

TEWKSBURY PUBLIC SCHOOLS
TEWKSBURY SCHOOL COMMITTEE

Notice of Regular School Committee Meeting #11
Wednesday, May 10, 2023 at 5:30 PM

REVISED

Meeting Place:

Tewksbury Memorial High School
Large Group Instruction Room 1 (LGI-1)
320 Pleasant Street, Tewksbury, MA 01876

1. **CALL TO ORDER**

2. **EXECUTIVE SESSION** - Non-Public Session - 5:30 PM

- Approval of May 10, 2023, Executive Session Minutes
- Collective Bargaining Pertaining to TTA (Teachers)

The School Committee will reconvene in open session after the Executive Session.

3. **ADJOURN EXECUTIVE SESSION AND RECONVENE SCHOOL COMMITTEE MEETING**

4. **RECONVENE REGULAR SCHOOL COMMITTEE MEETING** - 6:00 PM

5. **PLEDGE OF ALLEGIANCE**

6. **ANNOUNCEMENT**

The May 10, 2023 Regular School Committee Meeting will be televised and recorded and may be viewed live on Comcast Channel 22 and Verizon Channel 34 or YouTube.com/TewksburyTV. 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 or herself.

7. **RECOGNITIONS**

VFW Post 8164 Voice of Democracy
State Level 2nd Place - Brooke Bunyan

8. **STUDENT COUNCIL REPRESENTATIVE REPORT**

Notes from Tewksbury Memorial High School: Rania Elouahi, Student Council Rep to the School Committee

9. **PRESENTATIONS**

None

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

11. **APPROVAL OF MINUTES** - Motion required

April 12, 2023 Regular Meeting Minutes

SCHOOL COMMITTEE MEMBERS

Bridget L. Garabedian, Chair bgarabedian@tewksbury.k12.ma.us
Kayla Biagioni-Smith, Vice-Chair kbiagioni-smith@tewksbury.k12.ma.us ~ Kaitlyn M. Anderson, Clerk kmanderson@tewksbury.k12.ma.us
Nicholas G. Parsons, Member nparsons@tewksbury.k12.ma.us ~ Richard Russo, Jr., Member rrusso@tewksbury.k12.ma.us
Superintendent of Schools - Brenda Theriault-Regan bregan@tewksbury.k12.ma.us

12. **SUBMISSION AND PAYMENT OF BILLS** - Motion required
Payroll Period Ending April 13, 2023 (\$1,522,565.67)
Payroll Period Ending April 27, 2023 (\$1,468,514.55)
13. **SUPERINTENDENT & STAFF REPORT**
14. **CONSENT AGENDA** (*itemized on page 3*)
15. **SCHOOL COMMITTEE MEMBER REPORTS**
Elementary School Building Committee
Tewksbury SEPAC
Wellness Advisory Committee
Policy Sub-Committee
16. **POLICY CHANGES, PROPOSALS, and ADOPTION**
None
17. **OLD BUSINESS** - Motions required
 - a. TMHS Domestic Trip Request - February 2024 Update
 - b. School Committee 2024 Meeting Schedule
 - c. School Committee Member Appointment to the:
 - b1. Elementary School Building Committee
 - b2. Diversity, Equity & Inclusion Advisory Committee
 - b3. District Security Team
 - d. School Committee Subcommittees 2023-24 Appointments
18. **NEW BUSINESS** - Motions required
 - a. 2023-2024 PK-4 Elementary Student Handbook
 - b. 2023-2024 Register Periods
 - c. 2023-2024 Valley Collaborative Board Member Appointment
19. **SCHOOL COMMITTEE MATTERS OF INTEREST**
20. **FUTURE SCHOOL COMMITTEE MEETING DATES**
May 17, 2023 SC Training/Workshop; May 31, 2023 Regular Meeting; June 14, 2023
21. **FUTURE SUB-COMMITTEE & ADVISORY COMMITTEE MEETING DATES**
Elementary School Building Committee: June 22, 2023; TSEPAC Business Meeting: May 18, 2023
Wellness Advisory Committee: TBD; Policy Sub-Committee: May 25, 2023
22. **FUTURE AGENDA ITEMS**
23. **ADJOURNMENT**

CONSENT AGENDA - Motion required

Correspondence

- a. TMHS College Fair 2023 Attendees
- b. New England Assoc of Schools & Colleges (NEAS&C): TMHS Accreditation
- c. Central Mass Mosquito Control Project - IPM

PERSONNEL ITEMS

Appointments

Sean O'Leary, position of shared School Attendance Officer, effective for the 2022-2023 school year; Karen Baker O'Brien, position of shared School Attendance Officer, effective for the 2022-2023 school year.

New Hires - None

Transfers - None

Retirements - Joy Wallace, Dewing Elementary School Secretary, effective July 3, 2023; Ronald Page, Building Custodian at the John Ryan Elementary School, effective July 3, 2023.

Acceptance of Grants - None

Acceptance of Donations - None

Fundraisers/Raffles - None

Executive Session

Tewksbury School Committee
Executive Session (Non-Public Session)
Wednesday, May 10, 2023
Tewksbury Memorial High School
Guidance Office Conference Room
320 Pleasant Street, Tewksbury, Massachusetts

A. CALL TO ORDER

B. EXECUTIVE SESSION - Non-Public Session - 5:30 PM

- Approval of April 12, 2023 Executive Session Minutes
- Collective Bargaining Pertaining to TTA (Teachers)

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 - May 10, 2023

RECOGNITIONS

VFW Post 8164 Voice of Democracy

State Level 2nd Place - Brooke Bunyan, TMHS Senior

PRESENTATIONS

None

Minutes

Payroll

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **04/13/2023**

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 **\$1,522,565.67**

GRANTS

\$27,269.33	2022-2023 Special Ed 240 Grant
\$12,771.28	2022-2023 Title I Grant
\$4,360.34	2021-2022 Title II Grant
\$589.66	2022-2023 Title III Grant
	2021-2022 Title IV Grant
	2021-2022 Early Childhood Grant
\$1,989.32	2022-2023 ASOST Grant
	2022-2023 Innovation Pathways Grant
\$3,824.88	2022-2023 21st Century Grant
\$163.75	2022-2023 21st Century Sped Enhancement
\$12.50	2022-2023 Social Emotional Learning Grant
\$18,525.11	2022-2023 ESSER III Grant
\$5,480.03	2022-2023 ARP Grant

REVOLVING ACCOUNTS

\$7,511.63	2022-2023 Community Services Preschool Program
\$1,300.00	2022-2023 Adult Education Program
\$37,862.54	2022-2023 Lunch Program
\$15,856.70	2022-2023 Facilities
\$1,548.41	2022-2023 Recreation
\$687.53	2022-2023 Parking Fees
\$4,921.60	2022-2023 Preschool
\$2,260.54	2022-2023 Alphabest
	2022-2023 Wynn Intramurals

\$146,935.15 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$1,375,630.52	2022-2023 School Department Account
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\$1,522,565.67 TOTAL

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **04/27/2023**

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 **\$1,468,514.55**

GRANTS

\$27,269.33	2022-2023 Special Ed 240 Grant
\$11,030.40	2022-2023 Title I Grant
\$828.24	2021-2022 Title II Grant
	2022-2023 Title III Grant
	2021-2022 Title IV Grant
	2021-2022 Early Childhood Grant
\$2,747.21	2022-2023 ASOST Grant
	2022-2023 Innovation Pathways Grant
\$3,404.31	2022-2023 21st Century Grant
\$462.50	2022-2023 21st Century Sped Enhancement
	2022-2023 Social Emotional Learning Grant
\$18,950.11	2022-2023 ESSER III Grant
\$7,554.42	2022-2023 ARP Grant

REVOLVING ACCOUNTS

\$3,619.19	2022-2023 Community Services Preschool Program
\$1,875.00	2022-2023 Adult Education Program
\$29,525.78	2022-2023 Lunch Program
\$1,219.09	2022-2023 Facilities
\$182.04	2022-2023 Recreation
\$687.53	2022-2023 Parking Fees
\$4,921.60	2022-2023 Preschool
\$2,260.54	2022-2023 Alphabest
\$528.00	2022-2023 Wynn Intramurals
\$528.00	2022-2023 Ryan Intramurals

\$117,593.29 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$1,350,921.26	2022-2023 School Department Account
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\$1,468,514.55 TOTAL

Superintendent/ Staff /School Committee Reports

Consent Agenda

College Fair 2023 Attendees
Anna Maria College
Assumption College
Bay Path College
Bentley University
Bridgewater State University
Colby Sawyer College
College of the Holy Cross
Curry College
Eastern Connecticut State University
Eastern Nazarene College
Emerson College
Emmanuel College
Endicott College
Fitchburg State University
Fisher College
Framingham State University
Benjamin Franklin Cummings Institute of Technology
Franklin Pierce
Hult University
Husson University
Johnson & Wales University
Lasell University
Lesley University
Mass Bay Community College
Mass College of Liberal Arts
Mass College of Pharmacy & Health Sciences
Massachusetts Maritime Academy
Merrimack College
Middlesex Community College
Nashua Community College
New England College
Northern Essex Community College

The Peterson School
Plymouth State University
Quinnipiac University
Regis College
Rhode Island College
Roger Williams University
Saint Michael's College
Salem State University
Salve Regina University
Simmons College
Southern New Hampshire University
Springfield College
St. John's University
Stonehill College
Suffolk University
University of Hartford
University of Maine, Farmington
University of Mass Amherst
University of Mass Boston
University of Mass Dartmouth
University of Mass Lowell
University of New England
University of New Hampshire
University of New Haven
University of Southern Maine
Vermont State University
Wentworth Institute
Western New England University
Westfield State University
Worcester Polytechnic Institute
Worcester State University



NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES, INC.
COMMISSION ON PUBLIC SCHOOLS

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April 24, 2023

Andrew Long
Principal
Tewksbury Memorial High School
320 Pleasant Street
Tewksbury, MA 01876

Dear Mr. Long:

The Commission on Public Schools, at its March 5-6, 2023 meeting, reviewed the Special Progress Report of Tewksbury Memorial High School and continued the school's accreditation.

The Commission was pleased to learn of the following:

- the development of a school-wide rubric for each of the four 21st century learning expectations
- the curriculum overviews and unit plans that are aligned to state and national standards and posted on the website
- the collection and analysis of data from sending schools and the state and surveys of current and graduated students to inform decisions and programming
- the inclusive process and plans for developing the attributes of the vision of the learner

The school is scheduled to host its Decennial Accreditation visit in the calendar year 2028. Please note, this date reflects a postponement from the previous decennial cycle.

The school's next Accreditation cycle will begin in the fall of 2025. The school will be using the new CPS 2020 Vision for Learning Standards for Accreditation and Accreditation process. Information about the new Standards for Accreditation and Accreditation process is available on our website. Representatives from your school will be invited to an informational meeting about the new Accreditation process in the spring of 2025.

Andrew Long
April 24, 2023
Page Two

In the interim, the school is reminded that the school community should review the new Accreditation Standards and plan to review and revise their core values, beliefs, and vision of the graduate based on research, multiple data sources, as well as district and school community priorities. Information related to the development/revision of the school's document will be available soon on our website at www.neasc.org/resources-schools-public.

