

Tewksbury Memorial High School

Student Handbook

2021 - 2022



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Phone (978) 640-7825 Main Office

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Jon C. Bernard

Michelle M. Dick

Sean E. O'Leary

Principal

Assistant Principal

Assistant Principal

TEWKSBURY MEMORIAL HIGH SCHOOL

Student and Parent/Guardian Signature Page

Dear Student and Parent/Guardian:

Please carefully read and discuss the contents of this student handbook.

[Please click here for the required signature page, print, sign, and return to the student's first block teacher by Friday, September 24, 2021.](#)

Thank you for your cooperation.

Civil Rights Notification

No person shall be excluded or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, **native language (or language other than English)**, sexual orientation, **homelessness**, or disability.

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

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Letter from the Principal

August 2021

Dear Tewksbury Memorial High School Families:

We at Tewksbury Memorial High School are committed to providing the best educational and co-curricular experience for all students. This can only be achieved through the collective effort of all members of our learning community, which includes students, parents/guardians, faculty, staff, and administration.

The 2021-2022 Student Handbook is an integral tool to assist with our commitment to each student's success. The student handbook (contained within) includes policies and regulations, pertinent information, and a school calendar.

There are times when pictures are taken of our students in learning and/or school-related activities and posted on the school websites, social media, student yearbooks, etc. No personal information pertaining to students will be shared on our website or with businesses or third parties. Please contact me in writing if you do not want your child included in school-based pictures.

It is expected that every student and his/her parent/guardian carefully read the contents of the student handbook.

I welcome all students to Tewksbury Memorial High School and to our new school year. This student handbook is a guide that should help every student enjoy and attain a productive and rewarding school year.

Sincerely,

A handwritten signature in black ink, appearing to read "Jon C. Bernard". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jon C. Bernard, Principal

Regular Daily Schedule

		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
7:30 AM	8:38 AM	A	F	D	B	G	E	C
8:42 AM	9:50 AM	B	G	E	C	A	F	D
9:54 AM	11:02 AM	C	A	F	D	B	G	E
11:06 AM	12:38 PM	D	B	G	E	C	A	F
12:42 PM	1:50 PM	E	C	A	F	D	B	G

Lunch 1 11:06 AM - 11:31 AM
Lunch 2 11:40 AM - 12:05 PM
Lunch 3 12:13 PM - 12:38 PM

Half Day Schedule

		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
7:30 AM	8:04 AM	A	F	D	B	G	E	C
8:09 AM	8:43 AM	B	G	E	C	A	F	D
8:48 AM	9:22 AM	C	A	F	D	B	G	E
9:27 AM	10:01 AM	D	B	G	E	C	A	F
10:06 AM	10:40 AM	E	C	A	F	D	B	G

2 Hour Delay Schedule

		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
9:30 AM	10:13 AM	A	F	D	B	G	E	C
10:17 AM	11:00 AM	B	G	E	C	A	F	D
11:04 AM	12:17 AM	C	A	F	D	B	G	E
12:21 PM	1:04 PM	D	B	G	E	C	A	F
1:08 PM	1:50 PM	E	C	A	F	D	B	G

Lunch 1 11:04 AM - 11:27 PM
Lunch 2 11:29 AM - 11:52 PM
Lunch 3 11:54 AM - 12:17 PM

Tewksbury Memorial High School Mission Statement

Tewksbury Memorial High School provides all students with an experience that promotes academic excellence, intellectual curiosity, respect for others, and self-confidence. We foster the development of communication and problem-solving skills necessary to become successful, contributing members of society.

Expectations for Student Learning

We RISE at TMHS!

RESPECT

For self, others, property, and the community

INTEGRITY

By being honest, ethical, and responsible

SKILLS

Necessary to pursue their goals in and out of the classroom

ENGAGEMENT

In academic and co-curricular activities

TMHS Students will:

Communicate effectively

by gathering information and presenting ideas in a clear,
articulate manner

Solve complex problems

using a variety of higher order thinking skills

Work independently and collaboratively

as an engaged learner

Respect the rights of others

School-Wide Rubric

Performance Indicator	<u>Exceeds Expectation</u>	<u>Meets Expectation</u>	<u>Working Towards Expectations</u>	<u>Has Not Met expectations</u>
<u>Collaborative Planning</u> <i>(Integrity, Skills, Engagement)</i>	Student is able to work and <u>lead</u> collaboratively with Peers and Staff to design a highly detailed plan which includes personal goals for their project.	Student is able to work collaboratively with Peers and Staff to design a plan which includes personal goals for their project.	Student is able to work collaboratively with Peers and Staff to design a plan which includes personal goals for their project with assistance.	Student did not engage in the planning process.
<u>Problem Solving</u> <i>(Skills, Engagement)</i>	Student is able to both collaboratively and independently problem solve while reflecting upon learning and making modifications as needed.	Student is able to both collaboratively and independently identify problems and create and/or implement possible solutions.	Student is able to partially identify problems and create and/or implement possible solutions with assistance.	Student is unable to: Identify and understand problems Create possible solutions or implement solutions.
<u>Effective Communication</u> <i>(Respect, Integrity, Skills)</i>	Student is able to enthusiastically communicate newfound knowledge and experience to the community and audience/evaluator(s).	Student is able to communicate knowledge and experience to the audience/evaluator(s).	Student is able to partially communicate knowledge and experience to the audience/evaluator(s).	Student is unable to communicate effectively.
<u>Respect</u> <i>(Respect, Engagement)</i>	Student is able to interact respectfully with peers, staff, and community, complete project with integrity, and share leadership in a culturally responsible manner.	Student is able to interact respectfully with peers, staff, and community, complete project with integrity.	Student is able to partially interact respectfully with peers, staff, and community, complete project with integrity with assistance.	Student is unable to interact respectfully during their project.

Advisory

At TMHS, we believe in the importance of the student/faculty connection. Our goal in creating an advisory block is to help foster a positive school culture and personalize all student's learning experiences. One of the objectives of Advisory Block is to allow students time to figure out who they are, where they're headed, and how they're going to get there. Through advisory, each student has an additional teacher who knows them and can help them navigate high school so that they leave with a meaningful, personalized plan and are prepared for postsecondary options.

- Advisory meets four times a year.
- Student advisory groups will be created randomly by grade level.

GENERAL NOTIFICATION: FAILURE TO COMPLY WITH ANY OF THE HANDBOOK REGULATIONS AS WELL AS WITH OTHER ACCEPTABLE BEHAVIOR NOT LISTED HEREIN MAY RESULT IN DISCIPLINARY CONSEQUENCES.

Students' Rights and Responsibilities

Our students are active learners in meeting our school's goals. The following outlines the expectations all students should have of their school and its staff. It also lists the responsibilities that our students should have toward their school, its staff, and their community as included in the Tewksbury Public School Policy JI 5131.

Rights

The best possible educational opportunities

A staff which is sensitive and responsive to all their individual needs

Fair and just treatment from other students and staff

A safe, clean, non-threatening environment

The right to hear only appropriate language

Responsibilities

Sustained effort to complete assigned lessons, including assignments missed because of absence, and asking for help from teacher when something is not understood

Regular and punctual attendance, and remaining on school grounds during the entire school day

Respect for themselves, the rights of others, the staff and school property

Behavior which will be a credit to themselves, their family, their school, and community, i.e. conformation to school rules at all times, during all school related activities

Honesty, courtesy, appropriate language and appropriate dress

Parent-School Partnership

Parents/guardians are extremely important in the educational process, especially at the high school level. Working with your student and the school will help to ensure the best possible educational experience for him/her. Being supportive, providing a quiet place to study, checking the work of the student, and communicating with teachers are ways in which a parent can aid in his/her child's success. Sharing information enables us to better meet the needs of the student.

During the school year there are several scheduled occasions for parent/guardian and teacher interaction (see school calendar). The first is an open house, 6:00-8:00 PM, which provides parents/guardians the experience of following their sons' and daughters' schedules while each teacher explains the course outcomes and requirements along with specific classroom expectations. The remaining meetings are designated for parent/guardian and teacher conferences to allow the parent/guardian the opportunity to confer with faculty members and administrators concerning all aspects of the school's programs and the student's progress. Conference evenings are scheduled from 6:00 - 8:00 PM. Parents will be able to make appointments via the online sign-up system.

