

TEWKSBURY SCHOOL COMMITTEE

139 Pleasant Street, Tewksbury, MA 01876

Notice of Meeting - Public Session

DATE: Tuesday, March 11, 2025 at 5:00 PM

MEETING(s): Tewksbury School Committee

Public Hearing on the FY26 Budget - 5:00 PM

Regular School Committee Meeting #10 - 5:30 PM

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

PUBLIC HEARING ON THE FY26 BUDGET - Public Session - 5:00 PM

March 11, 2025 - FY26 Tewksbury Public Schools Budget Presentation

REVISED

AGENDA - Regular School Committee Meeting - 5:30 PM

1. **Call To Order**
2. **Executive Session - Non-Public Session - 5:30 p.m.**
Move to go into Executive Session to discuss:
 - Approval of Executive Session Meeting Minutes:
 - February 5, 2025
 - Collective Bargaining pertaining to TTA (Teachers) CB Unit;
 - Contract pertaining to Non-union Personnel.
3. **Reconvene March 11, 2025 School Committee Meeting - Public Session 6:30 PM**
4. **Pledge Allegiance**
5. **Announcement***
6. **Recognitions - None**
7. **Student Council Representative Report**
Rania Elouahi - TMHS Student Council Representative Report on TMHS News & Events
8. **Presentations**
 - a. 2025-26 School Year: Preschool Programming Update
9. **Citizens Forum***
10. **Approval Of Minutes - Vote**
 - a. February 5, 2025 Regular Business Meeting

SCHOOL COMMITTEE MEMBERS

Bridget Garabedian, Chair bgarabedian@tewbury.k12.ma.us ~ Richard Russo, Jr., Vice-Chair russo@tewbury.k12.ma.us
Chris Moncada, Clerk cmoncada@tewbury.k12.ma.us ~ Kaitlyn Anderson, Member kmanderson@tewbury.k12.ma.us
Kayla Biagioni-Smith, Member kbiagioni-smith@tewbury.k12.ma.us
Superintendent of Schools - Brenda Theriault-Regan bregan@tewbury.k12.ma.us

11. **Submission And Payment Of Bills - Vote**
Payroll Period Ending, February 13, 2025, \$1,664,834.94
Payroll Period Ending, February 27, 2025, \$1,630,265.77
12. **Superintendent & Staff Report**
13. **Correspondence & Informational Topics - FYI**
 - a. Next Generation (NG) MCAS 2024-2025 Testing Window (Gr 3-10)
 - b. 2024 District Report Card
 - c. 2025 Nominations - Google Forms:
 - o *Ginsburg Family Award Nomination Form*
 - o *Krissy Polimeno Outstanding Educator Award Nomination Form*
14. **Consent Agenda (Pg 3)**
15. **School Committee Member Reports**
Tewksbury SEPAC
Wellness Advisory Committee
Policy Sub-Committee
Tewksbury School Facility Study Committee (TSFSC)
16. **Policy Changes, Proposals & Adoption**
Informational Readings: Recommendation - Revise the Following Policies - FYI
AC, Non-Discrimination Policy Including Harassment and Retaliation; **ACA**, No-Discrimination on the Basis of Sex; **ACAB**, Sexual Harassment; **ADDA**, Background Checks; **EFC**, Universal Free School Meals; **EFD**, School Nutrition Program Charge Policy; **JF**, School Admissions; **JLCB**, Immunization of Students; **JLCD**, Administering Medicines to Students; **JLCD-R**, Regulations for Medication Administration in the Tewksbury Public Schools; **JLCDA**, Delegation of Prescription Medications for Field Trips and Short Term Special School Events

First Readings: Recommendation - Revise the Following Policies - FYI
JLCA, Physical Examinations of Students

Second and Final Readings: Recommendation to Approve Following Revised Policies - Vote
JICC, Student Conduct on School Buses; **EEAEC**, Student Conduct on School Buses

First & Final Readings: Recommendation - Adopt Following Policies with No Changes - Vote
ADDA-R, DCJIS Model Cori Policy; **IJOC** - School Volunteers

Rescind: Recommendation to Rescind the Following Policies - Vote
JLCDA-Exhibit, Delegation & Prescription Medications for Field Trips/Short Term Special School Events; **IJOCA**, CORI Checks - Volunteers
17. **Old Business**
 - a. 24-25 Superintendent's Evaluation Timeline - FYI
18. **New Business**
 - a. 2025-2026 School Year Preschool Program: Proposed Changes to Fees & Tuition - Vote
 - b. Recommendation to appoint Director of Student Services & Special Education - Vote
 - c. Uniform Employment Terms for the TPS Non-Union Employees - Vote
 - d. TMHS Out-of-State Field Trip Request to the Corning Manufacturing Plant - Vote

19. New School Committee Matters of Interest

20. Future School Committee Meeting Dates

Regular Business Meeting: April 16th; April 30th; May 21st; **Tuesday**, June 10th

21. Future Sub-Committee & Advisory Committee Meeting Dates

TSEPAC Business Meeting: March 20th

Wellness Advisory Committee: April 9th

Policy Sub-Committee: TBD

Tewksbury School Facility Study Committee: March 12th

22. Future Agenda Items

23. Adjournment

***ANNOUNCEMENT:** The March 11, 2025 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.

***PUBLIC COMMENT:** Speakers will be allowed three (3) minutes to present their material. Large groups addressing the same topic are encouraged to consolidate their remarks and/or select a spokesperson to speak on the groups' behalf. If you require accommodations on the basis of a disability or require language interpretation assistance please notify the Superintendent's office in advance of the meeting date.

Consent Agenda

Personnel Items

New Hires: Ann Whitney, Education Support Personnel Aide at Tewksbury Memorial High School, effective February 12, 2025; John Spiller, Building Custodian, Tewksbury Memorial High School, effective March 10, 2025; Tara Kervick, Board Certified Behavior Analyst (BCBA) at the Heath Brook School, effective March 18, 2025; Tishana Pimentel, Education Support Personnel Aide in the role as a Registered Behavior Technician (RBT) at the Heath Brook School, effective March 17, 2025

Reappointments / Reassignments: Joanna Evangelista, Education Support Personnel Aide, assigned to the role as a Registered Behavior Technician at the Dewing School, effective February 10, 2025

Retirements - Judi McInnes, Principal of the John Ryan Elementary School, effective June 30, 2025

Appendix B 2024-2025 Co-Curricular Activities - None

Appendix B 2024-2025 TMHS Athletics - None

Acceptance of Grants - Grant donation of \$2,750 from the Gene Haas Foundation to the TMHS Robotics Club;

Project Lead The Way (PLTW) Two Grants:

1. For a Biomedical Pathway in the amount of \$40,000 awarded to Tewksbury Memorial High School
2. For a Gateway Program in the amount of \$17,500 awarded to Wynn Middle School

Acceptance of Donations - Sponsorship donation \$2,500 from DEI Systems to the TMHS Robotics Club;
Sponsorship donation of \$500 from the Tewksbury Federal Credit Union to the TMHS Robotics Club

Raffles - None

PUBLIC
HEARING
ON THE PROPOSED BUDGET

Executive Session

TEWKSBURY SCHOOL COMMITTEE
Executive Session (Non-Public Session)
Wednesday, March 11, 2025 - 5:30 PM
Tewksbury Memorial High School
Guidance Office Conference Room
320 Pleasant Street, Tewksbury, Massachusetts

Agenda

- A. **CALL TO ORDER** - 5:30 PM
- B. **EXECUTIVE SESSION** - Non-Public Session - 5:30 PM

Approval of Executive Session Meeting Minutes:

- February 5, 2025 - Executive Session
- May 6, 2024 - Special Meeting Executive Session

Food & Nutrition Services:

- September 9, 2024
- September 24, 2024

School Secretaries CB Unit:

- December 10, 2024
- Collective Bargaining pertaining to TTA (Teachers) CB Unit;
- Contract pertaining to Non-union Personnel.

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

- C. **ADJOURN & RECONVENE REGULAR SCHOOL COMMITTEE MEETING**

Recognitions

Presentations

Tewksbury School Committee - March 11, 2025

RECOGNITIONS

None

PRESENTATIONS

2025-26 School Year: Preschool Programming Update

Principal Alexis Bosworth, Dewing School

Principal Terry Gerrish, Heath Brook School

Dr. Cynthia Basteri, Grant Coordinator, CS Preschool Coordinator

Karen Baker O'Brien, Director of Student & Family Support



New Preschool Model Proposal

Dewing and Heath Brook Preschool Team

Identified Reasons for New Proposal

#1: High number of students in sub-separate setting

Goal: Incorporate more integration for DLC students while keeping safe student to staff ratios and promoting student success

#2: The current Integrated Pre-K schedule is too short to address the needs of student's social/emotional and academic skills.

Goal: Longer day for Pre-K students as they prepare for kindergarten to address academics as well as social/emotional skills. We would like to make the transition to full day kindergarten easier on the students.

#3: Lacking time for collaboration

Goal: Align with elementary school hours as closely as possible to unify preschool and elementary staff. Identify one day for evaluations and meetings to increase collaboration with DLC teachers, integrated teachers, and therapists as well as allowing for more thorough assessments, IEPs, and reports to be completed.

Research Data from Local Districts

The Tewksbury Public School District connected with 8 MA public school districts to discuss their preschool programs. The following are notable findings:

- All preschools aim to place students in least restrictive environments based on strengths and areas of need. There was no district that had criteria or guidelines for enrolling students in an integrated classroom vs. a sub-separate classroom
- When comparing all districts, one sub-separate classroom was the minimum and 4 sub-separate classrooms was the maximum
- There are few consistencies between program days, hours and structure when comparing districts
- Staffing was noted to be different in each area that was reviewed. Half of the districts we connected with have an increase of staff (e.g., Reading - integrated classroom - 1 special edu. teacher and 2 paras for 15 students)
- Two districts transitioned to full inclusion over the last two years and after a year of trialing, reverted back to having a sub-separate model. The districts found that full inclusion did not work for some learners. The districts were spending more money to outplace students and hire more aide support.