The school's accreditation will be reviewed when the Commission considers the report resulting from the 2026 Collaborative Conference Visit. The Commission requests that it be kept apprised of any substantive changes in the school before that date. For your convenience, we have enclosed a copy of the Substantive Change Policy. As well, please notify the Commission office immediately of any changes in the names of the principal and/or superintendent along with their corresponding e-mail addresses by submitting this information electronically to cpss-air@neasc.org

Sincerely,



Kathleen A. Montagano

KAM/li
Enclosure

cc: Brenda Theriault-Regan, Superintendent, Tewksbury Public Schools
Bridget Garabedian, Chair, Tewksbury School Committee
Kevin McCaskill, Chair, Commission on Public Schools

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COMMISSION CHAIRMAN
RICHARD J. DAY

The Commonwealth of Massachusetts
STATE RECLAMATION & MOSQUITO CONTROL BOARD
**CENTRAL MASSACHUSETTS
MOSQUITO CONTROL PROJECT**

111 Otis Street, Northborough, MA 01532-2114
Telephone (508) 393-3055 • Fax (508) 393-8492
www.cmmcp.org



EXECUTIVE DIRECTOR
TIMOTHY D. DESCHAMPS

April 20, 2023

School Superintendent,

Mosquito season can present many challenges in regard to reducing the risk of mosquito borne illness, especially Eastern Equine Encephalitis (EEE). In effort to be prepared for the upcoming mosquito season Central Mass Mosquito Control Project (CMMCP) asks for your assistance by making sure each schools IPM coordinator has electronically filed an updated outdoor Integrated Pest Management (IPM) plan with the Department of Agricultural Resources (DAR) that includes CMMCP and the products we use.

The Children's Protection Act (CPA), Chapter 85 of the Acts of 2000, require all schools to file an outdoor IPM plan with the DAR. Filing an outdoor IPM plan with DAR that includes mosquito control language is the first procedural step required by the CPA to control mosquitos on school property during the spring or summer months. Spraying for adult mosquitoes is only done at the request of school administration or the local board of health. Should the school district or board of health request mosquito spaying due to either the presence of mosquito virus, such as EEE or high mosquito populations, an IPM plan that includes CMMCP and the products used by CMMCP must be on file with the DAR before any interventions can take place.

Please forward the information packet provided to each school's IPM coordinator as it includes the information required to update school outdoor IPM plans. The CPA calls for each school to designate an IPM coordinator and file an updated IPM plan with the DAR annually.

If you have any questions regarding the "Children's Protection Act" or mosquito control in your community please do not hesitate to contact our office.

Timothy McGlinchy, Director of Operations
Central Mass Mosquito Control Project
508-393-3055



Center Elementary School - *Jazzing* it up at lunchtime!



Center Elementary School - April 28th Arbor Day Celebration & Planting





Center Elementary School - April 28th Arbor Day Celebration & Planting



Center Elementary School - April 28th Arbor Day Celebration & Planting



Center Elementary School - April 28th Arbor Day Celebration & Planting





Center Elementary School - April 28th Arbor Day Celebration & Planting



Center Elementary School - April 28th Arbor Day Celebration & Planting



Center Elementary School - April 28th Arbor Day Celebration & Planting



Center Elementary School - April 28th Arbor Day Celebration & Planting



Photographer: Cambell and Lynn Loughmiller

Pussy Willow - *Salix discolor* is the Latin name Native American Tree / Shrub

Furry, fuzzy catkins appear in the early part of the year, from February through March, then the leaves emerge. The leaves are different colors on the top and the bottom. Its flowers produce a lot of pollen and its nectar has a high sugar content.

How does the Pussy Willow benefit our environment?

The Pussy Willow attract early butterflies and insects with its nectar. It is the Larval Host Plant for the Mourning Cloak and Viceroy butterflies.

This means the Pussy Willow supports the eggs and caterpillars of these butterflies by providing food. The caterpillars eat the leaves. Birds eat the caterpillars.

Native bees, bumblebees and Honeybees all benefit from the early nectar.

Acknowledgments:
Wildflower Center
Wild Seed Project
Ladybird Johnson

Center Elementary School - April 28th Arbor Day Celebration & Planting

Center Elementary School - April 28th Arbor Day Celebration & Planting



American Eastern Redbud – *Cercis canadensis*
is the Latin name
American Native Flowering Tree

Bright pink flowers bloom along the branches in April. Large heart shaped leaves emerge after the flowers have gone by. The leaves turn yellow in the Fall.

How does the Eastern Redbud benefit our environment?

Early season butterflies and nectar seeking insects are drawn to the early blooms.

Chickadees will eat the seeds. Birds will use different parts of the tree as nesting material or as a nesting site.

Native Bumblebees are attracted to its nectar and nesting material.

Acknowledgments:
Native Plant Trust
Ladybird Johnson Wildflower Center

Policy

Old Business

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee

From: Lori McDermott
Assistant Superintendent of Schools

Date: May 5, 2023

Re: February 2024 SY Domestic Trip Update

This Requires a Roll Call Vote

For the consideration of the School Committee to approve the TMHS Travel Committee request to switch the previous approved domestic trip to California during the February recess 2024, to a domestic trip to Bryce Canyon, the Grand Canyon and Zion National Parks during the 2024 February recess. Information previously submitted to the School Committee would not change. **This requires a vote of the Committee.**

Tewksbury Memorial High School

**PRINCIPAL**

Andy Long

ASSISTANT PRINCIPALS

Michelle M. Dick

Sean E. O'Leary

MAIN OFFICE

(978) 640-7825

FAX

(978) 640-7829

GUIDANCE SERVICES

(978) 640-7838

Andy Long, Principal
Brenda Theriault-Regan, Superintendent

To: School Committee Members

Re: Request to change the February 2024 trip to the National Parks trip

Dear members,

Due to low numbers enrolling on the California Panorama trip (3 students), we would like to request to change itineraries to the National Parks itinerary from last year.

This trip was incredibly successful last year. Students are still talking about the trip. I have also been approached by numerous freshmen asking if we are going to run the National Parks trip again. Since the California trip has not gotten enough students to have the trip run, it seems logical to switch to a trip that has a large amount of interest already.

Attached you will find the itinerary for this trip, the cost, the permission and consent forms which parents will sign along with any other required documents, and an extensive breakdown of how the trip will be handled to the best of our abilities per the School Committee policies: IJOA, Field Trip, JJH, Student Travel & JJH-R Regulations.

Unfortunately, I will be unable to attend the meeting on May 10th as I will be in Kansas for my graduation ceremonies that week. However, I will have access to my email and phone should you have any questions for me.

Sincerely,
Dr. Bailey Mahoney
Travel Committee Chairperson

National Parks: (Links to quote)

Educational Benefits:

This six day trip to the National Parks (Bryce Canyon, Grand Canyon, and Zion National Park) provides students with the opportunity to explore a completely different region of the United States. Students get to see, hike, and experience the Southwest through its natural geography and beauty. They also get to visit the Lowell Observatory where Pluto was discovered and learn a bit more about astronomy.

Cost:

The base price of \$3,327 is for 20-24 students going on the trip. The price does vary depending on how many students we get enrolled. If we enroll 35-40, the price is \$2,917. The cost includes the flights, hotels, ground transportation, all 3 meals, insurance, and all planned activities. Students would only be responsible for any souvenirs they wish to purchase. 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.

Transportation and lodging plan:

Transportation to and from school: Depending on the size of the group, a motorcoach will be booked through an approved carrier we have used in the past, MBTworldwide. For smaller groups (less than 12), we will have parent volunteers drive the students into the airport after meeting at the school as well as pick them up from the airport in order to save money. During the trip, the tour company (EF) handles the transportation using commercially licensed drivers and vehicles, providing the sufficient amount of rest for the drivers, and complying with everything listed in School Committee policy JJH-R.

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 30-45 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. EF also hires night time security for each hotel we stay at.

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 Cynthia Peloquin. 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. If any chaperones are not teachers in the district (i.e. parents) CORI checks will be completed prior to enrollment on the trip.

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 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.

For this trip, 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.

The trip will require zero to a very limited amount of instructional class time missed. At max, students might miss the ½ day before February break.

Medical Form for Students on Overnight & Out of State Trips

Please return this form to your school nurse by _____.

Program Information: _____

Field Trip Coordinator: (FTC) _____ Date of trip: _____

Location of nearest medical facility for emergency care:

Student Information:

Student's Name: _____ DOB: _____

Home Address: _____

Parent/Guardian: _____

Cell #1: _____ Cell #2: _____

Emergency Contact: _____

Phone: _____ Cell: _____

Health Ins Policy #: _____ Health Ins. Provider _____

Primary Subscriber of Policy: _____

Name of Student's Primary Doctor: _____ Phone: _____

Allergies: Yes ____ No ____ Please list: _____

Epinephrine: Yes ____ No ____ Asthma: Yes ____ No ____ Inhaler: Yes ____ No ____

Diabetes: Yes ____ No ____ Seizures: Yes ____ No ____

Medical Concerns:

Medications needed on trip: Yes ____ No ____

*Please send only medications that are regularly taken by the student and are medically necessary.

Please list:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Only send with your student the amount of medication needed for the trip.

All medications must be in a pharmacy labeled container with name, medication, dosage and frequency of administration.

Parent/guardian signature: _____

Date: _____

Behavioral Expectations

National Parks – 2024

The Tewksbury Memorial High School discipline rules as stated in the 2023-2024 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 the National Parks; 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 are out.
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

National Parks – 2024

Permission and Release from Liability

I/We give my/our son/daughter _____,
permission to participate in the high school trip to the National Parks during February
Vacation – 2024.

