evaluating and reporting progress and results.

If the school improvement plan is not approved by the superintendent and Tewksbury School Committee, it shall be returned to the principal with specific comments as to the reason(s). The principal shall revise the plan in cooperation with the school council, and resubmit it for approval. If the school improvement plan is not reviewed by the Tewksbury School Committee within 30 days of its receipt by the committee, the plan shall be deemed to have been approved.

SOURCE: MASC Policy

Reviewed and Adopted: September 11, 2013

Reviewed and Adopted: August 17, 2022

File: BDFA-E-3 - CONDUCT OF SCHOOL COUNCIL BUSINESS

The principal shall, by law, serve as co-chair of the council. The second co-chair will be elected annually by the council members at its first meeting of the school year subsequent to the elections of new council members. The co-chairs will be responsible for the preparation of the agenda for the council meetings.

The school council shall meet at least once monthly during the school year. Meetings will be held outside of school hours. At its first meeting of the school year, the council will set its calendar of regular meetings for the year. Where circumstances warrant, the council may choose to call additional meetings.

Consensus shall be used by school councils as the primary method to resolve issues and to formulate recommendations. Votes by majority may be taken at the discretion of the principal and Roberts Rules of Order shall prevail if there are questions of procedure.

All meetings of the school council shall conform to the Open Meeting Law, Chapter 30A, Section 18-25, which stipulate that all meetings be open to the public, that meetings be posted at least 48 hours in advance, and that minutes of the meeting shall be maintained as required. The scope of the school council does not require, and therefore does not qualify for, executive session.

The Superintendent shall receive agendas and minutes of all school council meetings. The Superintendent shall provide copies of these materials to members of the Tewksbury School Committee for information.

SOURCE: MASC Policy

Reviewed and Adopted: September 11, 2013

Reviewed and Adopted: August 17, 2022

File: BE - SCHOOL COMMITTEE MEETINGS

The Tewksbury School Committee will transact all business at official meetings of the committee. These may be either regular or special meetings, defined as follows:

1. Regular meeting: the usual official legal action meeting, held regularly
2. Special meeting: an official legal action meeting called between scheduled regular meetings to consider specific topics.

Every meeting of the Tewksbury School Committee, regular or special, will be open to the public unless an executive session is held in accordance with state law.

Adoption date: January 1996

Revised and Adopted: September 11, 2013

Reviewed and Adopted: August 17, 2022

LEGAL REFS.: M.G.L. [30A:18-25](#)

CROSS REFS.: [BEC](#), Executive Sessions

[BEDA](#), Notification of School Committee Meetings

File: BEC - EXECUTIVE SESSIONS

All meetings of the Tewksbury School Committee are open to attendance by the public and media representatives. However, the committee has the right to convene in a closed executive session when it meets the following procedural conditions imposed by state law:

1. The committee will first convene in an open session for which due notice has been given.
2. The Chairperson (or, in his/her absence, the presiding member) will state the purpose for the executive session by stating all subjects that may be revealed without compromising the purpose for which the executive session was called.
3. A majority of the members must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes.
4. The Chairperson or presiding member will state before entering the executive session whether the committee will reconvene in open session after the executive session.

The law puts specific limitations on the purposes for which executive sessions may be convened. The committee may enter executive sessions only to deliberate:

1. The reputation, character, physical condition or mental health, rather than the professional competence, of a single individual or the discipline or dismissal, including the hearing of charges against a member of the committee, a school department employee or student, or other individual. The individual has certain rights enumerated in the law including requiring the Committee to hold an open session should the individual so request
2. Strategy with respect to non-union negotiations or to conduct collective bargaining sessions with non-union personnel.
3. Strategy with respect to collective bargaining or litigation, if an open meeting might have a detrimental effect. Collective bargaining may also be conducted.
4. The deployment of security personnel or devices.
5. Allegations of criminal misconduct or to discuss the filing of criminal complaints.
6. Transactions of real estate, if an open meeting might be detrimental to the negotiating position of the committee or another party.
7. To comply with the provisions of any general or specific law of federal grant-in-aid requirements.
8. And to consider and interview applicants for employment by a preliminary screening committee (The only position that the Tewksbury School Committee would be involved in that might qualify would be for the position of superintendent.) This exemption only

applies if it can be determined that an open meeting will have a detrimental effect in obtaining qualified applicants. This shall not apply to applicants who have passed a prior preliminary screening.

9. To meet or confer with a mediator with respect to any litigation or public business.

10. To discuss trade secrets or confidential competitively-sensitive or other proprietary information conducted by a governmental body as an energy supplier.

(In the first case, an open meeting will be held if the individual involved so requests.)

Accurate records of the proceedings conducted in executive session will be kept and may remain secret only so long as their publication would defeat the purpose of the session.

The School Committee Chair and the Superintendent will review executive session minutes for possible declassification on, at least, a quarterly basis and, if necessary, will consult with legal counsel. The School Committee Chair will bring minutes recommended for declassification to the School Committee for a vote either as part of a consent agenda or for individual action. In either case, there shall be an announcement of the declassification of minutes.

When a specific set of executive session minutes, not yet declassified, is requested by a member of the public, the School Committee shall render a decision on declassification at its next meeting or within 30 days after the request, whichever occurs first.

All votes taken in executive session will be recorded roll call votes, and will become part of the minutes of executive sessions.

Established by law and Committee policy

SOURCE: MASC Policy

LEGAL REFS.: M.G.L. [30:21](#); [30A:22](#)

CROSS REFS.: [BDE](#), Subcommittee of the School Committee

[BE](#), School Committee Meetings

KEB, Public Complaints about School Personnel

Revised: June 11, 1995

Revised and Adopted: September 11, 2013

Reviewed and Adopted: August 17, 2022

File: IJOC - SCHOOL VOLUNTEERS

It is the policy of the Tewksbury School Committee to encourage volunteer efforts in the schools. Parent/guardians, business representatives, senior citizens, and other community volunteers are recognized as important sources of support and expertise to enhance the instructional program and vital communication links with the community. The volunteer program will be coordinated in cooperation with building administrators. All volunteers must sign in at the main office. Any person volunteering in our schools must undergo a CORI background check prior to volunteering in the school.

Adoption date: January 1996

REVISED: March 26, 2014

Reviewed and Approved:

CROSS REF: ADDA, C.O.R.I. Requirements

SOURCE: MASC Policy

File: BBA - SCHOOL COMMITTEE POWERS AND DUTIES

The Tewksbury School Committee has the dual responsibility for implementing statutory requirements pertaining to public education and local citizens' expectations for education of the community's youth. It also has an obligation to determine and assess citizens' desires. When citizens elect delegates to represent them in the conduct of public education, their representatives have the authority to exercise their best judgment in determining policies, making decision and approving procedures for carrying out the responsibility.

The Tewksbury School Committee takes a broad view of its functions. It sees them as:

1. Legislative or policy making. The committee is responsible for the development of policy as guides for administrative action and for employing a superintendent who will implement its policies.
2. Appraisal. The committee is responsible for evaluating the effectiveness of its policies and their implementation.
3. Provision of financial resources. The committee is responsible for adoption of a budget that will enable the school system to carry out the committee's policies.
4. Public relations. The committee is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself and the school staff informed about the needs and wishes of the public.
5. Educational planning and evaluation. The committee is responsible for establishing educational goals and policies that will guide the committee and staff for the administration and continuing improvement of the educational programs provided by the school district.

The Superintendent shall be appointed by vote of the Committee and shall directly report to the Committee as provided by law and perform all the duties that are prescribed by law and such other duties, not inconsistent thereto, as a majority of the Committee may direct.

The School Committee shall appoint, upon the recommendation of the Superintendent, the Assistant Superintendent, ~~Director of Business Services Manager, and Director of Student Services~~, **School Physician, and district-wide School Nurse**. Such positions shall not report directly to the School Committee.

Revised: January 18, 1996

Reviewed and Adopted September 11, 2013

Revised September 27, 2017

Revised:

LEGAL REF.: M.G.L. [71:37](#) specifically, but powers and duties of school committees are established throughout the Massachusetts General Laws.

CROSS REF.: [BB](#) School Committee Legal Status

File: DD - ~~FUNDING PROPOSALS AND APPLICATIONS~~ GRANTS, PROPOSALS, AND SPECIAL PROJECTS

In accordance with state law, all grants and gifts to the District shall be reviewed and accepted by the School Committee before expenditure. The Tewksbury School Committee will encourage the administration to seek and secure all possible sources of state, federal, and other special funds which: will enhance the educational opportunities for the children ~~in our schools~~ in alignment with district goals. The Superintendent will submit spending plans for School Committee approval.

~~The Superintendent will keep informed of possible funds available to the school system under the various state and federal programs, and in what manner these funds can best be used in the school system.~~

The Superintendent will be responsible for ~~seeking out and~~ coordinating the development of proposals for all specially funded projects and for ~~submitting the proposals to the Committee for approval~~ keeping the Committee apprised and updated on all such projects.

~~The Superintendent is authorized to sign all reports for these projects and will be responsible for the proper expenditure of funds received for such projects.~~

SOURCE: MASC 2021

{Adoption date}

Revised: January 18, 1996

Reviewed and Adopted August 21, 2013

Revised: September 27, 2017

Revised:

LEGAL REFS.: M.G.L. [44:53A](#)

~~P.L. 874 Impact Aid~~

~~Board of Education 603, CMR [32:00](#); [34:00](#)~~

File: DIE - AUDITS

As a department of the Town of Tewksbury, ~~An~~ audit of the School Department's accounts ~~should~~ **shall** be conducted annually by external auditors. This review shall be conducted in accordance with the generally accepted accounting principles and the Government Auditing Standards issued by the U.S. Comptroller General. ~~In addition, the Committee may request a private audit of the school system's accounts at its discretion.~~

Upon completion of the external audit, the Superintendent will share the resulting documentation with the Committee. The Committee will consider the recommendations made by the Auditor for maintaining an efficient system for recording and safeguarding the School Department's assets.

Additionally, the district is also subject to the following:

- End of Year Financial Compliance Report: Every Massachusetts school district must submit the results of this report to the Department. This End of Year report must be submitted to the Department on or before September 30 each year.
- Government Accounting Standards Board 34: The District is covered in these government financial statements of revenue and expenditures of the municipality.
- Federal grant audits: As a district that spends about thresholds required, the district is subject to the Single Audit Act.
- Student Activity Account: As required by state law, student activity accounts are audited annually.

In addition, the Committee may request an additional private audit of the school district's accounts at its discretion.

SOURCE: MASC ~~Policy~~ **2021**

LEGAL REF: M.G.L. 44:38-40; 71:47; 72:3

Cross reference: DI

Adoption date: January 1996

Reviewed and Adopted August 21, 2013

Revised:

File: EFC - FREE AND REDUCED PRICE FOOD SERVICES

The school system will take part in the National School Lunch Program and other food programs that may become available to assure that all children in the schools receive proper nourishment and will take all necessary steps to comply with the requirements of those programs.

In accordance with guidelines for participation in these programs, and in accordance with the wishes of the Committee, no child who a teacher believes is improperly nourished will be denied a free lunch or other food simply because proper application has not been received from his/her parent/guardian.

As required by state and federal regulations, the Tewksbury School Committee approves this policy statement pertaining to eligibility for free milk, free meals, and reduced price meals.

Adoption date: January 1996

Reviewed and Adopted September 25, 2013

Revised: December 6, 2017

Revised:

LEGAL REFS.: National School Lunch Act, as amended (42 USC 1751-1760)

Child Nutrition Act of 1966

P.L. 89-642, 80 Stat. 885, as amended M.G.L. 15:1G; 15:1L; 69:1C; 71:72

File: IJOA - FIELD TRIPS

A. GENERAL - INFORMATION

Field trips should be of direct educational benefit to the participants and consistent with the objectives of the curriculum. All field trips require the prior approval of the Building Principal (in consultation with the Assistant Superintendent for Curriculum and Instruction) and should be submitted to the principal one month prior to the date of the trip. A copy of such request shall be forwarded to the Assistant Superintendent for Curriculum and Instruction concurrent with submission to the building principal. The Application for Field Trip Approval Form should be submitted to the Business Office three (3) weeks prior to the date of the trip. A permission slip signed by the parent/guardian or guardian is required for each student participating. A written statement that all required permission slips have been obtained shall be provided to the Building Principal prior to the trip's departure.

The approval process should be completed prior to engaging students in fundraising activities or other preparations for the trip.

Permission Slip Components

1. Specific description of the trip including:

- a. Destination
- b. Date
- c. Departure time/expected return time
- d. Method of transportation
- e. Meal service plan, if applicable
- f. How the trip will be funded
- g. Name of the faculty sponsor(s)

2. Parent/guardian Signature

- a. Emergency/work phone numbers

3. Hold harmless language

4. Reminder to the parent/guardian to make certain the School Health Record is up to date.

5. A signed medical attention request section to be presented to the hospital in the event medical attention is required. The teacher or administrator who applies for the field trip is responsible for the itinerary, for the supervision of the students during the trip and for providing a list of student participants to the school nurse for a medication review. The nurse will advise the sponsoring

teacher or administrator of the medication needs of the participants and the protocol for the administration of any medications.

In the event that a child becomes ill during the trip, a chaperone who is not the sponsor will accompany the child.

The trip approval process will apply only to school-sanctioned trips; the school committees will not approve trips that are privately organized and run without school sanctioning. Teachers and other staff should be prohibited from soliciting participants for privately run trips through the school system.

Requests for trip approval should take into account all logistical details involving transportation, accommodations, fundraising required of students, and the educational value of the trip in relation to its costs.

B. TRANSPORTATION ISSUES

1. Generally, transportation will be provided through the school bus contractor or private charter. For age appropriate groups and, based on location of activities, public transportation may be suggested. Transportation in a private vehicle is not preferred.

Prior to any field trip which involves or requires transportation over or upon the water, the teacher or administrator who applies for such field trip shall secure adequate documentation that the transportation provider has complied with (and is adequately equipped to comply with) any and all applicable state and federal laws regarding such transportation. It is the policy of the Tewksbury School Committee that children under the age of 12 wear State/Federally approved floatation devices.

The school sponsor and the principal must ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district will not contract with any carrier that has an FMCSA safety rating of "conditional" or "unsatisfactory." FMCSA carrier ratings are available at <http://www.saferysvs.org/>.

If the district is unable to conduct their own in-depth reviews of bus carrier qualifications may elect to use ratings and prequalifications established by other public entities, such as the Department of Defense's approval list of motor carriers for troop transport (<http://www.mtmc.army.mil/content/504/approvedlist.pdf>).

The contract with the carrier should prohibit the use of a subcontractor unless sufficient notice is given to the district to allow verification of the subcontractor's qualifications.

Students shall be accompanied by a sufficient number of chaperones, taking into account the trip scheduling and logistics. All chaperones, including parents and volunteers, must have a CORI check in accordance with M.G.L.c.71 s.38R.

2. *The use of vans or private automobiles for trips planned to include late night or overnight student travel should generally be avoided.*

Such trips should generally use commercial motorcoaches.

Trips planned to include late night or overnight student travel should involve pre-trip checks of companies, drivers, and vehicles.

CORI checks are recommended but not required by law for bus drivers who do not regularly work for the school district and who will not have direct and unmonitored contact with students. If such checks cannot be done, a chaperone must always be present whenever students are on the bus.

C. SUPERVISION & CHAPERONES

Field Trip Chaperones

The following minimum chaperone to student ratio guidelines have been established for closed and open field trips. A closed field trip is defined as one where students will be confined to a specific location, such as a theater. An open field trip is defined as one where students have freedom of movement across a wide area. Chaperones will be assigned in a manner which minimizes any disruption to the instructional program.

Closed Field Trips

Preschool	1 Teacher and 4 Adults to 15 Students
Elementary K-1	1 Teacher and 3 Adults to 25 Students
Elementary 2-4	1 Teacher and 2 Adults to 25 Students
Upper Elem/Middle 5-8	1 Teacher and 1 Adult per 25 Students
and High School	1 Teacher and 1 Adult per 25 Students
(depending upon the needs of the group and itinerary for the trip)	

Open Field Trips

Preschool	1 Teacher and 4 Adults to 15 Students
Elementary K-1	1 Teacher and 4 Adults to 25 Students
Elementary 2-5	1 Teacher and 3 Adults to 25 Students
Upper Elem/Middle 5-8	1 Teacher, 1 Adult for 25 Students
and High School	1 Teacher, 1 Adult for 50 Students
	1 Teacher, 2 Adults for 75 Students
	2 Teachers, 2 Adults for 100 Students

D. OVERNIGHT AND OUT OF STATE TRIPS

1. General

Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.

Out of state trips or overnight trips, or trips requiring travel between the hours of 12:00 AM and 6:00 AM require the approval of the Building Principal, the Superintendent of Schools and the Tewksbury School Committee. These field trip requests must be submitted prior to the start of the school year or be reviewed with the Superintendent of Schools prior to requesting Tewksbury School Committee approval.

All participating students must submit a signed parent/guardian permission form. Such form shall include appropriate authorization for emergency medical care and administration of medication.

2. Procedures and Guidelines for Chaperones for Overnight Trips

1. This process applies only to School Committee sanctioned trips. The Committee and the Tewksbury Public Schools do not assume any responsibility or extend any approval for private, non-sanctioned trips.