Integrated Preschool

8 typically developing students, 7 students on an IEP

	MON	TUES	WED	THUR	FRI
PREK (4-5 yr old)	8:50-11:50 (3 hr)	8:50-11:50 (3 hr)	8:50-11:50 (3 hr)	8:50-11:50 (3 hr)	8:50-10:50 (2 hr)
Prep/Evals/ Meetings	11:55-1:10 (1hr.15 m)	11:55-1:10 (1hr.15 m)	11:55-1:10 (1hr.15 m)	11:55-1:10 (1hr.15 m)	(10:55-12:10 evals/mtgs) 12:10-12:35-lunch 12:35-3:15-Prep
Preschool (3-4 yr old)	1:10-3:10 (2 hr)	1:10-3:10 (2 hr)	1:10-3:10 (2 hr)	1:10-3:10 (2 hr)	No School
Prep per minutes (360 minutes)	75 Min-25 min lunch=50 minutes	75 Min-25 min lunch=50 minutes	75 Min-25 min lunch=50 minutes	75 Min-25 min lunch=50 minutes	160 minutes prep

Social Learning Group (Reverse Integration) - 1 classroom
8 typically developing students, 7 students on an IEP

	MON	TUES	WED	THUR	FRI
PREK (4-5 yr old)	8:50-11:50 (3 hr)	8:50-11:50 (3 hr)	8:50-11:50 (3 hr)	8:50-11:50 (3 hr)	8:50-10:50 (2hr)
DLC	11:50-1:50 (2 hr)	11:50-1:50 (2 hr)	11:50-1:50 (2 hr)	11:50-1:50 (2 hr)	All dismissed at 10:50
Prep/Evals / Meetings	2:00-2:25 lunch 2:25-3:10 prep	2:00-2:25 lunch 2:25-3:10 prep	2:00-2:25 lunch 2:25-3:10 prep	2:00-2:25 lunch 2:25-3:10 prep	(10:55-12:10 evals/mtgs) 12:10-12:35-lunch 12:35-3:15-Prep
Prep per minutes	45 minutes	45 minutes	45 minutes	45 minutes	170 minutes 360 total

DLC (sub-separate) - 1 classroom
Up to 12 IEP students

	MON	TUES	WED	THUR	FRI
DLC	8:50-1:50 (5 hr)	8:50-1:50 (5 hr)	8:50-1:50 (5 hr)	8:50-1:50 (5 hr)	8:50-10:50 (2 hr)
Prep/Evals/ Meetings	2:00-2:25 lunch 2:25-3:10 prep	2:00-2:25 lunch 2:25-3:10 prep	2:00-2:25 lunch 2:25-3:10 prep	2:00-2:25 lunch 2:25-3:10 prep	(10:55-12:10 evals/mtgs) 12:10-12:35-lunch 12:35-3:15-Prep
Prep per minutes	45 minutes	45 minutes	45 minutes	45 minutes	170 minutes 360 total

Draft General Guidelines for Placement

SLG vs. DLC

- Based on PLS skills, Core skills and TPBA-2 Assessment
- Placement is based on observations and team discussion regarding student's individual needs. Placement can be fluid based on student growth and progress.

Tuition Costs -

\$8.50 per hour

4 Year Olds

TIPS only	\$435/mo	\$4,350/yr
TIPS + CS EXT	\$995/mo	\$9,950/yr

3 Year Olds

TIPS only	\$245/mo	\$2,450/yr
TIPS + CS EXT	\$795/mo	\$7,950/yr

\$8.00 per hour

4 Year Olds

TIPS only	\$410/mo	\$4,100/yr
TIPS + CS EXT	\$935/mo	\$9,350/yr

3 Year Olds

TIPS only	\$230/mo	\$2,300/yr
TIPS + CS EXT	\$745/mo	\$7,450/yr

Minutes

Payroll

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts
2/13/2025

I move the School Department Payroll be approved and certified in the amounts and categories as shown for a total amount of **\$1,664,834.94**

GRANTS

\$0.00	Early Childhood Grant
\$0.00	IEP Stipend
\$11,871.32	Title I Grant
\$0.00	Title II Grant
\$0.00	Title III Grant
\$100.00	Title IV Grant
\$23,676.09	Special Ed 240 Grant
\$0.00	ASOST Grant
\$550.00	Innovation Pathways Grant
\$0.00	21st Century CLC Summer Enhancement Grant
\$2,895.04	SEL Grant
\$0.00	ESSER III Grant
\$0.00	21st Century Sped Enhancement
\$0.00	Yondr Grant
\$0.00	21st Century Grant
\$0.00	Project Lead the Way

REVOLVING ACCOUNTS

\$7,945.15	Facilities
\$727.61	Parking Fees
\$0.00	Advisor Stipend
\$0.00	TMHS Athletic Intramurals
\$0.00	WYNN Athletic Intramurals
\$0.00	Advisor Stipend- Ryan
\$0.00	AP Proctoring
\$3,243.62	Recreation
\$47,983.93	Lunch Program
\$2,380.00	Athletic Revolving
\$0.00	Adult Education Program
\$2,545.28	Community Education Recreation
27,059.12	Preschool
\$0.00	Kindergarten Revolving
\$0.00	School Rec Coverage
\$0.00	Circuit Breaker Account
\$0.00	Community Services Preschool Program
\$2,473.41	Alphabest

\$133,450.57 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$1,531,384.37 2024-2025 School Department Account

\$1,531,384.37 SUB TOTAL - LEA FUNDS

\$1,664,834.94 TOTAL

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts
2/27/2025

I move the School Department Payroll be approved and certified in the amounts and categories as shown for a total amount of **\$1,630,265.77**

GRANTS

\$0.00	Early Childhood Grant
\$0.00	IEP Stipend
\$11,141.28	Title I Grant
\$0.00	Title II Grant
\$0.00	Title III Grant
\$400.00	Title IV Grant
\$23,676.09	Special Ed 240 Grant
\$0.00	ASOST Grant
\$0.00	Innovation Pathways Grant
\$0.00	21st Century CLC Summer Enhancement Grant
\$1,251.66	SEL Grant
\$0.00	ESSER III Grant
\$0.00	21st Century Sped Enhancement
\$0.00	Yondr Grant
\$0.00	21st Century Grant
\$0.00	Project Lead the Way

REVOLVING ACCOUNTS

\$10,822.56	Facilities
\$727.61	Parking Fees
\$0.00	Advisor Stipend
\$0.00	TMHS Athletic Intramurals
\$540.00	WYNN Athletic Intramurals
\$0.00	Advisor Stipend- Ryan
\$0.00	AP Proctoring
\$5,543.70	Recreation
\$40,680.66	Lunch Program
\$1,390.00	Athletic Revolving
\$0.00	Adult Education Program
\$131.66	Community Education Recreation
22,022.15	Preschool
\$2,525.00	Kindergarten Revolving
\$0.00	School Rec Coverage
\$0.00	Circuit Breaker Account
\$0.00	Community Services Preschool Program
\$2,473.41	Alphabest

\$123,325.78 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$1,506,939.99 2024-2025 School Department Account

\$1,506,939.99 SUB TOTAL - LEA FUNDS

\$1,630,265.77 TOTAL

Superintendent/ Staff Reports

Correspondence and Informational Topics

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



Nancy Milligan, M. Ed.
Assistant Superintendent (978) 640-7800
nmilligan@tewksbury.k12.ma.us

To: Parents, Guardians, and Students of TPS
From: Nancy Milligan, Assistant Superintendent
Re: Next Generation (NG) MCAS 2024-2025 Testing Window (Grades 3-10)
Date: 11/13/2024

The Massachusetts Department of Elementary and Secondary Education (DESE) is planning to administer the Next Generation Massachusetts Comprehensive Assessment System (NG MCAS) test for all students in grades 3-10 this Spring. As a convenience to our TPS community, we have created the table below to clarify which test and which testing mode our students will participate in with the current information we have available through DESE. We have also identified the planned testing weeks at each grade level with some helpful links (see below). Please note, the specific details in this testing memo may be subject to change if required or necessary.

Grades	ELA Literacy & Reading Comprehension	Math	(S.T.E.) Science, Technology, & Engineering Grades 5 & 8 Only	Assessment Dates <small>The dates listed below reflect the planned testing schedule per grade level and test. TPS reserves the right to alter this schedule if needed, and within the MA DESE testing approved window.</small>
3+4	Grades 3+4 Computer-Based NG MCAS	Grades 3+4 Computer-Based NG MCAS	N/A	ELA GR 3 3/31, 4/1, GR 4 4/2, 4/3 MATH GR 4 5/12, 5/13, GR 3 5/14, 5/15
5+6	Grade 5+6 Computer-Based NG MCAS	Grades 5+6 Computer-Based NG MCAS	Grade 5 <u>Only</u> Computer-Based NG MCAS	ELA MCAS: 4/8 & 4/9 S.T.E. MCAS: 5/13 & 5/14 MATH MCAS: 5/6 & 5/7
7+8	Grades 7+8 Computer-Based NG MCAS	Grades 7+8 Computer-Based NG MCAS	Grade 8 <u>Only</u> Computer-Based NG MCAS	ELA MCAS: 4/8 & 4/9 S.T.E. MCAS: 5/13 & 5/14 MATH MCAS: 5/6 & 5/7 Grade 8 CIVICS MCAS: 5/27 & 5/28
9 *	N/A	N/A	Computer-Based NG MCAS *CD for Graduation	* S.T.E. BIOLOGY MCAS: 6/4 & 6/5
10 *	Computer-Based NG MCAS *CD for graduation	Computer-Based NG MCAS *CD for Graduation	N/A	* ELA MCAS: 3/25 & 3/26 * MATH MCAS: 5/20 & 5/21
11+12 **	** If applicable See Link Below	** If applicable See Link Below	N/A	** If applicable See Link Below

Notes: Please see the District Events Calendar at <https://www.tewksbury.k12.ma.us/calendar/>

- The full MA DESE testing schedule can be found at: <http://www.doe.mass.edu/mcas/cal.html>
- To support your child at home and prepare further for the NG MCAS testing, click on the links below:
 - Sample released NG MCAS questions: <http://www.doe.mass.edu/mcas/release.htm>
 - For more information on [Sample NG Practice Tests, Tutorials, Test-Taking Tools, and Reference Sheets](#)

TPS District Strategy

The Tewksbury Public Schools Community believes that our educational program will reflect our collective Vision of a Learner. Our consistent observable growth among our students and staff will be evident in the achievement of academic, social, and emotional success in school and far beyond.