Parents may request a conference at any time by contacting the school guidance office at (978) 640-7838.

Parents are encouraged to join such groups as the Parent Advisory Council and the School Council to help with support and direction. In addition, Administrative Chats are scheduled monthly to allow opportunities for discussions with the TMHS administrative team. We welcome your involvement.

Please see the [School Calendar](#) on Page 9 for specific information on dates for Open House and Parent Conferences.

Student Activities Information

Students are encouraged to participate in the extracurricular activities offered by TMHS. All students participating in athletics or in a club/activities must register at Community Pass.

In order to participate in athletics a student must pay a user fee of \$150 per season. The family cap per year for athletics is \$600. User fees can be paid using Community Pass.

(<https://register.communitypass.net/reg/index.cfm>)

In order to participate in Clubs/Co-Curricular Activities a student must pay a user fee of \$50 per club with a student cap of \$100 per year. User fees can be paid using Community Pass.

(<https://register.communitypass.net/reg/index.cfm>)

The following is a list of the opportunities available:

Clubs/Co-Curricular Activities

Academic Decathlon Team	Mock Trial Club
Adaptive Ski Team	Mathematics Team
Best Buddies	Peer Leaders Group
Concert Band	Ping Pong
Dance Team	Reading Buddies Club
DECA	Robotics Club
Drama Club	SADD
GSA	She's The First
Interact Club	Student Council
International Club	Student Newspaper
Junior Classical League	Yearbook
Environmental Club	

Athletics

Baseball	Indoor Track & Field - Boys
Basketball - Boys	Indoor Track & Field - Girls
Basketball - Girls	Lacrosse - Boys
Cheerleading - Fall	Lacrosse - Girls
Cheerleading - Winter	Soccer - Boys
Cross Country - Boys	Soccer - Girls
Cross Country - Girls	Softball
Field Hockey	Spring Track - Boys
Football	Spring Track - Girls
Golf	Swimming and Diving - Boys and Girls
Gymnastics	Tennis - Boys and Girls
Ice Hockey - Boys	Volleyball
Ice Hockey - Girls	Wrestling

Other Activities

Color Guard	Marching Band
Winter Guard	

Eligibility Requirements

Eligibility is determined at the end of each quarter. All students must pass the equivalent of four (4) major classes in any content area (see Elective Clusters in the [Program of Studies](#) for courses that may be taken consecutively during an academic year to be considered equivalent to a full year course) to be considered eligible to participate in sports and other extracurricular activities. Students found ineligible will be given written notification at the end of each quarter and the end of the year. See [MIAA Rule 58 page 57-58 of the MIAA Handbook](#).

Gender Equity Statement for Athletics

Tewksbury Public Schools is committed to providing transgender student-athletes with equal opportunities to participate in TMHS athletic programs consistent with their gender identity. Hence, this policy addresses eligibility determinations for students who have a gender identity that is different from the gender listed on their official birth certificates.

The Tewksbury Public Schools has concluded that it would be fundamentally unjust and contrary to applicable state and federal law to preclude a student from participation on a gender-specific sports team that is consistent with the public gender identity of that student for all other purposes.

For purposes of sports participation, the MIAA has deferred to the determination of the student and his or her local school regarding gender identification.

In this regard, the school district shall determine a student's eligibility to participate in a gender-specific sports team.

Accordingly, when a Tewksbury Public Schools team submits a roster to the MIAA, or any other governing body, it is verifying that it has determined that the students listed on a gender-specific sports team are entitled to participate on that team due to their gender identity and that the school district has determined that the expression of the student's gender identity is bona fide and not for the purpose of gaining an unfair advantage in competitive athletics.

Students who wish to participate on a gender-specific sports team that is different from the gender identity listed on the student's current school records are advised to address the gender identity issue with the Athletic Director and or the School Principal well in advance of the deadline for athletic eligibility determinations for a current sports season.

Students are not permitted to try out simultaneously for sports teams of both genders. Nothing in this policy shall be read to entitle a student to selection to any particular team or to permit a student to transfer from one gender-specific team to a team of a different gender during a sports season.

In addition, the Tewksbury Public Schools shall expect that, as a general matter, after the issue of gender identity has been addressed by the student and the school district, the determination shall remain consistent for the remainder of the student's high school sports eligibility.

The Tewksbury Public schools have concluded that this criterion is both consistent with the MIAA policy and sufficient to preclude the likelihood that a student will claim a particular gender identity for the purpose of gaining a perceived advantage in athletic competition.

The above Policy was based upon MIAA Policy 28. Gender Equity and Leadership found at http://www.miaa.net/gen/miaa_generated_bin/documents/basic_module/GenderIdentityIcon.pdf

School Functions/Dances/Extracurricular Activities

Only current TMHS students are allowed at school functions including dances with the exception of the prom where a non-TMHS student must be accompanied by a TMHS student. To be eligible to attend school sponsored events (ie., prom, dances, athletic events, club/activity events, etc.) all students must attend **three full classes** on the day of the event. Students may not attend any school functions during the period of their suspension from school.

Senior Week Eligibility

In order to participate in senior week activities, including Senior Prom, a student must be eligible to graduate that year.

Class Dues

There is a fee assessed each year to each student for class dues. This money is used to assist in defraying the cost of class-sponsored activities, yearbook, prom, senior week activities, etc.

Academic Information

Academic Honesty

Academic honesty is expected of all students. Cheating in any form, including plagiarism, is a violation of this expectation.

Tewksbury Memorial High School has a no-tolerance policy regarding plagiarism. The act of plagiarism/cheating is defined as, but not limited to:

1. The use of another person's work to represent one's own work or efforts.
2. Any effort to take an "unfair advantage" over other students is cheating, i.e. using cheat sheets, copying from another student's work, giving or receiving specific test or assignment information to or from another student.
3. A person who provides information to another to assist the other person is also guilty of cheating.
4. Attempts to copy or retrieve exam documentation through written or digital form.
5. The use, whether by paraphrase or direct quotation, of the work of another person without full and clear acknowledgement.

If academic plagiarism should occur, the teacher will inform the student, parent and administration of the incident and the student(s) will additionally receive a grade of zero for the test or assignment. If repeat offenses should occur, further more stringent action will be taken by administration with regard to the student(s) involved.

Homework

Homework at TMHS is an opportunity to reinforce student learning and understanding while also fostering independent thinking, responsibility and accountability. Assignments will be a reflective practice whereby the goal is to promote lifelong learning and independence. When completing homework, students are accountable for mastery of content to enhance the day's learning activities in order to develop their academic self-discipline and creativity thereby allowing them to become 21st century citizens.

Each course has a form of homework with different expectations depending on level; i.e. AP, Honors, and CP have decreasing expectations for time to be spent on assignments. Completed homework means the teacher has determined the student has made a creditable attempt at the homework assignment. The school-wide grading policy states that 80% of a term's grade is comprised of tests, quizzes and other objective measurements and up to 20% is comprised of homework and class participation.

In the event of a student's absence, it is recommended that daily assignments be obtained from teachers, Aspen, Google Classroom. The student's guidance counselor is available to assist

students/parents in obtaining work missed during a prolonged absence. Arrangements should be made for picking up the assignments and for returning the completed materials between the hours of 7:30 AM-1:49 PM.

Extra Help

- All students are encouraged to seek extra help from teachers if they do not understand an assignment, if they find the work difficult, if they have been legitimately absent as referenced in the attendance policy section of this document. A teacher will request that a student stay after school if it is apparent that he/ she is having difficulty with his/her work.
- Teachers set aside extra help time and parental conference time each week. Consult the teacher for his/ her schedule. Conferences with teachers should take place before or after school or at any prearranged, convenient time.
- NHS offers tutorial assistance to students after school. For more information see your guidance counselor or the NHA advisor.

Make-up Work

All students who are absent are allowed to make-up work missed. The student is responsible for work assigned prior to the day of absence and must present the homework the day he/she returns to school.

The student is entirely responsible for meeting with the teacher to schedule make-up for all work missed during absence. Tests/quizzes will be scheduled at the convenience of the teacher. All make-up work must be completed within a period equal to the number of days absent, plus one. Long-term projects/assignments with advanced notice of a week or more must be handed in on the due date. If a student is absent on that date arrangements must be made on or before the due date for delivery to the teacher.