2. The field trip sponsor (faculty member, coach, administrator, club advisor) must submit a detailed itinerary to the building principal, Superintendent and Tewksbury

School Committee listing the following information:

a) A statement of the significant educational benefits to be derived from the trip as the anticipated benefits relate to grade level and curriculum of students, and a statement of the total time away from school as a result of the trip.

b) The transportation and lodging plan (trips involving airline and/or train services should include the plan to transport students to and from the airport and/or train station). All transport to and from a destination shall be by commercial motorcoach or van. Prior to engaging in commercial transportation the building principal and the faculty sponsor shall ensure that the carrier is licensed for passenger transport by the Federal Motor Carrier Safety Administration and has a safety rating which is higher than "conditional" or "unsatisfactory;" alternatively, commercial transportation may be engaged if it is on the Department of Defense's approved list of motor carriers for transportation of military personnel. See: <http://www.safetysys.org>. or <http://www.mtmc.army.mil/content/504/approvedlist.pdf>.

c) A statement of all anticipated costs, including, but not limited to, transportation, lodging, meals and incidental expenses expected to be incurred. The cost statement shall include specific plans for fundraising, if any. No chaperone, staff member or student shall enter into any contract for transportation, lodging, etc. unless the Committee has approved the trip in accordance with this policy and the Committee shall not be

responsible for any unauthorized financial contracts made in anticipation of satisfaction of the proposed fundraising.

d) Schedule of activities which have been planned for each day including the destination and main phone number of the location.

e) The names, addresses, phone numbers, emergency contact numbers, and CORI status (see policy IJOCA) for each chaperone. Adult chaperones will be comprised of a mix of employees and parent/guardian volunteers whenever possible. Every effort should be made to secure parent/guardians/volunteers as adult chaperones. Final determination of the number of chaperones will be at the discretion of the Building Principal and approved by the Superintendent of Schools. **Fingerprinting as needed and appropriate (may be required) but would be at the cost of the district.**

f) The plan for 24 hours, round the clock, per day supervision by the chaperones including the check in times, locations, and the name(s) of the chaperone(s) on duty.

g) The plan for student grouping (buddy system) to verify the whereabouts of the students and the room assignments for all participants.

h) A plan for the return home of students who, for reasons of health or behavior, must be sent home prior to the conclusion of the trip. The plan shall require parental acceptance of financial responsibility for unscheduled return trips for the student and any necessary chaperone.

3. The field trip sponsor must assume responsibility for complying with all requirements of this policy.

4. All teachers, chaperones and students must abide by the policies of the Tewksbury School Committee and the Tewksbury Public Schools throughout the duration of the trip relating to personal behavior. No possession, use or consumption of alcoholic beverages or illegal drugs will be tolerated. Students engaged in behavior which, if occurring in school or at school sponsored activities, would be grounds for discipline, will be disciplined in accordance with the law and handbook at a convenient time, and may be summarily sent home from the trip at their expense.

5. Annually, usually in the spring following school sponsored trips, a brief report will be made by the principal to the School Committee highlighting the success of the various trips and provide information on proposed trips.

3. Late or Overnight Trip Scheduling

Overnight accommodations should be made in advance with student safety and security in mind. Whenever possible, the trip schedulers should avoid planning student travel between the hours of midnight and 6 a.m., due to the increased risk of vehicular accidents during this time period.

Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time as -academic field trips are considered "optional school programs" and do not count toward meeting structured learning time requirements of the Department of Education.

However, academic field trips may be considered structured learning time (see the Department's Student Learning Time Regulations Guide). The Committee may consider travel for field trips as included in students' schedules, but the Department recommends that schools consider scheduling additional structured learning time when significant travel time is anticipated (i.e., time outside the hours of the regular school day, students and staff should state their plans to schedule additional structured learning time on their return).

Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense.

Trip scheduling should take into account the likelihood of delays due to weather, traffic, stragglers, and other unanticipated factors.

4. Fundraising

The amount of time to be devoted to fundraising should be reasonable and commensurate with students' obligations for homework, after-school activities, and jobs.

Group fundraising activities are preferred. Students should not be assigned individual fundraising targets.

If students are charged individual fees for participation, the district should make every effort to provide scholarships were needed.

Adoption Date:

Revised: February 2, 2005
June 15, 2011

Reviewed and Adopted February 12, 2014

SOURCE: Tewksbury

CROSS REF: [IJO](#)C School Volunteers

[IJO](#)C CORI Checks - Volunteers

[JH](#), Student Travel

[JL](#)CDA Delegation of Prescription Medications for Field Trips and Short Term Special School Events

[JL](#)CDA-E Delegation of Prescription Medications for Field Trips and Short Term Special Events Form

File: IMG - ~~ANIMALS~~ DOGS IN SCHOOL

No animal shall be brought to school without prior permission of the building Principal.

The Tewksbury Public Schools is committed to providing a high quality educational program to all students in a safe and healthy environment.

School Principals, in consultation with the Health Services Providers in each building, shall utilize the Department of Public Health publication "Guidelines for Animals in Schools or on School Grounds" and review student health records to determine which animals may be allowed in the school building. The decision of the Principal shall be final.

Educational Program

Use of animals to achieve specific curriculum objectives may be allowed by the building Principal provided student health and safety is not jeopardized and the individual requesting that the animal be brought to school is responsible for adhering to the "Guidelines for Animals in Schools or on School Grounds" and any other conditions established by the Principal to protect the health and well-being of students.

Student Health

The health and well-being of students is the Tewksbury Public Schools' highest priority. Animals may cause an allergic reaction or otherwise impair the health of students. No animals may be brought to school or kept in the school, classroom, office or common area that may negatively impact the health of any student who must utilize that area. Animals that cause an allergic reaction or impair the health of students shall be removed from the school immediately so that no student shall have his/her health impaired and each student shall have full access to available educational opportunities.

Animals Prohibited from School

Rabies is a growing problem and any fur-bearing animal is susceptible to this very serious fatal disease. Infected animals can transmit this disease to students and staff. Based on the Massachusetts Department of Health and Education recommendations the following animals are prohibited from schools within the Tewksbury Public Schools.

Wild Animals and Domestic Stray Animals - Because of the high incidence of rabies in bats, raccoons, skunks, foxes and other wild carnivores, these animals should not be permitted in school buildings under any circumstances (including dead animals).

Fur-Bearing Animals (pet dogs,* cats, wolf-hybrids, ferrets, etc.,) - These animals may pose a risk for transmitting rabies, as well as parasites, fleas, other diseases and injuries.

Bats - Bats pose a high risk for transmitting rabies. Bat houses should not be installed on school grounds and bats should not be brought into the school building.

Poisonous Animals - Spiders, venomous insects and poisonous snakes, reptiles and lizards are prohibited for safety reasons.

***Exception: Guide, Hearing and Other Service Dogs or Law Enforcement Dogs** - These animals may be allowed in school or on school grounds with proof of current rabies vaccination.

Exceptions may be made with the prior approval of the Superintendent of Schools.

Service Animals (Guide or Assistance Dogs)

The Tewksbury School Committee does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. The Tewksbury Public Schools will comply with Massachusetts law concerning the rights of persons with guide or assistance dogs and with federal law and will permit such animals on school premises and on school transportation.

For purposes of this policy, a "service animal includes any dog that has been individually trained to do the work or perform tasks for the benefit of an individual with a disability." The regulations further state that "a public entity shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the horse has been individually trained to do work or perform tasks for the benefit of the individual with the disability."

Service animals perform some of the functions and tasks that individuals with disabilities cannot perform themselves. Service animals are not pets. There are several kinds of service animals that assist individuals with disabilities. Examples include, but are not limited to, animals that:

- assist individuals who are blind or have severe sight impairments as "seeing eye dogs" or "guide dogs;"

- alert individuals with hearing impairments to sounds;

- pull wheelchairs or carry and pick-up items for individuals with mobility impairments; and

- assist mobility-impaired individuals with balance.

The Tewksbury Public Schools shall not assume or take custody or control of, or responsibility for, any service animal or the care or feeding thereof. The owner or person having custody and control of the animal shall be liable for any damage to persons, premises, property, or facilities caused by the service animal, including, but not limited to, clean up, stain removal, etc.

If, in the opinion of the School Principal or authorized designee, any service animal is not in the control of its handler, or if it is not housebroken, the service animal may be excluded from the school or program. The service animal can also be excluded if it presents a direct and immediate threat to others in the school.

The parent or guardian of the student having custody and control of the animal will be required to remove the service animal from the Tewksbury Public Schools' premises immediately.

If any student or staff member assigned to the classroom in which a service animal is permitted suffers an allergic reaction to the animal, the person having custody and control of the animal will be required to remove the animal to a different location designated by the Building Principal or designee and an alternative plan will be developed with appropriate Tewksbury Public Schools' staff. Such plan could include the reassignment of the person having custody and control of the animal to a different classroom. This will also apply if an individual on school transportation suffers an allergic reaction. In this case, an

alternate plan will be developed in coordination with the appropriate school, Tewksbury Public Schools, and transportation staff including the involvement of the parents/guardian of the student.

When a student will be accompanied by a service animal at school or in other Tewksbury Public Schools' facilities on a regular basis, such staff member or such student's parent or guardian, as well as the animal's owner and any other person who will have custody and control of the animal will be required to sign a document stating that they have read and understood the foregoing.

The Superintendent of Schools or his/her designee shall be responsible for developing procedures to accommodate a student's use of an assistance animal in the Tewksbury Public Schools' facilities and on school transportation vehicles.

Therapy/Comfort Dogs

The Tewksbury Public School supports the use of therapy/comfort dogs in collaboration with the Tewksbury Police Department for the benefit of its students subject to the conditions of this Policy. The benefits from using a therapy/comfort dog in an educational setting include improved social skills, decreased anxiety, promotion of positive behavior, increased student engagement and improved attendance.

A therapy/comfort dog is a dog which has been trained and evaluated to provide animal-assisted activities, animal-assisted therapy/comfort, and animal-assisted interactions within a school or other facility. Therapy/comfort dogs are not "service animals."

Animal assisted activities and animal assisted interactions are not goal-driven interactions where the specific content of the visit is spontaneous and is meant to provide motivational, educational or/or recreational activities that enhance the quality of life.

A handler is one who has been individually trained and evaluated to provide animal-assisted activities, animal-assisted therapy/comfort, and animal-assisted interactions within a school or other facility. The handler will assume full responsibility for the therapy/comfort dog's care, behavior and suitability for interacting with students and others in the school while the therapy/comfort dog is on school district property.

Therapy/Comfort Dog Standards and Procedures

The following must be satisfied before a therapy/comfort dog will be allowed in school buildings or on school district property.

Request/Approval: The Superintendent shall approve and designate a handler and may approve at her/his discretion any request to have a therapy/comfort dog on school district property. Such approval may be rescinded at any time at the sole discretion of the superintendent.

Health and Vaccination: The handler shall provide proof from a licensed Veterinarian indicating that therapy/comfort dog is in good health and is current with all required vaccinations. The handler shall provide proof of licensure from the appropriate municipality.

License and Registration: The handler shall submit proof of registration for the dog as a therapy/comfort dog handler with each therapy dog he/she intends to bring to the school district. Such registration will be from an organization that requires an evaluation of the therapy/comfort dog and handler prior to registration. Registration shall remain current and in good standing at all times.

Insurance: The Town of Tewksbury must submit proof of an insurance policy. The Town shall maintain an insurance policy that provides liability coverage for the work of the handler and therapy/comfort dog

while on school district property. The handler shall be responsible for maintaining appropriate insurance covering the therapy/comfort dog while not on school district property

Supervision: A therapy/comfort dog is required to remain with the handler and the handler must have control of the therapy/comfort dog at all times while on school property.

The handler shall be solely responsible for the supervision, humane care of the therapy/comfort dog, including feeding, exercising and cleaning up after the therapy/comfort dog, while on school district property. The school district is not responsible for any care or supervision of the therapy/comfort dog.

The handler shall ensure that the therapy/comfort dog has access to the school buildings or property that have been authorized by the superintendent.

The handler will remove the therapy/comfort dog to a separate area in such instances where a student or school employee who has allergies or an aversion to dogs is present.

A therapy/comfort dog may be excluded or removed from school district property if a principal determines that:

1. The handler does not have control of the therapy/comfort dog;
2. The therapy/comfort dog presents a direct and immediate threat to others in the school;
3. The therapy/comfort dog's presence otherwise interferes with the educational program of the district. The handler shall immediately remove the therapy/comfort dog from school property when instructed to do so by a principal or the superintendent.

Rules and Regulations: The Superintendent may issue rules and regulations and guidelines to carry out this Policy.

This policy is not intended to, and does not, allow students, parents, or staff to bring emotional support animals onto the Tewksbury Public Schools' property. Individuals cannot bring an animal onto the district property that does not meet the definition of a service animal or assistance animal.

Individuals who bring an animal onto the district school grounds that does not meet the definition of a service animal under district policy IMG ~~Animals~~ Dogs in School or that has not been approved under this policy will be asked to leave the district property. Repeated violations may result in disciplinary or legal action.

REVISED:

ADOPTED: March 26, 2014

Revised: June 13, 2018

LEGAL REF: 238 CFR, Part 35

File: JJH - STUDENT TRAVEL

All student trips which include late night or overnight travel must have prior approval of the School Committee. Initial approval by the School Committee is required before engaging students in fundraising activities. The School Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.

Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. ~~The School Committee requires that f~~Final approval **should** be sought ~~no less than~~ 30 days prior to the scheduled trip dates.

Teachers and other school staff are prohibited from soliciting for privately run trips through the school system and in the schools. The School Committee will only review for approval **of** school-sanctioned trips. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.

SOURCE: MASC REVIEWED 2021

REVISED: July 16, 2014

REVISED:

LEGAL REFS.: Chapter 346 of the Acts of 2002 (et al) approved on October 9, 2002

M.G.L. **69:1B; 71:37N**

CROSS REFS.: **IJOA**, Field Trips

File: JJH-R - STUDENT TRAVEL REGULATIONS

1. Transportation

The use of vans or private automobiles for trips planned to include late night or overnight student travel is prohibited. Late night or overnight trips will use commercial motor coaches.

Trips planned to include late night or overnight student travel will include a pre-trip check of companies, drivers, and vehicles. CORI and/or background checks will be conducted in accordance with Massachusetts General Laws Chapter and School Committee Policy.

The Superintendent or designee will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district will not contract with any carrier that has a safety rating of "conditional" or "unsatisfactory". FMCSA ratings are available at <http://www.saferysys.org/> <https://ai.fmcsa.dot.gov/SMS/>.

The contract with the carrier will prohibit the use of subcontractors unless sufficient notice is given to the district that allows verification of the subcontractor's qualifications.

2. Trip Scheduling

Overnight accommodations should be made in advance with student safety and security in mind. Whenever possible, trip schedulers should avoid planning student travel between the hours of midnight and 6:00 a.m., due to the increased risk of vehicular accidents during this time period.

Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time. Non-academic field trips are considered "optional school programs" and do not count toward meeting structured learning time requirements. (Refer to the Massachusetts Dept. of Elementary and Secondary Education publication Student Learning Time Regulations Guide)

Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense.

Trip scheduling should take into account the likelihood of delays due to weather, traffic, stragglers, and other unanticipated factors.

If substantially all members of a class are participating in a trip, the school should provide appropriate substitute activities for any students not participating.

3. Fundraising

August 17, 2022 - Informational Reading: TPS policy recommended for revision.

The amount of time to be devoted to fundraising should be reasonable and commensurate with students' obligations for homework, after-school activities, and jobs.

Group fundraising activities are preferred. Students should not be assigned individual fundraising targets.

Hardship cases will be evaluated by sponsoring advisors.

Additional Resources

Federal Motor Carrier Safety Administration (FMCSA)

www.fmcsa.dot.gov

United Motorcoach Association - Student Motorcoach Travel Safety Guide (includes "Motorcoach Safety Checklist")

www.uma.org/consumer/student-transportation/

Department of Defense's approved list of motor carriers

www.defensetravel.dod.mil/Docs/BusAgreementPOCs.pdf

SOURCE: MASC Reviewed: 2021

REVISED:

APPROVED: March 10, 2004

REVISED: July 16, 2014

Revised: June 13, 2018

CROSS REF.: [IJOA](#), Field Trips

[ADDA](#) Background Checks

LEGAL REFS.: M.G.L. [69:1B](#); [71:37N](#); [71:38R](#)

[603 CMR 27.00](#)

File: DA - FISCAL MANAGEMENT GOALS

As the trustee of local, state, and federal funds allocated for use in public education, the Committee will use these funds wisely in pursuit of the district's goals.

The quantity and quality of the district's educational learning programs are directly dependent on the effective, efficient management of allocated funds. It follows that achievement of the school district's purposes can best be achieved through excellent fiscal management.

~~As trustee of local, state, and federal funds allocated for use in public education, the Committee will fulfill its responsibility to see that these funds are used wisely for achievement of the purposes to which they are allocated.~~

~~Because of resource limitations, there is sometimes a temptation to operate so that fiscal concerns overshadow the educational program. Recognizing this, it is essential that the school district take specific action to make sure education remains central and that fiscal matters are ancillary and contribute to the educational program.~~ It is imperative that the educational program be held of paramount importance. Decisions made due to resource limitations must center on the educational goals of the district.

This prioritization concept will be incorporated into all aspects of district management and Committee decision making.

~~Committee operations and into all aspects of school district management and operation.~~
~~In the school~~ Regarding the district's fiscal management, it is the Committee's intent:

- ~~1. To engage in thorough advance planning, with staff and community involvement, in order to develop budgets and to guide expenditures~~ To allocate public funding, centering so as to equity while achieving the greatest educational returns and the greatest contributions to the educational program in relation to dollars expended.
2. To engage in thorough advance planning, with staff and community involvement, in order to develop budgets
3. To advocate for establish levels of funding that will provide high quality education for the all students.
4. To support the use of the best available techniques for budget development and management.
5. To provide timely and appropriate information to all staff with fiscal management responsibilities.the community.
6. To establish maximum efficiency procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.