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 _____

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

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



Day 1: Las Vegas

- Arrive in Las Vegas
- Travel to Kanab
- Visit Coral Pink Sand Dunes State Park

Day 2: Bryce Canyon

- Visit Bryce Canyon National Park
- Spend the evening stargazing

Day 3: Zion Canyon

- Zion National Park
- Zion Human History Museum

Day 4: Grand Canyon

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

Day 5: Grand Canyon

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

Day 6: Sedona | Return home

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

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

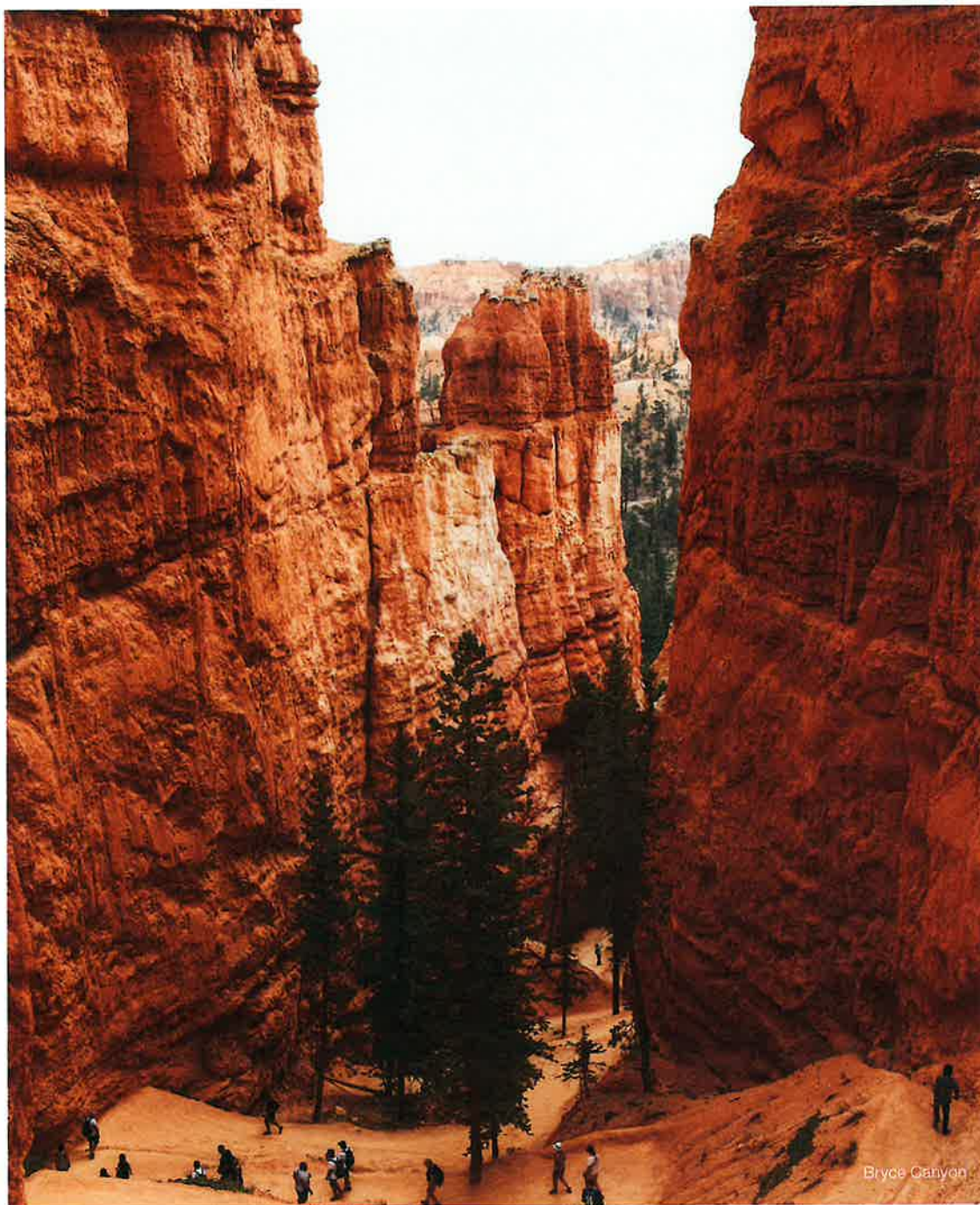
THE GRAND CANYON

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













BRYCE CANYON

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



Everything you get

-  Round-trip and on-tour transportation
-  5 nights hotel accommodations
-  Round-the-clock Tour Director
-  Breakfast and dinner daily
-  Comprehensive sightseeing tours

-  Visits to special attractions
-  Overnight security at your hotel
-  Illness and accident coverage
-  Travel ID badges and backpacks
-  Gratuities

Options

- Lunches
- Earned credit for Group Leaders and students



Tewksbury Public Schools

MEMORANDUM

To: School Committee Members
From: Brenda Theriault-Regan
Superintendent of Schools
Date: May 9, 2023
Re: 2024 School Committee Meeting Schedule

This Requires a Roll Call Vote

The following is the 2024 School Committee meeting schedule for the review and acceptance of the Committee members. This does require a Roll Call vote by the School Committee.

School Committee - Draft 5-10-2023

TEWKSBURY SCHOOL COMMITTEE 2024 MEETING SCHEDULE

Meetings are held on Wednesday Evenings at 5:30 PM or as identified on the School Committee posted agenda.
Location: Tewksbury Memorial High School - 320 Pleasant Street, Tewksbury, MA 01876
Large Group instruction Room #1 (LGI-1) or as identified on the posted agenda
Agendas are posted on the district website, [Agendas & Minutes](#).

January 10, 2024	Regular Meeting	5:30 PM - TMHS (LGI-1)
January 24, 2024	Budget Workshop	4:00 PM - TMHS (LGI-1)
February 14, 2024	Public Hearing (Budget)	5:00 PM - TMHS (LGI-1)
February 14, 2024	Regular Meeting	5:30 PM - TMHS (LGI-1)
TBD	Fin Com Meeting	at Town Hall – School Committee will attend.
March 13, 2024	Public Hearing (Budget)	5:00 PM - TMHS (LGI-1)
March 13, 2024	Regular Meeting	5:30 PM - TMHS (LGI-1)
April 10, 2024	Regular Meeting	5:30 PM - TMHS (LGI-1)
TBD*	Annual Town Meeting	School Committee will attend Annual Town Meeting
TBD*	Special Town Meeting / Annual Town Meeting (Reconvened)	School Committee will attend Special Town Meeting and Annual Town Meeting (Reconvened)
May 8, 2024	Regular Meeting	5:30 PM - TMHS (LGI-1)
May 29, 2024	Regular Meeting	5:30 PM - TMHS (LGI-1)
June 12, 2024	Regular Meeting	5:30 PM - TMHS (LGI-1)
July 17, 2024	Regular Meeting	5:30 PM - TMHS (LGI-1)
August 14, 2024	SC/Admin Retreat	2:00 PM - TMHS (LGI-1)
August 14, 2024	Regular Meeting	5:00 PM or Immediately following Retreat - TMHS (LGI-1)
September 18, 2024	Regular Meeting	5:30 PM - TMHS (LGI-1)
TBD*	Special Town Meeting	School Committee will attend Special Town Meeting
October 16, 2024	Regular Meeting	5:30 PM - TMHS (LGI-1)
November 13, 2024	Regular Meeting	5:30 PM - TMHS (LGI-1)
December 11, 2024	Regular Meeting	5:30 PM - TMHS (LGI-1)

TPS District Strategy

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

*Date subject to vote by Select Board



Tewksbury Public Schools

MEMORANDUM

To: School Committee Members
From: Brenda Theriault-Regan
Superintendent of Schools
Date: May 9, 2023
Re: 2023-2024 School Committee Assignments

This Requires a Roll Call Vote

The following is the 2023- 2024 School Committee assignments. These will require Roll Call votes by the School Committee.

DRAFT
TEWKSBURY SCHOOL COMMITTEE
2023-24 Assignments

Draft: 5-10-2023

COLLECTIVE BARGAINING COMMITTEES

Custodians – *Nick Parsons / Katie Anderson*

Education Support Personnel – *Bridget Garabedian / Rich Russo*

Food Service – *Rich Russo / Nick Parsons*

Nurses – *Kayla Biagioni-Smith / Nick Parsons*

Secretaries – *Kayla Biagioni-Smith / Katie Anderson*

TAG – *Bridget Garabedian / Kayla Biagioni-Smith*

TTA – *Bridget Garabedian / Rich Russo*

Elementary School Building Committee – *TBD*

Policy Sub-Committee – *Bridget Garabedian / Katie Anderson*

SEPAC - *Nick Parsons / Kayla Biagioni-Smith*

Wellness Advisory Committee – *Rich Russo / Kayla Biagioni-Smith*

New Business

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee

From: Brenda Theriault-Regan
Superintendent of Schools

Date: May 10, 2023

Re: 2023-2024 Student Handbook: PK-4 Elementary Schools

This Requires A Roll Call Vote

For the consideration of the School Committee: The Dewing School, Heath Brook School and Center Elementary School submits the 2023-2024 Elementary PK-4 Student Handbook for review of the School Committee. This requires Roll Call Vote of the School Committee.



Tewksbury Public Schools

Heath Brook Elementary, Dewing Elementary,
Center Elementary



Date: April 12, 2023
To: Brenda Theriault-Regan, Superintendent
Re: 2023-2024 PK-4 Elementary Handbook

The proposed 2023-2024 handbook has very few changes from the 2022-2023 handbook. They are

- cover page - date and picture; Administration updates
- Table of Contents updated
- page 15. Library guidelines for lost or damaged books.
- page 17. Integrated preschool contacts updated to include both Dewing and Heath Brook Schools.
- page 18. Extended preschool day offered through Community Services.
- page 28. Discipline of Children with 504s section added underneath section for Discipline of Children with Disabilities.
- page 32. Online signature page now includes line about library fines and photos of students within school publications

We submit this Elementary School Handbook and are available to answer any questions, comments, or concerns that the Committee feels we need to address at this time.

Respectfully,

Terry Gerrish, Heath Brook Principal
Alexis Bosworth, Dewing Principal
Jay Harding, Center Principal

TPS District Strategy

The Tewksbury Public Schools community believes that our educational program will encompass a current, research-based teaching, learning, and assessment approach that promotes consistent growth among our students and staff to achieve academic, social, and

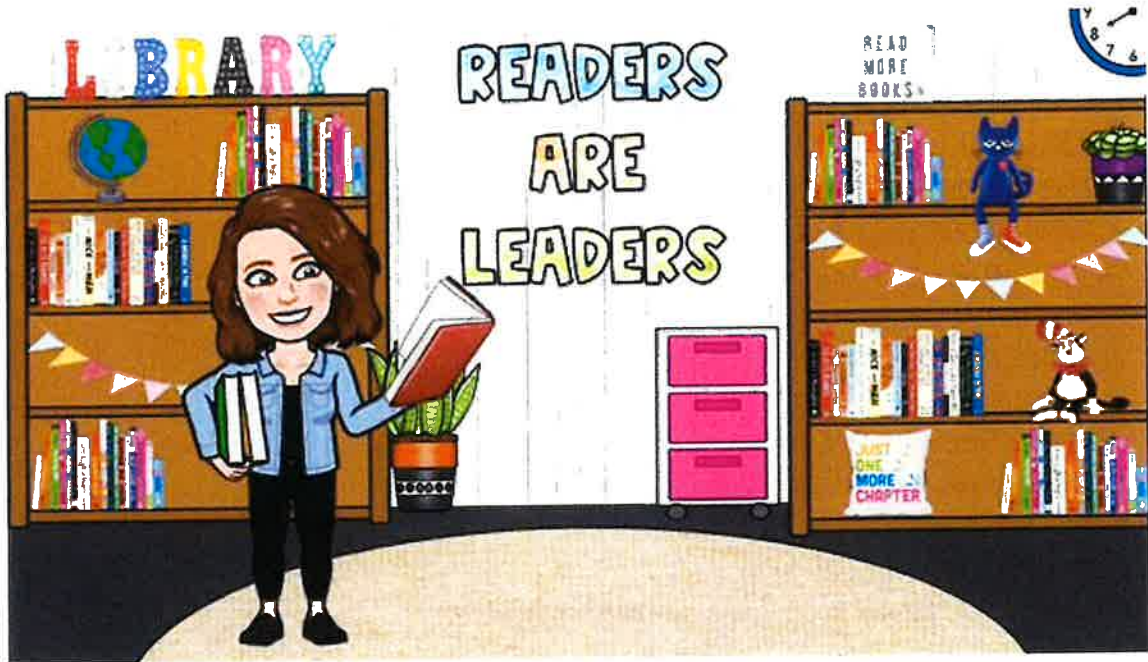
Tewksbury Public Schools

Elementary Schools Preschool through Grade 4

Student Handbook

Parent/Guardian Information Guide

2023 - 2024



Loella F Dewing School	Alexis Bosworth, Principal
Heath Brook School	Terry Gerrish, Principal
Center Elementary School	Jay Harding, Principal Robert Rogers, Assistant Principal

Civil Rights Notification

No person shall be excluded or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation or disability. If you have a concern that a school resource we use contains a bias, you are invited to fill out this [Curriculum Resource Bias Reporting Form](#). This form can also be found on the TPS website.