Graduation Requirements

All students must earn a **minimum of 120 credits** to graduate from Tewksbury Memorial High School. These credits must include the following requirements:

English	4 courses (one each year)	20 credits
Mathematics	4 courses (including one course during senior year)	20 credits
Science	3 years of a lab science	15 credits
Social Studies	3 years (1 year must be US History)	15 credits
World Languages	2 years of the same language	10 credits
Physical Education	4 semesters (one each year)	10 credits
Health	2 semesters (9th and 11th)	5 credits
Fine Arts	1 course	2.5 credits
Performing Arts	1 course	2.5 credits
*Career, Technology and Business Education (CTBE)	2 courses	5.0 credits

***NOTE**

- All students must pass certain MCAS tests in order to graduate from any public high school in Massachusetts.
- Electives can include a variety of courses. However, please be aware that all students at Tewksbury Memorial High School must take courses to fulfill the Fine Arts, the Performing Arts and the Career, Technology and Business Education requirements.
- Pursuant to MA Gen Law Chapter 71 Section 3, all students at Tewksbury Memorial High School must take at least one semester of physical education each year.
- At least one of the two CTBE courses must be a computer course.

Promotion Requirements

Grade 9 to Grade 10 -- 30 credits

Grade 10 to Grade 11 -- 60 credits

Grade 11 to Grade 12 -- 90 credits

Retention

Retention Notification: A student shall be considered retained if he/she does not fulfill the minimum credit requirements at the end of an academic year to be promoted to the next grade. The parents(s) or guardian(s) of retained students will be notified of their child's academic standing by mail over the summer.

Grade Conversion Table

LETTER GRADE	NUMERICAL GRADE	UNWEIGHTED Quality Points	AP/DE Quality Points	HONORS Quality Points	CP Quality Points
A+	97-100	4.0	5.0	4.5	4.0
A	93-96	4.0	5.0	4.5	4.0
A-	90-92	3.7	4.7	4.2	3.7
B+	87-89	3.5	4.5	4.0	3.5
B	83-86	3.3	4.3	3.8	3.3
B-	80-82	3.0	4.0	3.5	3.0
C+	77-79	2.7	3.7	3.2	2.7
C	73-76	2.4	3.4	2.9	2.4
C-	70-72	2.0	3.0	2.5	2.0
D+	67-69	1.7	2.7	2.2	1.7
D	63-66	1.4	2.4	1.9	1.4
D-	60-62	1.0	2.0	1.5	1.0
F	0-59	0.0	1.0	0.0	0.0

A grade of "I" on a report card denotes an incomplete in the course. A student has two weeks to complete any work to resolve the incomplete and receive a letter grade for the course. If the incomplete work is not turned in, the student's grade will reflect zeros for those assignments.

A grade of "M" denotes a medical. This is only given with administrative approval.

Grade Point Average

Grade points are determined by multiplying the quality points obtained from the preceding scale by the number of credits for that particular course. Grade Point Average is obtained by dividing the total number of quality points by the total number of credits. Grade Point Average will be used in determining NHS eligibility and Graduation with Honors. GPA is calculated using final course grades.

Academic Recognitions

Principal's List - This category would honor students who receive a grade of "A" in each course at the end of each marking term.

Honor Roll - This category would honor students who receive no grade less than "B" for the marking term.

Honor Roll II - This category would honor students who have earned grades of "A's" and "B's" with no more than one "C+" and whose numerical average is at least 85 for the marking term.

Senior Final Examination Exemption - Seniors who have achieved an "A" (93% or above) average in any course at the close of the semester are exempt from taking the final examination in that course. This exemption exists notwithstanding any Renaissance privilege.

Graduation with Honors

Academic excellence for graduates is recognized by awarding degrees summa cum laude (cumulative GPA of 4.01 or higher), magna cum laude (cumulative GPA of 3.81 to 4.0), and cum laude (cumulative GPA of 3.6 to 3.8).

National Honor Society

The objective of NHS is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in students. The following is the criteria for membership in the National Honor Society.

- Candidates shall have spent at least one semester at TMHS and shall be members of the junior or senior class.
- Candidates must have achieved a cumulative GPA of 3.8 or higher and have 15 hours per year of documented community/school service during the 9th, 10th, and 11th grades. (A total of 45 documented community service hours may be submitted by a senior applicant.)
- Transfer students, who have previously been elected, retain membership at TMHS.
- Upon being elected to the NHS, the student must maintain the qualifying quality point averages or rank and maintain the ideals of the society or he/she may be declared ineligible. Once ineligible, one can no longer re-apply.

Renaissance Recognition Program

The goals of the Renaissance Program are to "enhance the academic environment at Tewksbury Memorial High School and to encourage honesty, respect, tolerance, effort, and community service." To reach these goals, the program has established a system of rewards for achievement and improvement. "Silver" and "Gold" cards will be issued per term to students who have satisfied established criteria. In addition "red and blue cards" will be awarded monthly for additional achievements.

Gold Card Criteria

Students must:

1. achieve an average of 91 or better;
2. maintain a record free of administrative discipline; and
3. have no more than a total of 4 combined absences and/or tardies to school.

Silver Card Criteria

Students must:

1. achieve an average of 87 or better
2. maintain a record free of administrative discipline; and
3. have no more than a total of 4 combined absences and/or tardies to school.

Exam Exemptions

Exam exemptions through the Renaissance Program are available to Gold Card recipients with a course average of **93% or better**. This privilege is valid for one course per student per year. The exemption only applies to end of course exams. Mid-terms and quarter course finals are not eligible. The exemption privilege must be redeemed during the semester in which the Gold Card was issued. Students must show their student identification cards with the appropriately dated gold sticker to obtain an exemption form from the Renaissance Advisor. Seniors with or without a Gold Card may exempt the exam for any course in which they have received a 93% average or above.

Academic Progress

- All students have access to their grades, assignments, and attendance records through the online **Aspen X2 Student Data Portal**.
- All students will receive a computer generated progress report at the midpoints of each of the marking terms.
- Progress reports will contain the total number of absences from the beginning of the semester (including dismissals and tardies of more than twenty minutes), current estimated grade, and may include comments.
- Parents with concerns should call the student's guidance counselor to arrange a conference.
- Parents/guardians may request additional progress reports at any time.
- The dates of issue for progress reports will be published in the System-wide Calendar.
- Altering the report is a violation of the academic honesty policy.

Report Cards

Report cards will be issued to the student at the end of each marking term. End-of-the-year report cards will be mailed home.

Health Curriculum Opt-Out

During the Health 1 and 2 courses the TMHS Wellness Department provides curriculum and instruction designed to help students make good decisions, and practice healthy behaviors. As part of these courses topics regarding human sexuality and development are covered. Under Massachusetts law, parents or guardians have the right to opt their child out of any single human sexuality and development lesson or out of the entire unit that includes information about human sexuality. Parents/guardians can do this by writing a note or letter to their student's wellness teacher requesting that their child be opted out of the sexuality portion of the health education curriculum. If a parent chooses to do so, an appropriate and valuable alternative activity(ies) will be provided for their son/daughter. Parents/guardians may also contact their student's wellness teacher, or the department lead teacher for more information about topics covered in the curriculum.

Recovery/Enrichment

Summer School

Any failing grade between 45 and 59 as well as any loss of credit due to excessive absences may be made up in summer school. A student must have prior approval of the guidance or principal's office before registering in a summer school program other than our Summer School Program at TMHS.

Students may take enrichment courses through our Summer School Program or at a local state college or community college if the courses meet for a minimum of 40 hours (summer school program) or 30 hours (college level). Courses taken for enrichment will be listed on the student's transcript but may not be applied to graduation requirements. All students taking courses during Summer School will be required to pay a fee per course.

Attendance Policy

Philosophy

The Tewksbury School Committee and the administration and faculty of Tewksbury High School recognize that successful academic achievement is virtually impossible without daily attendance in class. Students are encouraged to maintain the best attendance record possible. Parents and students should understand that the limits prescribed by the attendance policy in no way suggest an acceptable level of absenteeism. Absences, tardiness, and dismissals are expected only in the case of illness or legitimate family emergencies.