Adoption date: January 1996

Reviewed and Adopted August 21, 2013

Revised:

SOURCE: MASC Policy

File: DB - ANNUAL BUDGET

The annual budget is the financial expression of the educational program of the School Department, and reflects the goals and objectives of the School Committee to meet the needs of all students **goals of the School Committee in meeting the needs of all students.**

The budget then is more than just a financial instrument and requires on the part of the Committee, the staff, and the community **requires** an orderly and cooperative effort **by the Committee, the staff and the community to achieve the goals of the district.** ~~to ensure sound fiscal practices for achieving the educational goals and objectives of the school system.~~

Public school budgeting is regulated and controlled by legislation, state regulations, and Tewksbury School Committee requirements **policy.** The operating budget for the school system **district** will be prepared and presented **managed** in line with state policy and will be developed and refined in accordance with these same requirements **the above.**

The budget shall be in compliance with the foundation budget. It is acknowledged that the foundation budget reflects the minimum recommended spending for a District, and excludes transportation costs, debt service costs, and costs associated with the acquisition of fixed assets. The aforementioned items must, therefore, be budgeted in addition to the foundation budget, and funds to support those expenditures must be raised from the community, after the use of any offsetting revenues received from the state.

The Superintendent will serve as Budget Officer but he/she may delegate portions of this responsibility to members of his/her staff, as he/she deems appropriate. The three general areas of responsibility for the Superintendent as Budget Officer ~~will be~~ **are** budget preparation, budget presentation, and budget administration.

A budget is a spending plan, which is developed well in advance of the fiscal year. Circumstances may occur which necessitate changing spending priorities and redirecting funds within the budget accordingly. Revisions to the budget may be made from time to time by the Committee, upon the recommendation of the Superintendent.

Annual budgets for each school operated by the District shall be developed with input from the School Council and shall reflect the priorities established in the annual school improvement plan.

{Adoption date}

Revised: January 18, 1996

Reviewed and Adopted August 21, 2013

Revised: September 27, 2017

Revised:

LEGAL REFS.: M.G.L. **71:34; 71:37 and 71:38N**

File: DBC - BUDGET DEADLINES AND SCHEDULES

Preparation of the annual budget will be scheduled in stages throughout the school year with attention to certain deadlines established by law and charter.

Per the Town Charter the Tewksbury School Committee must submit a detailed budget proposal to the Town Manager by the second Friday in January.

The budget proposal will be divided in three categories: Operating, Salary, Capital Outlay.

The proposed budget should contain the following information:

Information about past and current student population trends;

A summary of proposed expenditures by category in accordance with the Department of Education Chart of Accounts;.

A separate line item for new position requests;

A brief explanation of the major increases/decreases;

A letter of transmittal from the Superintendent

In reaching its decision on the budget amount that it will submit to the ~~Selectmen~~ **Select** Board, ~~of Selectman~~ the Tewksbury School Committee will also observe the statutory requirement of holding a public hearing on the proposed budget not less than seven days after the notice for this hearing has been published in a local newspaper.

The Annual Town Meeting is held on the first Monday in May.

The calendar year for budget preparation is determined by calculating backwards from the date of the annual Town Meeting as follows:

The **Select** Board ~~of Selectman~~ will post the Town Warrant seven (7) days prior to Town Meeting. The **Select** Board ~~of Selectman~~ will hold a public hearing on the Warrant. The public hearing is subject to the requirements of the open meeting law.

The Finance Committee, prior to Town Meeting, will hold a public hearing on the Warrant. The public hearing is subject to the requirements of the open meeting law.

~~Established by law and charter~~

Adoption date: January 1996

Reviewed and Adopted August 21, 2013

Revised:

LEGAL REFS.: M.G.L. [71:38N](#)

SOURCE: MASC 2021

File: DBJ - BUDGET TRANSFER AUTHORITY

In keeping with the need for periodic reconciliation of the School Department's budget, the Tewksbury School Committee will consider requests for transfers of funds **between cost centers** as they are recommended by the Superintendent.

The Committee wishes to be kept abreast of the need for these adjustments so that it may act promptly and expedite financial record keeping for the school district.

All requests for transfers ~~between the major accounts (Department of Elementary and Secondary Education Chart of Accounts defines these as the 4 digit accounts ending in 00)~~ **between cost centers as approved during the annual budget deliberation** must be submitted to the School Committee for approval. ~~Transfers between line items within a major account must be reported to the School Committee~~ **as part of the Business Manager's quarterly mid and end of year report at the business meetings of the School Committee.**

All funds in the general account not expended by the close of the fiscal year will be returned to the Town.

SOURCE: MASC 2021

REVISED

Adoption date: January 1996

Reviewed and Adopted August 21, 2013

Revised: September 27, 2017

Legal Ref: DOR 94-660

Cross Reference: DBG; DI

NOTE: Certain provisions in a policy in this category maybe established by town or city charter. If so, appropriate citations should be added as legal references.

File: DEC - FEDERAL FUNDS SUPPLEMENT NOT SUPPLANT POLICY

The Tewksbury Public Schools is committed to utilizing federal grant funds to supplement instructional programs funded by local, state and other sources as required by law and regulation. Federal funds will be used to complement and extend district-funded programs, not to take the place of (supplant) programs previously funded by the district, except as provided by the granting program.

The Superintendent or designee will ensure that federal grant funds are disbursed appropriately and that associated record-keeping and reporting complies with required guidelines and mandates.

SOURCE: MASC - July 2020, 2021

ADOPTED:

LEGAL REF: Elementary and Secondary Education Act, as amended

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.

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 definitions of forms of restraint shall be defined in 603 CMR 46.02.

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

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 Tewksbury Public School's Restraint Prevention and Support Guide will provide greater detail of the procedures which will identify:

- 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 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.

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 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;

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

REVISED: November 17, 2021

REVISED:

LEGAL REFS.: M.G.L. [71:37G](#); 603 CMR [46.00](#)

File: BEDH - PUBLIC COMMENT AT SCHOOL COMMITTEE MEETINGS

All regular and special meetings of the Tewksbury School Committee shall be open to the public. Executive sessions will be held only as prescribed by the ~~Statutes~~ **Laws** of the Commonwealth of Massachusetts.

The Tewksbury School Committee desires citizens of the district to attend its meetings so that they may become better acquainted with the operations and the programs of our local public schools. In addition, the Committee would like the opportunity to hear the wishes and ideas of the public. **Public comment is not a discussion, debate, or dialogue between individuals and the School Committee. It is an individual's opportunity to express an opinion on issues within the School Committee's authority. These matters include the budget for the Tewksbury Public Schools, the performance of the Superintendent, and the education goals and policies of the Tewksbury Public Schools.**

In order that all ~~citizens~~ **members of the Tewksbury school community** who wish to be heard before the Committee have a chance and to ~~insure~~ **ensure** the ability of the Committee to conduct the district's business in an orderly manner, the following rules and procedures are adopted, **consistent with state and federal free speech laws:**

1. At the start of each regularly scheduled Tewksbury School Committee meeting, individuals **or a group designee will sign in for an opportunity to speak during public comment.** The length of the public participation segment shall **not exceed fifteen (15) minutes but may be extended in extenuating circumstances by** ~~be determined by~~ the Chairperson.
2. Speakers will be allowed three (3) minutes to present their material. ~~The presiding Chairperson may permit extension of this time limit.~~ Large groups addressing the same topic are encouraged to consolidate their remarks and/or select a spokesperson to speak on the groups' behalf. Speakers may not assign their time to another speaker. In general, extensions of time will not be permitted, though the presiding Chairperson may permit extension of this time limit in extenuating circumstances. Additionally, **speakers who require reasonable accommodations on the basis of a speech-related disability or who require language interpretation services may be allotted a total of five (5) minutes to present their material.** Speakers must notify the School Committee by telephone or email at least 48 hours in advance if they wish to request an extension of time or other accommodation due to a disability or language interpretation needs, though such requirement may be waived by the Chairperson in extenuating circumstances.
3. All speakers are encouraged to present their remarks in a respectful manner.

4. Speakers must begin their remarks by stating their name, town or city of residence, and affiliation. All remarks will be addressed through the Chairperson of the meeting.

3. 5. Topics for discussion must be limited to those items listed on the Tewksbury School Committee meeting agenda for that evening or are within the scope of the School Committee's authority. Therefore, any comments involving staff members or students must concern the educational goals, policies, or budget of the Tewksbury Public Schools or the performance of the Superintendent.

~~4. 6. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chairperson may terminate that individual's privilege of address.~~

~~5. All remarks will be addressed through the Chairperson of the meeting.~~

~~6. Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session the Committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.~~

7. The Chairperson of the meeting may not interrupt speakers who have been recognized to speak, except the Chairperson reserves the right to terminate speech which is not Constitutionally protected because it constitutes true threats, incitement to imminent lawless conduct, comments that were found by a court to be defamatory, and/or sexually explicit comments made to appeal to prurient interests. Verbal comments will also be curtailed once they exceed the time limits outlined in paragraphs 1 and 2 of this policy and/or to the extent they exceed the scope of the School Committee's authority.

7. 8. Written comments longer than three (3) minutes may be presented to the Committee before or after the meeting for the Committee member's review and consideration at an appropriate time.

~~11. 9. Disclaimer: The public comment segment is not a time for debate or response to comments by the School Committee. Comments made during this segment do not reflect the views or the positions of the School Committee. Because of Constitutional free speech principles, the School Committee does not have the authority to prevent all speech that may be upsetting and/or offensive.~~

Adoption date: January 1996

Revised Adoption date: September 14, 2011

Reviewed and Adopted September 11, 2013

Revised September 27, 2017

Revised:

LEGAL REFS.: Article 16 of the MAssachusetts DEclaration of Rights

M.G.L. 30A: 18-25

CROSS REFS: BE, SCHOOL COMMITTEE MEETINGS

BEC, EXECUTIVE SESSIONS

BEDA, NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

SOURCE: MASC - Reviewed 2022

File: BJ - SCHOOL COMMITTEE LEGISLATIVE PROGRAM

The Tewksbury School Committee, as an agent of the state, must operate within the bounds of state and federal laws affecting public education. If the committee is to meet its responsibilities to the residents and students of this community, it must work vigorously for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause.

To this end:

1. The committee will keep itself informed of pending legislation and actively communicate its concerns and make its position known to elected representatives at both the state and national level.
2. The committee will work with its legislative representatives (both state and federal), with the Massachusetts Association of School Committees, and other concerned groups in developing an annual, as well as a long-range, legislative program. One of the major objectives of the committee's legislative program will be to seek full funding for all state and federally mandated programs.
- ~~3. The committee will annually designate a person who may or may not be a member of the committee to serve as its legislative representative. This person will be authorized to speak on the committee's behalf with respect to legislation being considered by the Massachusetts Legislature or the United States Congress or their respective committees. In all dealings with individual elected representatives, the Legislature or Congress, the committee's representative will be bound by the official positions taken by the Tewksbury School Committee.~~

Adoption date: January 1996

Reviewed and Adopted September 11, 2013

Revised:

SOURCE: MASC Policy

File: EFD - MEAL CHARGE AND COLLECTION OF PAYMENT FOR SCHOOL MEALS POLICY

The School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on school work, while also maintaining the financial integrity of meal programs and minimizing any impact on students with meal charges. However, unpaid meal charges place a large financial burden on the school district, as food services is a self-supporting entity within the district.

The purpose of this policy is to ensure compliance with state law and federal reporting requirements of the USDA Child Nutrition Program, as well as provide oversight and accountability for the collection of outstanding student meal balances. A goal of this policy is to ensure all students are treated with dignity in the serving line and in the school building regarding meal accounts.

The provisions of this policy pertain to regular priced school meals only. The School Committee will provide a regular meal to students who forget or lose their lunch money.

Meal Charges and Balances

Students will pay for meals at the regular rate approved by the Tewksbury School Committee and for their meal status (regular, reduced-price, or free) each day. Payment options will be delineated in student handbooks and provided to parents/guardians of incoming students. After the balance reaches zero and enters the negative, students will not be allowed to purchase a la carte items including but not limited to a second entrée, snack, ice cream, or an additional beverage. The student will still be allowed to take a meal, and that meal will continue to be charged to the account at the standard lunch rate based on their meal status. The parent/guardian is responsible for any meal charges incurred. If there is a financial hardship, a parent/guardian should contact the Tewksbury Food Services directly to discuss payment options such as an individualized repayment plan.

Payments

Parents/Guardians are responsible for all meal payments to the Tewksbury Food Service Program. Notices of low or deficit balances will be sent directly to parents/guardians via email or regular postal mail at regular intervals during the school year. At no time shall any staff member give payment notices to students unless that student is known to be an emancipated minor who is fully responsible for themselves or over the age of 18. If parents/guardians have issues with student purchases they should contact food services for assistance.

The point-of-sale system is designed to prevent direct identification of a student's meal status. Parents/guardians will receive automated low-balance emails or mailed notices weekly, if applicable. If notices do not result in payment, parents/guardians will receive a phone call from the Tewksbury Food Services. If the phone call does not result in payment the Food Service Manager

shall turn the account over to the Business Office. A record of action shall be kept by Food Service to ensure documentation of the process. **Payment is considered delinquent or overdue if the full amount itemized in the notice is not paid in full on the last day of each month. A final overdue notice will be mailed at the end of the month either by first-class mail or through email communication.**

Within 30 days of notifying the parent or guardian of the unpaid meal debt, the superintendent or a designee will determine if the student is categorically-eligible for fee or reduced-price meals. During the 30-day period, while the school district determines the student's eligibility for free or reduced-price meals, the student shall not be denied access to a school meal.

Parents/Guardians may pay for meals in advance. Further details are available on the Tewksbury Public Schools' webpage and in student handbooks. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student, whether positive or negative, will be carried over to the next school year.

All school cafeterias possess computerized point-of-sale/cash register systems that maintain records of all monies deposited and spent for each student and those records are available to parents/guardians by setting up an online account (see student handbooks for more details) or by speaking with the school's Food Service Manager.

Refunds

Refunds for withdrawn and/or graduating students require a written request (email, postal, or in person) for a refund of any money remaining in their account to be submitted. Graduating students also have the option to transfer funds to a sibling's account or to donate to a student in need with a written request.

Delinquent Accounts/Collections

~~Failure to maintain up to date accounts may result in a delay of a student's extra-curricular school services, especially those that are fee-based. Graduating seniors may lose the ability to participate in certain graduation-related activities.~~

The Superintendent shall ensure that there are appropriate and effective collection procedures and internal controls within the Tewksbury Public Schools' Business Office that meet the requirements of law.

If a student is without meal money on a consistent basis, the administration may investigate the situation more closely and take further action as needed **including the determination of whether the student is categorically-eligible for reduced-price or free meals.** If financial hardship exists, parents/guardians and families are encouraged to apply for free or reduced-price lunches for their child. Each school handbook shall contain detailed instructions for family assistance.

Protections of Students with Unpaid Meal Debt from Public Identification and Punishment

No employee, agent or volunteer of a school district shall:

- a. Take any action that would publicly identify student when payment has not been received for a school meal or for meals previously served;
- b. Serve a student with unpaid meal debt an alternative meal that is not also available to all students unless the alternative meal complies with the pattern for a federally-reimbursable meal;
- c. Deny a student a meal as a form of behavioral discipline or punishment;
- d. Dispose of an already served meal because of the student's lack of funds to pay for the meal or because of unresolved meal debt;
- e. Prohibit a student or a sibling from attending or participating in non-fee based extracurricular activities, field trips or school events solely because of the student's unresolved meal debt;
- f. Prohibit a student from receiving grades, official transcripts, report cards or from graduating or attending graduation events solely because of unresolved meal debt; or
- g. Require a parent or guardian to pay fees or costs in excess of the actual amounts owed for meals previously served to the student.

Policy Communications

This policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the year.

ADOPTED: January 25, 2012

Revised and Adopted: September 25, 2013

Revised: December 9, 2015

Revised: August 15, 2018

Revised:

LEGAL REFS: MGL c.71 §§, 72, 72B USDA School Meal Program Guidelines May 2017
Massachusetts Department of Elementary and Secondary Education Protocols Regarding Student Unpaid Meal Debt February 2022

CROSS REFS: JQ, Student Fees, Fines & Charges

Old Business

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee

From: Lori McDermott
Assistant Superintendent of Schools

Date: August 11, 2022

Re: 2022-2023 SY Domestic & International Travel Request

This Requires a Roll Call Vote

For the consideration of the School Committee to approve for the TMHS Travel Committee proposed Domestic and International trips for the 2022-2023 school year. **This requires a vote.**

1. Lisbon, Seville, Madrid - February Recess 2023
2. Berlin, Krakow, Prague, and Budapest - Summer 2023
3. Hawaii - April Recess 2023
4. Canada: Quebec, la Belle Province - May 26, 2023 - May 29, 2023

Bailey Mahoney, Spanish Teacher and Travel Committee Chairperson, will attend the August 17, 2022 School Committee meeting seeking approval of the proposed Domestic and International trips for the 2022-2023 school year.



/ EDUCATIONAL
TOURS

International Travel Program Proposal



2023 & 2024

Your partner in travel-based learning

EF Education First is the world leader in international education. For over 55 years, we've partnered with educators around the world to help more than 15 million students gain new perspectives and build skills for the future through experiential learning.

Our mission is to empower educators to do their best work. At EF Educational Tours, we're working to define the modern educational tour experience. Our itineraries are more than places to go and things to see. We build programs that challenge assumptions, spark connections, and inspire curiosity in young students. Students will expand their knowledge of the world around them, discover more about themselves, grow more confident and independent, and understand new people, places, and cultures.