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

Student Handbook	1
Parent/Guardian Information Guide	1
Civil Rights Notification	2
INTRODUCTION	5
GENERAL INFORMATION/POLICIES AND PROCEDURES	6
ACADEMIC RECORD INFORMATION	6
ACCEPTABLE USE POLICY - TECHNOLOGY AND MEDIA RELEASE	6
ADDRESS CHANGE	7
ALCOHOL and OTHER DRUG POLICY	7
ARRIVALS AND DISMISSALS	7
ATTENDANCE and ABSENCES	7
Absenteeism and the Massachusetts General Laws	7
Excused Absences	8
Unexcused Absences	8
Attendance Protocol in the Tewksbury Public Schools:	8
Truancy	8
Family Trips	9
BREAKFAST	9
CELL PHONES/ELECTRONIC DEVICES	9
CHAIN OF COMMUNICATION	9
CHEATING/ PLAGIARISM	9
CLOSING OF SCHOOL ANNOUNCEMENTS	9
Extended Day Program: Delay School Schedule	10
Extended Day Program: No School Schedule	10
COMPUTER USE - See also ACCEPTABLE USE POLICY - TECHNOLOGY	10
CORI REQUEST and FINGERPRINT REQUIREMENTS	10
CUSTODY/GUARDIANSHIP	10
DAMAGED / LOST BOOKS	10
DRESS CODE	11
EMERGENCY CONTACT INFORMATION	11
EXTRA HELP	11
<i>2023-2024 ~ PK-Grade 4 Student Handbook</i>	2

FIELD TRIPS	11
FINGERPRINTING - See CORI REQUEST and FINGERPRINT REQUIREMENTS	11
FOOD SERVICES	11
FUNDRAISERS	11
HEALTH	12
Accident/Illness	12
Accident/IllnessForms	12
Allergy /Food Allergy	12
Communicable Diseases	13
When to keep your child home	13
Health Notes	13
Illness, Injuries and Surgeries	14
Medicines	14
Physicals	15
Screenings	15
HOMEWORK	15
LIBRARY	15
LOST AND FOUND	15
NON-DISCRIMINATION NOTICE	16
OPEN HOUSES	16
PARTIES AND BIRTHDAYS	16
PETS	16
PLACEMENTS	16
PLEDGE OF ALLEGIANCE	16
POLICIES	17
PRESCHOOL	17
Integrated Preschool Program	17
Early Childhood Education Preschool Class at TMHS	17
Extended Preschool day offered through Community Services	18
REGISTRATION, NEW STUDENT ENTRANCE	18
SAFETY	19
SCHOOL SAFETY DRILLS	19
Fire Alarm directions	19
Evacuation	19
Lockout	19
Lockdown	20
A.L.I.C.E. Protocol	20
Bus Emergency Evacuation Drills	20
SEARCH AND SEIZURE	20
STATE AND FEDERAL LAWS	20

STUDENT PICTURES	20
STUDENT RECORDS	21
TOYS/CARDS/ETC.	21
VALUABLES	21
VEHICLES RUNNING ON SCHOOL PROPERTY	21
VISITORS AND VOLUNTEERS	21
WITHDRAWAL FROM SCHOOL	21
ACADEMIC AND BEHAVIORAL EXPECTATIONS	22
CODE OF STUDENT CONDUCT	22
BEHAVIORS/CONDUCT	22
Bullying- “We don’t do that here!”	22
Bullying is defined as:	22
Cyberbullying is defined as:	23
Bus Conduct	23
Cafeteria Conduct	24
Drugs	24
Harassment, Civil Rights, and Respect	24
Harassment - Sexual	25
Playground Regulations	25
Student Behavior	25
Title IX and Chapter 622 Policy	26
Weapons	26
DISCIPLINARY ACTIONS	26
Consequences - Detention	26
Consequences - Due Process	26
Consequences - Suspension	27
Discipline of Children with Educational Plans.	27
Discipline of Children with 504s	28
Legislation related to School Safety	28
Education Services Plan	29
STUDENT SERVICES	30
504 Policy	30
Special Education	30
Title I Programs and Services	31
Tutorial Services (relative to medical and related absences)	31
Signature Page	32

INTRODUCTION

There are three public elementary schools in the Tewksbury School System: Loella F. Dewing, Heath Brook, and Center Elementary. Each school has a very dedicated staff of teachers, aides and support staff who work with students every day.

The Mission of these schools is to provide all students with the best education by addressing their academic, social, emotional and physical needs while working within the Tewksbury School System curriculum and policies. The principle of respect is the basis of all school behavior; respect for self, respect for others and respect for the environment. All discipline that may take place, based on the concept of respect, is progressive in nature and does not discriminate on the basis of race, color, sex, religion, national origin, sexual orientation or disability.

This handbook is a guide for parents and guardians. School-specific data can be found in the table below. The rest of the handbook contains general information for all Tewksbury elementary schools. Please take the time to review the contents of this handbook and keep it with your permanent files; sign and return the last sheet. If you have any questions about the contents, contact your school's principal (contact information found on accompanying chart).

SCHOOL	GRADES	CONTACT INFORMATION
Dewing	PreK - 1	Alexis Bosworth, Principal 1469 Andover Street, Tewksbury, MA 01876 978-640-7858 http://www.tewksbury.k12.ma.us/dewing
Heath Brook	PreK - 1	Terry Gerrish, Principal 165 Shawsheen Rd. Tewksbury, MA 01876 978-640-7865 http://www.tewksbury.k12.ma.us/heath-brook/
Center	2 - 4	Jay Harding, Principal Robert Rogers,, Assistant Principal 139 Pleasant Street, Tewksbury, MA 01876 978-640-7870 http://www.tewksbury.k12.ma.us/center

GENERAL INFORMATION/POLICIES AND PROCEDURES

ACADEMIC RECORD INFORMATION

A parent/guardian of a student has the right to inspect academic, scholastic, or any other records concerning such student that are kept or are required to be kept, regardless of the age of such student.

A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent/guardian; provided that the school gives public notice of the types of information it may release and allows eligible students and parents a reasonable amount of time after such notice to request that this information not be released without the prior consent of the eligible student or parent.

If students move to another attendance area within the school system or seek to enroll in a school outside of the system, students' records will be sent to the new school upon official request from that school.

ACCEPTABLE USE POLICY - TECHNOLOGY AND MEDIA RELEASE

Pictures and videos are often taken to commemorate school events, usually by school staff, but occasionally by area print and broadcast media. These photographs occasionally may be uploaded and shared via the Tewksbury Public Schools website, school Facebook or Twitter pages. Parents/Guardians are asked to indicate publishing preferences in the appropriate section of the Handbook Signature Page. The following paragraphs share TPS acceptable use of technology.

Parent/Guardian Acceptable Use Signature. Parent/guardian collaboration and consent working together is a crucial focus of Tewksbury Public Schools. Through our technology integration, we want to work with parents so they understand the different initiatives that are taking place at school, whether they are using technology or not. We encourage you to have your children guide you through their work so you will see their work as it develops. As parents, students and teachers working together, we become a strong learning community, therefore, creating more opportunities for our students to become successful.

Technology is provided for educational purposes in keeping with the academic goals of Tewksbury Public Schools, and that student use for any other purpose is inappropriate. It is impossible for the school to restrict access to all controversial materials, and the school cannot be responsible for materials acquired on the school network. Children's computer activities at home should be supervised as they can affect the academic environment at school. Parents/guardians are asked to support their student in adhering to this Acceptable Use Procedure. Breaches of this agreement may result in consequences that could include suspension of computer privileges and/or disciplinary action.

The school network and email accounts are owned by Tewksbury Public Schools and that Tewksbury Public Schools has the right to access any of the information used through the mediums provided through the school at any time. Please review the [Technology Acceptable Use Procedures](#) pertaining to our Acceptable Use Policy, and review as appropriate with your child.

Parents/guardians are asked to give permission for their child to use technology resources in Tewksbury Public Schools. Parent/Guardian Student Images for Educational Purposes Tewksbury Public Schools attempts to provide students with the best educational practices and resources. Tewksbury schools will also attempt to recognize student achievement and success by publishing student names and/or pictures in

the newspaper, school based web pages or blogs, school newsletters, and video/cable access television. Photographs and video recordings may also be taken during school activities for use on Tewksbury Public Schools web pages, blogs, newsletters, yearbooks, and newspaper articles. Tewksbury Public Schools owns the photographs and video recordings and all rights to them.

ADDRESS CHANGE

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

ALCOHOL and OTHER DRUG POLICY

The use of and or possession of drugs, alcohol or tobacco on premises under the control of the Tewksbury School District is strictly prohibited.

A student will be suspended from school and may be subject to further discipline if found to be in possession of alcohol or other drugs (or under the influence of, or distributing) while on school premises, on school buses, or at school sponsored events such as after school activities and athletic games. The school will report violators to the police.

ARRIVALS AND DISMISSALS

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

Students in all schools arriving after 8:45 a.m. are considered tardy. They must be escorted by a parent or guardian and signed in at the main office. At that time, they will be issued a tardy pass to present to the classroom teacher upon entrance

Regular dismissal/ pick up time is 3:05. Students who are dismissed before 2:45 will require a parent/guardian to sign out their child at the office. In order to dismiss early, the student must bring a note from home stating the requested dismissal time and the authorized adult who will meet and sign out the child. Identification must be shown at the time of dismissal. No dismissals will take place through the office between 2:45 and 3:05 **Children cannot be picked up without proper sign-out.**

Children who are picked up daily will be dismissed through the school's designated area, provided a Dismissal Notification has been turned into the office.

ATTENDANCE and ABSENCES

Absenteeism and the Massachusetts General Laws

The parents or guardians of each pupil shall, annually, at the commencement of each school year, be sent a notice instructing them to call a designated telephone number at a designated time to inform the school of the absence of a pupil and the reason therefore. Said notice shall also require such parent or guardian to furnish the school with a home, work or other emergency telephone number where they can be contacted during the school day. If a pupil is absent and the school has not been notified by the designated time, the school shall call the telephone number or numbers furnished to inquire about said absence.

(Massachusetts General Law Title XII, Chapter 76, Section 1A)

Classification Of Absences In The Tewksbury Public Schools K-8

Excused Absences

Exempt Absence: When a student is absent for a court appearance (court documentation required), religious observance or funeral (parent/guardian call required), or documented medical reasons (notes and/or receipts required), then the student's absence is classified as excused or "exempt". An exempt absence does not count toward the total number of accumulated absences.

(Aspen Code: E – with Reason from drop down menu)

Unexcused Absences

Absent Confirmed: For an absence to be confirmed, a parent/guardian must call the child's school on the morning of the absence or the student must present a note from a parent/guardian upon his or her return to school. It is considered an unexcused absence unless it satisfies one of the reasons listed above. An "absent confirmed" still counts toward the total number of accumulated unexcused absences. (Aspen

Code: AC)

Absent (Truant): When a student is absent from school and no phone call or note has been received from a parent/guardian verifying the absence, the student's absence is classified as unexcused or truant. This type of absence or truancy also counts toward the total number of accumulated unexcused absences.

(Aspen Code: A)

Attendance Protocol in the Tewksbury Public Schools:

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

Truancy

A student is "truant" when he/she is absent without the permission of his/her parents or guardian, such as when a student:

- Leaves school without being signed out by the Nurse's Office or by the Main Office staff;
- Is absent from school without prior permission from his/her parents or guardian;
- Does not report to class (skip class);
- Obtains a pass to go somewhere in the building and does not report there;
- Becomes ill and goes home or stays in the restroom without permission;
- Reports to school but does not attend classes.