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876



MEMORANDUM

To: Tewksbury School Committee
From: Brenda Theriault-Regan, Superintendent
Date: March 11, 2025
Re: 2024 District Report Card

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

How to access and understand the District's Report Card. This is informational only.

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



Nancy M. Milligan, M.Ed.
Assistant Superintendent (978) 640-7800
nmilligan@tewksbury.k12.ma.us

March 7, 2025

Dear Tewksbury Families,

Every year, each public school and school district in Massachusetts receives a report card. Just as your child's report card shows their progress in different subjects, the district and school's report card provides information on how our district and schools are performing in various areas.

The report card includes multiple measures of a school's performance – more than just MCAS scores. It provides valuable information about student achievement, teacher qualifications, learning opportunities, and other key indicators. These report cards are useful tools for families, educators, and community members to better understand how to support students and schools effectively.

Each school has a link to their report card. The links below will take you directly to the school report cards. Once there, you will find a Google Translate drop-down menu in the upper right corner that reads, "Select Language," if you prefer.

[Tewksbury- District](#)

[L F Dewing](#)

[Heath-Brook](#)

[John F. Ryan](#)

[Center Elementary School](#)

[John W. Wynn Middle](#)

[Tewksbury Memorial High](#)

If your child attends one of Tewksbury's Title I schools—Dewing, Center, Ryan, or Wynn Middle School—you also have the right to request specific information about your child's classroom teachers, including:

- Whether your child's teacher is licensed in the grade levels and subject areas they teach.
- Whether your child's teacher is teaching under an emergency license or waiver.
- The college degree and major of your child's teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

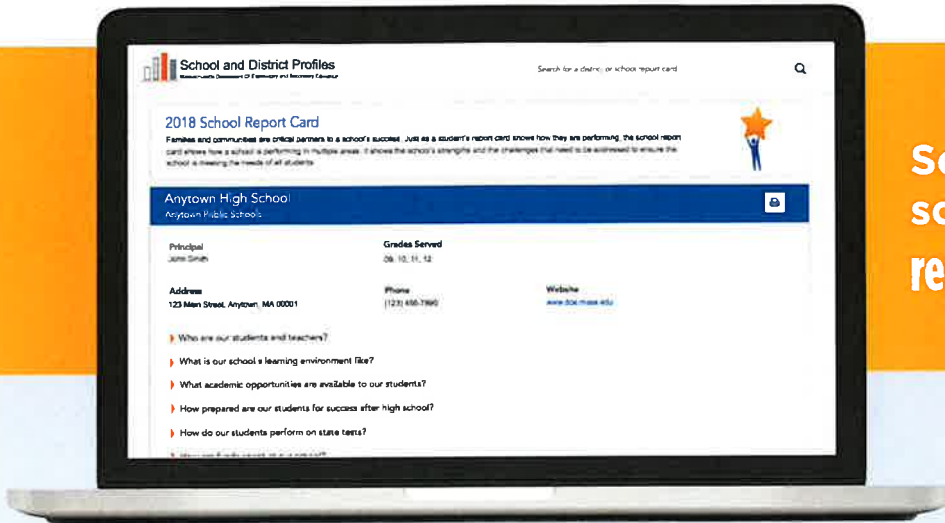
For more information about efforts to improve student achievement or to request information about the qualifications of your child's teacher, please contact your building principal.

Sincerely,

Nancy Milligan, Assistant Superintendent

LEARN MORE ABOUT MASSACHUSETTS SCHOOLS!

Report Card



Search for your
school's report card at
reportcards.doe.mass.edu

5 Quick Facts

ABOUT THE SCHOOL REPORT CARD

1. Just as a student's report card shows how they are doing in different subjects, the school's report card shows how a school or district is doing in different areas.
2. The report cards include a variety of information, more than just MCAS scores.
3. School report cards reflect the information that is most valuable to Massachusetts families.
4. School report cards identify where a school is doing well and where it needs to improve to ensure that all students' needs are met.
5. District leaders and principals can use report cards to support schools and students and to identify ways to help schools continue improving over time.

Families are critical partners in the success of Massachusetts students. The Massachusetts Department of Elementary and Secondary Education is committed to providing detailed information for families, so they have a better understanding of their child's education.

Visit reportcards.doe.mass.edu to find the school report card for every public school in the state.



Report Card Glossary

GENERAL INFORMATION

Basic information about the school or district.

Title I Status: Whether the school or district receives Title I funds. Schools and districts with large populations of students from low income families receive federal Title I grant money to help ensure that all children meet challenging state academic standards.

STUDENTS AND TEACHERS

Information about student enrollment and teacher qualifications.

Students with Disabilities: Students with special needs who have an Individualized Education Program (IEP).

Economically Disadvantaged: Students who receive assistance through the Supplemental Nutrition Assistance Program (SNAP), Transitional Assistance for Families with Dependent Children (TAFDC), the Department of Children and Families' (DCF) foster care program, or MassHealth.

High Needs: Students who belong to one or more of the following groups: students with disabilities, current or former English learners, and/or economically disadvantaged students.

Full-Time Equivalency: The number of full-time teaching positions in the school or district. Some teaching positions are part time and therefore are reported as a decimal (for example, 0.8).

ACADEMIC OPPORTUNITIES

Information about student participation in broad and challenging courses.

Advanced Coursework: Courses that are considered advanced include Advanced Placement, International Baccalaureate, dual enrollment, and other challenging classes in a variety of subjects.

MassCore: MassCore is a state-recommended program of study that outlines the minimum core courses needed to meet four-year college and workforce expectations. MassCore includes four units of English, four units of mathematics, three units of a lab-based science, three units of history, two units of the same foreign language, one unit of the arts, and five additional core courses.

STUDENT ATTENDANCE AND DISCIPLINE

Information about student attendance and discipline.

Chronic Absenteeism: The percentage of students who miss 10 percent or more of the school year (for example, 18 or more days in a typical 180-day school year).

Student Discipline: The percentage of students who are suspended, expelled, or removed from regular classroom activities as a result of negative behavior.

SUCCESS AFTER HIGH SCHOOL

Information about graduation, dropout, and college-going rates.

High School Outcomes: Graduation, dropout, and college-going information is reported for schools and districts that serve grades 9 through 12.

STUDENT PERFORMANCE ON STATE TESTS

Information about student performance on the Massachusetts Comprehensive Assessment System (MCAS) tests. Each year, students in grades 3 through 8 and 10 take MCAS tests in English language arts (ELA) and mathematics, and students in grades 5, 8, and 10 take science MCAS tests.

Achievement: Students' MCAS scores.

Student Growth: The student growth percentile (SGP) shows how one student's MCAS score compares with other students with similar prior MCAS scores. A school or district's SGP represents the average growth for the school or district.

SPENDING

Information about how much money is spent per student.

Dollars Spent per Student: Amounts vary based on enrollment, staffing, special programming, and the needs of the students in the school.

ACCOUNTABILITY

Information about the school or district's most recent accountability results. The accountability system brings together a set of measures in order to provide clear, actionable information about district and school performance that can be used to help schools improve.

Progress Toward Improvement Targets: The Massachusetts Department of Elementary and Secondary Education (DESE) sets annual improvement targets, or goals, for every district and school. Targets are set for achievement, growth, English learner progress, chronic absenteeism, high school completion, and advanced coursework completion. Schools and districts are expected to make annual progress toward these targets in order to improve student performance, and DESE reports on each school's and district's progress each year.

Accountability Percentile: Accountability percentiles indicate how a school is performing overall compared with other schools. A school's percentile is calculated by combining information related to achievement, growth, English learner progress, chronic absenteeism, high school completion, and advanced coursework completion. Schools with higher percentiles are generally higher performing, and schools with lower percentiles are generally lower performing. Districts do not receive an accountability percentile.

Overall Classification: Schools and districts are placed into two categories: those that require assistance or intervention from the state, and those that do not. A small number of schools and districts, including those that are new or very small, are classified as having "insufficient data."

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee
From: Brenda Theriault-Regan
Superintendent of Schools
Date: March 11, 2025
Re: Ginsburg Family Award Nominations
Krissy Polimeno Outstanding Educator Award Nomination

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

Nominations are open for the annual Ginsburg & Polimeno awards. Use our new google forms to submit your nominations today!

- [**Ginsburg Family Award - Nomination Form**](#)
- [**Krissy Polimeno Outstanding Educator Award - Nomination Form**](#)

Nomination forms are also available on the district website,
www.tewksbury.k12.ma.us or on

TPS Facebook, <https://www.facebook.com/TewksburyPublicSchools>

Consent Agenda



Tewksbury Public Schools

MEMORANDUM

To: School Committee Members

From: Brenda Theriault-Regan
Superintendent of Schools

Date: March 11, 2025

Re: Donations to the TMHS Robotics Team

On Consent for School Committee Approval

The purpose of this memo is to notify the School Committee that the TMHS Robotics Team is the recipient of three donations totalling \$5,750.00.

The Robotics Team received a grant in the amount of \$2,750.00 from the Gene Haas Foundation to sponsor the Titan's participation in FIRST Competitions.

The Robotics Team also received a sponsorship donation of \$2,500.00 from DEI Systems and a sponsorship donation of \$500.00 from the Tewksbury Federal Credit Union to support the team.