School Absences

A student may not exceed 18 absences in a full year course and 10 absences in a semester course. If a student passes the course, but loses credit for excessive absences, he/she will receive a grade of "N" on the report card, indicating No Credit due to poor attendance. If the student exceeds five (5) absences in a term, he/she receives an "N" for that term. A student can still receive a passing grade for the semester or year if he/she maintains a passing grade average and does not exceed his/her absences beyond the end of the course. If a student does exceed the number of absences for the rest of the course, then he/she will have an "N" on their transcript unless the student completes his/her work in summer school. If a student is not present for at least three full blocks, he/she will be considered absent for the day.

Classification of Absences

Exempt Absence: When a student is absent for medical reasons (doctor's note required), religious observance (parent call required), court appearance (court documentation required), funeral, college visits (juniors and seniors only-visits require counselor approval), or field trips, then that student is classified as "exempt." An exempt absence does not count toward the allotted (20/10) absences. Students should contact their teachers to make up any work missed while absent.

Excused Absence: For an absence to be classified as excused, a parent must call the child's school on the morning of the absence or the student must present a note from a parent upon his or her return to school. An excused absence counts toward the allotted (20/10) absences. Students should contact their teachers to make up any work missed while absent.

Unexcused Absence (Truant): When a student is absent from school and no phone call or note has been received from a parent verifying the absence, the student is classified as "unexcused/truant". An unexcused absence/truancy counts toward the allotted (20/10) absences. Students may not be eligible to make up work missed while truant.

Absence Notification

1. **Unexcused Absence (Truant):**

- a. Within 3 days, parents/guardians will be notified of the student's absence.
- b. Following the 5th unexcused absence, a letter will be generated from the principal's office, or the principal's designee, notifying the parent, in writing, of the student's absences, and requesting a meeting with the parent to discuss the student's attendance. The letter will direct the parent to contact the principal's office, or the principal's designee, within 5 school days to schedule a meeting. If the parent does not contact the principal's office or the principal's designee, within 5 school days, the principal's office, or the principal's designee, will call the parent for purposes of scheduling a meeting.
 - i. At the meeting, the principal, assistant principal or other designee, the parent and the student must develop action steps to address the student's

attendance. Other relevant school personnel and officials from public safety, health and human services, housing and nonprofit agencies, may offer input into the development of action steps.

2. *Excused Absence and/or Unexcused Absence:*

- a. Following the eighth (8th) non-exempt absence, a letter will be sent home to parents notifying them of their child's attendance.
- b. Following the ninth (9th) nonexempt absence for a semester course or eighteenth (18th), non-exempt absence for a full year course, a letter will be sent home to parents notifying them their child may have lost credit in at least one course (high school only).
- c. Following the eighth (8th) non-exempt absence in one quarter, the principal or designee may choose to file a Child Requiring Assistance (CRA) to support the student in attending school.

Loss of Credit Make-Up Opportunities

If students do not receive credit for the course due to excessive absences, they may retake the course in our Summer School program or retake the course the following year. See [Summer School/Enrichment](#) for information about Summer School eligibility.

School Cancellations

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

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

- When a school day is cancelled, the next school day is the same number as the one missed. The subsequent day is as scheduled. For example, if Day #1 is a snow day; the next school day is Day #1. The second day is #3. Day #2 is dropped.

Chronic or Recurring Illness

Any student who has a chronic or recurring illness and who will miss frequently because of this illness (physical, emotional, or mental illness) should procure from the doctor documentation of this illness and confirmation that the illness may necessitate frequent absence from class or school. This documentation should be filed with the nurse.

Tutoring Services

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

College Visits/Tours

Only Juniors and Seniors, who have completed the permission form from Guidance **PRIOR** to the visit **and provide documentation** of said visit upon return to school, will receive the designation of school business for the absence.

Verification/Notification

- On the morning of a student's absence from school, a parent/guardian must notify the high school office at (978) 640-7825, ext. 1, by 8:00 AM.
- All school absences, tardiness, and dismissals require a note of explanation from a parent, guardian or appropriate authority. To be valid, all dismissal notes must be presented to the office by 7:30 AM on the day of the dismissal. After 7:30 AM parents are encouraged to call the school and forward written authorization via e-mail to attendance@tewbksbury.k12.ma.us.
- Students must report directly to the attendance office before school to present their absentee note to the attendance secretary.
- No student is permitted to participate in a school activity or visit the school grounds on a day of his/her absence without the express permission of an administrator.

Tardiness, Dismissals, and Health Room Visits

- All students are expected to be in all of their classes at the starting time. The first bell rings at 7:25 and students must be in their classrooms at or before 7:30 AM.
- If a student is tardy after 7:30, he/she must sign-in at the main office prior to going to class. If tardiness causes the student to miss one or more classes, a note from his/her parent or guardian stating the reason for tardiness is required. **Failure to report to the office after 7:30 to complete the proper sign-in procedure may result in suspension.**
- If a student misses more than 20 minutes of a class, it will be considered an absence from that class. This "absence" will be included in the total number of absences subject to the Attendance Policy requirements.

- All dismissal notes for appointments or pre-planned commitments must be submitted to the attendance office prior to the start of the school day for approval. Dismissal notes must be dated and signed by a parent or guardian. Notes must include a telephone number where the parent or guardian can be reached between 8:00-10:00 AM, the specific valid reason for dismissal and the student's name. After 7:30 AM parents are encouraged to call the school and forward written authorization via e-mail to attendance@tewksbury.k12.ma.us. The school reserves the right to verify appointments with a doctor's documentation. **Failure to report to the office before 7:30 to complete the proper sign-out procedure may result in suspension.**
- Tardies within the school day will be subject to classroom consequences at the discretion of the classroom teacher
- In the case of illness, a student should report to the nurse. Under no circumstances should the student leave the school assignment without authorization.
- Class tardiness of less than 20 minutes is subject to the use of teacher detentions.
- If a student is not present for three full blocks he/she will not get credit for being present for the day and will not be able to participate in extra-curricular and/or after school events (including sporting events, clubs, activities, dances, proms, etc.).
- Habitual tardiness will be subject to disciplinary action which may include but is not limited to: forfeiture of parking pass, suspension from extracurricular activities, clubs and athletics, and possible detentions and suspension. See guidelines below:
 - 3 tardies to school = Level I infraction
 - One (1) detention [resets quarterly]
 - 9 tardies to school = level II infraction [resets quarterly]
 - Loss of parking pass for the remainder of quarter or...
 - Four (4) detentions (only if a student does not have parking pass)
 - 12 tardies to school = level III infraction [resets quarterly]
 - No athletics (games and practices) or extracurricular activities (clubs, theater, etc.) for 1 week or
 - Six (6) detentions (for students who do not participate in extracurricular activities)
 - AND no extracurricular social events (dances, class trips, etc.) for the remainder of the quarter
 - 16 tardies to school = level IV infraction [resets quarterly]
 - Administrative/suspension hearing

Leaving Classes or the School Grounds

A student may request permission to leave the building and/or grounds from the principal or assistant principals. If such permission is not secured, the absence is counted as unauthorized and **will result in suspension**. Students may only be released to person(s) on their emergency contact list.

Family Trips

School Department Policy does not condone scheduling family trips while school is in session. Please be aware that any student, with parent/guardian permission, taking school days as vacation days must arrange for class/course assignments prior to these absences. All work will be due upon return to school. Note: These absences may not be considered school business or excused absences.

Field Trip Policy

Single Day Field Trips

- When a teacher plans a field trip of an educational nature, a parental field trip form must be completed prior to the student's being admitted on the field trip bus.
- Automobiles driven by students are not allowed for use on school-sponsored field trips.
- If the field trip returns prior to the beginning of any class period, the students as a group will report to the cafeteria and remain there under the field trip teacher's supervision until the start of the next period. At the start of the next period, all students will return to their classes.
- All field trips must return prior to 1:35 PM unless special permission is granted by the administration. In that case, the individual student must arrange transportation home.

Out of State and Overnight Trips During Scheduled School Days

- Students' absenteeism during the semester of the trip must be 6 days or less, three days prior to departure. Note: Twenty days is the maximum absence allowed before a student incurs a loss of credit due to absenteeism.
- Students must be in good academic standing with no grade less than 70 up to three days prior to departure.
- Students must consistently demonstrate acceptable behavior and be free from excessive behavioral infractions.
- Students participating in any out of state or overnight trips must have written approval from all of their teachers.