We take care of every last detail of the tour experience—transportation and lodging, meal reservations and menus, museum tickets and local tour guides, and much more. That also includes behind-the-scenes elements, like safety checks at hotels and background checks on adult travelers. With all that taken care of, educators and students can focus on the bigger picture.

You'll find all the details and more on the next few pages.

What's contained in this document

Pg. 2	Safety
Pg. 4	Liability protection
Pg. 6	Affordability
Pg. 7	Educational value
Pg. 8	Itinerary specifics
Pg. 8-	Cost and payment options
Pg.	Next steps

This proposal is property of EF Education First and the educator/school for which it was intended. Distributing, copying, and/or sharing it are prohibited. The proposal, including pricing, is valid for the educator, tour, and date(s) specifically mentioned herein. For additions, subtractions, or modifications, please contact your EF Tour Consultant.

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Safety

Your students' safety is our number one priority. We would never send a traveler to a location we believe to be unsafe—and with our extensive global presence, our best-in-the-industry experience, and our close working relationships with U.S. and international authorities, that's a statement we can back up with real insight. Whether it's a worldwide pandemic or a sprained ankle, a missed flight or confusing medical paperwork, we make sure every situation is taken care of.

***For specific information on EF's response to COVID-19, visit [eftours.com/covid](https://www.eftours.com/covid)**

Worldwide presence

EF's global presence is truly unmatched. We have staff on the ground 365 days a year in over 50 countries. And we don't just work in those countries—we call them home. EF team members live in nearly every one of our tour destinations, meaning we have the local knowledge to help keep our groups safe. That presence allows us to be there to support you on the ground wherever and whenever you need us.

24/7 emergency support

In the event that anything on tour goes wrong, EF staff is always available to help. Your Tour Director is your group's constant companion and first point of contact in an emergency. Additionally, our fully trained support teams are on hand 24/7 to walk teachers through any issues and provide the resources necessary to get things back on track. Our Safety and Incident Response Team—comprised of industry experts, healthcare experts, and even former FBI personnel—is ready to spring into action 24 hours a day, 365 days a year. And when they aren't directly helping EF travelers, they're actively innovating on and shaping the new worldwide standards for cleanliness and safety.

Your team

This group is fully committed to your school's trip and the safety of every traveler.

Operations Safety & Incident Response

Team – This team is strategically based in our Boston, Panama, Tokyo, and Zurich offices to accommodate for all time zones. Available 24 hours a day, every day of the year, they are trained to react quickly if travelers need help. The team uses a combination of extensive training, simulations, incident response planning, and previous experience to manage emergencies. As needed, they can facilitate additional support for groups on tour, solve operational issues, arrange assistance from outside specialists, and liaise with local and international authorities.

Emergency Services & Support Team

Our support team is available 24/7 to help resolve any issue, from a missed flight to a lost passport to more serious on-tour incidents. They also facilitate communication between travelers and families in the event of an emergency at home. The team is made up of highly trained and dedicated EF staff in our Boston and Denver offices who are equipped to solve problems and answer questions that may come up, even outside of regular business hours.

Tour Director – Assigned exclusively to your tour for the length of the stay at your destination, your Tour Director meets your group at the airport and travels with you until your departure. All Tour Directors undergo a background check as permissible by local law every two years and are required to participate in ongoing EF safety trainings. They're the first point of contact in an emergency and also communicate information to help travelers stay safe in a foreign destination. Tour Directors assist Group Leaders with hotel check-ins, coordinate meals, facilitate excursions with local guides, and much more. They're also culturally connected and expertly trained to support impactful learning experiences.

Tour Consultant – This itinerary expert is devoted to the growth of your students. They are your school's partner, working with you on everything from finding the perfect tour and enrolling students to offering fundraising advice and creating long-term travel programs for your school community. They work directly alongside the Group Leader (a.k.a. local teacher), right up until the moment of departure to make sure everything goes smoothly.

Traveler Support – Our team of support specialists are readily available to walk families through insurance inquiries, payment plans, food allergy issues, and any other topics that arise.

Chaperones – For every six travelers who enroll on your school's tour, your group is eligible to bring along a chaperone for free (the first spot goes to the Group Leader). This allows for a 6:1 ratio of students to chaperones, who assist Group Leaders with supervision of students to help keep them safe.

Protection for travelers, schools, and districts

We understand that unpredictable things can happen, either on tour or before departure. We offer a variety of protections, programs, and policies to make sure that, no matter what happens, travelers, schools, and districts are covered. We're doing everything we can to make planning for the future as flexible as possible.

General liability insurance

All Group Leaders, schools, and districts who travel with EF are automatically added as additional insureds under our **\$50 million General Liability Policy**, regardless of whether or not the tour is affiliated with the school. EF's liability coverage is primary and non-contributory for covered third-party claims. The policy helps safeguard Group Leaders and their schools for covered third-party claims related to bodily injury or property damage, which includes providing a legal defense and covering legal costs for such claims. In addition, all travelers are required to sign EF's Release and Agreement, which includes a release of liability of their Group Leader, school, and school board.

Flexibility to change tours

The world is always changing. And while our belief in the positive impact of travel is unwavering, it can feel hard to predict what life, here in the U.S. and abroad, will look like several months, a year, or even two years from now. When you decide to travel with EF, we want you to feel secure in that decision. That's why these benefits are built into every EF program.

Peace of Mind

Provided to all groups

We understand that plans can change due to unforeseen circumstances. EF provides this exclusive program to account for such situations. It provides groups with flexibility to change the dates and destination of their tours in uncertain times. This program accounts for such circumstances and can be enacted up to 45 days prior to departure at the group level for any reason, including terrorism or other world events.

COVID Peace of Mind

Provided to groups departing before October 1, 2022

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 up to 110 days prior to departure at the group level, while specific options can be implemented at the individual level.

COVID Care Promise

Provided to all groups

If your child is diagnosed with COVID-19 while on tour, we will coordinate and facilitate support services and logistics including translation services, connections with local health care providers, communication with family, and flights home at no additional cost.

Protection for individual travelers

Travelers can help protect their investment and themselves from certain unexpected events and expenses while on tour with the Global Travel Protection Plan and Global Travel Protection Plan Plus.

Global Travel Protection Plan (\$165)

Available to all travelers

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 specified reasons.

Global Travel Protection Plan Plus (\$460)

Available to all travelers

To further protect your investment from the unexpected, this plan provides all of the benefits included in the Global Travel Protection Plan as well as expanded cancellation protection.

	 GLOBAL TRAVEL PROTECTION	 GLOBAL TRAVEL PROTECTION PLUS
COVERAGE		
Program cancellation	Covered for limited and pre-defined reasons	<u>Any reason</u> up to 24 hours prior to departure
Program interruption	✓	✓
Illness & accident	✓	✓
Baggage & property	✓	✓
Flight delay	✓	✓
Emergency evacuation	✓	✓

Background checks for adult travelers

EF requires all adults (18 years and older) to pass a criminal background check before traveling on our student tours. This provides a safer tour experience for all travelers and aligns with the process and expectations of many school districts for adults who volunteer in schools or chaperone school activities. The secure process, provided by a leading professional provider, only identifies those individuals who could present a risk to student travelers while on tour.

Affordability

We believe every student should have the opportunity to travel. That's why we're dedicated to providing the lowest prices possible and giving travelers multiple resources for managing payments.

Tour Consultants work closely with teachers to build a tour that's exactly right for your students. Through discussions with your teacher, they take into account learning objectives, cost, timing considerations, and any other factors to craft a tour that's accessible to as many students as possible.

Resources for managing cost and payments

Automatic Payment Plan – Our recommended payment plan offers the ability to break the tour fee into smaller installments. With most tours planned well in advance, travelers can enroll for only \$95, then pay over a long period of time—often up to 18 months or two years—with final payment due 30 days before departure. Families make payments directly to EF, with no payments going through the school.

Donation pages – Each student has access to their own unique and customizable donation page. The easy-to-share page makes it simple for friends and family to contribute a little something that is automatically applied to the balance of the tour, with no fees whatsoever.

Global Citizen Scholarship Fund – EF Educational Tours provides \$100,000 worth of scholarships to students across the country every year. Any student is able to apply for the Global Citizen Scholarship, which is awarded on both a merit and need basis.

Early Enrollment Discount – EF is offering a \$200 early enrollment scholarship to students who sign up on a 2024 tour that opens enrollment by August 1, 2022.

Risk Free Enrollment Period – New travelers who enroll by August 1, 2022 can cancel for any reason 30 days after enrollment for a full refund of 100% of the money paid to EF. Travelers must pay in full or enroll in our Automatic Payment Plan at the time of program 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.

Educational value

Our tours help prepare students for the future by teaching them more about the world, themselves, and the impact they can have on the world. Combining the power of experiential learning with the thrill of global travel, our tours help students:

- Expand their knowledge of the world around them
- Grow more confident and independent
- Understand new people, places, and cultures
- Discover more about themselves

To learn more about EF's educational philosophy, visit <https://www.eftours.com/our-story/educational-approach>

EF is an accredited institution

We echo your commitment to education. Our travel-based learning approach is designed to blend classroom and experiential learning. This allows us to meet the same rigorous standards as schools like yours, ensuring students gain valuable experiences that transform the way they look at the world.



Earning credit for new experiences

EF makes it easy for students to turn their tour experience into high school credit, college credit, or to get a head start on their college essays—all while making their travel experience even more engaging.

- Students in grades 6 - 12 can earn .5 elective high school credit by successfully completing the final project as part of EF's Personalized Learning Guide. Tuition is free.
- Students in grades 9 - 12 can earn 3.0 undergraduate credits, along with the confidence that comes with taking a college course, by completing a series of assignments and a final research project with our partner, Southern New Hampshire University—all for just \$215.
- Educators traveling on student tours may earn up to 45 free hours toward relicensure OR 3 or 6 graduate level credits (\$285/\$450) through Southern New Hampshire University.

Itinerary specifics

For more robust details, the complete itinerary is attached to this document. It includes specific locations, each day's activities, travel plans, and more.

Price of the proposed tour

The tour program price covers a wide range of services that ensure students have an incredible experience. It includes all the planning and preparation that leads up to departure, travel and accommodations, plus logistical support and details once the group reaches their destination.

February 2023:
Lisbon, Seville, Madrid
<http://www.eftours.com/LSM>

Summer 2023:
Berlin, Krakow, Prague, Budapest
<http://www.eftours.com/BKP>

Price details

Price valid until 5/31/2022

STUDENT	ADULT
\$3,540 or \$431/ 8 mos	\$3,990 or \$487/ 8 mos
<hr/>	
Program Price	\$3,240
<hr/>	
Global Travel Protection	\$165
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Lisbon Fado Evening	\$60
<hr/>	
Toledo	\$75

For every 6 paying travelers, 1 chaperone travels free.

Price details

Price valid until 5/31/2022

STUDENT	ADULT
\$3,770 or \$307/ 12 mos	\$4,270 or \$348/ 12 mos
<hr/>	
Program Price	\$3,460
<hr/>	
Global Travel Protection	\$165
<hr/>	
Budapest Baths (pre-book only)	\$40
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Potsdam (after June 1) (pre-book only)	\$85
<hr/>	
Prague River Cruise	\$20

For every 6 paying travelers, 1 chaperone travels free.



EDUCATIONAL
TOURS

Watch videos, read
reviews, and enroll on your
teacher's Tour Website

eftours.com/

This is also your tour number

LISBON, SEVILLE & MADRID

9 or 11 days | Portugal | Spain

Trace the history of the Iberian Peninsula. Portugal played a key role during the Age of Exploration, and in Lisbon you can see the spot where sailors set off on their daring adventures. In Seville, the cathedral and Alcázar show the city's multi-layered past, while Madrid's historic Plaza Mayor has been the site of bullfights, royal weddings, and public executions.

EVERYTHING YOU GET:



Full-time Tour Director



Sightseeing: 4 sightseeing tours led by expert, licensed local guides (5 with extension); 3 walking tours (4 with extension)



Entrances: Mosteiro dos Jerónimos; Chapel of Bones; Seville Alcázar; Seville Cathedral; Mezquita; Palacio Real; Prado; with extension: Park Güell



Experiential learning: Flamenco dance lesson and show



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



All of the details are covered: Round-trip flights on major carriers; Comfortable motorcoach; AVE high-speed train with extension; 7 overnight stays in hotels with private bathrooms (9 with extension); European breakfast and dinner daily



Anyone can see the world.

YOU'RE GOING TO EXPERIENCE IT.

As you can see, your EF tour includes visits to the places you've learned about in school. That's a given. But it's so much more than that. Immersing yourself in new cultures—surrounded by the people, the language, the food, the way of life—creates inspirational moments that can't be listed in an itinerary. They can only be experienced.

And the experience begins long before you get your passport stamped and meet your Tour Director in your arrival city. It begins the moment you decide to go. Whether it's connecting with other travelers on Facebook, Twitter, or Instagram, or delving deeper into your destinations with our personalized learning experience, the excitement will hit you long before you pack your suitcase.

When your group arrives abroad, everything is taken care of so you can relax and enjoy the experience. Your full-time Tour Director is with your group around the clock, handling local transportation, hotels, and meals while also providing their own insight into the local history and culture. Expert local guides will lead your group on sightseeing tours, providing detailed views on history, art, architecture, or anything you may have a question about.

When your journey is over and you're unpacking your suitcase at home, you'll realize the benefits of your life-changing experience do not end. They have just begun.

@EFtours I attribute my college semester abroad to the love for travel I discovered on an EF Tour in high school **#traveltuesday**

— MELISSA, TRAVELER



Via Twitter



CHECK OUT WHAT A TOUR IS ALL ABOUT
Watch the videos at
eftours.com/

Your teacher's Tour Website

What you'll experience on your tour

Day 1: Fly overnight to Portugal

Day 2: Lisbon

- Meet your Tour Director at the airport in Lisbon. During your stay, you'll experience Old World atmosphere as you make your way through the labyrinth of winding streets in Lisbon's Alfama district. Discover the hidden balconies, archways, terraces, and courtyards of this hillside medieval quarter as you explore Lisbon's former center of Moorish aristocracy. Recall the Age of Discovery at the Monument to Discoveries and the Belém Tower. It was from here that many adventure-seeking navigators set sail, including Bartolomeu Dias, who sailed around the southern tip of Africa.
- Take a walking tour of Lisbon.

Day 3: Lisbon

- Take an expert-led tour of Lisbon: Torre de Belém; Padrão dos Descobrimentos
- During a photo stop, enjoy a panoramic view of Lisbon's red-tiled roofs.
- Visit the Mosteiro dos Jerónimos
- Enjoy a free evening or
 - Attend a Lisbon Fado Evening

Day 4: Evora | Seville

- Travel to Evora.
- Take an expert-led tour of Evora, including the ominous Chapel of Bones.
- Travel to Seville, city of bullfights, flamenco dancing, Don Juan and Carmen, and the heartbeat of Andalusian culture. During your stay you can follow narrow, twisting alleys through the Barrio de Santa Cruz, where picturesque whitewashed houses, flower-filled patios, and tiled benches are pleasant reminders of an unhurried lifestyle. Pass by Maria Louisa Park to admire the mosaics and fountains of Plaza de España, centerpiece of the 1929 Ibero-American Fair. Visit the Moorish Alcázar and the grave of Christopher Columbus, inside Seville's Cathedral. And imagine the spectacle of a traditional Spanish bullfight at the Plaza de Toros, celebrated for its Baroque architecture and historical significance.

Day 5: Seville

- Take an expert-led tour of Seville.
- Visit the Seville Alcázar.
- Visit the Seville Cathedral.
- Take a walking tour of Seville: Giralda Tower; Torre del Oro; Plaza de Toros.
- Participate in a flamenco dance lesson.
- Attend a flamenco show.

Day 6: Córdoba | Madrid

- Travel to Córdoba.
- Visit the Mezquita.
- Continue on to Madrid, the capital and largest city in Spain. During your stay you'll explore Puerta del Sol, the heart of the city, and travel back in time to Spain's Golden Age at Plaza Mayor, where you'll learn about this grand square's history of bullfights, royal weddings, and public executions. At the Prado art museum, behold paintings like Velázquez's Las Meninas and Goya's paired canvases. Get a taste of royal Madrid at the extravagant Palacio Real, where you'll wander the fabulous palace interior and find more than 2,000 rooms decked in beautiful frescoes, delicate porcelain wares, and finely woven rugs.

Day 7: Madrid

- Take an expert-led tour of Madrid: Puerta del Sol; Plaza Mayor.
- Visit the Palacio Real.
- Time to see more of Madrid or
 - Visit Toledo.

Day 8: Madrid

- Take a walking tour of Madrid.
- Visit the Prado.
- Time to see more of Madrid or
 - Go on a bike tour of Madrid.

Day 9: Depart for home

• 2-DAY TOUR EXTENSION

Day 9: Madrid | Barcelona

- Travel by AVE train to Barcelona.
- Take a walking tour of Barcelona: Las Ramblas.

Day 10: Barcelona

- Take an expert-led tour of Barcelona: La Sagrada Família; Montjuïc Hill; Barrio Gótico; Barcelona Cathedral.
- Visit Park Güell.

Day 11: Depart for home



The nights in Madrid #europe #eftours #madrid #roomies #greatnight

– RACHEL, TRAVELER



Via Instagram

The trip to Portugal and Spain was wonderful! My students and I had a great time for many reasons. The length of the trip is perfect and the places to see are beautiful. We spent just enough time in each place and the kids loved every minute!

– NICOLE, GROUP LEADER



Tour review

TOP THREE THINGS I WILL SEE, DO, TRY, OR EXPLORE

1. _____
2. _____
3. _____

— The easiest ways to —

ENROLL TODAY



Enroll on our website
eftours.com/enroll



Enroll by phone
800-665-5364



Enroll by mail
EF Educational Tours
Two Education Circle
Cambridge, MA 02141

My daughter has gained such an amazing view of the world and history from this experience. She has not stopped talking since I picked her up at the airport. Thank you for all the organization, helpful hints, flexible payment plan, and knowledgeable tour guides.