Policy

AC - NON--DISCRIMINATION POLICY INCLUDING HARASSMENT AND RETALIATION

Tewksbury Public Schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The public school system will do its part. This commitment to the community is affirmed in the following statements of Tewksbury School Committee intent to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The Tewksbury Public Schools requires all members of the school community to conduct themselves in accordance with this policy.

It shall be a violation of this policy for any member of the school community to engage in any form of discrimination, including harassment and retaliation, or to violate any other civil right of any member of the school community. We recognize that discrimination can take a range of forms and can be targeted or unintentional; however, discrimination in any form, including harassment and retaliation, will not be tolerated.

It shall also be a violation of this policy for any school community member to subject any other member of the school community to any form of retaliation, including, but not limited to, coercion, intimidation, interference, punishment, discrimination, or harassment, for reporting or filing a complaint of discrimination, cooperating in an investigation, aiding or encouraging another member of the school community to report such conduct or file a complaint, or opposing any act or practice reasonably believed to be prohibited by this policy.

*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated

TPS: ACA - NONDISCRIMINATION ON THE BASIS OF SEX

The Tewksbury School Committee, in accordance with Title IX of the Education Amendments of 1972, declares that the school system does not and will not discriminate on the basis of sex, **sexual orientation or gender identity, sexual orientation or gender identity** in the educational programs and activities of the Tewksbury Public Schools. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

The School Committee will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, **sexual orientation or gender identity**, to all of its students and employees.

The Committee will designate an individual to act as the school system's Title IX compliance officer. All students and employees will be notified of the name and office address and telephone number of the compliance officer.

{Adoption date}

Revised: January 18, 1996

Revised: April 14, 2015

Reviewed & Revised:

LEGAL REFS.: Title IX of the Education Amendments of 1972

45 CFR, Part 86, (Federal Register, 6/4/75)

M.G.L. [76:5](#); [76:16](#) (Chapter 622 of the Acts of 1971)

BESE 603 CMR [26:00](#)

CROSS REF.: [AC](#) Nondiscrimination **Policy Including Harassment and Retaliation**

REFERENCE: USDOE Notice of Interpretation -

<https://www.ed.gov/news/press-releases/us-department-education-confirms-title-ix-protects-students-discrimination-based-sexual-orientation-and-gender-identity>

SOURCE: MASC - Updated 2022

Note: January 2025 - Reverted back to 2022 policy after Federal Court Ruling on Title IX

TPS: ACAB - **SEXUAL** HARASSMENT

The Tewksbury School Committee and Tewksbury Public Schools are committed to maintaining an education and work environment for all school community members. that is free from all forms of harassment, including sexual and sex-based harassment as provided under MA and Federal law. The members of the school community include the School Committee, employees, administration, faculty, staff, students, volunteers in the schools, and parties contracted to perform work for the Tewksbury Public Schools.

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

Sexual violence is a form of sexual harassment. Sexual violence, as the Office of Civil Rights (OCR) uses the term, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse and sexual coercion. Massachusetts General Laws Ch. 119, [Section 51 A](#), requires that public schools report cases of suspected child abuse and neglect, immediately orally and file a report within 48 hours detailing the suspected abuse to the Department of Children and Families. For the category of sexual violence, in addition to Section 51A referrals, these offences and any other serious matters shall be referred to local law enforcement. **Schools must treat seriously all reports of sexual harassment that meet the definition of sexual harassment and the conditions of actual notice and jurisdiction as noted above. Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstance).**

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

- Unwelcome sexual advances-whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;

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

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

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

NOTICE OF SEXUAL HARASSMENT

The regulations require a school district to respond when the district has actual **notice** of sexual harassment. School districts have actual **notice** when an allegation is made known to any school employee. Schools must treat seriously all reports of sexual harassment that meet the definition of harassment and the conditions of actual **notice** and jurisdiction as noted whether or not the complainant files a formal complaint. **Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstances).** A formal complaint is a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment **by** a respondent and requesting that the District investigate the allegation of sexual harassment. Schools are required to investigate every formal complaint and respond meaningfully to every known report of sexual harassment.

The regulation highlights the importance of supportive measures designed to preserve or restore access to the school's education program or activity, with or without a formal complaint. Where there has been a finding of responsibility, the regulation would require remedies designed to restore or preserve access to the school's education program or activity.

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

recipients. An employee with actual knowledge of conduct that may violate this policy must report to the Title IX Coordinator.

The District may remove a respondent on an emergency basis after undertaking an individualized safety and risk analysis and determining that an immediate threat to the physical health or safety of any student or other individual arising from the allegations justifies removal. *The District will* provide the respondent with written notice and an opportunity to challenge the decision immediately following the removal in accordance with any applicable laws, collective bargaining agreements and student handbooks.

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

INVESTIGATIONS

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

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

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

3-11-2025 Information Reading: Recommendation of the Policy Subcommittee to revise the policy.

REVISED: April 14, 2015

REVISED: October 13, 2021

REVIEWED & REVISED:

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

SOURCE: MASC December 2021

Note: January 2025 - Reverted back to 2021 policy after Federal Court Ruling on Title IX

File: ADDA - BACKGROUND CHECKS

It shall be the policy of the school district that, as required by law, a state and national fingerprint criminal background check will be conducted to determine the suitability of full or part time current and prospective school employees, who may have direct and unmonitored contact with children. School employees shall include, but not be limited to any apprentice, intern, or student teacher or individuals in similar positions, who may have direct and unmonitored contact with children. The School Committee shall only obtain a fingerprint background check for current and prospective employees for whom the School Committee has direct hiring authority. In the case of an individual directly hired by a school committee, the chair of the School Committee shall review the results of the national criminal history check. The Superintendent shall also obtain a state and national fingerprint background check for any individual who regularly provides school related transportation to children. The School Committee, Superintendent or Principal, as appropriate, may obtain a state and national fingerprint criminal background check for any volunteer, subcontractor or laborer commissioned by the School Committee, school or employed by the city or town to perform work on school grounds, who may have direct and unmonitored contact with children. School volunteers and subcontractors/laborers who may have direct and unmonitored contact with children must continue to submit state CORI checks.

The fee charged by the provider to the employee and educator for national fingerprint background checks will be set for school employees subject to licensure by DESE and may be different for other employees, and will be set by the appropriate agency. The employer shall continue to obtain periodically, but not less than every 3 years, from the department of criminal justice information services all available Criminal Offender Record Information (CORI) for any current and prospective employee or volunteer within the school district who may have direct and unmonitored contact with children.

Direct and unmonitored contact with children is defined in DESE regulations as contact with a student when no other employee who has received a suitability determination by the school or district is present. "Contact" refers to any contact with a student that provides the individual with opportunity for physical touch or personal communication.

This policy is applicable to any fingerprint-based state and national criminal history record check made for non-criminal justice purposes and requested under applicable federal authority and/or state statute authorizing such checks for licensing or employment purposes. Where such checks are allowable by law, the following practices and procedures will be followed.

Requesting CHRI (Criminal History Record Information) checks

Fingerprint-based CHRI checks will only be conducted as authorized by state and federal law, in accordance with all applicable state and federal rules and regulations. If an applicant or employee is required to submit to a fingerprint-based state and national criminal history record check, he/she shall be informed of this requirement and instructed on how to comply with the law. Such instruction will include information on the procedure for submitting fingerprints. In addition, the applicant or

Determining Suitability

In determining an individual's suitability, the following factors will be considered: these factors may include, but not necessarily be limited to: the nature and gravity of the crime and the underlying conduct, the time that has passed since the offense, conviction and/or completion of the sentence, nature of the position held or sought, age of the individual at the time of the offense, number of offenses, any relevant evidence of rehabilitation or lack thereof and any other factors deemed relevant by the district.

A record of the suitability determination will be retained. The following information will be included in the determination:

- The name and date of birth of the employee or applicant;
- The date on which the school employer received the national criminal history check results;
- and,
- The suitability determination (either "suitable" or "unsuitable").

A copy of an individual's suitability determination documentation must be provided to another school employer, or to the individual, upon request of the individual for whom the school employer conducted a suitability determination.

Relying on Previous Suitability Determination

The school employer may obtain and may rely on a favorable suitability determination from a prior employer, if the following criteria are met:

- The suitability determination was made within the last seven years; and
- The individual has not resided outside of Massachusetts for any period longer than three years since the suitability determination was made; and either
- The individual has been employed continuously for one or more school employers or has gaps totaling no more than two years in his or her employment for school employers; or

If the individual works as a substitute employee, the individual is still deemed suitable for employment by the school employer who made a favorable suitability determination. Upon request of another school employer, the initial school employer shall provide documentation that the individual is still deemed suitable for employment by the initial school employer.

Adverse Decisions Based on CHRI

If inclined to make an adverse decision based on an individual's CHRI, the district will take the following steps prior to making a final adverse determination:

- Provide the individual with a copy of his/her CHRI used in making the adverse decision;
- Provide the individual with a copy of this CHRI Policy;
- Provide the individual the opportunity to complete or challenge the accuracy of his/her CHRI; and
- Provide the individual with information on the process for updating, changing, or correcting CHRI.

that implicates grounds for license action pursuant to regulations, the Superintendent shall report to the Commissioner in writing within 30 days of the discovery, regardless of whether the district retains or hires the educator as an employee. The report must include a copy of the criminal record check results. The school employer shall notify the employee or applicant that it has made a report pursuant to regulations to the Commissioner and shall also send a copy of the criminal record check results to the employee or applicant.

C.O.R.I. REQUIREMENTS

It shall be the policy of the district to obtain all available Criminal Offender Record Information (CORI) from the department of criminal justice information services of prospective employee(s) or volunteer(s) of the school department including any individual who regularly provides school related transportation to children, who may have direct and unmonitored contact with children, prior to hiring the employee(s) or to accepting any person as a volunteer. State law requires that school districts obtain CORI data for employees of taxicab companies that have contracted with the schools to provide transportation to pupils.

The Superintendent, Principal, or their certified designees shall periodically, but not less than every three years, obtain all available Criminal Offender Record Information from the Department of Criminal Justice Information Services on all employees, individuals who regularly provide school related transportation to children, including taxicab company employees, and volunteers who may have direct and unmonitored contact with children, during their term of employment or volunteer service.