A student must make up all work missed during an unexcused absence. The student's parents or guardian must accompany the student to a conference before he/she can be readmitted to the school. Disciplinary action may include, but not be limited to, an afternoon session, suspension, expulsion or legal action.

Family Trips

The Tewksbury Public School policy expects that a student will be excused from school for vacation purposes only during scheduled school district vacation periods. Elementary learning is foundational...families are encouraged to have their child(ren) in school every day it is in session.

BREAKFAST

Breakfast will be available daily. Price for breakfast will be determined before the start of the new school year.

CELL PHONES/ELECTRONIC DEVICES

Cell phones may be brought to school, but can be a distraction and negatively affect the educational process. Cell phones should be turned off and put away between the hours of 8:35 a.m. and 3:05 p.m., unless it is being used under the direction of the classroom teacher. Also, unless under the direction of the classroom teacher, the camera component of the cell phone may not be used at school. The school is not responsible for lost, stolen or broken cell phones at school or on the bus.

Tewksbury elementary schools have adequate technology for all students' educational programs. Parents/guardians are encouraged to have students keep family-owned devices, especially iPads and other types of tablets, at home. To help parents with this if children bring them to school, schools may hold devices in the office and call parents to retrieve them at their convenience.

CHAIN OF COMMUNICATION

Communication between home and school is imperative to the educational process. When concerns arise about your child regarding issues such as grading, discipline, homework, etc. please contact the staff member most closely involved in the matter. Parents/guardians and staff members should discuss concerns and work together towards a resolution. To view the Tewksbury Public Schools Chain of Communication, please visit www.tewksbury.k12.ma.us.

CHEATING/ PLAGIARISM

If a student cheats on a test or assignment the student's teacher will inform his/her parents/guardians or guardian of the incident. The student shall receive a grade of "zero" which cannot be made up. If the student is subsequently caught cheating again, the student's teacher will inform the school administration for the taking of further disciplinary action which may include, but not be limited to, suspension.

CLOSING OF SCHOOL ANNOUNCEMENTS

Schools will be closed only in the case of severe, inclement weather. Announcements relative to closing schools for inclement weather will be carried by TV stations, Twitter@tpsdistrict, and through the district's telephone notification system "One Call Now." Delayed Openings: Superintendent will notify the public by the same procedure as "no school" announcements.

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

Extended Day Program: Delay School Schedule

There will be NO MORNING Extended Day (AlphaBEST) on days when schools are operating on a delayed schedule.

Extended Day Program: No School Schedule

Extended Day (AlphaBEST, Penguin Pride and 21CCLC program) will be canceled on those days when school is not in session.

COMPUTER USE - See also [ACCEPTABLE USE POLICY](#) - TECHNOLOGY

Students are expected to read and sign the Tewksbury Public Schools Guidelines for Student Internet Use. This is the [Acceptable Use Policy](#) (AUP) for the utilization of the Internet in the school. Students will be prohibited from use of the Internet at the school if students and parents/guardians do not sign the AUP form, located as part of the general signature page at the end of this handbook. Students are expected to be responsible in the use of the Internet at all times and to honor other student's work saved on the school server.

CORI REQUEST and FINGERPRINT REQUIREMENTS

All employees of the School Department, Bus Drivers and substitute Teachers are required to undergo a "CORI Check." This is a record check for access to any convictions or pending criminal case data. Any parent/guardian who wishes to volunteer or chaperone a field trip, dance, party, etc. must undergo a CORI check as well. Please obtain a form from our office or your child's teacher. Persons who do not have a CORI Request form on file in our office will be unable to volunteer or chaperone. Additional background screening processes may also be required for the aforementioned individuals.

In September 2013, Governor Patrick signed into law Chapter 77 of the Acts of 2013, "An Act Relative to Background Checks." This new law expands the Criminal Offender Record Information (CORI) checks currently used in our schools. Specifically, it requires a fingerprint-based state and national criminal record check for all school employees. The State Applicant Fingerprint Identification System (SAFIS) MorphoTrust USA IndentoGo TM has been created for this purpose. For more information, please see the TPS website.

CUSTODY/GUARDIANSHIP

If a student resides with any person other than a natural parent/guardian, a certified copy of the court documents that establish legal guardianship will be required at the time of enrollment.

If custody of a minor child changes after enrollment, documents should be provided to the school as soon as possible after the change. Students cannot be withdrawn without this information.

The school system will give to non-custodial parents/guardian, upon request, all information required under the Family Educational Rights and Privacy Act unless there is a valid court order directing the school system not to divulge such information. If such an order exists, a certified copy must be delivered to the principal's office.

Court orders that specifically authorize or direct the release of custody will be followed. The school system will not interject itself in a custody or visitation dispute between two parents/guardians. It is the responsibility of the parent/guardian to provide the school with current court documents.

DAMAGED / LOST BOOKS

Students will be responsible for the cost of replacing lost or damaged books and/or school materials.

DRESS CODE

Student appearance should not be distracting to the learning environment. Students should dress in neat, clean and safe clothes. Shirts or other articles of clothing that make reference to violence, alcohol, drugs or sex should not be worn to school. The wearing of hats, sandals/flip-flops, bandanas, and bare midriff outfits is also discouraged. Coats or jackets should not be worn in classrooms. Backpacks must be stored in the student's locker or cubby.

EMERGENCY CONTACT INFORMATION

It is critical that the school be able to contact parents/guardians at any time the child is at school. Therefore, it is essential that the school have on file a current address as well as home, business, and cell telephone numbers. Emergency contacts with telephone numbers are needed in case a parent cannot be reached. If parents/guardians move or change jobs, they should contact the school immediately to update this important information.

EXTRA HELP

A student may seek extra help from his/her teachers when the student finds his/her assignments difficult or when the student has been absent from school. Teachers will schedule before or after school extra help sessions and will notify students of these times. Transportation to before or after school extra help is the responsibility of the parent/guardian.

FIELD TRIPS

A permission slip by the parent/guardian is required for each student participating on a field trip. During the trip the student will stay with his/her teacher or chaperone. Participation on a field trip is at the discretion of the school administration. A student may be excluded from a field trip if his/her behavior has been consistently inappropriate. Any parent/guardian volunteer accompanying a field trip must complete a CORI request form.

FINGERPRINTING - See CORI REQUEST and FINGERPRINT REQUIREMENTS

FOOD SERVICES

Our Food Services are happy to provide healthy school lunches that meet state and federal guidelines. Students will pay for meals at the regular rate approved by the Tewksbury School Committee and for their meal status (regular, reduced-price, or free) each day. Free and reduced lunch applications are available at the school and Food Services Department. Payment options are through paypams.com account which is available 24/7, cash or check made out to Tewksbury Food Services. Note: monies paid into the paypams account will carry over year to year. Outstanding debt owed must be paid as this is with the Town of Tewksbury and may impact payment in other areas. For a complete outline of the charging policy including refunds, please see [TPS Food and Nutrition Services](#). This will be confirmed by Food Service Director Mugford..

FUNDRAISERS

The School Building Principal must approve any fundraising activity. Children are not to engage in door-to-door solicitations for any school fundraising activities. All Parent Advisory Councils (PACs) should include this message in all fundraising literature. The children's safety is the foremost concern.

HEALTH

Accident/Illness

In life threatening emergencies or potentially disabling conditions as specified in EMS policy, every effort will be made to notify a parent/guardian personally by either an administrator or by the school nurse. Emergency treatment and transport will not be delayed and not be dependent on notification of parent.

For non-life threatening emergencies and illnesses that may or may not require further medical consultation, school personnel will rely on the information contained on the Accident/Illness Form on file in the school. The contact may be either a telephone call, message, or in writing with a first aid slip. Minor first aid and symptoms of illness that are resolved in school will not require a first aid slip. Parents/guardians will be notified for any fever over 100 degrees F. and the child will be dismissed. Parental contact for temperature under 100 degrees F is not medically indicated per standard medical practice.

All dismissals from school due to illness must be consistent with school department policy.

Accident/Illness Forms

Each year parents/guardians shall supply information indicating where the student is to be taken in case of an emergency; the name, address, and phone number of a neighbor to be contacted in case the parent/guardian is not available; and any allergies or diseases the student might have. Please correct and return as soon as possible. Any recent health problem that is not reflected in your child's health record should be brought to the school nurse's attention immediately. The importance of correct forms cannot be overemphasized. Please update the school with any changes during the school year.

Allergy /Food Allergy

A food allergy is an abnormal reaction to a particular food. Symptoms of a food-allergic reaction can range from mild and bothersome to severe and life threatening. While any food potentially can cause a food allergy, the few foods that are responsible for more food-allergic reactions in children include eggs, cow milk, peanuts, soy, wheat, fish and tree nuts.

If your child has a particular allergy please contact our nurse as soon as possible so that we may properly handle your particular situation. Applicable staff members will be notified of those students who have allergies and the nature of the allergy. Specific information will be posted in the nurse's office and cafeteria kitchen. All staff will receive Epi-Pen training at the beginning of each school year, and as necessary.

Due to the increased number of students with allergies present in our schools, the following guidelines will be implemented in all K-4 Elementary Schools:

1. There will be no trading or sharing of food by any student or staff member.
2. Parents/guardians will be notified if there is a student with a particular food allergy in their child's classroom. Parents/guardians and students are strongly advised against bringing known allergens or by-products into the classroom due to the life threatening nature of such allergies.
3. Classroom teachers will advise parents/guardians of any school activity that requires the use of food in advance of the project or activity.

4. Each student is allowed to consume a personal food item for any celebrations, birthdays, etc. provided from home at the discretion of the teacher. No outside food may be shared by students in a classroom.
5. Food consumption on the school bus is prohibited except for any medical documented needs.
6. The sale of food items outside of the Tewksbury Public Schools Food Service Department during the school day is prohibited.

Other allergies may include insect bites and plant contact. The above policy will also be in effect for those students.

Communicable Diseases

Any illness your child might have that could be transmitted to another student should be considered communicable. When in doubt, call your doctor. The child should remain at home until after 24 hours on antibiotics or the condition is cleared up. These conditions might be demonstrated by a fever, rash, skin infection, head lice, irritated or reddened eyes, pinworms, etc. If a child has been found to have head lice, he/she must be checked by the nurse before re-admittance to school. Please accompany your child to school that morning in case she/he needs to go home again. Please report any case of chickenpox to the school nurse as this can be a serious problem for certain students with preexisting health problems. Contact the school nurse if you have any questions regarding the necessity for a doctor's note upon returning to school after an illness, or if you have any questions regarding school policy and child's health.

When to keep your child home

Fever over 100°F. Students may return to school when fever free for 24 hours without the use of fever reducing medications such as Tylenol or ibuprofen. Please see district website for COVID-19 updates

An unexplained vomiting episode, or 3 or more loose, watery stools or loss of control of stools. May return after 24 hours after the last episode, and has returned to a normal diet.

Conjunctivitis: Any drainage from the eye can signal infection. Please have it checked and provide written clearance from a health care provider. Keep the student home until 24 hours after the first dose of medication.

Antibiotics: these are prescribed for infections. Please avoid spreading infection by keeping the student home until 24 hours after the first dose of medication.