—CHARLOTTE, PARENT OF TRAVELER



Tour review

THE WORLD LEADER IN INTERNATIONAL EDUCATION

For over 55 years, EF has been working toward one global mission: *Opening the World Through Education*. Your teacher has partnered with EF because of our unmatched worldwide presence, our focus on affordability, and our commitment to providing experiences that teach critical thinking, problem solving, collaboration, and global competence. What's more:

- **We always offer the lowest prices**
so more students can travel.
- **We're fully accredited, just like your school**,
so you can earn credit while on tour.
- **All of our educational tours feature experiential learning activities** and visits to the best sites.
- **We're completely committed to your safety.**
We have more than 600 schools and offices in over 50 countries around the world, so local EF staff members can react quickly and in person wherever you travel.
- **Your full-time Tour Director is with your group**
every step of the way on tour, providing insight about your destinations as well as great local tips.



Lisbon, Seville, Madrid tour:

Flight Itinerary:

8:10 PM	Boston	Lufthansa
9:25 AM	Munich	Flight# 0425
11:20 AM	Munich	Lufthansa
1:30 PM	Lisbon	Flight# 1790
11:15 AM	Madrid	Lufthansa
1:40 PM	Toronto - Pearson Int'l	Flight# 6590
4:45 PM	Toronto - Pearson Int'l	Air Canada
6:24 PM	Boston	Flight# 0526

Hotels:

Name & Address	City
B&B Lisboa Montijo Montijo 2870- 154 Portugal	Lisbon
Abades Benacazon Benacazon 41800 Spain	Seville
Compostela Suites Madrid 28022 Spain	Madrid

Please be advised the hotel and flight information provided is for School Committee purposes only and is subject to change. Finalized information is available prior to departure. All flights and accommodations have been booked by EF Travel Inc.

February 2022-2023 Lisbon, Seville, Madrid

Educational Benefits: After having taken students many times over the years on local field trips, we can greatly see the significant educational benefits to traveling abroad. What a wonderful opportunity to be able to explore and to learn first hand about Portugal and Spain. A student's world view is certainly expanded when they are submerged into another culture. It is the experiential learning as opposed to the typical classroom learning that can present to the student an authentic perspective of life in a different place and culture. It is important for students to understand that every country has their own distinct cultural contributions. And, for them to see and respect the diversity of peoples around the world.

In regards to curriculum, the students will apply what they have learned in the classroom at Tewksbury Memorial High School, and how it is interconnected with what they will be experiencing on their trip. We will study the significant features of architecture, well known artists, culture, operas, dance, cuisine and important historical events of the countries of Portugal, and Spain. In addition, we would also like to highlight the language of each.

We look at it as a wonderful learning experience and to develop a greater rapport with our students. It is our hope for students who participate to create lifelong memories and positive relationships amongst their peers.

Transportation and lodging plan:

Transportation to and from school: motorcoach booked through an approved carrier we have used in the past, MBTworldwide.

Airlines are booked by the travel company (EF) and we are notified 90-110 days prior to departure for the trip. While traveling in the country(ies), a charter bus is provided by the company and the same one is used throughout the trip with the same driver who follows all timing and regulations required.

Lodging information is provided by the travel company 90-110 days prior to the trip. These hotels are vetted thoroughly by EF to provide clean, safe lodging for the students. The hotels are usually on the outskirts of the places we are visiting and in a good neighborhood. They provide breakfast daily for our students and rooms are grouped together for easy monitoring of students by the chaperones.

Costs: Attached you will find a detailed cost and coverage for this trip. Fundraising activities will be done in order to help ease the cost of the transportation to and from the airport as well as tip money for the guides on the tour. These activities can include: car

washes, Monday morning breakfasts at TMHS, dine out nights, etc. They will be planned as a group and done as a group by our travelers.

Itinerary: See attached document. Location phone numbers will be provided once received.

Chaperones: For every 6 travelers, we earn one free chaperone spot. This trip is being run by the Art/CTBE departments and headed by Jen Arnold. We cannot assign other chaperones to this trip until we have the final numbers. This information will be provided once we have final approval and those enrollment numbers.

Chaperone responsibilities: Chaperones will provide supervision for all students during activities. Chaperones will be paired with 6 students in order to check in, provide assistance, and be the point person for a smaller group of students. Student check-in times will be determined by the itinerary and locations. Chaperones (when decided) will rotate who does the nightly rounds at the hotels.

Student grouping: students will be assigned to a chaperon in groups of 6 for check-ins. If free time for shopping/lunch occurs, they must stay in groups of 3 at all times. Room assignments will be completed upon the final enrollment numbers and are usually 3-4 persons per room.

Return home policy: Students are required to purchase the insurance provided by the travel company. The company has a plan and procedure for students to return home and it will be followed. Parental acceptance of financial responsibility for unscheduled return trips for the student and any necessary chaperone will be required.

Behavioral Expectations

Portugal and Spain – 2023

The Tewksbury Memorial High School discipline rules as stated in the 2022-2023 Handbook - section *Discipline Codes* will be in effect during our entire trip. It is our primary role to ensure the safety of every student going to PORTUGAL and SPAIN; therefore, these rules will be strictly enforced. In addition to the school regulations each student must abide by the following during our trip.

1. The student will not leave the hotel room after curfew for any reason.
Students will have chaperones phone numbers to call in case of need.
2. The student will not even open the door unless a chaperone identifies herself or himself after the lights out time.
3. The student will be respectful of the other guests staying in the hotel.
4. The student will obey the chaperones, tour guides, and bus driver and be respectful to everyone.
5. No possession, use or consumption of alcoholic beverages, tobacco/vaping or illegal drugs will be tolerated.
6. Students who do not adhere to these rules may be sent home at their expenses.

Student Signature _____

Student Name _____

Parent/Guardian Signature _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Parent/Guardian Name _____

Date _____

TEWKSBURY MEMORIAL HIGH SCHOOL

Portugal and Spain-2023

Permission and Release from Liability

I/We give my/our son/daughter _____,
permission to participate in the high school trip to Portugal and Spain during February
vacation – 2023.

I/We understand that this trip will be under the direct supervision of TMHS faculty.

I/We also understand that my/our son/daughter will eat locally prepared food and/or
drinks while participating in this experience. It is my/our responsibility to let chaperones
know of any food/medicine allergies that my/our child has.

I/We understand that outdoor activities such as walking tours and water related
activities such as swimming at the hotels will happen as part of this trip and I/we give
permission for my/our son/daughter to participate in them.

Regarding said trip, I/we, the undersigned, release Tewksbury Memorial High School
and its employees/chaperones from any liability for injury, sickness, death or loss of
property which are not the result of gross negligence, willful conduct by Tewksbury
Memorial High School and its employees and chaperones acting on behalf of TMHS.

Parent/Guardian Signature _____

Parent/guardian Name _____

Parent/Guardian Signature _____

Parent/guardian Name _____

NOTARY

Tewksbury Memorial High School
Portugal and Spain – 2023
MEDICAL RELEASE – CONSENT TO TREAT

This is to certify that on this date, I _____, as parent or guardian of _____, (trip participant), give my consent to TMHS employees/chaperones to obtain medical care from any licensed physician, hospital, or clinic for the above mentioned participant, for any injury or illness that could arise while traveling to Portugal and Spain.

Please complete the following: (please attach a copy of the insurance card, if possible)

INSURANCE COMPANY: _____ POLICY NUMBER: _____

EMERGENCY CONTACTS:

Name: _____ Relationship: _____

Phone: _____

Name: _____ Relationship: _____

Phone: _____

Physician's name: _____ Phone: _____

Does the participant have any **DIETARY RESTRICTIONS**? No - Yes: _____

Please explain: _____

Does the participant have any **drug allergies**? _____

If yes, which drugs?: _____

Has the participant had a recent tetanus booster? _____ When? _____

Is the participant currently taking any medications? _____ Which ones? _____

Has a doctor placed any restrictions on the participant's activities? _____

If yes, please explain:

Authorization for Over the Counter Medication

I hereby give permission to the employees/chaperones of TMHS to apply or give one or more of the following over the counter medications or external preparations, in accordance with the directions for use on the container.

Student's name: _____

_____ Tylenol	_____ Advil	_____ Aspirin	_____ Motrin
_____ Antibiotic Ointment		_____ Benadryl	_____ Dramamine
_____ Imodium		_____ Birth Control	
_____ Any other OTC medication your child may need: _____			

Prescription Medication

ALL MEDICATION MUST BE IN ORIGINAL CONTAINER INDICATING THE STUDENT'S NAME ON THE PRESCRIPTION LABEL.

Name of medicine: _____

Special instructions: _____

Name of medicine: _____

Special instructions: _____

Parent/Guardian Signature _____

Parent/Guardian Name _____

Date _____

**TOWN OF TEWKSBURY
TEWKSBURY PUBLIC SCHOOLS
CONSENT AND RELEASE FORM
PARTICIPATION IN VOLUNTARY, CO-CURRICULAR AND ATHLETIC ACTIVITIES
2022 -2023 SCHOOL YEAR**

I/We, the undersigned _____
Name(s) of parent(s) or guardian(s)—insert legal relationship to student, e.g. "parent(s)", guardian(s)

of _____, my/our child a minor,
do hereby consent to my/our child's participation in voluntary athletic, recreation or
extra-curricular programs ("Programs") of the Town or Public Schools of Tewksbury.

I/We represent and warrant that I/we am/are the parent(s) or guardian(s) of said
child with authority to so consent and to sign this Consent and Release Form (the "Form").

I/We agree to forever release the Town or Public Schools of Tewksbury and all their
employees, agents, board members, volunteers, and any and all individuals or organizations
(the "Releasees") assisting or participating in said Programs of the Releasees from any and
all claims, rights of action and causes of action that may have arisen in the past, or may
arise in the future, directly or indirectly, from personal injuries to my/our child or property
damage resulting from my/our child's participation in said Programs.

I/We also agree to indemnify, defend, and hold harmless the Releasees against any
and all legal claims and proceedings of any description that may have been asserted in the
past, or may be asserted in the future, directly or indirectly, arising from personal injuries to
my/our child or property damage resulting from my/our child's participation in said
Programs.

I/We understand that my/our child's participation in said Programs is voluntary and
that my/our child and I/we am/are free to choose not to participate in said Programs. By
signing this Form, I/we affirm that I/we have decided to allow my/our child to participate in
said Programs with full knowledge that the Releasees will not be liable to anyone for
personal injuries and property damage my/our child or I/we may suffer as a result of
participating in said Programs.

I/We further affirm that I/we have read this Form with care and that I/we
understand the contents of this Form. I/We understand and acknowledge that this Form is a
legal instrument, which may affect my/our legal or my/our child's legal rights, and that I/we
was/were afforded the opportunity to have this Form reviewed by legal counsel of my/our
choice before signing this Form.

I/We acknowledge that this Form is a legal instrument, which may affect legal rights,
and that parents or guardians are afforded the opportunity to have the Form reviewed by
legal counsel prior to signing.

I/We sign this form voluntarily and freely without duress. I/We further acknowledge
that the Releasees have made no representation of fact or opinion to me/us, which in any
manner has induced me/us to agree to sign this Form.

Witness To Signatures:

Signed:

Date _____

Parent(s) or Guardian(s) of:

BERLIN, PRAGUE, KRAKOW & BUDAPEST

10 or 12 days | Germany | Czech Republic | Poland | Slovakia | Hungary | Extension to Austria

Before the devastation of World War II and the collapse of the Iron Curtain, Eastern Europe was known for its folklore bursting with stories of wolves eating grannies, lowly maids becoming princesses, and two siblings that stumble across a house made of candy. Walk the enchanted, cobbled streets of Prague, touch the scars of the Cold War that remain in Berlin, marvel at towering castles in Budapest, and get goosebumps in front of Krakow's gothic cathedrals that inspired these whimsical fairytales.

YOUR EXPERIENCE INCLUDES:



Full-time Tour Director



Sightseeing: 5 sightseeing tours led by expert, licensed local guides (6 with extension); 1 sightseeing tour led by your Tour Director; 3 walking tours (4 with extension)



Entrances: Topography of Terror Museum; Auschwitz and Birkenau; Wawel Cathedral; St. Mary's Church; Matthias Church; Fisherman's Bastion; with extension: Schönbrunn Palace



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



All of the details are covered: Round-trip flights on major carriers; comfortable motorcoach; 8 overnight stays in hotels with private bathrooms (10 with extension); European breakfast and dinner daily



Anyone can see the world.

YOU'RE GOING TO EXPERIENCE IT.

As you can see, your EF tour includes visits to the places you've learned about in school. That's a given. But it's so much more than that. Immersing yourself in new cultures—surrounded by the people, the language, the food, the way of life—creates inspirational moments that can't be listed in an itinerary. They can only be experienced.

And the experience begins long before you get your passport stamped and meet your **Tour Director** in your arrival city. It begins the moment you decide to go. Whether it's connecting with other travelers on Facebook, Twitter, or Instagram, or delving deeper into your destinations with our personalized learning experience, **weShare**, the excitement will hit you long before you pack your suitcase.

When your group arrives abroad, everything is taken care of so you can relax and enjoy the experience. Your full-time Tour Director is with your group around the clock, handling local transportation, hotels, and meals while also providing their own insight into the local history and culture. **Expert local guides** will lead your group on sightseeing tours, providing detailed views of history, art, architecture, or anything you may have a question about.

When your journey is over and you're unpacking your suitcase at home, you'll realize the benefits of your life-changing experience do not end. They have just begun.

@EFtours I attribute my college semester abroad to the love for travel I discovered on an EF Tour in high school #traveltuesday

— MELISSA, TRAVELER



CHECK OUT WHAT A TOUR IS ALL ABOUT

Watch the videos at
eftours.com/

Your teacher's Tour Website



What you'll experience on your tour

Day 1: Fly overnight to Germany

Day 2: Berlin

- Meet your Tour Director at the airport in Berlin. Poised at the cutting edge of European culture, this German capital has been transformed since the Berlin Wall fell in 1989. During your stay you'll see Checkpoint Charlie, named after the checkpoint station that once guarded the border between East and West Germany. At the Topography of Terror Museum, on the site of the old SS and Gestapo headquarters, you'll touch the largest piece of the Berlin Wall still standing in its original spot.
- Take a walking tour of Berlin.

Day 3: Berlin

- Take an expertly guided tour of Berlin: Brandenburg Gate
- Photo stop at Checkpoint Charlie.
- Visit the Topography of Terror Museum.
- Time to see more of Berlin or
 - Visit Potsdam

Day 4: Dresden | Prague

- Travel to Dresden
- Take a tour of Dresden
- Continue on to Prague and encounter the legendary beauty of the former capital of the Holy Roman Empire. Located on the Vltava River, Prague gracefully balances the classical features of old Europe with a lively, Bohemian spirit. Walk the quaint, cobbled streets of the Mala Strana and visit the 13th-century Stare Mesto and Old Town Square. Here you'll see the famous 15th-century astronomical clock. From St. Vitus Cathedral to the Baroque statues of the Charles Bridge, you'll explore the celebrated art and architecture of the City of One Hundred Spires.
- Take a walking tour of Prague

Day 5: Prague

- Take an expert-led tour of Prague: Prague Castle and St. Vitus Cathedral, Wallenstein Palace Gardens (April-October), Lennon Wall, Charles Bridge, Old Town Square.

Day 6: Krakow

- Travel to Krakow, the only major Polish city to escape devastation during World War II, leaving the beautiful architecture of its Old Town intact. As you explore the former capital you'll see Wawel Cathedral, where Polish kings were crowned and Pope John Paul II once served as archbishop. Stroll through Glowny Square, passing beautiful Sukiennice Cloth Hall and the Jagiellonian University. You'll also take a somber visit to the concentration camps at Auschwitz and Birkenau. Before you leave, observe a moment of remembrance for the six million victims of the Holocaust.
- Take an expert-led tour of Krakow: Wawel Hill; Glowny Square
- Visit Wawel Cathedral.
- Visit St. Mary's Church.

Day 7: Krakow

- Visit Auschwitz and Birkenau.
- Enjoy free time in Krakow.

Day 8: Budapest

- Travel via Slovakia and the Tatra Mountains to Budapest
- Take a walking tour of Budapest

Day 9: Budapest

- Take an expert-led tour of Budapest.
- Visit Matthias Church.
- Visit Fisherman's Bastion.
- Time to see more of Budapest or
 - Visit the Budapest Baths.

DAY 10: Depart for home

• 2-DAY TOUR EXTENSION

Day 10: Vienna

- Travel to Vienna, residence of the imperial court for six centuries. Vienna is marked with the seal of the powerful Habsburgs, a family who once ruled over half of Europe.
- Enjoy an authentic wiener schnitzel dinner.

Day 11: Vienna

- Take an expert-led tour of Vienna: Ringstrasse; Rathaus
- Visit Schönbrunn Palace.

Day 12: Depart for home



*In Berlin, Germany #berlin
#germany #ef #eftours
#neverstopexploring*

– NICK, TRAVELER



Via Instagram

This trip was amazing!! Not many people get to go to Eastern Europe, and it was such a great experience. We loved our tour guide and I really felt like i bonded with my classmates. Would recommend this trip to everyone!

– MARY, STUDENT



Via Facebook

TOP THREE THINGS I WILL SEE, DO, TRY, OR EXPLORE

1. _____

2. _____

3. _____

— The easiest ways to —

ENROLL TODAY



Enroll on our website
eftours.com/enroll



Enroll by phone
800-665-5364



Enroll by mail
EF Educational Tours
Two Education Circle
Cambridge, MA 02141

My daughter has gained such an amazing view of the world and history from this experience. She has not stopped talking since I picked her up at the airport. Thank you for all the organization, helpful hints, flexible payment plan, and knowledgeable tour guides.