The Superintendent, Principal, or their certified designees may also have access to Criminal Offender Record Information for any subcontractor or laborer who performs work on school grounds, and who may have direct and unmonitored contact with children, and shall notify them of this requirement and comply with the appropriate provisions of this policy.

Pursuant to a Department of Education regulation, "'Direct and unmonitored contact with children' means contact with students when no other employee, for whom the employer has made a suitability determination of the school or district, is present. " Contact" refers to any contact with a student that provides the individual with opportunity for physical touch or personal communication. The school employer may determine when there is potential for direct and unmonitored contact with children by assessing the circumstances and specific factors including but not limited to, whether the individual will be working in proximity with students, the amount of time the individual will spend on school grounds, and whether the individual will be working independently or with others. An individual shall not be considered to have the potential for direct and unmonitored contact with children if he or she has only the potential for incidental unsupervised contact in commonly used areas of the school grounds."

In accordance with state law, all current and prospective employees, volunteers, and persons regularly providing school related transportation to children of the school district shall sign an acknowledgement form authorizing receipt by the district of all available CORI data from the department of criminal justice information services. In the event that a current employee has a question concerning the signing of the acknowledgement form, he/she may meet with the Principal or Superintendent; however, failure to sign the CORI acknowledgement form may result in a referral

P.L. 92-544; Title 28 U.S.C. § 534; Title 28 C.F.R. 20.33(b)

42 U.S.C. § 16962

603 CMR [51.00](#)

803 CMR 2.00

803 CMR 3.05 (Chapter 14 of the Acts of 2004)

[FBI Criminal Justice Information Services Security Policy](#)

[Procedure for Correcting a Criminal Record](#)

FAQ - Background Checks

SOURCE: MASC October 2014

ADOPTED: April 14, 2015

REVIEWED AND ADOPTED: April 10, 2024

REVIEWED AND REVISED:

NOTE: The Department of Criminal Justice Information Services (DCJIS) has adopted regulations requiring that it maintain a model CORI policy and that any written policy must meet the minimum standards as found in the model. Therefore, MASC recommends that school districts retain both the school district specific policy incorporated here and the DCJIS model policy attached as ADDA-R.

EFC - UNIVERSAL FREE SCHOOL MEALS

The School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on school work, while also maintaining the financial integrity of meal programs, and to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program.

The District will participate in the National School Lunch Program, the Massachusetts Universal Free Meals Program, and other food programs that may become available to assure that all students in the schools receive healthy, nutritious school meals.

In accordance with guidelines for participation in these programs, the District will provide universal free meals to all students in the District.

Students seeking additional meals or a la carte items will be charged accordingly for those additional items.

Each student in the District is entitled to (1) free breakfast and (1) free lunch.

- It remains important that families complete the annual Household Application for Free and Reduced Price Meals. This form allows the school district to serve families more effectively for other important programs such as P-EBT benefits, fee waivers for school district programs/ services, (as determined by each school district), state and federal grant eligibility, and more.

As required by state and federal regulations, the School Committee approves this policy statement pertaining to eligibility for universal free school meals for all students in the District.

CROSS REF: EFE, Civil Rights Complaint Policy for Child Nutrition Programs

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

Child Nutrition Act of 1966; P.L. 89-642, 80 Stat. 885, as amended;

USDA School Meal Program Guidelines May 2017;

M.G.L. 71:72; 15:1G; 69:1C;

Chapter 28 of the Acts of 2023 7053-1909

SOURCE: MASC - Complete rewrite 2023

File: EFD - SCHOOL NUTRITION PROGRAM CHARGE POLICY

The School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on school work while also maintaining the financial integrity of meal programs.

The District provides free meals to students (one free meal per meal service period.) However, unpaid charges for additional meals, or a la carte items place a large financial burden on the school district, as food services is a self-supporting entity within the district. The purpose of this policy is to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program, as well as provide oversight and accountability for the collection of outstanding student balances.

Policy on Charging Meals and A La Carte Items

All students are entitled to one complete breakfast and one complete lunch at no cost each day. Students may purchase an additional meal or a la carte items if they have a positive fund balance. Students with a negative fund balance or insufficient funds to cover an optional purchase may not purchase an additional meal or a la carte items.

Payments

Payments for additional food purchases beyond the regular meal may be made through the online payment program or directly to the District Food and Nutrition Services Program. Notices of low or deficit balances will be sent directly to parents/guardians via email or regular postal mail at regular intervals during the school year. Parents can also access a student's account information through the online payment system. At no time shall any staff member give payment notices to students unless that student is known to be an emancipated minor who is fully responsible for themselves or over the age of 18. If parents/guardians have issues with student purchases, they should contact the Food and Nutrition Services for assistance.

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

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

Refunds

File: JF - SCHOOL ADMISSIONS

All children of school age who reside in the town will be entitled to attend the public schools. Advance registration for prospective kindergarten students will take place in March. Every student seeking admission to school for the first time must present a birth certificate or equivalent proof of age acceptable to the principal, proof of vaccination and immunizations as required by the state and the Tewksbury School Committee. Proof of residency of legal physical guardianship and custody may also be required by the school administration. **Tewksbury Public Schools reserves the right to investigate residency and occupancy at any time.**

Revised: January 18, 1996

Revised: May 14, 2014

Revised: June 12, 2019

Reviewed and Revised:

SOURCE: MASC Policy

LEGAL REFS.: M.G.L. [15:1G](#); [76:1](#); [76:5](#); [76:15](#); [76:15A](#)

603 CMR [26:00](#)

CROSS REFS.: [JLCA](#), Physical Examination of Students

[JLCB](#), Inoculations of Students

JFBB, School Choice

[JFBB-1](#), School Choice

[JFABD](#), **Homeless Students: Enrollment Rights and Services**

[JFABE](#), **Educational Opportunities for Military Children**

[JFABF](#), **Educational Opportunities for Children in Foster Care**

File: JLCB - IMMUNIZATION OF STUDENTS

Students entering school for the first time, whether at **preschool**, kindergarten or through transfer from another school system, will be required to present a **healthcare provider's** certificate attesting to immunization against diphtheria, **pertussis, tetanus, measles, mumps, rubella, poliomyelitis, varicella, hepatitis B and such other** communicable diseases as may be specified from time to time by the Department of Public Health. The only exception to these requirements will be made on receipt of a written statement from a **healthcare provider** that immunization would not be in the best interests of the **student; or, in the absence of an emergency or epidemic of disease declared by the department of public health**, the student's parent/guardian **states in writing** that vaccination or immunization is contrary to the religious beliefs of the student or parent/guardian.

Established by law

Revised: January 18, 1996

Revised: November 14, 2018

Reviewed and Revised:

LEGAL REF.: M.G.L. **76:15**

CROSS REF.: **JF**, School Admissions

File: JLCD - ADMINISTERING MEDICINES TO STUDENTS

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's **healthcare provider**. In the absence of the school nurse, a nurse from another building will travel to the school and administer the medication. No one but **a** school nurse, and those others listed in the medical administration plan acting within the above restriction, may give any medication to any student. The school nurse leader and school physician shall be the supervisor of the medication administration program in the Tewksbury Public Schools and shall develop the protocol and procedures relating to the administration of medication.

The school district shall, through the district nurse leader, register with the Dept. of Public Health and train personnel in the use of **Epinephrine** and medication for short term special circumstances or field trips within the Commonwealth of Massachusetts.

Following consultation with the school nurse, and with proper **caregiver** and medical permissions, students who fall into the following exceptions may self-administer medications:

1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
2. Students with food allergies may possess and administer prescription **Epinephrine**
3. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
4. Students with diabetes may possess and administer glucoses monitoring tests and insulin delivery systems.
5. Students with dermatological conditions that require topical creams/ointments duly prescribed may possess and administer prescription.

Revised: November 20, 2013

Revised: April 13, 2016

Revised: November 14, 2018

Reviewed and Revised:

LEGAL REF.: M.G.L. **71:54B** Dept. of Public Health Regulations: 105 CMR 210.00; 244 CMR 3.00

File: JLCD-R - REGULATIONS/PROCEDURES FOR MEDICATION ADMINISTRATION

IN THE TEWKSBURY PUBLIC SCHOOLS

The purpose of this policy is to outline the protocols to ensure that students who require medication during ~~the school day~~ **regular school activities** may continue ~~in school~~, to receive the medication in a safe and supervised manner. The administration of medications, though seemingly simple, has many complications. The protocols and procedures are in place to ensure that the medications are administered in a safe and supervised manner. This policy applies to Medication Administration during the school year during ~~school days~~ **regular school activities ONLY**. Regular School Activities means all instructional/academic activities, as well as all activities organized or sanctioned by the school, including but not limited to, school- provided transportation, interscholastic sporting events, after school or extracurricular clubs or organizations, and proms or other social events organized as part of the instructional/academic portion of the school, including overnight field trips.

I. Management of Medication Administration Program

- A.** The ~~school nurse~~/school nurse leader in consultation with the school physician shall be the ~~supervisor~~ **medication program manager** of the medication administration program. This shall include prescription and non-prescription medications, the decision to apply for delegation and the development of protocols and procedures for medication administration in the Tewksbury Public Schools.
- B.** The school nurse leader and school physician shall develop the policies and procedures relating to the administration of medication.
- C.** The Tewksbury Public Schools, under the direction of the school nurse leader and the school physician, will make an application to the Massachusetts Department of Public Health for delegation of medication to unlicensed **school** personnel under the following circumstances:
 - 1. Delegation of **all available, FDA-approved, pre-dosed forms of epinephrine** Administration to Unlicensed **School** Personnel in Emergencies
 - 2. Delegation of Medication to Unlicensed ~~Nursing~~ **School** Personnel for Field Trips
- D.** School nurses, associate nurses, and licensed practical nurses employed by the Tewksbury Public Schools and substitute school nurses will be the only staff members to administer medication during ~~the school day~~ **regular school activities**. For the purpose of

academic school year **and as clinically necessary**. Medication orders are valid for one school year only. A telephone or facsimile order from a ~~physician~~ **health care provider** for any change in medication shall be received only by the school nurse. The verbal order must be followed by a written **or electronic** order by the student's ~~physician~~ **health care provider** within three school days. Whenever possible, within a month of commencing the school year, the medication order and the administration plan shall be developed before the student enters or re-enters school. Emails or text messages will not be accepted for a medication order.