Out of State and Overnight Trips During Vacations and Non-School Days

- Students must have good attendance. Students' absenteeism during the semester preceding the trip must be 6 days or less and their tardies must be 9 or fewer.
- Students must be in good academic standing with no grade less than 70 up to three days prior to departure.
- Students must consistently demonstrate acceptable behavior and be free from excessive behavioral infractions.
- Final approval lies with the school administration.

Student Information

Guidance Services

To enable all students to direct their education toward personal and career goals, to help them grow and mature so that they best utilize their educational opportunities, and to assist them in coping with stressful situations which otherwise would interfere with their education.

The guidance staff is committed to assisting each student in the following areas:

- Proper scheduling
- Fulfillment of graduation requirements
- Review and counsel academic progress
- Standardized testing support (Including MCAS)
- Liaison for student to faculty, administration, parent/guardian, and programs outside of TMHS
- Career exploration and choices
- Appropriate post secondary choices
- College application process
- Personal counseling
- Referral to outside agencies

Guidance Counselors (978) 640-7838

Ms. Kennan Daniel, Department Head

Mr. David Harne

Ms. Tina Sheahan

Ms. Kayla Schutte

Course Recommendation Override and Change Policy

Course recommendations are made by teachers each spring for the following school year based on classroom performance and other objective measures. On occasion the student and family may decide to override this recommendation by submitting a Course Recommendation Override Form (available on the school website or in the Guidance Office). This form must be turned in to the appropriate department head before April 1. Course Recommendation Override forms will not be available to students after April 1.

During the year, occasionally students need to move to a different level of a course. A Course Level Change Form (available on the school website or in the Guidance Office) must be completed prior to consideration of the requested change. The following criteria will be considered in making a course level change:

1. Course level changes will only be permitted if an obvious placement error has been made as determined by the teacher, department supervisor, counselor, and administration.

2. If a student is failing in a course after every effort has been made to do the required work and seek out extra help, a course level change may be considered.

When a course level change is made, the grades earned will be transferred to the new class. Course level changes will be processed at progress reports and at the end of Q1 and Q2.

Making a Guidance Appointment

- All students are encouraged to make an appointment with their guidance counselor. This is done by filling out an appointment sheet in the Guidance Office.
- The guidance counselor will respond to the request as soon as possible. Students must show classroom teachers the appointment slip to be released from class.
- **Prior to meeting with the Guidance Counselor, a student must show the appointment slip to his/ her classroom teacher for signature approval in order to miss the assigned class.**

New Student Registration

Families wishing to enroll a student within the Tewksbury Public Schools need to schedule an [appointment](#). A checklist of required documentation along with registration paperwork is available for [download](#) on our central registration site. It is important to note that a representative for the Office of Student and Family Support will provide you with a link to a virtual meeting for the date and time you have scheduled. Please contact the Office of Student and Family Support with any questions or concerns 978-640-7800, ext. 218.

Change of Address

Families who have moved to the town of Tewksbury must contact the Office of Student and Family Support at 978-640-7800, ext. 218. All address changes are verified with a fully executed Purchase and Sales / Lease along with a statement from a utility company indicating service has been turned on, or a current utility bill. All documentation submitted must be current, including name(s) and the new address.

Health Services

1. ACCIDENT/ILLNESS Forms: Please correct and return as soon as possible. Any recent health problem that is not reflected in your child's health record should be brought to the school nurse's attention immediately. The importance of correct forms cannot be overemphasized. Please update the school with any changes during the school year.

2. Screenings: State law mandates the following screenings:

- Height, weight and BMI measurements in grades 1, 4, 7 and 10. This information will be mailed home individually to the parents/guardians.
- Vision screening is conducted during the year in grades 1-5, 7 and 9. Parents/guardians will be informed if the child requires follow up. These screenings are not to be used as diagnostic studies. Hearing screening is conducted during the year in grades K-3, 5, 7 and 9. Parents/guardians will be informed if the child requires follow up. These screenings are not to be used as diagnostic studies.
- Postural Screening is conducted on all students in grades 5 - 9. This is mandated by the state of Massachusetts. You will be notified prior to the screening and if your child requires follow up.
- SBIRT: Screening, Brief Intervention, and Referral for Treatment
- A parent /guardian may refuse any screening for their child by notifying the school nurse in writing.

3. Physicals: State law in grades K, 4, 7, & 10 mandates school physicals. Physical exam forms were sent out in the spring. In addition, most Doctor's offices have a similar form of their own, which is acceptable. Please return all completed forms by **October 1st**.

4. Medication: State law Please call the school nurse in your child's school for medication order and parental permission forms. **NO Medication, prescription or over the counter** can be administered without these forms. All medication must be in a pharmacy labeled container or original manufacturer's container. Please contact the school nurse for any medication administration including prescribed, over the counter medications, inhalers etc. Forms are currently available from the school nurse and soon from the TPS website. Self - administration is not permitted for over the counter medications. **Inhalers require MD orders and written parent permission for self administration prior to review by the school nurse.**

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

6. Concussion and Head Injuries: Head injuries/concussions must be reported to the school nurse, when reporting back to school. **Documentation from the health care provider must be provided to the school nurse that the student may return to school along with any restrictions in activity or academics that may be required. Please contact the school nurse prior to returning to school. Please visit www.tewksbury.k12.ma.us District Info Policy Manual to access TPS Policies regarding Concussion. Refer to File: JJIF**

ATHLETIC CONCUSSION POLICY and File: JJIF-R ATHLETIC CONCUSSION REGULATIONS.

7. Services for Pregnant Students: A student may take a leave of absence relating to pregnancy and childbirth for any period of time deemed medically necessary by the student's physician. Following any such leave, the student will be reinstated to the status she held when the leave began.

School-age mothers will be encouraged to continue their education. The district does not require the student to obtain a physician's certificate that the student is able to remain in school. Pregnant students are permitted to remain in regular education classes and participate in extracurricular activities throughout their pregnancy. Exceptions will be made only when a physician expressly prohibits the student's participation.

Pregnant students will be permitted to continue in school in all instances. The district will provide reasonable accommodations for students with medical conditions relating to pregnancy to the extent such accommodations are provided to students with other temporary medical conditions. The student in cooperation with the school staff will develop an appropriate educational plan if it is agreed she should no longer attend school regularly.

Every effort will be made to see...

- that the educational program of the student is disrupted as little as possible;
- that health counseling services, as well as instruction are offered;
- that return to school after delivery is encouraged;
- that every opportunity to complete high school is provided.

After giving birth, the student is permitted and encouraged to return to the same academic and extracurricular activities as before the pregnancy leave.

8. When to keep your student home:

1. Fever over 100 °F. Students may return to school when fever free for 24 hours without the use of fever reducing medications such as Tylenol or ibuprofen.
2. An unexplained vomiting episode, or 3 or more loose, watery stools or loss of control of stools. May return after 24 hours after the last episode, and has returned to a normal diet.
3. Conjunctivitis: Any drainage from the eye can signal infection. Please have it checked and provide written clearance from a health care provider. Keep the student home until 24 hours after the first dose of medication.
4. Antibiotics: these are prescribed for infections. Please avoid spreading infection by keeping the student home until 24 hours after the first dose of medication.

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

Please call the school nurse at your child's school for any questions and for more information regarding these procedures.

Medications

- By law, all medication, prescription or over the counter, must have a written physician's order and written parental permission to be administered in the school setting. Tylenol and ibuprofen may be administered at the school nurse's discretion with established protocols developed by the consulting school physician when a parental permission form is on file in the health office. Please see the TPS website to download this form if you were unable to complete and return the form at the beginning of the school year.
- All other medication that may need to be taken during the school day, whether routine or as needed, must have a written physician's order as well as a completed parental permission form that can be downloaded from the school website or obtained at the health office. Every effort should be made to schedule medications outside the school day, such as daily meds and those given twice a day. If special circumstances prevail, please speak to the school nurse to establish a plan.
- Medication must be in a pharmacy labeled container or original manufacturer's container. Ask your pharmacist for a second prescription-labeled bottle if medication needs to be taken between home and school. Medication will not be given from any other type of container. Please notify the school nurse of any changes in medications or dosages.
- Medication must be taken in the nurse's office under the supervision of the school nurse. If special circumstances exist, please call the nurse to explain and to establish a plan for self-administration. Students with self-administration privileges must be capable of keeping the medication to themselves during the school day. Sharing medication with other students is not permitted.
- By law, students are allowed to carry emergency medications, including respiratory inhalers, insulin, and epi-pens with prior knowledge of the nurse. Please be sure to have the necessary physician and parent signed forms on file in the health office.
- Please call the school nurse's office at (978) 640-7825, ext. 2132 or e-mail with any questions you may have or to make an appointment.
- Failure to adhere to the above policies and procedures may result in suspension.