—CHARLOTTE, PARENT OF TRAVELER



Tour review

THE WORLD LEADER IN INTERNATIONAL EDUCATION

For over 50 years EF has been working toward one global mission: *Opening the World Through Education*. Your teacher has partnered with EF because of our unmatched worldwide presence, our focus on affordability, and our commitment to providing experiences that teach critical thinking, problem solving, collaboration, and global competence. What's more:

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- **We're fully accredited, just like your school**,
so you can earn credit while on tour.
- **All of our educational tours feature experiential learning activities** and visits to the best sites.
- **We're completely committed to your safety.**
We have more than 600 schools and offices in over 50 countries around the world, so local EF staff members can react quickly and in person wherever you travel.
- **Your full-time Tour Director is with your group**
every step of the way on tour, providing insight about your destinations as well as great local tips.





Educational Tours

June 24, 2022

Bailey Mahoney
TEWKSBURY MEMORIAL HIGH SCHOOL
320 PLEASANT ST
TEWKSBURY, MA
01876-2799 US

Hi Bailey,

Please find tentative flight and hotel information for the Berlin, Prague, Krakow and Budapest tour scheduled for June 2023 and for the Lisbon, Seville and Madrid tour scheduled for February 2023.

Berlin, Prague, Krakow, Budapest tour:

Flight Itinerary:

7:55 PM	Boston	Lufthansa
9:25 AM	Munich	Flight# 0425
11:30 AM	Munich	Lufthansa
12:45 PM	Budapest	Flight# 1676
12:50 PM	BERLIN BRANDENBURG	Lufthansa
2:00 PM	Munich	Flight# 1937
3:40 PM	Munich	Lufthansa
6:05 PM	Boston	Flight# 0424

Hotels:

Name & Address	City
H2 Hotel Budapest Ungarn 1051 Hungary	Budapest
Junior 2 Krakow 30- 390 Poland	Krakow
AMEDIA Express Praha Prague 14900 Czech Republic	Prague
Comfort Hotel Lichtenberg Berlin 10315 Germany	Berlin

Summer 2022-2023 Berlin, Krakow, Prague, and Budapest

Educational Benefits: As history and English often intertwine, going to Berlin, Krakow, Prague, and Budapest will help students contextualize novels such as *Night* and *Animal Farm*. We will learn about the history behind cities that were under the Iron Curtain, seeing firsthand how Eastern Europe's veil from the West during the time of Communism affected its citizens. We will also be visiting the city where the Third Reich was run, learning about the evil & harsh reality behind Adolf Hitler & the Nazis' vision during the Holocaust and World War II. In Krakow, we will also see that effect on over 12 million people by visiting Auschwitz, which will help bring reality to such a powerful yet tough-to-accept novel such as *Night*.

Transportation and lodging plan:

Transportation to and from school: motorcoach booked through an approved carrier we have used in the past, MBTworldwide.

Airlines are booked by the travel company (EF) and we are notified 90-110 days prior to departure for the trip. While traveling in the country(ies), a charter bus is provided by the company and the same one is used throughout the trip with the same driver who follows all timing and regulations required.

Lodging information is provided by the travel company 90-110 days prior to the trip. These hotels are vetted thoroughly by EF to provide clean, safe lodging for the students. The hotels are usually on the outskirts of the places we are visiting and in a good neighborhood. They provide breakfast daily for our students and rooms are grouped together for easy monitoring of students by the chaperones.

Costs: Attached you will find a detailed cost and coverage for this trip. Fundraising activities will be done in order to help ease the cost of the transportation to and from the airport as well as tip money for the guides on the tour. These activities can include: car washes, Monday morning breakfasts at TMHS, dine out nights, etc. They will be planned as a group and done as a group by our travelers.

Itinerary: See attached document. Location phone numbers will be provided once received.

Chaperones: For every 6 travelers, we earn one free chaperone spot. This trip is being run by the English department and headed by Conner Bourgoin. We cannot assign other chaperones to this trip until we have the final numbers. This information will be provided once we have final approval and those enrollment numbers.

Chaperone responsibilities: Chaperones will provide supervision for all students during activities. Chaperones will be paired with 6 students in order to check in, provide assistance, and be the point person for a smaller group of students. Student check-in times will be determined by the itinerary and locations. Chaperones (when decided) will rotate who does the nightly rounds at the hotels.

Student grouping: students will be assigned to a chaperon in groups of 6 for check-ins. If free time for shopping/lunch occurs, they must stay in groups of 3 at all times. Room assignments will be completed upon the final enrollment numbers and are usually 3-4 persons per room.

Return home policy: Students are required to purchase the insurance provided by the travel company. The company has a plan and procedure for students to return home and it will be followed. Parental acceptance of financial responsibility for unscheduled return trips for the student and any necessary chaperone will be required.

For all the trips, a lot of the information requested (COST, transportation, lodging, rooming, chaperones, etc) cannot be fully set in stone until we have students enrolled on the trips. Those things are booked/set up once we have our final number of students enrolled as the companies then choose the most affordable and safest options for us at that time.

All trips will require zero to a very limited amount of instructional class time missed. At max, students might miss the ½ day before February break, April break, and Memorial Day weekend.

Behavioral Expectations

Eastern Europe – 2023

The Tewksbury Memorial High School discipline rules as stated in the 2022-2023 Handbook - section *Discipline Codes* will be in effect during our entire trip. It is our primary role to ensure the safety of every student going to Eastern Europe; therefore, these rules will be strictly enforced. In addition to the school regulations each student must abide by the following during our trip.

1. The student will not leave the hotel room after curfew for any reason.
Students will have chaperones phone numbers to call in case of need.
2. The student will not even open the door unless a chaperone identifies herself or himself after the lights out time.
3. The student will be respectful of the other guests staying in the hotel.
4. The student will obey the chaperones, tour guides, and bus driver and be respectful to everyone.
5. No possession, use or consumption of alcoholic beverages, tobacco/vaping or illegal drugs will be tolerated.
6. Students who do not adhere to these rules may be sent home at their expenses.

Student Signature _____

Student Name _____

Parent/Guardian Signature _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Parent/Guardian Name _____

Date _____

TEWKSBURY MEMORIAL HIGH SCHOOL

Eastern Europe – 2023

Permission and Release from Liability

I/We give my/our son/daughter _____,
permission to participate in the high school trip to Eastern Europe during Summer
Vacation – 2023.

I/We understand that this trip will be under the direct supervision of TMHS faculty.

I/We also understand that my/our son/daughter will eat locally prepared food and/or
drinks while participating in this experience. It is my/our responsibility to let chaperones
know of any food/medicine allergies that my/our child has.

I/We understand that outdoor activities such as walking tours and water related
activities such as swimming at the hotels will happen as part of this trip and I/we give
permission for my/our son/daughter to participate in them.

Regarding said trip, I/we, the undersigned, release Tewksbury Memorial High School
and its employees/chaperones from any liability for injury, sickness, death or loss of
property which are not the result of gross negligence, willful conduct by Tewksbury
Memorial High School and its employees and chaperones acting on behalf of TMHS.

Parent/Guardian Signature _____

Parent/guardian Name _____

Parent/Guardian Signature _____

Parent/guardian Name _____

NOTARY

Tewksbury Memorial High School
Eastern Europe – 2023
MEDICAL RELEASE – CONSENT TO TREAT

This is to certify that on this date, I _____, as parent or guardian of _____, (trip participant), give my consent to TMHS employees/chaperones to obtain medical care from any licensed physician, hospital, or clinic for the above mentioned participant, for any injury or illness that could arise while traveling to Eastern Europe.

Please complete the following: (please attach a copy of the insurance card, if possible)

INSURANCE COMPANY: _____ POLICY NUMBER: _____

EMERGENCY CONTACTS:

Name: _____ Relationship: _____

Phone: _____

Name: _____ Relationship: _____

Phone: _____

Physician's name: _____ Phone: _____

Does the participant have any **DIETARY RESTRICTIONS**? No - Yes: _____

Please explain: _____

Does the participant have any **drug allergies**? _____

If yes, which drugs?: _____

Has the participant had a recent tetanus booster? _____ When? _____

Is the participant currently taking any medications? _____ Which ones? _____

Has a doctor placed any restrictions on the participant's activities? _____

If yes, please explain:

Authorization for Over the Counter Medication

I hereby give permission to the employees/chaperones of TMHS to apply or give one or more of the following over the counter medications or external preparations, in accordance with the directions for use on the container.

Student's name: _____

_____ Tylenol	_____ Advil	_____ Aspirin	_____ Motrin
_____ Antibiotic Ointment		_____ Benadryl	_____ Dramamine
_____ Imodium		_____ Birth Control	
_____ Any other OTC medication your child may need: _____			

Prescription Medication

ALL MEDICATION MUST BE IN ORIGINAL CONTAINER INDICATING THE STUDENT'S NAME ON THE PRESCRIPTION LABEL.

Name of medicine: _____

Special instructions: _____

Name of medicine: _____

Special instructions: _____

Parent/Guardian Signature _____

Parent/Guardian Name _____

Date _____

NOTARY

**TOWN OF TEWKSBURY
TEWKSBURY PUBLIC SCHOOLS
CONSENT AND RELEASE FORM
PARTICIPATION IN VOLUNTARY, CO-CURRICULAR AND ATHLETIC ACTIVITIES
2022 -2023 SCHOOL YEAR**

I/We, the undersigned _____
Name(s) of parent(s) or guardian(s)—insert legal relationship to student, e.g. "parent(s)", guardian(s)

of _____, my/our child a minor,
do hereby consent to my/our child's participation in voluntary athletic, recreation or
extra-curricular programs ("Programs") of the Town or Public Schools of Tewksbury.

I/We represent and warrant that I/we am/are the parent(s) or guardian(s) of said
child with authority to so consent and to sign this Consent and Release Form (the "Form").

I/We agree to forever release the Town or Public Schools of Tewksbury and all their
employees, agents, board members, volunteers, and any and all individuals or organizations
(the "Releasees") assisting or participating in said Programs of the Releasees from any and
all claims, rights of action and causes of action that may have arisen in the past, or may
arise in the future, directly or indirectly, from personal injuries to my/our child or property
damage resulting from my/our child's participation in said Programs.

I/We also agree to indemnify, defend, and hold harmless the Releasees against any
and all legal claims and proceedings of any description that may have been asserted in the
past, or may be asserted in the future, directly or indirectly, arising from personal injuries to
my/our child or property damage resulting from my/our child's participation in said
Programs.

I/We understand that my/our child's participation in said Programs is voluntary and
that my/our child and I/we am/are free to choose not to participate in said Programs. By
signing this Form, I/we affirm that I/we have decided to allow my/our child to participate in
said Programs with full knowledge that the Releasees will not be liable to anyone for
personal injuries and property damage my/our child or I/we may suffer as a result of
participating in said Programs.

I/We further affirm that I/we have read this Form with care and that I/we
understand the contents of this Form. I/We understand and acknowledge that this Form is a
legal instrument, which may affect my/our legal or my/our child's legal rights, and that I/we
was/were afforded the opportunity to have this Form reviewed by legal counsel of my/our
choice before signing this Form.

I/We acknowledge that this Form is a legal instrument, which may affect legal rights,
and that parents or guardians are afforded the opportunity to have the Form reviewed by
legal counsel prior to signing.

I/We sign this form voluntarily and freely without duress. I/We further acknowledge
that the Releasees have made no representation of fact or opinion to me/us, which in any
manner has induced me/us to agree to sign this Form.

Witness To Signatures:

Date _____

Signed:

Parent(s) or Guardian(s) of:

April 2022-2023 Hawaii

Educational Benefits: The US History curriculum would be significantly enhanced by a hands on tour of Hawaii. Hawaii has served many purposes to the US over the years, for its military, economic and strategic location in the pacific. It would provide a unique learning experience to see the Plantation system that existed on the island and the rich history Hawaii has to offer as an integral part of the US. The role of Hawaii as an important coaling station for its strategic location. It would provide an opportunity to delve into the indigineous peoples' attempt to continue their own culture. For students to see Pearl Harbor it would help to bring history alive to events of the past. A trip to Hawaii, a historical cornerstone of our country, would certainly support Tewksbury's goal to create lifelong learners.

Transportation and lodging plan:

Transportation to and from school: motorcoach booked through an approved carrier we have used in the past, MBTworldwide.

Airlines are booked by the travel company (EF) and we are notified 90-110 days prior to departure for the trip. While traveling in the state, a charter bus is provided by the company and the same one is used throughout the trip with the same driver who follows all timing and regulations required.

Lodging information is provided by the travel company 90-110 days prior to the trip. These hotels are vetted thoroughly by EF to provide clean, safe lodging for the students. The hotels are usually on the outskirts of the places we are visiting and in a good neighborhood. They provide breakfast daily for our students and rooms are grouped together for easy monitoring of students by the chaperones.

Costs: Attached you will find a detailed cost and coverage for this trip. Fundraising activities will be done in order to help ease the cost of the transportation to and from the airport. These activities can include: car washes, Monday morning breakfasts at TMHS, dine out nights, etc. They will be planned as a group and done as a group by our travelers.

Itinerary: See attached document. Location phone numbers will be provided once received.

Chaperones: For every 10 travelers, we earn one free chaperone spot. This trip is being run by the Social Studies/SPED departments and headed by Dustine Puma. We cannot assign other chaperones to this trip until we have the final numbers. This information will be provided once we have final approval and those enrollment numbers.

Chaperone responsibilities: Chaperones will provide supervision for all students during activities. Chaperones will be paired with 10 students in order to check in, provide assistance, and be the point person for a smaller group of students. Student check-in times

will be determined by the itinerary and locations. Chaperones (when decided) will rotate who does the nightly rounds at the hotels.

Student grouping: students will be assigned to a chaperon in groups of 10 for check-ins. If free time for shopping/lunch occurs, they must stay in groups of 3 at all times. Room assignments will be completed upon the final enrollment numbers and are usually 3-4 persons per room.

Return home policy: Students are required to purchase the insurance provided by the travel company. The company has a plan and procedure for students to return home and it will be followed. Parental acceptance of financial responsibility for unscheduled return trips for the student and any necessary chaperone will be required.

Tour Price Quote

Hawaii: The Island State

Prepared For
Bailey Mahoney at Tewksbury Memorial High School

Prepared On
June 1, 2022

Tour Page
www.efexploreamerica.com/HAW

All-inclusive Price

Based on a private tour with 35 - 40 paying travelers
Price valid for travelers enrolled June 1, 2022 - June 30, 2022

Student
\$3,879

or \$421 / 9 mos

Adult
\$4,179

or \$454 / 9 mos

Price Breakdown

Program Fee	\$3,780
Travel Protection Plan	\$99

Number of paying travelers	Price per student	Price per adult
15 - 19	\$4,299	\$4,599
20 - 24	\$4,119	\$4,419
25 - 29	\$4,029	\$4,329
30 - 34	\$3,959	\$4,259
35 - 40	\$3,879	\$4,179
41 - 47	\$3,879	\$4,179

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
Saturday, April 8, 2023 - Thursday, April 13, 2023

Your Departure Date Range

☐ Earliest Thu. Apr. 6
 ☒ Requested Sat. Apr. 8
 ☐ Latest Mon. Apr. 10

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

Hi there! 🌟 How can we help you today?

Behavioral Expectations

Hawaii – 2023

The Tewksbury Memorial High School discipline rules as stated in the 2022-2023 Handbook - section *Discipline Codes* will be in effect during our entire trip. It is our primary role to ensure the safety of every student going to Hawaii; therefore, these rules will be strictly enforced. In addition to the school regulations each student must abide by the following during our trip.

1. The student will not leave the hotel room after curfew for any reason.
Students will have chaperones phone numbers to call in case of need.
2. The student will not even open the door unless a chaperone identifies herself or himself after the lights out time.
3. The student will be respectful of the other guests staying in the hotel.
4. The student will obey the chaperones, tour guides, and bus driver and be respectful to everyone.
5. No possession, use or consumption of alcoholic beverages, tobacco/vaping or illegal drugs will be tolerated.
6. Students who do not adhere to these rules may be sent home at their expenses.

Student Signature _____

Student Name _____

Parent/Guardian Signature _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Parent/Guardian Name _____

Date _____

TEWKSBURY MEMORIAL HIGH SCHOOL

Hawaii – 2023

Permission and Release from Liability

I/We give my/our son/daughter _____,
permission to participate in the high school trip to Hawaii during April Vacation – 2023.

I/We understand that this trip will be under the direct supervision of TMHS faculty.

I/We also understand that my/our son/daughter will eat locally prepared food and/or
drinks while participating in this experience. It is my/our responsibility to let chaperones
know of any food/medicine allergies that my/our child has.

I/We understand that outdoor activities such as walking tours and water related
activities such as swimming at the hotels will happen as part of this trip and I/we give
permission for my/our son/daughter to participate in them.

Regarding said trip, I/we, the undersigned, release Tewksbury Memorial High School
and its employees/chaperones from any liability for injury, sickness, death or loss of
property which are not the result of gross negligence, willful conduct by Tewksbury
Memorial High School and its employees and chaperones acting on behalf of TMHS.

Parent/Guardian Signature _____

Parent/guardian Name _____

Parent/Guardian Signature _____

Parent/guardian Name _____

NOTARY

Tewksbury Memorial High School
Hawaii – 2023
MEDICAL RELEASE – CONSENT TO TREAT

This is to certify that on this date, I _____, as parent or guardian of _____, (trip participant), give my consent to TMHS employees/chaperones to obtain medical care from any licensed physician, hospital, or clinic for the above mentioned participant, for any injury or illness that could arise while traveling to Hawaii.