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

Health Notes

A registered nurse is generally in attendance during the school day. The nurse attends to ill or injured students during school hours, and notifies parents/guardians when necessary.

Please inform the nurse of any communicable diseases or health problems. The school department recommends that children do not come to school if they are ill. It is always advisable to keep a child at home if he/she has a sore throat, bad cold, rash or temperature. No student will be excused from Physical Education class or recess unless a directive is received from the student's physician that the child should not participate in that particular activity. No student will be allowed to participate in Physical Education class after being excused until a physician's note states it is appropriate.

Illness, Injuries and Surgeries

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

Medicines

Requests made by parents/guardians for administration of medication shall be reviewed and approved by the principal, designee, or school nurse and administered in accordance with MA Department of Public Health regulations. Any medication (including aspirin, Tylenol, cough syrup, cough drops etc.) will be maintained in a secure area in the nurse's office.

Consistent with Massachusetts General law (105 CMR 210.000) the Tewksbury Public Schools district requires that the following forms be on file in your child's health record before we can begin to administer or allow self-administration of medication in school **(This includes both prescription and nonprescription medications)**:

Parents/guardians should make every effort to give prescription and nonprescription medication at home. If this is not possible, the school nurse will administer the medication in accordance with the following policy:

- A written directive from the physician including diagnosis, medication, dosage and time required. A pharmacy labeled container may be used as the written doctor's order. If a student must keep the medication on his/her person, this must be authorized in writing by the physician (e.g. inhalers). Written doctor's consent is necessary for ALL over-the-counter drugs as well.
- A signed consent form/note from the parent or guardian to issue the medication
- A signed medication order. The written medication order form should be completed and signed by your child's physician. Medication orders are valid for one school year only. All changes in the medication dosage must be in writing from the physician.
- A signed medication plan by the school nurse and parent/guardian. Consent forms are available from the school nurse.

Self-administration is allowed in only certain circumstances and only with physician orders, parent/guardian permission and consultation and approval from the school nurse. No child is allowed to self-administer medication without approval, consultation and knowledge from the school nurse.

Medications must be delivered to the school in a pharmacy or manufacturer's labeled container by the parent/guardian or a responsible adult. Please ask your pharmacy to provide you with separate bottles for both home and school. No more than a thirty-day supply of medicine should be delivered to the school.

Medication will not be administered unless this process is complete. If you have any questions or concerns, please call your child's school.

The nurse must screen any child who returns to school after being treated for head lice.

Physicals

In compliance with Massachusetts State Law, the Tewksbury Public School System requires a complete physical examination with appropriate immunizations upon entering kindergarten, fourth grade, seventh grade and tenth grade. Physical exam reports should be given to the nurse.

Screenings

State law mandates the following screenings for students in grades outlined below. Parents will be informed if the child requires follow-up. These screenings are not to be used as diagnostic studies:

- Height and weight measurements and BMI calculations in grades 1, 4, 7 and 9.
- Vision screening in grades K-5, 7 and 9.
- Hearing screening in grades K-3, 5, 7 and 9. Postural Screening in grades 5 - 9. Parents/guardians will be notified if your child requires follow up.
- Screening Brief Intervention and Referral to Treatment (SBIRT) in grades 7 and 9.

A Parent /guardian may refuse any screening for their child in writing to the school nurse.

HOMEWORK

Nightly homework is assigned on a regular basis at school. Occasionally teachers may also assign projects that are to be completed over multiple days - even a week or more. The primary objectives of homework assignments are as following:

- To help students develop independent work-study habits, including the organization of longer term projects.
- To reinforce learning that has taken place in school.
- To increase potential for communication between home and school.
- To provide increased opportunities for enrichment activities
- To correlate school learning and outside interests.

To develop within each student the responsibility for completing and returning homework assignments. While faculty will be encouraged not to assign homework over weekends, classroom teachers decide the amount and type of nightly homework that is appropriate to help their students develop mastery over content. It is the responsibility of the student to make-up all work missed due to his/her absence within a reasonable amount of time as discussed with the classroom teacher.

LIBRARY

We are so pleased to have the opportunity for our students to check out books from the library. This is a great opportunity for us to share our love of reading and for them to enjoy many different books. This is also a tremendous opportunity for our students to practice independence, choice making and responsibility. All of our books are either purchased through public funds or donated from generous parents. It is important that books are returned in the condition they were sent. If by chance, your child misplaces the book or damages it beyond repair, we will ask that the book be replaced by the parent paid for at book value.

LOST AND FOUND

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

NON-DISCRIMINATION NOTICE

All publications for students, parents/guardians and employees, including written materials and other media used to publicize the school, specifically affirm that the school does not discriminate on the basis of race, color, sex, religion, national origin, sexual orientation or disability. Students with differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation (lesbian, gay, bisexual, transgender, queer), mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics, will be provided support and anti-bullying skills, knowledge and strategies needed to prevent or respond to bullying or harassment of the student with differentiating characteristic(s) and the peer group. Individuals who believe they have been discriminated against in any of the District's educational activities can file a written grievance with Assistant Superintendent, Lori McDermott, 139 Pleasant St. Tewksbury, MA 01876. 978-640-7800

OPEN HOUSES

There are three evenings for parents/guardians to formally come to the school to discuss curriculum and their child's progress. The first Open House in September allows the administration and staff to explain the upcoming year. Curriculum for that particular grade level will be explained in the child's classroom. The second and third evenings are Conference Nights where parents are encouraged to set up appointments with their child's teacher to discuss student progress and any other concerns. In addition to regularly scheduled conferences, parents/guardians are encouraged to make an appointment to talk with teachers if students are finding it difficult to meet their responsibilities or have problems that they feel should be discussed.

PARTIES AND BIRTHDAYS

Because of the prevalence of food allergies, there may be no food brought into classrooms to share other than that provided by the school department food services. After checking with a student's teacher, parents/guardians may wish to have their child bring in small tokens, such as stickers, erasers or pencils to share with classmates, though nothing is expected. All children should bring in their own food item(s)-not to be shared.

PETS

No pets of any kind are allowed at school without permission from the school. Teachers may give special permission for pets to be brought to school as part of a special display or activity if approved by the principal. Under no circumstance is a potentially dangerous pet to be brought to school. Pets or animals are not allowed on the school bus.

PLACEMENTS

The principal in consultation with the staff makes classroom assignments. Parents/guardians are welcome to provide information in writing regarding their child that they feel would be helpful in making an appropriate student placement for the following school year i.e. learning styles or unusual personal circumstances. Requests for specific teachers will not be accepted.

PLEDGE OF ALLEGIANCE

Students will be given the opportunity to recite the Pledge of Allegiance each school day. If a child wishes not to participate in reciting the Pledge they should tell a teacher about this or have their parents/guardians send a note to the teacher. If students do not wish to participate, they may either stand or remain seated.

POLICIES

The Elementary School Handbooks may be amended by any policy or procedure subsequently enacted by the Tewksbury School Committee.

PRESCHOOL

The Town of Tewksbury offers three separate programs for pre-kindergarten children ages three through five.

Integrated Preschool Program

The preschool program offers a child-centered curriculum. The program is designed to create a structured learning environment which fosters creativity, independence and community building. The social-emotional learning needs of each student are addressed. The program focuses on preparing students for Kindergarten. The curriculum is aligned with Massachusetts Curriculum Standards. Students learn through play and exploration of their environment. Daily activities include language arts, math, readiness, and structured activities for social development.

The Integrated Preschool supports a population of diverse learners and is developed to support students who are receiving special education services in an inclusive learning environment. The preschool is developed to meet the individualized learning needs of all students. Staff are DESE licensed early childhood special educators and related service providers.

The Integrated Preschool Program is offered 5 days per week for half-days only.

Contact Information:

Mrs. Alexis Bosworth, Dewing Principal 978-640-7858 or abosworth@tewksbury.k12.ma.us	Michelle Jennings, Administrative Asst. 978-640-7858 or mjennings@tewksbury.k12.ma.us
Mrs. Terry Gerrish, Heath Brook Principal 978-640-7865 or tgerrish@tewksbury.k12.ma.us	Jennifer Cunningham-Allard, Administrative Asst. 978-640-7865 or jcunningham@tewksbury.k12.ma.us

Early Childhood Education Preschool Class at TMHS

TMHS Preschool is a part-time public preschool which offers a fun, safe and secure learning environment. The goal of the program is to address the total development of the child through a mixture of free play and planned activities designed and created by following the Preschool Massachusetts State Frameworks.

The program is staffed with high school students who are enrolled in the high school child care classes and who are learning to teach. The high school students gain incredible hands-on experience while the preschool children benefit from the favorable low student/teacher/child ratio. High School Students are supervised by a Licensed Teacher.

Contact Information:

Mrs. Alexis Bosworth, Dewing Principal 978-640-7858 or abosworth@tewksbury.k12.ma.us	Michelle Jennings, Administrative Asst. 978-640-7858 or mjennings@tewksbury.k12.ma.us
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Extended Preschool day offered through Community Services

Students who participate in the Integrated Preschool Program have an option to extend their time at school until the end of the school day. These preschool program classes offers a child-centered curriculum, and are designed to create a structured learning environment which fosters creativity, independence and community building. The social-emotional learning needs of each student are addressed. The program focuses on preparing students for Kindergarten, and is also aligned with Massachusetts Curriculum Standards. Students learn through play and exploration of their environment. Daily activities include language arts, math, readiness, and structured activities for social development. This longer, full-day option allows for lunch, recess and a rest period.

Classes are taught by a DESE licensed preschool teacher and an aide, who cooperatively support the children in their learning.

The Community Services Preschool Extension Program is offered 5 days per week for students enrolled in the TIPS classes only.

Contact Information

Dr. Cynthia Basteri Interim Director of Community Services, 978-640-7800 x219 basteric@tewksbury.k12.ma.us	Ms. Elise Edson Office of Student and Family Support Services) 978-640-7800 x218 eedson@tewksbury.k12.ma.us
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REGISTRATION, NEW STUDENT ENTRANCE

In order to be eligible for kindergarten, a child must be five years of age as of the first official day of school for students of the coming school year. A birth certificate or proof of age must be submitted at the time of registration.

Registrations are processed through the Office of Student and Family Support. Proof of residency is also required. This proof may be a utility bill. A driver's license is not acceptable proof. The requirements for the first grade are the same except that child must be six years of age as of the first official day of school for students. No child will be admitted to school without a certificate of immunization. It is strongly recommended that parents/guardians bring records indicating the dates of immunizations at the time of registration. All immunizations are required and must be completed by the first day of school.

Families wishing to enroll a student within the Tewksbury Public Schools need to schedule an appointment. A checklist of required documentation along with registration paperwork is available for

[download](#) on our central registration site. It is important to note that a representative for the Office of Student and Family Support will provide you with a link to a virtual meeting for the date and time you have scheduled. Please contact the Office of Student and Family Support with any questions or concerns 978-640-7800 x 218.

SAFETY

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

SCHOOL SAFETY DRILLS

Fire Alarm directions

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

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

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

Evacuation

An evacuation of the building could be used by the administration to evacuate the building for any reason other than a fire. Evacuation for a fire will always be done via the fire alarm system. An alternate evacuation will begin with an announcement made over the intercom system.

Students should be aware of the alternate evacuation route for the room that they are in. The evacuation route for each room will be posted next to the fire exit sign in each room. If there are any questions about the evacuation procedure, students should ask their teacher. When evacuating the building for any reason, it is important that it be done in a calm and orderly manner. Classes must stay together with their teachers so that an accounting of all students can be done.