Food Services

Our Food Services are happy to provide healthy school lunches that meet state and federal guidelines. Students will pay for meals at the regular rate approved by the Tewksbury School Committee and for their meal status (regular, reduced-price, or free) each day. Free and reduced lunch applications are available at the school and Food Services Department. Payment

options are through paypams.com account which is available 24/7, cash or check made out to Tewksbury Food Services. Note: monies paid into the paypams account will carry over year to year. Outstanding debt owed must be paid as this is with the Town of Tewksbury and may impact payment in other areas. For a complete outline of the charging policy including refunds, please see [TPS Food and Nutrition Services](#).

Identification Cards

- Identification cards will be provided to each student free of charge at the beginning of the school year.
- A student's ID card must be carried at all times.
- The ID card will be utilized for signing in tardy, Renaissance privileges, special events, dances, school privileges and identification.
- Lost Identification Cards must be replaced and the student will be charged \$5.00.

Library Media Center

The Larrabee Library Media Center policies are as follows:

- Students may take any number of books needed, provided the student has no outstanding late book obligations. (There may be a limit of books per subject when the subject matter teacher assigns special projects.)
- Two weeks are allowed for borrowed books prior to any fines being levied.
- Book renewal is possible when the book is presented.
- Books, magazines, or pamphlets that are placed on reserve for a class may be borrowed overnight with the consent of the teacher.
- During regular school hours, students must have a pass signed by a teacher for a legitimate reason to use the library.
- Upon entering the library the student must present his/her pass to the librarian and record his/her name in the attendance log.
- No student may leave the library before the conclusion of a class period without his/her pass signed by a teacher or the librarian.
- No food or drink may be brought into the library.
- Computers, photocopiers and other library hardware are to be used properly and with care.
 - If a student is not sure how to operate hardware, the student should consult with the librarian.
 - The library computers are for school projects or activities only.
 - Changing the settings on computers will result in disciplinary action.
 - Students are limited to the programs on the desktop of the computers.
- Students who use computers must record their names, the nature of the schoolwork, date, and time on the computer log sheet.
- Students who need to use the Internet must check with the librarian concerning the Internet Acceptable Use Policy.

- Library privileges may be withdrawn from any student who continually abuses the rules of the library.
- The student ID card is the student's library card.

Liability Policy

All students and their parent/guardian will be financially liable for irresponsible use resulting in damage of a computer and/or media equipment, or any school property. The school is not responsible for the loss or theft of a student's property. Students should not bring valuable items to school. Such items and their loss cause disruptions in the learning process. In addition, students must never leave their property unattended.

Lockers

- All students are held responsible for the proper use and care of the locker assigned to them.
- All students should not leave valuables such as money or jewelry in their lockers at any time. Items of value should not be brought into school. The school assumes **NO** responsibility for lost articles.
- All students must **never** leave locker combinations **unlocked or set to be opened**.
- All students should consult with either assistant principal concerning problems with their lockers. The same suggestion applies to PE lockers.
- All students will be assigned a locker partner if necessary.
- All students are responsible for anything left in their lockers.
- **All students' lockers may be searched.**

The high school administration reserves the right to open any locker assigned to students. Student lockers are school property and the district reserves the right to search lockers for disciplinary and safety reasons.

Lost and Found

All lost and found items should be turned in to the Custodian's Room (located across from the gymnasium) and students who have lost books, coats, sweaters, etc. should check at the Custodian's Room after their loss. Periodically, unclaimed items will be given to worthy organizations.

Parking Privileges

- Parking on school property is a privilege not a right.
- Anyone parking on school grounds must have a valid TMHS assigned parking permit. Violators may have their vehicle towed at the vehicle owner's expense.
- Juniors and Seniors with at least 60 credits and in good standing academically, behaviorally and with regard to attendance will be eligible to obtain a parking pass and park on campus.

- The TMHS administration reserves the right to determine the assignment of school parking permits.
- There is a non-refundable fee of \$150 to register automobiles using the TMHS parking facilities. All students must register for a parking permit through CommunityPass at <https://register.communitypass.net>.
- If a parking permit is lost, a written validation must be presented to the principal with the circumstances related to the lost permit and if a second permit is awarded, there is a \$15.00 fee.

Parking Permits must be visible at all times, and affixed to the lower left (driver's side) corner of the back rear window of the vehicle registered with TMHS. Any student's parking permit may be rescinded or suspended by an administrator after due process is afforded the individual. The registration fee will not be refunded. Listed are some of the reasons that may cause revocation of parking privileges.

- Items "a" through "k" on parking permit application may result in indefinite suspension of parking privilege, pending review by an administrator at a meeting with the student.
 - Failing two or more classes
 - Having greater than 9 tardies per quarter
 - Being suspended due to an infraction of school rules
 - Driving to endanger (speeding, recklessness, burning rubber, driving on the walkway, cutting across the rotary, not stopping at stop signs, passing cars on the driveway and leaving prior to the departure of all school buses without an administrator's approval)
 - Parking illegally (parking in unassigned or restricted areas)
 - Giving your parking permit to another person (including during Senior Project).
 - Receiving written citations by the Tewksbury Police Department for motor vehicle violations while driving to and from school or school related events
 - Leaving the school building without permission during the school day
 - Not using a seat belt as required by Massachusetts State Law
 - Parking in restricted spaces (visitor, fire laned, snow spots, etc.)
 - Producing or using counterfeit permits
- No student has the right to park on school property without a school registered vehicle; students doing so may be suspended.
- The permit is non-transferable and if transferred, may result in suspension and/or revocation of parking privileges.
- Illegally parked cars may be towed or ticketed by the Tewksbury Police Department.
- School officials, with reasonable grounds to do so, may search any vehicle parked on school property, including any and all compartments or objects contained in the vehicle, to ensure that contraband or illegal objects or substances are not on school property at

any time. All school rules and conditions of the handbook extend to the entire campus including the parking areas.

Residency Requirements

All students in the Tewksbury Public School System are required to meet Massachusetts General Laws Chapter 76, Section 5 pertaining to residency. Should a question arise concerning any student's residency elsewhere while attending the TPS, the student's residency will be subject to further inquiry and/or investigation. The procedures for residency requirements and enforcement can be viewed on the Tewksbury Public School district's webpage link: <http://www.tewksbury.k12.ma.us>

School Arrival/Departure Procedures

Upon their arrival to school in the morning, all students are expected to enter the building through the main corridor doors. Students should not loiter in the student parking area before entering or after leaving the school building.

School Transportation

For high school students, riding the school bus is a privilege not a right. Students are asked to observe all safety precautions while waiting for and riding on the bus. All school regulations apply. Students who become serious disciplinary problems on the bus may have the privilege of riding on the bus suspended by the principal. In such cases, the parent/guardian of the student involved becomes responsible for transporting the child to and from school.

Students should arrive at their designated bus stop at the time posted at the beginning of the school year on the website and in local newspapers. After disembarking from a bus, students are to enter the building immediately. They are not to leave the grounds without authorization.

Buses will leave school for home at approximately 1:50 PM.

At various times during the school year, classroom training and rear/front door evacuation drills will be implemented and other pertinent transportation information will be distributed.

The Tewksbury school committee has implemented a policy regarding the use of Video Cameras on School buses. Please refer to Tewksbury Public Schools Policy Manual, File: [EEAEF/ECAF-Use of Video Camera on School Buses](#).

Student Bathrooms

Bathroom privileges will be extended to students during class on a reasonable request basis. Students are to use the closest student bathroom to the classroom they are assigned. Students are encouraged to use bathroom facilities before school, during their lunch periods and during passing times. All students are reminded that no smoking/vaping is permitted in the bathrooms

or in any other location on school property. All students who fail to adhere to the above-mentioned expectations will be subject to the discipline outlined in behavioral expectations

Student Obligations

Students are responsible for the care and maintenance of all issued books and materials assigned to them. At the appropriate time the assigned books and/or materials will be returned. Lost or damaged books and/or materials will require payment.