Please complete the following: (please attach a copy of the insurance card, if possible)

INSURANCE COMPANY: _____ POLICY NUMBER: _____

EMERGENCY CONTACTS:

Name: _____ Relationship: _____

Phone: _____

Name: _____ Relationship: _____

Phone: _____

Physician's name: _____ Phone: _____

Does the participant have any **DIETARY RESTRICTIONS**? No - Yes: _____

Please explain: _____

Does the participant have any **drug allergies**? _____

If yes, which drugs?: _____

Has the participant had a recent tetanus booster? _____ When? _____

Is the participant currently taking any medications? _____ Which ones? _____

Has a doctor placed any restrictions on the participant's activities? _____

If yes, please explain:

Authorization for Over the Counter Medication

I hereby give permission to the employees/chaperones of TMHS to apply or give one or more of the following over the counter medications or external preparations, in accordance with the directions for use on the container.

Student's name: _____

_____ Tylenol	_____ Advil	_____ Aspirin	_____ Motrin
_____ Antibiotic Ointment		_____ Benadryl	_____ Dramamine
_____ Imodium		_____ Birth Control	
_____ Any other OTC medication your child may need: _____			

Prescription Medication

ALL MEDICATION MUST BE IN ORIGINAL CONTAINER INDICATING THE STUDENT'S NAME ON THE PRESCRIPTION LABEL.

Name of medicine: _____

Special instructions: _____

Name of medicine: _____

Special instructions: _____

Parent/Guardian Signature _____

Parent/Guardian Name _____

Date _____

NOTARY

**TOWN OF TEWKSBURY
TEWKSBURY PUBLIC SCHOOLS
CONSENT AND RELEASE FORM
PARTICIPATION IN VOLUNTARY, CO-CURRICULAR AND ATHLETIC ACTIVITIES
2022 -2023 SCHOOL YEAR**

I/We, the undersigned _____
Name(s) of parent(s) or guardian(s)—insert legal relationship to student, e.g. "parent(s)", guardian(s)

of _____, my/our child a minor,
do hereby consent to my/our child's participation in voluntary athletic, recreation or
extra-curricular programs ("Programs") of the Town or Public Schools of Tewksbury.

I/We represent and warrant that I/we am/are the parent(s) or guardian(s) of said
child with authority to so consent and to sign this Consent and Release Form (the "Form").

I/We agree to forever release the Town or Public Schools of Tewksbury and all their
employees, agents, board members, volunteers, and any and all individuals or organizations
(the "Releasees") assisting or participating in said Programs of the Releasees from any and
all claims, rights of action and causes of action that may have arisen in the past, or may
arise in the future, directly or indirectly, from personal injuries to my/our child or property
damage resulting from my/our child's participation in said Programs.

I/We also agree to indemnify, defend, and hold harmless the Releasees against any
and all legal claims and proceedings of any description that may have been asserted in the
past, or may be asserted in the future, directly or indirectly, arising from personal injuries to
my/our child or property damage resulting from my/our child's participation in said
Programs.

I/We understand that my/our child's participation in said Programs is voluntary and
that my/our child and I/we am/are free to choose not to participate in said Programs. By
signing this Form, I/we affirm that I/we have decided to allow my/our child to participate in
said Programs with full knowledge that the Releasees will not be liable to anyone for
personal injuries and property damage my/our child or I/we may suffer as a result of
participating in said Programs.

I/We further affirm that I/we have read this Form with care and that I/we
understand the contents of this Form. I/We understand and acknowledge that this Form is a
legal instrument, which may affect my/our legal or my/our child's legal rights, and that I/we
was/were afforded the opportunity to have this Form reviewed by legal counsel of my/our
choice before signing this Form.

I/We acknowledge that this Form is a legal instrument, which may affect legal rights,
and that parents or guardians are afforded the opportunity to have the Form reviewed by
legal counsel prior to signing.

I/We sign this form voluntarily and freely without duress. I/We further acknowledge
that the Releasees have made no representation of fact or opinion to me/us, which in any
manner has induced me/us to agree to sign this Form.

Witness To Signatures:

Date _____

Signed:

Parent(s) or Guardian(s) of:



Québec, la Belle Province

26 May 2023 - 29 May 2023 | 4 days

Bienvenue a La Belle Province, where a treasure trove of history and culture await you. Here, the French-Canadian cultural identity is alive and well thanks to the spirited Québécois who continue to promote the French language and preserve their unique way of life.



WHY SEND YOUR STUDENTS ON A FORUM LANGUAGE EXPERIENCE?

you will benefit from...

***E**xpertise of more than 30 years in the field,
More value for your investment in education,*

while students benefit from...

***P**rivate tailor-made educational tours,
Opportunities to engage with locals,
Wisdom and a greater interest in learning,*



Day 1 - USA / MONTREAL

- ❑ Depart from your school to La Belle Province by **private bus**.
- ❑ Upon arrival, your **Forum Tour Manager** will greet you upon arrival and remain with you for the duration of your trip.
- ❑ Head to Montréal's highest point, **Mont Royal**, and enjoy a panoramic view of the city from the **Belvédère**.
- ❑ Follow your Tour Manager on a **walking tour of Old Montréal** and discover the picturesque charm of the Old Port.
- ❑ Enter the Notre Dame Basilica and admire its majestic interior of sculpted wood, gold leaf and neo-Gothic architecture.
- ❑ Enjoy a guided visit to the remarkable neo-Gothic **Notre Dame Basilica** and learn about its role in the founding of Montreal.
- ❑ Enjoy **dinner** at a local restaurant.
- ❑ This evening, explore **Old Montreal** in a unique way as you meet the spirits and ghosts that haunt its streets during a traditional **Ghost Walk**.
- ❑ Night accommodation in Montreal.

Day 2 - MONTRÉAL | QUÉBEC CITY

- ❑ Have breakfast at your hotel.
- ❑ Explore the fabulous world of the **Biôdome** with replicas of four ecosystems found in the Americas comprised of more than 4,500 animals and 500 plant species all under one roof!
- ❑ Visit the **Olympic Park** and take the cable car to the top of the **Olympic Tower**. Rising 575 feet in the air and leaning at a 45° angle, this architectural wonder is the tallest inclined tower in the world.
- ❑ Roll up your sleeves for a hands-on **cooking lesson** where you'll learn the basics of traditional Québécois cuisine. Follow the directions carefully as your creation will be your meal.
- ❑ Later, board your private bus and depart for **Québec City** (Approx. 3 hours).
- ❑ Enjoy a relaxing **Ferry Trip** across the majestic St. Lawrence river and enjoy a sailor's view of the Château Frontenac.
- ❑ Go on a **guided walking tour of Old Québec**, a UNESCO World Heritage site. Stroll along the picturesque 'Rue Saint-Louis' and admire the town's fortifications.



Chateau frontenac daytime

- ❑ Enjoy dinner at Côtés à Côtés restaurant.
- ❑ Head to the **Plains of Abraham** for the 'Les Batailles' exhibition. Plunge into the history of the Seven Years' War and relive the siege of Québec and its battles as if you were there, followed by an immersive screening featuring several accounts of the era.
- ❑ Night accommodation in Quebec City.

Day 3 - QUÉBEC CITY | CÔTE DE BEAUPRÉ

- ❑ This morning, head to **Manoir Montmorency** for breakfast and enjoy a fantastic view of the island 'Île D'Orléans.'
- ❑ Head to **Parc de la Chute-Montmorency**, which boasts waterfalls 100 ft higher than Niagara Falls. Climb the 387 steps for some astonishing views.
- ❑ Stop at **Chez Marie Bakery** where you'll learn how bread is made and sample some delicious homemade maple butter.
- ❑ Continue to the town of Ste-Anne-de-Beaupré, settled in 1650, and visit its superb Basilica.
- ❑ Continue to **Ste-Anne-de-Beaupré** to visit its superb Catholic **basilica** set along the St-Lawrence River and considered one of the five national shrines of Canada.
- ❑ Visit **Canyon Ste-Anne** and enjoy the breathtaking view from its 200-ft-high suspension bridge!
- ❑ Tour a traditional **Cabane à sucre (sugar shack)** and enjoy an authentic lumberjack meal followed by a session in traditional song and dance led by a local musician.
- ❑ Night accommodation in Quebec City.

Day 4 - QUÉBEC-CITY | USA

- ❑ This morning, enjoy traditional croissants and hot chocolate at **Le Cochon Dingue**.
- ❑ Start your day partaking in an **Improv workshop** where you will have the chance to practice your French skills and explore a new side of acting! Supported by experienced improvisers, you will take part in a series of fun challenges, with only your imagination and spontaneity as tools.



- ❑ Discover the history of the iconic hotel **Fairmont Le Château Frontenac** on a **guided tour**.
- ❑ At lunch time, shop with the locals at **Marché du Vieux Port**. Practice your French as you browse the locally-sourced fruits and vegetables and diverse products made in Québec Province. (at your own expense)
- ❑ Say a fond **au "revoir"** to your Forum Tour Manager and board **your private bus** back home.

Program cost per person*

34+ participants	\$908
30 - 33 participants	\$942
26 - 29 participants	\$983
22 - 25 participants	\$1039
18 - 21 participants	\$1119

Trip Program includes:

- ✓ 3 night(s) multiple occupancy (3/4 students per room with private bath) in quality three-star outskirts hotels – sharing double beds
- ✓ Meals at hotel and local restaurants - Breakfast: 3 / Lunch: 1 / Dinner: 3 (includes one beverage and a vegetarian option).
- ✓ All cultural and aforementioned visits, activities, tours, and admissions as per itinerary.
- ✓ Service of a dynamic professional bilingual Forum Tour Manager with the group on tour.
- ✓ Ground transportation while in Canada
- ✓ Round-trip bus transportation from USA to Canada
- ✓ 1 free traveler for every 6 full paying participants - based on twin occupancy at the hotel.
- ✓ Tips for your Forum Tour Manager and bus driver

Trip Program does not include:

- ✗ Any COVID test required to enter the destination country or to re-enter the US.
- ✗ Rooming and Adult Supplements:
 - Twin Room Guarantee Supplement \$50 pp/night or Single Room Guarantee Supplement \$100 pp/night
 - Adult Activity Supplement \$12 pp/day
- ✗ Meals not indicated in your itinerary

Date of quote: Jun 03, 2022 | Your Forum Tour Consultant: Nadia Comerford

* All services listed on the proposal are subject to availability. In the event of not being able to book a desired service or supplier, it will be replaced by a similar item of equal standard and value.

* **Forum Language Experience has purchased the Student Protection Plan from Travel Insured International on behalf of all participants.** If you would like to purchase the **optional Cancel For Any Reason** benefit, you must choose it at the time of enrollment, and the additional fee **MUST** be included with your first trip deposit. The total cost for this **upgrade is \$30.75. *CFAR is not available to residents of NY***

* Forum has quoted this package at an exchange rate of 1 Canadian Dollar = 0.75 Dollar. In the event of a significant change in the exchange rate, Forum reserves the right to update prices accordingly.

May 2022-2023 Canada

Educational Benefits: We took a trip with Prométour over the Memorial Day weekend in 2018. The students got so much out of the experience that we planned another trip for 2020 that was, of course, canceled.

The role that geography played in the French settling here is clear in the first event when the students take a ferry ride across the Saint Lawrence River to arrive at Québec City. The river plays a role in the centerpiece to the entire trip. The hands-ons educational trip connects directly with history (examples: explorers, settling in the new world, English vs. French battle for Canada, a visit to the Chateau Frontenac with guides who are actors in costume and in the time period, a guided tour through the historic walled in city in Québec City, a hands-on and engaging reenactment at the famous battle of the Plains of Abraham) and culture (example: traditional food at a sugar shack with traditional dancing). The history experiences connect with history themes in the curriculum. Exploring cultures and learning about other people and traditions helps students gain perspectives and directly connects with SEL. And, for the French students, there is a specific tie-in to the language.

Transportation and lodging plan:

Transportation: motorcoach booked through an approved carrier by the company Prometour for the duration of the trip. The company used will comply with all safety and driver regulations.

Lodging information is provided by the travel company 90-110 days prior to the trip. These hotels are vetted thoroughly by Prometour to provide clean, safe lodging for the students. The hotels are usually on the outskirts of the places we are visiting and in a good neighborhood. They provide breakfast daily for our students and rooms are grouped together for easy monitoring of students by the chaperones.

Costs: Attached you will find a detailed cost and coverage for this trip. Fundraising activities will be done in order to help ease the cost of any unexpected incidents that might arise or additional attractions that might be offered (i.e. Ropes course from 2018 trip). These activities can include: car washes, Monday morning breakfasts at TMHS, dine out nights, etc. They will be planned as a group and done as a group by our travelers.

Itinerary: See attached document. Location phone numbers will be provided once received. We used Prométour for our last trip to Québec and Montréal. They had a great value with quality hotels, restaurants, and engaging activities. Furthermore, their tour guide was outstanding.

Chaperones: For every 6 travelers, we earn one free chaperone spot. This trip is being run by the World Languages department and headed by Melanie Ryan. We cannot assign other chaperones to this trip until we have the final numbers. This information will be provided once we have final approval and those enrollment numbers.

Chaperone responsibilities: Chaperones will provide supervision for all students during activities. Chaperones will be paired with 6 students in order to check in, provide assistance, and be the point person for a smaller group of students. Student check-in times will be determined by the itinerary and locations. Chaperones (when decided) will rotate who does the nightly rounds at the hotels.

Student grouping: Students will be assigned to a chaperone in groups of 6 for check-ins. If free time for shopping/lunch occurs, they must stay in groups of 3 at all times. Room assignments will be completed upon the final enrollment numbers and are usually 3-4 persons per room.

Return home policy: Students are required to purchase the insurance provided by the travel company. The insurance is included in the cost of the trip. The company has a plan and procedure for students to return home and it will be followed. Parental acceptance of financial responsibility for unscheduled return trips for the student and any necessary chaperone will be required.

Behavioral Expectations

CANADA – 2023

The Tewksbury Memorial High School discipline rules as stated in the 2022-2023 Handbook - section *Discipline Codes* will be in effect during our entire trip. It is our primary role to ensure the safety of every student going to CANADA; therefore, these rules will be strictly enforced. In addition to the school regulations each student must abide by the following during our trip.

1. The student will not leave the hotel room after curfew for any reason.
Students will have chaperones phone numbers to call in case of need.
2. The student will not even open the door unless a chaperone identifies herself or himself after the lights out time.
3. The student will be respectful of the other guests staying in the hotel.
4. The student will obey the chaperones, tour guides, and bus driver and be respectful to everyone.
5. No possession, use or consumption of alcoholic beverages, tobacco/vaping or illegal drugs will be tolerated.
6. Students who do not adhere to these rules may be sent home at their expenses.

Student Signature _____

Student Name _____

Parent/Guardian Signature _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Parent/Guardian Name _____

Date _____

**TEWKSBURY MEMORIAL HIGH SCHOOL
CANADA – 2023**

Permission and Release from Liability

I/We give my/our son/daughter _____,
permission to participate in the high school trip to Canada during Memorial Day
Weekend – 2023.

I/We understand that this trip will be under the direct supervision of TMHS faculty.

I/We also understand that my/our son/daughter will eat locally prepared food and/or
drinks while participating in this experience. It is my/our responsibility to let chaperones
know of any food/medicine allergies that my/our child has.

I/We understand that outdoor activities such as walking tours and water related
activities such as swimming at the hotels will happen as part of this trip and I/we give
permission for my/our son/daughter to participate in them.

Regarding said trip, I/we, the undersigned, release Tewksbury Memorial High School
and its employees/chaperones from any liability for injury, sickness, death or loss of
property which are not the result of gross negligence, willful conduct by Tewksbury
Memorial High School and its employees and chaperones acting on behalf of TMHS.

Parent/Guardian Signature _____

Parent/guardian Name _____

Parent/Guardian Signature _____

Parent/guardian Name _____

NOTARY

Tewksbury Memorial High School
CANADA – 2023
MEDICAL RELEASE – CONSENT TO TREAT

This is to certify that on this date, I _____, as parent or guardian of _____, (trip participant), give my consent to TMHS employees/chaperones to obtain medical care from any licensed physician, hospital, or clinic for the above mentioned participant, for any injury or illness that could arise while traveling to Canada.

Please complete the following: (please attach a copy of the insurance card, if possible)

INSURANCE COMPANY: _____ POLICY NUMBER: _____

EMERGENCY CONTACTS:

Name: _____ Relationship: _____

Phone: _____

Name: _____ Relationship: _____

Phone: _____

Physician's name: _____ Phone: _____

Does the participant have any **DIETARY RESTRICTIONS**? No - Yes: _____

Please explain: _____

Does the participant have any **drug allergies**? _____

If yes, which drugs?: _____

Has the participant had a recent tetanus booster? _____ When? _____

Is the participant currently taking any medications? _____ Which ones? _____

Has a doctor placed any restrictions on the participant's activities? _____

If yes, please explain:

Authorization for Over the Counter Medication

I hereby give permission to the employees/chaperones of TMHS to apply or give one or more of the following over the counter medications or external preparations, in accordance with the directions for use on the container.

Student's name: _____

_____ Tylenol	_____ Advil	_____ Aspirin	_____ Motrin
_____ Antibiotic Ointment		_____ Benadryl	_____ Dramamine
_____ Imodium		_____ Birth Control	
_____ Any other OTC medication your child may need: _____			

Prescription Medication

ALL MEDICATION MUST BE IN ORIGINAL CONTAINER INDICATING THE STUDENT'S NAME ON THE PRESCRIPTION LABEL.