1. In accordance with standard medical practice, a medication order from a licensed prescriber shall contain:
 - a. Student's name.
 - b. Name and signature of the licensed prescriber and telephone number.
 - c. Name of the medication.
 - d. Dosage of medication.
 - e. Frequency and approximate time of medication administration.
 - f. Date of the order and discontinuation date.
 - g. Diagnosis and other medical conditions requiring medication, if not a violation of confidentiality or if not contrary to the request of a ~~parent/guardian~~ **caregiver** to keep confidential.
 - h. Specific direction for administration.
2. Every effort shall be made to obtain from the licensed prescriber the following additional information, if appropriate:
 - a. Any ~~special~~ **student-specific** side effects, contraindications and adverse reactions.
 - b. Any other medications being taken by the student.
 - c. Date of next scheduled visit, if known.
3. **Standing orders/protocols:** The school physician will annually provide standing medication protocols for the administration of the following medications to be administered on as needed basis:
 - a. Acetaminophen
 - b. Ibuprofen

1. A medication administration plan shall be established for each student who has orders for medication by the school nurse and in collaboration with ~~parent/guardian~~ **the caregiver** whenever possible. The student, whenever possible (the DESE requires student consent for age 18-21 and student participation in the plan after age 14 if appropriate), shall be involved in the decision-making process. Such plan may be referenced in the student's IEP with ~~parent/guardian~~ **the caregiver(s)** consent.
2. Prior to the initial administration of the medication, the school nurse shall assess the student's health status and develop a medication administration plan to include:
 - a. Name of student.
 - b. An order from a licensed prescriber, including telephone number.
 - c. Signed authorization of the ~~parent/guardian~~ **caregiver**, including home and business telephone numbers.
 - d. Any known allergies to food or medications.
 - e. Diagnosis, unless a violation of confidentiality or the ~~parent/guardian~~ **caregiver** or student requests that it not be documented.
 - f. Name of medication.
 - g. Dosage of the medication, frequency of administration.
 - h. Specific directions for administration.
 - i. Possible side effects, adverse reactions or contraindications.
 - j. Quantity of medication to be received by school from ~~parent/guardian~~ **the caregiver or other adult**.
 - k. Required storage conditions.
 - l. Duration of prescription.
 - m. Plans, if any, for teaching self-administration of medication.
 - n. When appropriate and with ~~parental~~ **caregiver** permission, other persons, including teachers, to be notified of medication administration and possible adverse effects.
 - o. List of other medications being taken by student, if not a violation of confidentiality or contrary to the request of the ~~parent/guardian~~ **caregiver** or student that such medication not be documented.

1. A written order from the licensed prescriber is required in accordance with the regulations of the Board of Registration of Nursing which must contain:
 - a. Drug name
 - b. Dose to be administered
 - c. Dosage Frequency
 - d. Indications for use
 - e. Contraindications
 - f. Potential side effects
2. Written ~~parent~~ **caregiver** consent for permission is required. At the school nurse discretion, a one-time phone permission for acetaminophen or ibuprofen will be permitted. The school nurse will send home the ~~parent~~ **caregiver** permission form to be completed and returned the next day. A facsimile permission is acceptable to be followed with written ~~parent~~ **caregiver** permission form.
3. Self-administration is not permitted for any over the counter medication with the exception of cough drops.
 - a. Student will only have one dosage on person.
 - b. Student will return to the health room for each dose.
4. Over the counter medications must be provided by the parent in the original, manufacturer's package/container that is unopened when delivered to school nurse.
5. Prior to administration, the school nurse will review and assess the need for medication, the student's current medication profile, and the student's history of allergies.
6. Documentation of OTC medication administered will be consistent with documentation of prescription medication.

C. Investigational Drugs may be administered in the schools under the following conditions and after consultation with the school physician:

1. With a written order by a ~~licensed physician~~ **healthcare provider**.
2. Written consent of the ~~parent/guardian~~ **caregiver**.
3. A correctly labeled and current pharmacy labeled container for dispensing.

demonstrated and documented competency and updated training by MASSTART or another professional nursing/medical institution and its nursing personnel.

4. The school nurse will have a written order from the ~~physician~~ **healthcare provider**.
5. A written prescription from the ~~physician~~ **healthcare provider** must accompany the fluids and be placed on file in the health office. First dose of any medication must be administered at home.
6. The school nurse will not mix the medications. The medication must be pre-mixed by the pharmacy. Correct and up to date labeling of the medication will be labeled on the IV fluid bottle.
7. The peripheral line will be checked by the school nurse at the beginning of the day to ~~insure~~ **ensure** the infusion needle is adequately secured in place. If the nurse is unsure, the ~~parent/guardian~~ **caregiver** is to be contacted to come to the health office to check for placement and security of the infusion needle. The student may be referred to the health care provider.
8. The nurse will provide emergency care as needed (bleeding from the site, needle pulled out, allergic reaction, etc.). The ~~parent/guardian~~ **caregiver** will be notified and the student will be dismissed for further evaluation.
9. The infusion must be given by a portable infusion pump. The pump must be small and be carried by the student. No large pumps or rolling IV poles will be permitted.
10. The school nurse will meet with the ~~parent/guardian~~ **caregiver** for the development of a health care plan prior to the student returning to school and before medication administration in school commences.

V. Self Administration and Self-Carry of Medications

A. "Self-administration" means that the student is able to consume or apply medication in the manner directed by the licensed prescriber, without additional assistance or direction. The only categories for self-administration are:

1. **All available, FDA-approved, pre-dosed forms of epinephrine**
2. Insulin administration.
3. Pancreatic enzymes (for patients with cystic fibrosis).
4. Inhalers for the management of asthma.
5. Topical ointments/creams prescribed.

emergency medication, whenever possible, a backup supply of the medication shall be kept in the health room or a second readily available location.

9. The Tewksbury Public Schools cannot be held responsible for a student missing a dose when a student is self-administering,

VI. Handling, Storage and Disposal of Medications

A. A ~~parent/guardian~~ **caregiver** or ~~parent/guardian~~ designated responsible adult **named by the caregiver** shall deliver all medication to be administered or to be taken by ~~self-medicating~~ **self-administering** students (if required by the self-administration agreement) to the school nurse **or other person designated and trained by the school nurse to receive medication.**

All medications shall be delivered to the school under the following conditions:

- a. The medication must be in a pharmacy or manufacturer labeled container that is current and appropriately labeled with the current date and dosage of medication.
- b. The school nurse receiving the medication shall document the quantity of medication delivered. In cases of psychotropic medications and opiate pain medication the school nurse will count with the adult delivering the medication to verify the amount received.
- c. In extenuating circumstances as determined by the school nurse, the medication may be delivered by **another** responsible adult, provided that the school nurse is notified in advance by the ~~parent/guardian~~ **caregiver** of the delivery of medication beforehand and the quantity of medication being delivered to the school.

B. All medications shall be stored in their original pharmacy or manufacturer labeled containers and in such manner as to render them safe and effective.

Expiration dates shall be checked and documented.

C. All medications to be administered shall be kept in a securely locked cabinet used exclusively for medications, which is kept locked except when opened to obtain medications with the exception of ~~Epi pens~~ **Epinephrine** and inhalers.

1. The cabinet shall be substantially constructed and anchored securely to a solid surface.
2. The cabinet will contain two locks that require two different keys to access.

2. The training program will be managed with full decision making authority by the school nurse leader and at the school level by the school nurse in consultation with the school physician.

3. **All Tewksbury Public School staff are trained annually in Epinephrine administration,** ~~The school nurse leader/school nurse in consultation with the school physician and school department administration will select the individuals authorized to administer epinephrine. Persons authorized to administer an epinephrine and~~ will meet the requirements of CMR 210.004.

B. The All school personnel **are** authorized to administer **epinephrine and** are trained and tested for competency by the designated school nurse leader or responsible school nurse, in accordance with standards and a curriculum established by the Massachusetts Department of Public Health.

C. The Tewksbury Public Schools will conduct this training prior to the start of each academic year and once during the year prior to a field trip, **if applicable.**

1. The designated school nurse leader or responsible school nurse, or school nurses designated by this person, shall document the training and testing of competency.

2. The designated school nurse leader or responsible school nurse, shall provide a training review and informational update ~~at least twice a year~~ **annually and prior to any field trip.**

3. The training, at a minimum includes:

- a. procedures for risk reduction
- b. recognition of the symptoms of a severe allergic reaction;
- c. the importance of following the medication administration plan;
- d. proper use of the **epinephrine**
- e. requirements for proper storage and security
- f. notification of appropriate persons following administration; and record keeping.

4. The school shall maintain and make available, upon request by ~~parents~~ **the caregiver** or staff, ~~a list~~ **documentation of those the unlicensed** school personnel authorized and trained to administer **epinephrine** in an emergency, when the school nurse is not immediately available.

D. Epinephrine shall be administered by non-licensed ~~nursing~~ **school** personnel only in accordance with an individualized medication administration plan satisfying the

~~2. The school nurse in association with the individual administering the EpiPen will be responsible for the completion and filing of the MDPH 911 Emergency Form.~~

F. Epinephrine may be administered in accordance with these regulations in before and after school programs as offered including athletic program, extended day, after school clubs and enrichment programs provided that the Tewksbury Public Schools is registered with Department of Public Health pursuant to CMR 210.000.

1. The Tewksbury Public Schools will identify the school official along with the school nurse for each school responsible for determining which before and after school programs and special events are to be covered by the policy.
2. The designated school nurse approves administration of Epinephrine in that program and selects the properly trained person to administer.
3. The school complies with the requirements including immediate notification of emergency medical services following administration.
4. The school nurse will be notified as soon as the Epinephrine has been administered.