Lockout

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

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

Lockdown

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

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

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

A.L.I.C.E. Protocol

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

Bus Emergency Evacuation Drills

In addition to bus riding safety information that is shared, at least twice each school year, students who ride buses shall participate in bus emergency evacuation drills.

SEARCH AND SEIZURE

School officials balance a student's legitimate right to privacy against the need to provide a safe environment in which others can learn. In this regard, school officials can search lockers, desks, and other school areas without a warrant as long as there is a reasonable suspicion that the search is necessary to find contraband or to preserve public safety. If contraband is found, it will be confiscated and turned over to the Police Department. The school will also notify the offending student's parents/guardians or guardian and begin the procedure that may lead to the student's suspension from school.

STATE AND FEDERAL LAWS

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

The Tewksbury Public School District provides Equal Opportunity without regard to race, creed, color, national origin, sex, marital status, disability or sexual orientation.

The School District complies with all applicable State and Federal Laws, including but not limited to: Title VI, Title VII, Title IX, the American Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Massachusetts General Laws, c.151C and c.71B and c.76.

The School District has a duly appointed individual responsible for the overall monitoring, auditing, and ensuring compliance. For any compliance issues please contact:

Brenda Theriault-Regan Interim Superintendent of the Tewksbury Public Schools.

Address: 139 Pleasant Street Tewksbury, MA 01876 978-640-7800

STUDENT PICTURES

Many times photographers or television crews or others may take still pictures or video of our students here at school during the course of the day. Our school is technology rich and has many activities ongoing so this can be a common occurrence. Due to the ever-increasing use of technology, student pictures and work may be posted on the Tewksbury Public Schools Website. (Please note: Last names are prohibited on the Internet.) If you would prefer **NOT** to have your child's picture published, simply put your request in writing when submitting the signature page for this document.

STUDENT RECORDS

In accordance with state and federal regulations, the school has established policies and procedures to ensure the confidentiality of student records. Any parent/guardian with questions concerning student record information maintained for his or her child should contact the principal.

TOYS/CARDS/ETC.

Toys, cards and other entertainment type items can be a distraction and negatively affect the educational process. These items may not be brought to school except with the expressed permission of the teacher.

VALUABLES

Students should not bring large amounts of money or expensive items to school. Items may be temporarily stored in the main office. The school is not responsible for the loss or theft of a student's property. Students should not bring valuable items to school. Such items and their loss cause disruptions in the learning process. In addition, students must never leave their property unattended.

VEHICLES RUNNING ON SCHOOL PROPERTY

The Tewksbury School Committee is committed to provide a safe learning environment. The committee is cognizant of the fact that vehicles left idling and unattended on school property can pose a threat to the safety of the school community.

Therefore, the School Committee adopts this policy (approved May 2009) in accordance with the provisions of Massachusetts General Law Chapter 90, Section 12. The School Administration will inform the motorist of the first infraction and will be obligated to report the license number to the Tewksbury Police Department for subsequent infractions.

VISITORS AND VOLUNTEERS

Visitors are welcome to our school. To minimize interruption, to assure safety for our students, and preserve the educational environment of all students, ALL parents/guardians and visitors must stop at the main office to sign in, pick up a visitor's badge and receive permission to proceed to classrooms or other parts of the school building or property. Parents/guardians may not visit the classroom without a scheduled appointment. The teacher and/or Room Parent(s) will handle all parties. In the interest of protecting students with severe allergies, students may not bring in food for parties.

Families and community members can be active participants in the educational process, not only by supporting our schools financially, but also by volunteering their time at the school. Please remember that a CORI check must be completed for all volunteers. All volunteers are to enter through the main entrance and sign in at the office. Please always wear a visitor's badge in the building.

WITHDRAWAL FROM SCHOOL

When a student is withdrawn from school during the school year, a parent/guardian must complete withdrawal procedures through the school office. At the time of withdrawal, students must return all textbooks, library books, and other school-owned items. Those items not returned must be paid for in accordance with school system rules.

ACADEMIC AND BEHAVIORAL EXPECTATIONS

CODE OF STUDENT CONDUCT

This Code of Conduct is intended to inform students and parents/guardians as to the expectations of the staff and administration of the school to ensure that each student receives the benefit of an educational experience that fosters skill and knowledge development, social and emotional growth and self-worth. In return, each student is expected to function as a responsible individual who cooperates with and respects the rights of others. At a minimum, each student is expected to come to school on time and on a regular basis, and to behave in a way that allows students to enjoy all of the educational programs that our school may provide.

The information contained in this Code of Conduct is also intended to make each student and parent/guardian aware of what is to be expected when student disciplinary problems arise. Please become familiar with this CODE.

Each student is responsible for the following:

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

BEHAVIORS/CONDUCT

Bullying- "We don't do that here!"

Bullying behavior is not tolerated in the Tewksbury Public Schools as defined by Massachusetts General Law (M.G.L. c. 71).

Key Definitions:

Bullying is defined as:

The repeated use by one or more students or staff members of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the

victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the educational process or the orderly operation of a school.

Cyberbullying is defined as:

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

Bullying in the school building, on school grounds, on the bus or school sanctioned transportation, or at school-sponsored functions will not be tolerated and will be grounds for the disciplinary action up to and including suspension and expulsion.

Bus Conduct

School bus drivers are instructed to ensure that all school bus passengers:

- Remain seated and do not change seats while the bus is in motion;
- Don't throw anything out of the bus or inside the bus;
- Don't put arms, head or hands outside the window;
- Don't make excessive noise or distract driver;
- Don't transport animals or large packages;
- Hold books and other property on his/her lap;
- Don't eat or drink on the bus;
- Don't use any tobacco products on bus;
- Obey all directions of driver quickly and courteously;
- Open emergency exits only when instructed by driver;
- Keep step wells and aisles free of musical instruments;
- Pay for any damage that is caused to the bus;
- The use of electronic and digital devices must conform to Tewksbury Public School policies.

Whenever an infraction of one or more of the above occurs, the student will be suspended at the discretion of the school administration for two (2) or three (3) consecutive days for three (3) minor offenses or three (3) consecutive days for one (1) major offense. The determination of the administration as to the type of offense shall be final.

Examples of major offenses include:

- a. lighting matches/smoking/tobacco use;
- b. throwing objects in or out of bus;
- c. hanging out windows;
- d. using obscene language;
- e. having or using drugs or alcohol;

- f. tampering with bus equipment;
- g. destroying property, i.e. tearing seats, breaking windows, etc.
- h. aggressive acts towards others
- i. possession of an object which may be perceived as a weapon

Please note that video cameras have been installed on all school buses.

The student's parents or guardian will be notified before a student is suspended. Every reasonable effort will be made to notify the student's parents or guardian on the day the offense occurs. Whenever continued major violations occur, the student may, at the discretion of the school administration, forfeit his/her bus privilege for an indefinite period. Specific attention is directed to student behavior on a school bus. The consequences would include, but not limited to:

- A designated seating assignment,
- Parents/guardians being called to meeting to discuss the behavior
- Suspension from riding the school bus as circumstances and conditions may warrant.

NOTE: When a student's bus privileges are suspended, the student's parents or guardian are responsible for transporting the student to and from school.

Cafeteria Conduct

To encourage good nutrition, a well-balanced lunch is offered at a reasonable price each school day. All school rules apply. To make it a pleasant setting for all our students to enjoy lunch we ask:

- Eat with appropriate table manners
- Remain at table until given permission to leave
- Leave the table and table area clean (no litter left behind)
- Keep food in the cafeteria
- Speak in a quiet tone of voice.
- Walk at all times
- Because some students have severe food allergies, there should be no sharing of food.

Drugs

The School Building Principal has authority to discipline a student from school (or the school district) if a student is found to have any of the following in his/her possession while he/she is on school property, on a school vehicle or at a school event such as an athletic game:

1. a dangerous weapon (such as a gun or knife); or
2. illegal drugs (such as marijuana, cocaine, and heroin).

Harassment, Civil Rights, and Respect

"Harassment" is conduct that is personally offensive, degrading or threatening to others. It is strictly prohibited at the school. The school's policy against harassment refers to but is not limited to insulting or harmful comments or actions based on a person's race, gender, sexual orientation, national origin, physical characteristics or disability. Examples of harassment include, but are not limited to name calling, put downs, threats, sexually suggestive remarks, unsolicited physical contact, unwelcome and insulting comments and gestures, and the display or circulation of written materials or pictures that are degrading to any individual, or any race, color, sex, gender identity, religion, national origin, sexual orientation or disability. All members of the school community, including staff, are expected to adhere to this policy and are strongly encouraged not to tolerate, even by silence, any violation of it by others. Consequences for violating this policy can include mandatory counseling, exclusion from school social events, and

suspension from school ranging from one to ten days with notification to the police. Repeated or extreme forms of harassment may result in further disciplinary action.

Please see [Policy ACAB](#), updated by School Committee on October 13, 2021.

Harassment - Sexual

All students should show respect toward each other in the school setting. Bothering another person with unwanted verbal or physical advances of a sexual nature is unacceptable. Displays of affection are also not considered appropriate in the school setting or at school events. These behaviors may lead to disciplinary action. For compliance issues, parent/guardians should contact:

Lori McDermott, Assistant Superintendent of Schools - Tewksbury Public Schools 139 Pleasant Street - Tewksbury, MA 01876 978-640-7800	
Alexis Bosworth, Dewing Principal 1469 Andover St. Tewksbury, MA 01876 978-640-7858	Jay Harding, Center Elementary School Principal 139 Pleasant St. Tewksbury, MA 01876 978-640-7870
Terry Gerrish, Heath Brook Principal 165 Shawsheen St. Tewksbury, MA 01876 978-640-7865	

Playground Regulations

Outdoor recess rules:

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

Indoor recess rules:

- Children may participate in various games and activities appropriate for indoor play.
- Balls and playground type equipment are not allowed.

Student Behavior

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

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

In case of suspension from school, due process will be afforded to all students in accordance with the Tewksbury School District's policies pertaining to the conduct of students, as promulgated and amended from time to time.

Title IX and Chapter 622 Policy

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

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

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

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

Weapons

Any student who is found on school premises or at school-sponsored or school-related event, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal. Toys such as cap pistols, water guns, and rubber knives are prohibited. Toy guns of any kind are not permitted. They will be confiscated and discipline imposed.

DISCIPLINARY ACTIONS

Consequences - Detention

Students may be detained after school with a teacher or administrator for the following infractions:

1. Verbal or physical harassment
2. Failure or refusal to follow a direct order (insubordination)
3. Inappropriate response or reaction (insolence)
4. Use of profanity or inappropriate language
5. Leaving school or a class without permission
6. Behavior that endangers the health, safety or learning of others
7. Bringing items to school which are prohibited unless specifically authorized by the administration.

Repeated offenses for any of the above infractions will be referred to the School Building Principal who may, acting at his/her discretion, take such additional disciplinary action for such offenses, as he/she may deem appropriate under the circumstances.

Consequences - Due Process

By law, the Tewksbury Public Schools must give the student and his/her parents or guardian a fair hearing before the student is separated from the school for misconduct. School administration usually conducts this hearing and may share with parents/guardians:

- Written notice of the charge of misconduct;

- Access to information school is using when determining whether or not consequences are appropriate.
- A reasonably prompt, written hearing decision.