Name of medicine: _____

Special instructions: _____

Name of medicine: _____

Special instructions: _____

Parent/Guardian Signature _____

Parent/Guardian Name _____

Date _____

NOTARY

**TOWN OF TEWKSBURY
TEWKSBURY PUBLIC SCHOOLS
CONSENT AND RELEASE FORM
PARTICIPATION IN VOLUNTARY, CO-CURRICULAR AND ATHLETIC ACTIVITIES
2022 -2023 SCHOOL YEAR**

I/We, the undersigned _____
Name(s) of parent(s) or guardian(s)—insert legal relationship to student, e.g. "parent(s)", guardian(s)

of _____, my/our child a minor,
do hereby consent to my/our child's participation in voluntary athletic, recreation or
extra-curricular programs ("Programs") of the Town or Public Schools of Tewksbury.

I/We represent and warrant that I/we am/are the parent(s) or guardian(s) of said
child with authority to so consent and to sign this Consent and Release Form (the "Form").

I/We agree to forever release the Town or Public Schools of Tewksbury and all their
employees, agents, board members, volunteers, and any and all individuals or organizations
(the "Releasees") assisting or participating in said Programs of the Releasees from any and
all claims, rights of action and causes of action that may have arisen in the past, or may
arise in the future, directly or indirectly, from personal injuries to my/our child or property
damage resulting from my/our child's participation in said Programs.

I/We also agree to indemnify, defend, and hold harmless the Releasees against any
and all legal claims and proceedings of any description that may have been asserted in the
past, or may be asserted in the future, directly or indirectly, arising from personal injuries to
my/our child or property damage resulting from my/our child's participation in said
Programs.

I/We understand that my/our child's participation in said Programs is voluntary and
that my/our child and I/we am/are free to choose not to participate in said Programs. By
signing this Form, I/we affirm that I/we have decided to allow my/our child to participate in
said Programs with full knowledge that the Releasees will not be liable to anyone for
personal injuries and property damage my/our child or I/we may suffer as a result of
participating in said Programs.

I/We further affirm that I/we have read this Form with care and that I/we
understand the contents of this Form. I/We understand and acknowledge that this Form is a
legal instrument, which may affect my/our legal or my/our child's legal rights, and that I/we
was/were afforded the opportunity to have this Form reviewed by legal counsel of my/our
choice before signing this Form.

I/We acknowledge that this Form is a legal instrument, which may affect legal rights,
and that parents or guardians are afforded the opportunity to have the Form reviewed by
legal counsel prior to signing.

I/We sign this form voluntarily and freely without duress. I/We further acknowledge
that the Releasees have made no representation of fact or opinion to me/us, which in any
manner has induced me/us to agree to sign this Form.

Witness To Signatures:

Signed:

Date _____

Parent(s) or Guardian(s) of:

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee

From: Brenda Theriault-Regan
Superintendent of Schools

Date: August 11, 2022

Re: 2022-2023 School Calendar Legend Update

This Requires A Roll Call Vote

I am recommending the School Committee approve the revised 2022-2023 School Calendar Legend.

Recommendation to revise the Early Release schedule at the Elementary Schools from 12:10 pm to 11:55 am.
This requires a vote of the School Committee.

Aug 29-30	Professional Development Day	Jan 16	No School – Martin Luther King, Jr. Day
Aug 31	All Schools Open	Feb 17	Early Dismissal*
Sep 2	No School	Feb 20-24	No School – February Recess
Sep 5	Holiday – Labor Day	Mar 15	Teacher Workshop – Early Dismissal for Students*
Oct 10	No School – Columbus Day	Apr 7	No School – Good Friday
Nov 1	Teacher Workshop – Early Dismissal for Students*	Apr 14	Early Dismissal*
Nov 11	No School – Veterans Day	Apr 17-21	No School – April Recess
Nov 23	Early Dismissal*	May 26	Early Dismissal*
Nov 24-25	No School – Thanksgiving Recess	May 29	No School – Memorial Day
Dec 22	Teacher Workshop – Early Dismissal for Students*	Jun 9	TMHS Graduation
Dec 23	Teacher Workshop – Early Dismissal for Students*	Jun 19	No School – Juneteenth
Dec 26-Jan 2	No School – December Recess	Jun 23	Last Day of School – Early Dismissal**
Jan 3-4	No School – Professional Development Days		**{Includes 5 Snow/Emergency Days}
Jan 5	Schools Reopen		

*** We will follow an early-dismissal day schedule on:**

November 1st, November 23rd, December 22nd, December 23rd, February 17th, March 15th, April 14th, May 26th, and June 23rd

NO SCHOOL ANNOUNCEMENTS

Schools will be closed only in the case of severe, inclement weather.

Announcements relative to closing schools for inclement weather will be carried by TV stations,

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

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

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

Preschool Programs and Community Services Preschool Delay and No School Schedule

Please contact your child's school or visit their website.

www.tewksbury.k12.ma.us/dewing www.tewksbury.k12.ma.us/heath-brook

www.tewksbury.k12.ma.us/departments-programs/community-services/

All programs, activities, and employment opportunities of the Tewksbury Public Schools are offered without regard to race, creed, color, age, sex, gender identity, national origin, sexual orientation, or disability.

SCHOOL HOURS

High School	7:30 am – 1:50 pm
Middle School	7:40 am – 2:00 pm
Ryan School	8:15 am – 2:35 pm
Elementary Schools	8:45 am – 3:05 pm

EARLY DISMISSAL HOURS

High School	7:30 am – 10:40 am
Middle School	7:40 am – 10:50 am
Ryan School	8:15 am – 11:25 am
Elementary Schools	8:45 am – 12:10 pm 11:55 am

OPEN HOUSE SCHEDULE

<u>ELEMENTARY</u>	<u>ELEMENTARY</u>	<u>RYAN SCHOOL</u>	<u>MIDDLE SCHOOL</u>	<u>HIGH SCHOOL</u>
<u>Preschool – Grade 2</u>	<u>Grades 3 & 4</u>	<u>Grades 5 & 6</u>	<u>Grades 7 & 8</u>	<u>Grades 9-12</u>
September 13	Trahan-September 19	September 8 Gr. 5	September 20 Gr. 7	September 22
	North St-September 21	September 12 Gr. 6	September 29 Gr. 8	

PARENT / TEACHER CONFERENCES

<u>ELEMENTARY</u>	<u>ELEMENTARY</u>	<u>RYAN SCHOOL</u>	<u>MIDDLE SCHOOL</u>	<u>HIGH SCHOOL</u>
<u>Preschool – Grade 2</u>	<u>Grades 3 & 4</u>	November 15	November 4	November 17
November 3	Trahan-November 14	March 21	March 2	March 23
<u>Preschool – Grade 1</u>	<u>Grades 2-4</u>			
April 4	April 11			

Parents are urged to make appointments for school visits to discuss their child's progress with teachers, guidance counselors, or principals.

WEB SITE ADDRESS: <http://www.tewksbury.k12.ma.us> ~ FOLLOW US ON TWITTER @tpsdistrict

Revised 7/8/2022



2022-2023 School Calendar

August 2022						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

(1 day) Student Days

September 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

(20 days) Student days

(21 days)

October 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

(20 days) Student days

(41 days)

November 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

(19 days) Student days

(60 days)

December 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

(17 days) Student days

(77 days)

January 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

(18 days) Student days

(95 days)

February 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

(15 days) Student days

(110 days)

March 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

(23 days) Student days

(133 days)

April 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

(14 days) Student days

(147 days)

May 2023						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

(22 days) Student days

(169 days)

June 2023						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

(16 days) Student days

(180 + 5 snow days)

	FIRST DAY ALL STUDENTS
	LAST DAY OF SCHOOL - HALF DAY (Includes 5 snow/emergency days)
	SCHOOLS CLOSED
	NO SCHOOL - PROFESSIONAL DEVELOPMENT DAY
	TEACHER WORKSHOP- EARLY DISMISSAL - HALF DAY
	EARLY DISMISSAL
	TMHS GRADUATION

Aug 29 - Aug 30 Professional Development Days

Feb 20-24 February Recess

Aug 31 First Day of School for Students

Apr 17-21 April Recess

Dec 26 - Jan 2 December Recess

Jun 23 *Last Day of School (Early Dismissal)

Jan 3 - Jan 4 Professional Development Days

*Inc. 5 snow/emergency days

TEWKSBURY SCHOOL COMMITTEE MEMBERS

Bridget L. Garabedian, Chair
Keith M. Sullivan, Vice-Chair
Kayla Biagioni-Smith, Clerk

• bgarabedian@tewksbury.k12.ma.us
• ksullivan@tewksbury.k12.ma.us
• kbiagioni-smith@tewksbury.k12.ma.us

Nicholas G. Parsons, Member
Richard Russo, Jr., Member

• nparson@tewksbury.k12.ma.us
• rrusso@tewksbury.k12.ma.us

SC Approved Draft: 2/9/2022

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee

From: Lori McDermott
Assistant Superintendent of Schools

Date: August 12, 2022

Re: 2022 Summer School Program

This is an informational item only. No vote is required.

Please see the following table representing the 2022 Summer School programming information.
The document will be updated as programs and details become available. No vote is required.

Draft 8/11/2022 (This information will be updated as programs and details become available)

Summer Programs	Current Grade	Facility	Current Enrollment	Identified - Eligible Students	Cost	Sponsored/Non-sponsored School District Activities	Time Frame	Days	Dates	Breakfast/Lunch
TPS Summer School Programs										
Special Education Extended Year Svcs.	PK-2 + SPIRE	DEW	69	per IEP	NONE	sponsored	4 wk: 7:45-12:15; 5 wk: 7:45 - 11:15; times vary by program	Mon-Thu	4-week; 7/12-8/4; 5 week 7/11-8/11	
Special Education Extended Year Svcs.	3-4 + SPIRE	TMHS	26	per IEP	NONE	sponsored	4wk: 8:30 - 11:30- 5wk: 8:30 - 1:30; times vary by program	Mon-Thu	4-week; 7/12-8/4, 5 wk 7/11 - 8/11	
Special Education Extended Year Svcs.	5-12 + PHS	TMHS	66	per IEP	NONE	sponsored	4wk: 8:30-1:30; 5wk: 8:30 - 1:30; times vary by program	Mon-Thu	4-week; 7/12-8/4; 5wk 7/11 - 8/11	
21st Century Learning (K-2) Dewing Students	PK-2	DEW	120	per invite	NONE	sponsored	8:00-3:00	Mon-Thu	7/5 - 8/11	BRK/LUNCH/SNACK/WATER
Penguin Pride (K-2) Heath Brook Students	K-2	DEW	45	per invite	NONE	sponsored	8:00-3:00	Mon-Thu	7/5 - 8/11	BRK/LUNCH/SNACK/WATER
WYNN & TMHS Academic Recovery	7-12	TMHS	TBD	per invite	NONE	sponsored	7:30 - 2:30	Mon-Fri	3-weeks; 7/12 - 7/29	BRK/LUNCH/SNACK/WATER
Title I Jump Start to 1st/2nd Grade	K-1	DEW	42	per invite	NONE	sponsored	9:00-11:00	Mon-Thu	7/18-7/21, 7/25-7/28	N/A
EL Summer Service K-2 (TBD)	K-2	DEW	TBD	per invite	NONE	Sponsored	9:00 - 11:00	Mon-Thu	7/11 - 7/21	SNACK
EL Summer Service 3-4 (TBD)	3-4	DEW	TBD	per invite	NONE	Sponsored	9:00 - 11:00	Mon-Thu	7/11 - 7/21	SNACK
Summer Ed Academy 2-4	2-4	TRAHAN	90	per invite	NONE	Sponsored	9:00-12:00	Mon-Thu	7/11- 7/28	SNACK
Summer Acceleration Academy 2-4	2-4	TRAHAN	20	per invite	NONE	Sponsored	9:00-1:30	Mon-Fri	8/1- 8/5	SNACK/LUNCH
At-Home Summer Academics and Varied Enrichment										
Khan Academy Summer Camp	3-12	online	unknown	all	NONE	Non-sponsored	https://khanlearning.khanacademy.org	all	varies	N/A
TPS Summer Reading	K-12	anywhere	TBD	all	NONE	School-Sponsored	any time of the day :)	all	All Summer	N/A
Tewksbury Public Library	K-12	TPL	unknown	all	NONE	Non-sponsored	visit https://www.tewksburypl.org/	Mon-Fri	N/A	N/A
Macaroni Kids Summer Activity Guide (Varied Sites & Activities)	PK-12	varies	N/A	all	varies	Non-sponsored	Visit TPS Student & Family Webpage	N/A	N/A	N/A
School Preparedness Opportunities										
Freshman Orientation	9	TMHS	TBD; all students to be invited with a request to RSVP	all freshman	NONE	School-Sponsored	TBD	TBD	TBD	The Orientation Program will culminate with a large group gathering with refreshments.
Childcare										
AlphaBest K-8 (for pay)	K-8	Rec. Ctr. & Wynn	TBD	all	VARIABLES	Non-sponsored	Full-Day 7:00-6:00pm; 1/2-Day avail.	1-5 days/week	6/21 - 8/20	

* The 2022 TPS Summer School Programming is contingent on staffing; details subject to change.

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



THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL
ONE ASHBURTON PLACE
BOSTON, MASSACHUSETTS 02108

MAURA HEALEY
ATTORNEY GENERAL

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July 29, 2022

OML 2022 – 143

Rosann DiPietro, Esq.
Long & DiPietro, LLP
175 Derby Street, Unit 17
Hingham, Massachusetts 02043

By email only: rdipietro@long-law.com

RE: Open Meeting Law Complaints

Dear Attorney DiPietro:

This office received a complaint from Deborah Wall on March 17, 2022, and a complaint from Michelle Haley on March 21, 2022, alleging that the Tewksbury School Committee (the “Committee”) violated the Open Meeting Law, G.L. c. 30A, §§ 18-25.¹ Ms. Wall’s complaint was originally filed with the Committee on February 11; Ms. Haley’s complaint was originally filed with the Committee on February 13; and you responded to both complaints, on behalf of the Committee, by separate letters dated March 3 and March 4, respectively. Specifically, the complaints allege that the Committee improperly removed and denied members of the public from the meeting room during a meeting held on February 9.

Following our review, we find that the Committee violated the Open Meeting Law in the way alleged. In reaching this determination, we reviewed the original complaints, the Committee’s responses to the complaints, and the complaints filed with our office requesting further review. We also reviewed the notice and minutes of the Committee meeting held on February 9, as well as a video recording of that meeting.² Finally, we spoke separately with both complainants by telephone on July 20.

¹ All dates in this letter refer to the year 2022.

² A video recording of the Committee meeting held on February 9 is available at:
<https://www.youtube.com/watch?v=pRQsJtJGejk>.

FACTS

We find the facts as follows. The Committee posted notice for a meeting to be held on February 9 at 5 P.M. The notice stated that the location of the meeting would be Tewksbury Memorial High School in the Large Group Instruction Room #1. The notice also instructed that the meeting would be televised on Comcast Channel 22, Verizon Channel 34 and YouTube. The notice listed 23 topics, including “a public hearing on the budget.”³

The February 9 meeting was held as planned. After calling the meeting to order, the Committee convened in executive session for approximately one hour. The Committee then reconvened in open session around 6:00 P.M. and heard from Business Manager David Libby who gave a presentation on the fiscal year 2023 school budget. Approximately thirty minutes later, towards the end of Mr. Libby’s presentation, a large group of individuals from the Tewksbury Teachers’ Association entered the meeting room.⁴ The Committee recessed for about five minutes.

When the Committee reconvened from the recess, the Committee and audience members recited the pledge of allegiance. Some members of the audience clapped at the conclusion of the pledge and Chair Keith Sullivan warned those in attendance that this would be “the final warning” as the next disruption would cause everyone to be removed from the meeting.

The Committee briefly continued with the public hearing on the budget and then heard from the Tewksbury High School Student Representative. The Committee then asked if any members of the public wished to speak on a specific item listed on the notice. When the first speaker approached the podium, she provided her name and stated she wished to speak about the teacher’s contract. Chair Sullivan explained that the contract was not on the notice and they were not there to “speak about the contract.” Members of the public started to chant “Let her speak” and Committee Member Nicholas Parsons implored the Chair to let the public speak. Chair Sullivan again warned those in attendance that if they continued to be disruptive, he would have everyone removed. Eventually, members of the public were allowed to speak about the budget and the Committee heard from eighteen individuals. The Committee then recessed for ten minutes.

When the Committee returned from its second recess, a member of the public approached the podium and asked to speak. Chair Sullivan stated that if the individual continued to disrupt

³ The notice also included an Executive Session “to discuss strategy with respect to collective bargaining with employee groups and/or ongoing litigation and/or discussion of personnel matters.” Although not raised in the complaints, we note our concern with the sufficiency of this topic and remind the Committee that when convening in executive session pursuant to Purpose 2 or Purpose 3, a public body must identify the collective bargaining unit with whom it will be negotiating or the litigation matter to be discussed, if doing so will not compromise the lawful purpose for secrecy. See OML 2017-53; OML 2016-12; OML 2013-151; OML 2013-97. Moreover, the Open Meeting Law does not contain an executive session purpose for general discussion of personnel matters, and we have stated in prior determinations that identifying an executive session as a discussion of a “personnel” issue is not a sufficiently specific statement of the executive session purpose. See OML 2019-82; OML 2014-42; OML 2011-9. At a minimum, the Committee should state in its notice the statutory purpose that forms the basis for the anticipated executive session.

⁴ The February 9 meeting minutes state that the large group of individuals that entered the room numbered about 150 individuals. Ms. Wall estimated that about 75 people entered the meeting room.