Student Records

Tewksbury Memorial High School maintains two types of student records: the transcript and the temporary record known as the cumulative record. The Transcript is an administrative record that constitutes the minimum data necessary to reflect the student's educational progress. This data shall be limited to the names, address and phone number of the student and his parents, course titles, grades, grade level and year completed. The student's transcript shall be maintained by the school department and may only be destroyed 60 years following the student's graduation, transfer, or withdrawal from the school system, at the discretion of the School Committee. The Temporary Record shall consist of the information important to the educational process such as standardized test results, and evaluations by teachers, counselors, and other staff members. The temporary record is given to Seniors after graduation. A student transferring from a local system must provide the new school system with a complete record of the entering student. Said record shall include, but is not limited to, any incidents involving suspension or violation or criminal acts or any incident reports in which said student was charged with any suspendable act.

According to Massachusetts General Law, Section 37H, when a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the pupil's expulsion. Requests for access to the records may be made by the student and/or his or her parents and such requests shall be honored within a ten day period. The student and/or his parents shall have the right to add information to the record according to procedure of appeal in the event of disagreement. The above shall be the rights of the student upon reaching 14 years of age or upon entering the 9th grade. If a student is under this age or grade requirement, these rights shall be exercised by the parents. If a student is from 14-17 years of age and has entered the 9th grade, both the student and his or her parents shall exercise these rights. A student 18 years of age or older may limit the rights of his/her parents by written request to the school principal or superintendent. A copy of the complete regulations may be obtained in the Principal's Office.

With few exceptions, information in a student's record will not be released to a third party without the prior written consent of the eligible student and/or a parent having physical custody of a student under 18 years of age. Two notable exceptions are: Directory Information- a

student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans. Recruiting Information for the Armed Forces and Post Secondary Educational Institutions- Upon request from military recruiters and/or representatives of post secondary educational institutions the Tewksbury Public Schools will provide the name, address and telephone listing for all secondary students. If an eligible student and/or parent does not want DIRECTORY INFORMATION or RECRUITING INFORMATION released, they must contact the principal in writing.

Support/Peer Mediation

One of our goals at TMHS is to have a safe and supportive learning environment for all students. To this end, faculty work to provide a supportive team for all students. Students who are seen by fellow students or faculty members as experiencing a difficult time should be referred to a guidance counselor, administrator or a teacher.

Messages from Home

Except in the case of an emergency, no student will be called out of class to receive a message. Important messages from parents/guardians given to the secretaries will be delivered to the student by the end of the school day.

Visitors

Only students seriously contemplating possible attendance at TMHS are welcome to tour the building or attend classes. Approval by the principal and a scheduled appointment made through the Guidance Office are required prior to the visit.

Work Permits

Students should request work permits at the beginning of the school day at the Main Office from a secretary. The work permits will be ready at the close of that school day. During the summer months call (978) 640-7825 for an appointment.

Discipline Code

All students are expected to conduct themselves in an appropriate manner at all times. Although all possible infractions cannot be listed in this handbook, some general categories are addressed in this section. The school will assess disciplinary consequences for any infraction it deems a violation of proper conduct.

Cell Phones and Electronic Devices

Electronic devices may not be on in classrooms or in hallways during class time unless they have the approval of the classroom teacher and are being used for educational purposes. Students who do not adhere to the policy will be required to turn them into their classroom

teacher or administrator to be held for the duration of the class. Refusal to comply may result in additional consequences. (See Behavioral Expectations Level III) . To conduct personal business, students may only use an electronic device during lunches or during passing time.

Use of a personal electronic device's audio or visual recording features requires permission and prior approval of an administrator or teacher.

Please remember that students who bring these devices to school do so at their own risk. The school is not responsible for the loss, destruction or theft of student's property. It is expected that all electronic devices are charged at home.

Acceptable Use Policy

- Please see the full policy here: [Technology Acceptable Use Procedures](#)
- E-mail systems
- All student use of the Internet is to be conducted under faculty supervision.
- The sole purpose of Internet access is to support education and research by providing students and teachers with unique resources and an opportunity for collaborative work.
- All students who use Tewksbury's Internet system are expected to read the School Committee's guidelines and adhere to the School Committee's policy regarding Internet access.
- The Acceptable Use Policy will be provided to students by faculty, librarian, or administrator. It will also be available at the TMHS Main Office and the school district website.
- The Tewksbury Public Schools disclaim all liability for the content of material that a student may access on the Internet, for any damage suffered in the course of or as a result of the student's Internet use, and for any other consequences of a student's Internet use.
- Inappropriate Internet use may result in disciplinary action.

Detention Policy

Detention is assigned to the student for unacceptable student behavior. Students should fully understand that any teacher in the building has the authority to correct misconduct at any time. In the event the student fails to make arrangements to stay after school for detention when he/she has been properly notified, this action may result in a suspension from school. After school activities and after-school employment are unacceptable reasons for not attending detention. Detentions will be assigned Tuesday through Thursday from 2:00 PM to 3:00 PM. Teacher detention may also be assigned for minor classroom infractions and will be served at the teacher's discretion.

Dress Code

In accordance with Massachusetts State Law there is an expectation that students dress in keeping with reasonable standards of safety, health and cleanliness, so as not to detract from, or disrupt, the educational process. The administration reserves the right to ask students to change any attire that disrupts the educational process or environment, promotes illegal

activities or violated health or safety and cleanliness standards. Footwear must be worn at all times.

Clothing which could create an actual disruption or disorder to the learning environment includes, but is not limited to:

- Clothing or jewelry that displays slogans, insignias, or designs that advertise alcohol, drugs or sexual material which promote products or activities that are illegal, profane or suggestive.
- Clothing or jewelry which is disparaging to others in the school environment and contains slurs regarding race, ethnicity, religion, disabilities or sexual orientation.

It is the teacher's discretion to set the standard of whether hats are permissible in their classroom and to outline that standard in their class contract. Students will be permitted to wear hats when passing between classes and in social areas of the school (cafeteria, library).

Repeated violations of the dress code will result in disciplinary action.

Due Process

All students will be granted due process whenever deprived of their right to an education through exclusion from their regular classroom instruction or from other school activities, including: suspension, expulsion, transfer, probation or withdrawal of privileges and exclusion from graduation ceremonies. The right of due process includes the right to a fair hearing prior to any of the above exclusions, except for emergency suspension.

Loitering

Students are not to loiter about the building or on school grounds after their daily programs are completed. Students must have a valid reason for remaining in school after school dismissal. Coaches and club advisors holding practices or meetings after school hours are responsible for student supervision.

Suspension Policy

All students may be suspended from school for serious infractions of school regulations. This policy is pursuant to MGL Chapter 71; Section 37H3/4.

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter71/Section37H3~4>

Any student who is suspended from school for more than 10 days has the right to appeal to the Superintendent. The appeal must be submitted in writing to the Superintendent within five (5) calendar days of the effective date of the long term suspension.

Violation of narcotics laws, possession or use of alcoholic beverages, hazardous or unauthorized use of automobiles, weapons or fireworks, or violation of any local, state or federal

law may not only result in suspension or expulsion but also can be subject to police/fire department notification.

Any student suspended from school will be ineligible to participate in any and all school sponsored activities during the time of suspension. The ineligibility begins at the time the decision to suspend is made and ends at the completion of the suspension and a reinstatement conference between parent, student and administrator.

A student who is suspended may not loiter or appear on school property. It is the student's responsibility to make up missed tests or quizzes within a reasonable number (equivalent to the number of days suspended) of days.

A re-entry meeting with the student, parent/guardian, and a school administrator may be necessary to return to school once the suspension is complete.

Behavioral Expectations

The following list is not exhaustive or prescriptive, but provides guidance to students with respect to school rules and behavioral expectations. The TMHS Administration reserves the right to impose discipline that it deems appropriate under the circumstances. This handbook shall be used as a guide in making such determinations.