VIII. Medication Administration for Field Trips ONLY During the School Day

A. The Tewksbury School Committee under the authorization of the school nurse leader and school physician will register with the MDPH for permission to delegate to unlicensed ~~school~~ personnel, medication administration for field trips.

~~B. The school nurse, in consultation with the school physician, and school administration shall have final decision-making authority with respect to delegating administration of medication to unlicensed school personnel.~~ **The school nurse has final decision-making authority for the provision of medication administration in the case of field trips and other short-term special school events, which may include nursing staffing, delegation of medication administration, or a combination of nursing staffing and delegation of medication administration.**

1. Delegation of medication administration to unlicensed ~~nursing~~ **school** personnel will be to Tewksbury Public Schools' employees only.
2. The school nurse shall supervise the training of the designees consistent with the MDPH requirements.
3. The school nurse will document any such training and evidence of competency of unlicensed ~~nursing~~ **school** personnel designated to assume the responsibility for medication administration.

d. As per the medication plan, and at the developmental level of the school nurse will notify the ~~parent/guardian~~ **caregiver** of the administration of as needed medication.

In cases where two doses of medication are administered during the school day, the ~~parent/guardian~~ **caregiver** will be notified

e. The date and time of administration or omission of administration, including the reason for omission, **and action taken post omission.**

f. The full name of the nurse administering the medication. ~~If the medication is given by a "sub nurse", he/she will initial the EHR in the notes section.~~

g. The school nurse shall document in the medication administration record significant observations of the medication's effectiveness, as appropriate, and any adverse reactions, as well as any action taken.

h. The school nurse will notify the ~~parent~~ **caregiver** and/or ~~physician~~ **healthcare provider** and ~~so~~ document in the ~~health record~~ **EHR** of any adverse reactions to the medication.

i. All documentation shall be recorded in the EHR, ~~and shall not be altered.~~ **in a manner that prevents alteration or destruction of the record.**

j. The completed medication administration record shall be archived in the student's electronic health record. When the ~~parent, guardian~~ **caregiver** or student, where appropriate, objects, these records shall be regarded as confidential medical notes and shall be kept confidential.

k. Beginning in 2012, medication orders will be entered into the Electronic Health Record. ~~Documentation will take place on both the medication log and in the Electronic Health Record.~~

B. The Department of Public Health may inspect any individual student medication record or record relating to the administration or storage of medications without prior notice to ensure compliance with the Regulations Governing the Administration of Prescription Medications in Public and ~~Private~~ **Non-Public** Schools.

X. Reporting and Documentation of Medication Errors

A. A medication error includes any failure to administer medication as prescribed for a particular student, including failure to administer the medication:

1. Within appropriate time frame (30 minutes prior and 30 minutes after.)

- A. An outline of the above medication policies is available to ~~parents/guardians~~ **the caregiver** upon request.
- B. A summary of medication procedures is outlined in the ~~parent's~~ **schools** newsletter at least annually.
- C. This policy is available on line on the Tewksbury Public School's website.

XIII. Procedures for Resolving Questions between the School and ~~Parents~~ **Caregiver Regarding Administration of Medications**

The proper channeling of complaints involving medication administration is as follows:

1. The school nurse,
2. The school nurse leader,
3. The school physician, and
4. The Superintendent of Schools

XIV. Policy Review and Revision

Review and revision of these policies shall occur as needed but at least every two years.

Also see:

Copy of Mass General, §§ [74-81C](#), "Professional Nursing" Defined

Policy of the Board of Registration in Nursing for non-prescription medications.

MGL. Chapter [71:Section 54 B](#)

Massachusetts Nurse Practice Act Chapter 112 Section 80 B

Adopted: November 20, 2013

REVISED: April 13, 2016

File: JLCDA - DELEGATION OF ~~PRESCRIPTION~~ MEDICATIONS FOR FIELD TRIPS AND SHORT TERM SPECIAL SCHOOL EVENTS

Several field trips and short term special school events, some of which involve out-of-state travel, are planned for students each year. **The school nurse must be notified of all field trips as soon as they are approved by administration. The review of medical needs of students attending is crucial.**

Because anticipated student participants are required to take or may be in need of medication while on these school-sponsored trips, the Tewksbury Public Schools will register with the Department of Public Health for the purpose of obtaining permission to delegate the administration of medications during field trips. Field trips are defined by the Department of Public Health as follows: "Field trips include unique one-time events which are not part of the regular school schedule and involve travel from the school site.

Under this limited delegation, the site-based School Nurse would be able to train the appropriate **unlicensed** school personnel who would be participating in each field trip to administer medications in accordance with DPH Health Regulations 105 CMR 210.000.

SOURCE: Tewksbury

Revised & Adopted:

File: JLCA - PHYSICAL EXAMINATIONS OF STUDENTS

The Tewksbury Public Schools will comply with 105 CMR 200 regarding the Physical Examination of Students

The Tewksbury Public School District strongly encourages the performance of mandated physicals by the family's own **healthcare provider** whenever possible. The referring **healthcare provider** shall promptly notify the student's parent(s) or legal guardian(s) of any disabilities or medical conditions found during physical examinations of a student. **The school physician will be available for consultation.**

Entry into School

M.G.L. Ch71 s57 and 105 CMR 200.000-200.920 require physical examinations of school children:

Within one year prior to entrance to school or within 30 days after school entry and at intervals of either three or four years thereafter;

Periodic Examination

The Tewksbury Public Schools have designated required subsequent physicals in grades 4, 7 and 10; A physical exam is required for a preschool student, kindergarten, grade 4, grade 7 and grade 10. **It is also encouraged that physical exams be submitted to the school nurse every year, so that students' health information can be kept current.**

Transfer Students

A student transferred from another school system shall be considered as an entering student. (See School Admissions - Policy **JF**.) Health records transferred from the student's previous school may be used to determine compliance with this requirement;

Employment Certificates

Students under 16 and over 14 years of age requesting employment certificates;

Athletic Physicals

Prior to a student's participation in competitive athletics, on an annual basis;

Chapter 1 Massachusetts Interscholastic Athletic Association (MIAA) Rule 56.1 Student Eligibility: Physical Examinations:

All students must pass a physical examination prior to participation in high school athletics. A physical **examination** must be performed by a duly registered **healthcare provider**.

Other Circumstances

The School Committee shall ensure that a student is referred and examined by the student's **healthcare** provider for the following situations:

1. Frequent absences due to unexplained illness;
2. Known or suspected physical disabilities or medical conditions that require appraisal;
3. Referral by the school nurse;
4. At any time to determine the presence or absence of communicable or contagious diseases.

If the child does not have a primary **healthcare provider**, the school nurse will consult with the school physician and provide the parent/guardian with referral sources to fulfill the mandated requirement.

LEGAL REFS.: M.G.L. 105 CMR 200 MIAA 56.1

Revised: January 18, 1996

Revised: August 20, 2014

Revised:

SOURCE: MASC Policy

LEGAL REFS.: M.G.L. 71:53; 71:54; 71:56; 71:57

CROSS REF.: JF, School Admissions

3-11-2025: Second & Final Reading: Recommendation of the Policy Subcommittee to revise the policy.
2-5-2025: First Reading: Policy reviewed by Policy Subcommittee and Head Nurse, Kelly Constantino -
Recommendation to revise TPS and/or adoption of MCAS policy recommendations.
1-8-2025: Informational Reading

**File: JICC (also [EEAEC](#)) - STUDENT CONDUCT ON SCHOOL BUSES &
OTHER SCHOOL TRANSPORTATION**

The Tewksbury School Committee and administration believe that school buses **and other school transportation** are extensions of school property. The Tewksbury School Committee and its staff share with students and parent/guardians the responsibility for student safety during transportation to and from school. The authority for enforcing Tewksbury School Committee requirements of student conduct on buses **and other school transportation** will rest with the principal. Parents/guardians of children whose behavior and misconduct on school buses **and other school transportation** endangers the health, safety, and welfare of ~~other~~ **all** riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the Tewksbury School Committee.

To ensure the safety of all students who ride in buses **and other school transportation**, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege.

Adoption date: January 1996

SOURCE: MASC Policy

Reviewed and Adopted May 14, 2014

Revised:

3-11-2025: Second & Final Reading: Recommendation of the Policy Subcommittee to revise the policy.
2-5-2025: First Reading: Policy reviewed by Policy Subcommittee and Head Nurse, Kelly Constantino -
Recommendation to revise TPS and/or adoption of MCAS policy recommendations.
1-8-2025: Informational Reading

File: EEAEC (also JICC) - STUDENT CONDUCT ON SCHOOL BUSES & OTHER SCHOOL TRANSPORTATION

The Tewksbury School Committee and administration believe that school buses **and other school transportation** are extensions of school property. The Tewksbury School Committee and its staff share with students and parents/guardians the responsibility for student safety during transportation to and from school. The authority for enforcing Tewksbury School Committee requirements of student conduct on buses **and other school transportation** will rest with the principal. Parents/guardians of children whose behavior and misconduct on school buses **and other school transportation** endangers the health, safety, and welfare of ~~other~~ **all** riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the Tewksbury School Committee.

To ensure the safety of all students who ride in buses **and other school transportation**, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege.

Adoption date: January 1996

REVISED: December 9, 2015

Reviewed and Adopted September 25, 2013

Revised:

File: ADDA-R - DCJIS MODEL CORI POLICY

This policy is applicable to the criminal history screening of prospective and current employees, subcontractors, volunteers and interns, and professional licensing applicants.

Where Criminal Offender Record Information (CORI) and other criminal history checks may be part of a general background check for employment, volunteer work, licensing purposes, the following practices and procedures will be followed.

CONDUCTING CORI SCREENING

CORI checks will only be conducted as authorized by the DCJIS, state law, and regulation, and only after a CORI Acknowledgement Form has been completed.