Consequences - Suspension

Please refer to 603 CMR 53.00

In some cases, the conduct of a student may necessitate his/her suspension from continued participation in the activities of the school for a period up to 3 school days. Generally, a student may be suspended from school for doing the following:

1. Verbal or physical harassment
2. Failure or refusal to follow a direct order (insubordination)
3. Inappropriate response or reaction (insolence)
4. Use of profanity or inappropriate language
5. Truancy from school; cutting a class or are late to class or school
6. Leaving school or a class without permission
7. Behavior that endangers the health, safety or learning of others
8. Failure to report when a teacher requires a student to stay after school
9. Bringing items to school which are prohibited.
10. Use of alcohol or other controlled substances
11. Willful violation of any local, state or federal law
12. Smoking in school, on school property or on a school bus
13. Vandalizing school property

School authorities determine the length of a student's suspension. In certain cases a student may be offered an opportunity to perform community service in lieu of a school suspension. The student's parents or guardian will be notified in writing of the actions taken. Further, before a student may be readmitted to school following a period of suspension, the student and the student's parents or guardian must first meet with a representative of the school administration before the student will be readmitted.

When a student is suspended he/she may not come onto any property under the control of the Tewksbury School District or attend any school functions or school-sponsored activities within the District.

The student is responsible for making up all work that the student's teachers may assign while the student is suspended from school. If a student does not complete the assigned work and return it to the assigning teacher, the student will lose credit for it.

Suspension Policy - This policy is pursuant to MGL Chapter 71; Section 37H3/4. <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter71/Section37H3-4>. Any student who is suspended from school for more than 10 days has the right to appeal to the Superintendent. The appeal must be submitted in writing to the Superintendent within five (5) calendar days of the effective date of the long term suspension.

Discipline of Children with Educational Plans.

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

1. The Individual Educational Program (IEP) for a special needs student will indicate whether the student is expected to meet the regular discipline code or if the student's condition requires a modification. Any modification will be described in the student's IEP.
2. For special needs students who may be removed from their educational program for more than ten days, cumulatively, in a school year, a review of the relationship between the misconduct and the student's disability will be conducted.
3. If, after conducting such review, the student's special education Team determines that the behavior was a manifestation of the student's disability, the Team will discuss a modified program for the student. If the Team determines that the student's behavior was not a manifestation of his/her disability, the student may then be subject to the school's disciplinary code. In that event, an alternative setting for the student for the student to receive instruction will be determined.
4. A Functional Behavioral Assessment will also be conducted with respect to a special needs student whose behavior violates the school's disciplinary code.
5. If a student's conduct involves weapons or drugs, the team may place the student in an alternative educational setting.
6. When a student is on an educational plan he/she must abide by the Heath Brook, Dewing, or Center School rules and regulations unless his/her plan states otherwise. Suspensions will be reported to the Administrator of Special Education. Plans will be reviewed by a special education team when a student has accumulated 10 days of suspension from classes in a school year.

Discipline of Children with 504s

Similar procedures (as those for discipline of children with education plans) apply to students with plans under Section 504 of the Rehabilitation Act of 1973.

Legislation related to School Safety

The School Committee intends that the administration and school principals be given a full range of authority in accordance with the guidelines of the Educational Reform Act of 1993 in order to prevent, address, and hold accountable those responsible for school related violence and other behavior that is not conducive with attendance in a public school. Two important pieces of legislation related to safe schools are summarized as follows. Safety is the prime issue of concern. All students should be aware of the following rules pertaining to school conduct - **MGL Chapter 71; Section 37H**

- (a) Any student who is found on school premises or at school-sponsored events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife; or a controlled substance as defined in Chapter Ninety-four C, including but not limited to marijuana, cocaine, and heroin, may be subject to expulsion from school or school district by the principal.
- (b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff or student on the premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- (c) Any student who is charged with a violation of either (a) or (b) above shall be notified in writing of an opportunity for a hearing; providing, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After the hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to violate either paragraph (a) or (b).

- (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal.
- (e) The student has the right of counsel at the hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of the section.
- (f) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of reasons for said expulsion.

The use of tobacco products, alcohol, or illegal drugs within the school buildings, the school facilities/grounds, or school bus is strictly prohibited by any individual.

MGL Chapter 71; Section 37H1/2

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

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

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

Education Services Plan

In accordance with M.G.L. c. 76, § 21 and 603 CMR 53.13, the Tewksbury Public Schools offers and provides alternative education services to students who are expelled or suspended in or out of school for more than ten (10) consecutive school days.

The following services are made available to provide students who have been expelled or suspended in excess of ten (10) consecutive school days with an opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress toward meeting state and local requirements during the period of his or her removal from the classroom or school.

- ☐ Online/distance learning
- ☐ Tutorial services

Students who are expelled or suspended in or out of school for more than ten (10) consecutive school days in a school year may select one of the above identified alternative education setting options in which to participate during the period of suspension or expulsion.

To obtain more information regarding the available alternative education setting options and to confirm your selection of and enrollment in one of these alternative education setting options, please contact the school principal. Upon selection of an alternative educational service by the student and the student's parent or guardian, the school or school district will facilitate and verify the student's enrollment in the service.

STUDENT SERVICES

The Tewksbury Public Schools provide a variety of supplementary services for students. These services include:

- Title 1
- English as a Second Language
- MTSS (Massachusetts Tiered System of Support)
- Screening of 3 and 4 year old children
- Kindergarten screening
- Home tutorial services
- Special Education

504 Policy

The Tewksbury Public School District provides Equal Education Opportunity without regard to race, creed, color, national origin, sex, marital status, disability, or sexual orientation.

The School District complies with all applicable State and Federal Laws, including but not limited to, Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Massachusetts General Laws, c.151C and c.71B.

The School District has a duly appointed individual responsible for the overall monitoring, auditing and ensuring compliance with this policy as it pertains to students attending the Tewksbury Public Schools. For compliance issues, parents/guardians should contact:

Lori McDermott, 978-640-7800 extension 201, Assistant Superintendent and Section 504 Coordinator, Tewksbury Public Schools, 21 Town Hall Ave., Tewksbury, Massachusetts, 01876. Individuals who believe they have been discriminated against in any of the District's educational activities can file a written grievance with the Assistant Superintendent of Schools.

Special Education

The Massachusetts special education law, popularly known as Chapter 766 aligns with the Federal Education law, known as IDEA (Individuals with Disabilities Education Act). Both the state and federal laws require that every child between the ages of 3 and 22 be provided with a free and appropriate public education in the least restrictive environment. Tewksbury Public Schools has established a decentralized

special education process. Special Education decision-making is conducted by the In-School Evaluation Team at the school. Parents/guardians are an integral part of each special education team. If a child is found to have special education needs in one or more areas, PL 94-142 requires School Systems to develop a special education program for that child which, to the maximum extent possible, allows the child to be educated with children who are not in need of special education. Questions about special education services and/or the TEAM process should be directed to the principal or Rick Pelletier, the Director of Student Services, at 978-640-7800.

Title I Programs and Services

Title I services are available to Title I eligible students in Kindergarten through grade 4. This federally funded program provides supplemental services to Title I eligible students in three specifically identified Title I school sites. School site identification is based on Title I federal guidelines. Student eligibility is determined by student need based on standardized test results and on supplemental teacher referral information.

Current staffing in the district includes a Lead Teacher and two other Title I teachers. One Title I teacher may be currently working at the school. Each elementary school is staffed with a DESE certified Reading Specialist, who plans and oversees the collection of reading data and the organization of support services for students. Title I eligible students participate in inclusive in-class, tutorial pullout, and/or consultation based instructional programs in Reading and the Language Arts. These Title I instructional services supplement the Regular Education program and are coordinated with the Regular Education curriculum.

Tutorial Services (relative to medical and related absences)

The intent of Tewksbury Public Schools (TPS) Home and Hospital Instruction is to provide a student receiving a publicly funded education with the opportunity to make educational progress even when a physician determines that the student is medically unable to attend school. In compliance with the Massachusetts regulations 603 CMR 28.03(3)(c) and 603 CMR 28.04(4), TPS Home and Hospital Instruction collaborates with schools, parents, physicians, agencies and hospitals to ensure alignment of educational goals and curriculum for accurate service delivery to provide, at a minimum, the instruction necessary to enable the student to maintain progress in his/her courses of study and minimize the educational loss that might occur during the period when the student is confined at home or in a hospital.

Tewksbury Elementary Schools
Signature Page

[link to an online signature page](#)

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee

From: Brenda Theriault-Regan
Superintendent of Schools

Date: May 9, 2023

Re: 2023-2024 Register Periods

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

2023-2024 Register Periods document is informational only, no vote is required.

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, Massachusetts 01876



DRAFT

TO: All Staff
FROM: Brenda Theriault-Regan
Superintendent of Schools
RE: Register Periods

The following register periods will be adhered to by all schools. Thank you for your cooperation.

2023-2024 REGISTER PERIODS

Term 1: August 30 – November 03, 2023 (45 Days)		Term 2: November 06 – January 26, 2024 (48 Days)	
Significant Dates	Function	Significant Dates	Function
September 29, 2023	Midterm	December 08, 2023	Midterm
October 06, 2023	Progress Report Information due by close of school day	December 15, 2023	Progress Report Information due by close of school day
October 11, 2023	Progress Reports Posted on Aspen	December 19, 2023	Progress Reports Posted on Aspen
November 03, 2023	Attendance and marking period end	January 26, 2024	Attendance and marking period end
November 17, 2023	Report card information sent to Data Processing	February 09, 2024	Report card information sent to Data Processing
November 22, 2023	Report cards will be issued	February 14, 2024	Report cards will be issued
November 22, 2023	Special Education Progress Reports issued	February 14, 2024	Special Education Progress Reports issued

Term 3: January 29– April 05, 2024 (44 Days)		Term 4: April 08 – June 13, 2024 (43+5*Days)	
Significant Dates	Function	Significant Dates	Function
March 06, 2024	Midterm	May 10, 2024	Midterm (<i>Seniors: May 3, 2024</i>)
March 13, 2024	Progress Report Information due by close of school day	May 17, 2024	Progress Report Information due by close of school day
March 15, 2024	Progress Reports Posted on Aspen	May 21, 2024	Progress Reports Posted on Aspen
April 05, 2024	Attendance and marking period end	TBD	Attendance and marking period end
April 26, 2024	Report card information sent to Data Processing	TBD	Report card information sent to Data Processing
April 30, 2024	Report cards will be issued	Last day	Report cards will be issued
April 30, 2024	Special Education Progress Reports issued	Last day	Special Education Progress Reports issued

***SUBJECT TO CHANGE PENDING DAYS MISSED DUE TO INCLEMENT WEATHER.**



Tewksbury Public Schools

MEMORANDUM

To: School Committee Members
From: Brenda Theriault-Regan
Superintendent of Schools
Date: May 9, 2023
Re: FY 24 Valley Collaborative Appointment

This Requires a Roll Call Vote

The School Committee has received the request from the Valley Collaborative to appoint a representative to the Valley Board of Directors. This does require a Roll Call vote by the School Committee.

**Valley Collaborative
FY 24 Board Member Appointment**

_____ was appointed to the Valley Collaborative Board of
Directors
(Board Member Name)

on _____ by the Tewksbury Public School Committee for the term
(date of appointment) (School Committee)

July 1, 2023 – June 30, 2024.

Respectfully submitted,

Tewksbury School Committee Chairperson