Level I Infractions (Dealt with by teachers)

- Tardiness to class
- Any violation of an individual teacher's rules of conduct (non-cooperation, cheating, classroom disturbance, use of profanity, etc.)
- Possession of food/beverage outside of the cafeteria

Level I Infraction Penalties

- Communication with Parent/Guardian
- Teacher detention

Level II Infractions (Dealt with by an administrator)

- Failure to report to teacher detention
- Sent to the office
- Violation of Dress Code ([Dress Code](#))

Level II Infraction Penalties

- First Offense - 1 office detention
- Second Offense - 2 office detentions
- Third Offense - 1 day suspension
- Subsequent Offenses - 3 days suspension, conference with parent
- Restorative Justice (to be determined by administrator)

Level III Infractions

- Failure to report to office detention
- Class cut (20 min or more)
- Leaving class without permission

Level III Infraction Penalties

- First Offense - 3 office detentions
- Second Offense - 1 day suspension
- Subsequent Offenses - 3 days

- Refusal to give unauthorized item to teacher
- Threat to another student
- Found in an unauthorized location
- Violation of cell phone and electronic device use ([Cell Phones and Electronic Devices](#))
- Violation of acceptable use policy ([Acceptable Use Policy](#))

Level IV Infractions

(Police may be notified in some cases)

- Insubordination
- Truancy
- Gambling
- Forgery
- Harassment
- Roughhousing
- Throwing items at staff, students, or vehicles
- Defacing school property
- Disturbing a public assembly
- Parking without a permit

Level V Infractions

(Police may be notified in some cases)

- Leaving the building without permission
- Threatening a staff member
- Theft
- Use of profanity, obscenity directed at a staff member
- Tobacco (possession, suspected or actual use)
- Willful destruction or vandalism (student is responsible for restitution or replacement/repair costs)

Level VI Infractions (Police and/or Fire will be notified, charges may be filed)

- Discrimination
- False fire alarms
- Alcohol use or possession
- Drug use or possession
- Fighting

suspension, parent conference

- Restorative Justice (to be determined by an administrator)

Level IV Infraction Penalties

- First Offense - 1 day suspension
- Second Offense - 3 days suspension
- Subsequent Offenses - 5 day suspension, parent conference
- Restorative Justice (to be determined by an administrator)

Level V Infraction Penalties

- First Offense - 3 days suspension
- Second Offense - 8 days suspension
- Subsequent Offenses - 10 days suspension, parent conference
- Restorative Justice (to be determined by an administrator)
- Tobacco Diversion

Level VI Infraction Penalties

- First Offense - 5 days suspension
- Second Offense - 8 days suspension
- Subsequent Offenses - 10 days suspension, parent conference
- Drug/Alcohol Diversion

Level VII Infractions (Police and/or Fire will be notified, charges may be filed)

- Starting a fire in school or on school property
- Threat to school or school community
- Possession of a weapon in school
- Sale of drugs and/or alcohol
- Any felony charge ([Safe Schools Legislation](#) see MGL Chapter 71: Section 37H1/2)

Level VII Infraction Penalties

- First Offense - suspension from school, pending action for possible exclusion from TMHS

Alcohol/Drug Policy

Introduction

The following procedures have been developed to assist school personnel in administering this unified community and school-wide drug/alcohol policy and to inform parents of disciplinary actions taken with students who violate this policy. The purposes of these procedural regulations are to:

- discipline any student found to have violated the policy
- involve the student's parent(s)/guardian(s) in a program designed to help the student
- apprise the Tewksbury Police department if warranted

Confidentiality

Students are encouraged to seek the assistance of teachers, administrators, and other school personnel, but must be aware the confidentiality will be maintained only if the rights of others are not infringed upon. The School Committee encourages its personnel to engage in counseling sessions aimed at assisting students who come to them with a drug/alcohol problem and supports the maintenance of confidentiality at each session.

Conducting a Search

When it is reasonably determined that a student may possess or be under the influence of drugs or alcohol, a designated school official may conduct a search of the student's person, immediate possessions, lockers, car, etc.

Prescription and Nonprescription Drugs

Any student who is required to carry a prescription or nonprescription drug in his/her possession during school hours must, immediately upon entering the school building, deposit the medication with the school nurse. If a nurse is not available, the administrator in charge must be contacted and informed of the need for medication. The nurse will supervise, when necessary,

the administration of such medication to each student. There will be a penalty if the procedure is not followed.

Voluntary Drug/Alcohol Treatment

The school department commends those students voluntarily seeking drug/alcohol treatment or advice and will recommend possible outside counseling/support services. Financial limitations of the student and family should not prevent seeking such assistance.

If the student is seeking assistance and is at that time not in direct violation of this policy, school personnel will, without penalties:

- immediately consider the best possible course of helping the student
- involve the parents as soon as it is considered appropriate
- allow the student the opportunity to make up any school work missed during any extended treatment period

The seeking of voluntary assistance in no way eliminates the student's responsibility to adhere to any other section of this policy.

Suspected Use/Being Under the Influence/Possession/Distribution

Any person on school property, on a school bus, or involved in any related school activity, suspected of using, being under the influence of, in possession of, or distributing, a drug or a look-alike drug, or alcohol or what appears to be alcohol, or low/non-alcoholic beverage, or Vaping or Vape device, will be immediately reported by school personnel to the appropriate administrator. A written report of that person's observations to the administrator will follow.

If the suspected person is a student, and the parent(s)/guardian(s) can be reached by phone, they will receive an immediate oral notification to be followed by a written report. The principal or designee will meet with the student and determine if the Alcohol/Drug Policy has been violated

Actual Use/Being Under the Influence/Possession/Distribution

Following an investigation by the principal or designee, any student found to have used, to have been under the influence of, to have possessed, or to have distributed, drugs or look-alike drugs, alcohol or what appears to be alcohol, or Vaping or Vape device, on school property, on a school bus, or at any school sponsored event, can expect immediate administrative disciplinary action as outlined below:

First Offense

- Notification of parent(s)/guardian(s)
- Removal from school property
- Report filed with the superintendent of schools, school committee and police
- Confiscation of all items related to the offense to be given to police
- See [Behavioral Expectations](#) for disciplinary action

- Ineligibility to participate in any/all school sponsored activities for duration of suspension
- Meeting of student, parent(s)/guardian(s) with principal or designee within two (2) school days of the suspension
- The Billerica Adolescent Recovery Program (BARP) is an alternative program for students who are caught on school property, and/or by law enforcement for drugs and/or alcohol. This program, conducted over a 5 week period, discusses the dangers and consequences of alcohol and/or drug use in youth. A student may be required to attend the BARP Program by the school or police department contingent on individual circumstances.

Second or Subsequent Offense(s)

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

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

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

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

MIAA Chemical Health Policy

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

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

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

Harassment

[Policy ACAB-Harassment](#)

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

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

Bullying:

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

Cyber-bullying:

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

distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be assessed by more than one person, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

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

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

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

Hazing

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

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

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

Sexual Harassment

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

Verbal abuse or any vulgarity referring to any person's gender will be considered unwelcome, uncalled for, unwarranted, and subject to disciplinary action. Students/teachers should submit a signed, written report to the principal. A report will be filed with the assistant superintendent who serves as the coordinator of Title IX within 24 hours of the alleged conduct. A hearing will be held by the principal and a conclusion drawn. An appeal of any decision can be made to the assistant superintendent at (978) 640-7810 prior to the disposition of the matter.

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

Safe Schools Legislation

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

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

MGL Chapter 71; Section 37H

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

subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

- When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the pupil's expulsion.

MGL Chapter 71; Section 37H1/2

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

Safety Information

Fire Drills

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

Emergency Drills

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

Security Cameras

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

Security Monitor

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

School Resource Officer

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

Supervisor of Attendance

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

Search and Seizure

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

Warranted Police Intervention

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

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

Weapons and/or Firearms

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

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

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

General Information

AHERA Regulations

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

No Child Left Behind

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

Title IX and Chapter 622 Policy

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

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

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

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

Section 504 Procedures for Students with Disabilities

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

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

Tewksbury Memorial High School will conduct annual screenings of ninth grade students to reinforce positive choices regarding substance abuse and to assist those students who have abused substances or who are at risk of future substance abuse. This is in compliance with

Section 15 of Massachusetts House Bill No. 4056. Please see our website for a letter from Superintendent Malone which outlines specific details of this screening.