If a new CORI check is to be made on a subject within a year of his/her signing of the CORI Acknowledgement Form, the subject shall be given seventy two (72) hours notice that a new CORI check will be conducted.

ACCESS TO CORI

All CORI obtained from the DCJIS is confidential, and access to the information must be limited to those individuals who have a "need to know". This may include, but not be limited to, hiring managers, staff submitting the CORI requests, and staff charged with processing job applications. The district must maintain and keep a current list of each individual authorized to have access to, or view, CORI. This list must be updated every six (6) months and is subject to inspection upon request by the DCJIS at any time.

CORI TRAINING

An informed review of a criminal record requires training. Accordingly. All district personnel authorized to review or access CORI will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

USE OF CRIMINAL HISTORY IN BACKGROUND SCREENING

CORI used for employment purposes shall only be accessed for applicants who are otherwise qualified for the position for which they have applied.

Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on background checks will be made consistent with this policy and any applicable law or regulations.

VERIFYING A SUBJECT'S IDENTITY

If a criminal record is received from the DCJIS, the information is to be closely compared with the information on the CORI Acknowledgement Form and any other identifying information provided by the applicant to ensure the record belongs to the applicant.

If the information in the CORI record provided does not exactly match the identification information provided by the applicant, a determination is to be made by an individual authorized

to make such determinations based on a comparison of the CORI record and documents provided by the applicant.

INQUIRING ABOUT CRIMINAL HISTORY

In connection with any decision regarding employment, volunteer opportunities, or professional licensing, the subject shall be provided with a copy of the criminal history record, whether obtained from the DCJIS or from any other source, prior to questioning the subject about his or her criminal history. The source(s) of the criminal history record is also to be disclosed to the subject.

DETERMINING SUITABILITY

If a determination is made, based on the verification of identity information as provided in this policy, that the criminal record belongs to the subject, and the subject does not dispute the record's accuracy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to, the following:

- (a) Relevance of the record to the position sought;
- (b) The nature of the work to be performed;
- (c) Time since the conviction;
- (d) Age of the candidate at the time of the offense;
- (e) Seriousness and specific circumstances of the offense;
- (f) The number of offenses;
- (g) Whether the applicant has pending charges;
- (h) Any relevant evidence of rehabilitation or lack thereof; and
- (i) Any other relevant information, including information submitted by the candidate or requested by the organization.

The applicant is to be notified of the decision and the basis for it in a timely manner.

ADVERSE DECISIONS BASED ON CORI

If an authorized official is inclined to make an adverse decision based on the results of a criminal history background check, the applicant will be notified immediately. The subject shall be provided with a copy of the organization's CORI policy and a copy of the criminal history. The source(s) of the criminal history will also be revealed. The subject will then be provided with an opportunity to dispute the accuracy of the CORI record. Subjects shall also be provided a copy of DCJIS' Information Concerning the Process for Correcting a Criminal Record.

SECONDARY DISSEMINATION LOGS

All CORI obtained from the DCJIS is confidential and can only be disseminated as authorized by law and regulation. A central secondary dissemination log shall be used to record any dissemination of Cori outside this organization, including dissemination at the request of the subject.

SOURCE: MASC May 2014

ADOPTED: April 14, 2015

REVIEWED AND APPROVED: April 10, 2024

REVIEWED AND APPROVED:

File: IJOC - SCHOOL VOLUNTEERS

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

Adoption date: January 1996

REVISED: March 26, 2014

Reviewed and Approved: August 17, 2022

Reviewed and Approved:

CROSS REF: [ADDA](#), C.O.R.I. Requirements

SOURCE: MASC Policy

File: JLCDA-E -~~DELEGATION AND PRESCRIPTION MEDICATIONS FOR FIELD TRIPS AND SHORT TERM SPECIAL SCHOOL EVENTS~~

~~(For those schools limiting delegation of prescription medications to field trips under Department of Public Health Regulations 105 CMR: 210.000; The Administration of Prescription Medications in Public and Private Non-Public Schools)~~

~~Field trips include unique one-time events which are not part of the regular school schedule and involve travel from the school site.~~

~~The Department of Public Health grants registration to the _____ School solely for the delegation of prescription medications during field trips and short-term special school events. The school agrees to comply with Department of Public Health Regulations, 210.005 E (1) (e), which require the development of a plan for medication administration during field trips and special school events. Every effort shall be made to obtain a nurse or school staff member unlicensed school personnel trained in medication administration to accompany students at special school events. When this is not possible, the school nurse may delegate prescription medication to another responsible adult. *If a nurse is not available*, Written consent from the parent or guardian for the named a *trained* responsible adult, unlicensed school personnel will be named to administer the prescription medication and a written consent from the parent/guardian shall be obtained. The school nurse shall instruct the responsible, *trained* adult unlicensed school personnel on how to administer the prescription medications to the child. *Please note, not all medications can be delegated. Some medications require a licensed nurse to assess before administration. It is the nurse's discretion whether it is safe to delegate administration of medication.*~~

~~The school shall agree to provide information upon request to the Department of Public Health regarding the numbers of medications delegated to unlicensed school personnel for field trips and other short-term special school events.~~

School Health Advisor

Date: _____ School Year Ending _____

SOURCE: Tewksbury

Revised & Adopted:

File: ~~IJOCA - CORI CHECKS - VOLUNTEERS~~

It is the policy of the Tewksbury School Committee that the result of a CORI (Criminal Offender Records Information) check be on file with the Superintendent of Schools for volunteers designated as Volunteers with Status.

Volunteers with Status serve as follows:

- In place of Tewksbury School Department Staff during the normal school day;
- As supervisors of students during the regular school day independent of other school employees;
- As support school employees as a supervisor at lunch, recess and in classroom activities;
- As chaperones for students involved in overnight field trips.

Discretion may be exercised for Casual Volunteers for whom a CORI check need not be on file with the Superintendent of Schools.

Casual Volunteers serve under the direct observation and supervision of school employees and do not act independent of school personnel.

Examples of services provided by a Casual Volunteer are:

- Support school employees on day trips;
- Support school employees in group activities;
- Other activities in which regular school employees are present and the Casual Volunteer is not required to act independent of or outside direct collaboration with a school employee.

In each school, and in departments where appropriate, a file shall be maintained of CORI volunteers. The result of the CORI check should be on file prior to initial involvement with the school or department. Individuals interested in serving as volunteers shall be offered the choice of serving as a Volunteer with Status or a Casual Volunteer. CORI checks shall be renewed every three years.

Reviewed and Adopted February 12, 2014

Revised: August 20, 2014

Old Business

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee

From: Brenda Theriault-Regan
Superintendent of Schools

Date: March 11, 2025

Re: Superintendent Evaluation Timeline Update

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

The following is the 2024-2025 Superintendent Evaluation Timeline. This is informational only, no vote is required.

SUPERINTENDENT EVALUATION TIMELINE

2024-2025 School Year

DRAFT

On or about June 23rd - July 1st

- School Committee members will receive Superintendent Evaluation documents via email;
- Superintendent to distribute and review progress of goals and self-assessment;
- Individual School Committee members will consult with the Superintendent to review goals and self-assessment data during the time period of June 23rd through July 1st.

On or about July 9th

- School Committee members will submit their individual evaluations of the Superintendent to the Chairperson for analysis. Chairperson to synthesize data and summarize for the final Superintendent Evaluation Report.

On or about July 23rd

- School Committee Chairperson to deliver both oral and written summary of the Superintendent Evaluation Report in Public Session.

New Business

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee
From: David Libby
Business Manager
Date: March 11, 2025
Re: 2025-2026 Preschool Program: Proposed Changes to Hours and Fees

This Requires a Roll Call Vote

The Dewing and Heath Brook Preschool Team has developed a new Preschool Model and proposal, which includes updates on hours and fees.

- They are seeking the consideration of the School Committee to approve the change in hours as outlined in the proposal. This requires a Roll Call Vote from the School Committee.
- They are seeking the consideration of the School Committee to approve the fee rate increases as outlined in the proposal. This requires a Roll Call Vote from the School Committee.

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876



MEMORANDUM

To: Tewksbury School Committee
From: Brenda Theriault-Regan
Date: March 11, 2025
Re: TMHS Out-of-State Field Trip

This Requires a Vote by the School Committee

For the consideration of the School Committee, please see the following information for an out-of-state field trip to Kennebunk, Maine, on April 30, 2025. This requires a vote by the School Committee.

March 6, 2025

To: Ms. Brenda Theriault-Regan, Superintendent of Schools
School Committee Members

From: Stacey Mulholland
Eric Bland
Mary Jo Kelleher

RE: Out-of-State Field Trip to Corning Manufacturing Plant in Kennebunk, Maine

Dates of trip: Wednesday, April 30, 2025

Location: Kennebunk, Maine

Time of Departure: 7:30 am

Time of Return: 2:00 pm

Method of Transportation: Bus

Number of student: 24 students

Cost: None. Corning is funding the trip including transportation.

This field trip will take place under the guidance and supervision of teachers and staff from Tewksbury Memorial High School.

A brief description of the field trip activity is as follows:

Educational Purpose of the Trip: To learn how life sciences work in manufacturing and engineering by visiting a manufacturing plant.

Destination: Corning Manufacturing Plant in Kennebunk, Maine

Corning Custom Solutions include:

Custom Manufacturing Technologies: Our OEM team can partner with you from product concept through full-scale manufacturing. At every step, we utilize rigorous project management systems coupled with structured processes, bringing in our corporate development/ engineering resources and external partners as required to meet your specific needs. Core competencies include:

- plastic processing
- Glass fabrication
- Bonding and joining
- Plastic surface modifications (dry and wet)
- Materials packaging and design
- Metrology and testing
- Product design and modeling
- Process development and engineering

Faculty Sponsors: Stacey Mulholland, Eric Bland, Mary Jo Kelleher

Additional Information: Students will also need to complete a pre-registration form for the Corning trip. Principal Andy Long is in support of this field trip opportunity to visit the Corning Manufacturing Plant.