

John W. Wynn
Middle School
Student Handbook
2016-2017

WYNN MIDDLE SCHOOL MISSION STATEMENT

To provide a safe place where every day we build mind, body, and character.

WYNN MIDDLE SCHOOL MOTTO

Do the right thing!

This student handbook contains information, rules, and regulations pertaining to the life of a student at the John W. Wynn Middle School. Students and parents are responsible for reading and understanding the rules and policies of the middle school.

The Wynn Middle School promotes a positive atmosphere of respect for self and others through its core values of accountability, dignity, fairness, honesty, and responsibility.

The "Middle School Concept" is heavily based on respect for one another and mutual teaming of our efforts. Communication between students, parents, and staff is open and continuous.

This booklet has been prepared in this spirit of cooperation and respect among all teachers, parents and, most importantly, members of the student body. The rules and regulations are prepared to serve as a guideline for students in their efforts to become exemplary school citizens.

Have a productive and enjoyable school year!

The Administration and Staff
of the John W. Wynn Middle School

DOCUMENT TRANSLATION

If you need this handbook and code of conduct translated into your native language, please contact your building principal. Si usted necesita este manual y código de la conducta traducidos a su lengua, por favor entre en contacto con el director del edificio. Se voce necessitar estes manuel e código de conduta traduzidos em sua língua native, contate por favor o principal do edificio.

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ACADEMICS

PROGRESS REPORTS.

Parents/guardians will be notified at mid-term to access the Aspen Portal for their student's mid-term grades. A separate notification will be sent to parents/guardians of students who are averaging a seventy percent or below in a course.

REPORT CARDS

Report cards are issued at the end of each quarter. The marks are as follows:

A+ = 97 to 100

A = 93 to 96

A- = 90 to 92

B+ = 87 to 89

B = 83 to 86

B- = 80 to 82

C+ = 77 to 79

C = 73 to 76

C- = 70 to 72

D+ = 67 to 69

D = 63 to 66

D- = 60 to 62

F = 59 and below

Students receive grades in Effort and Behavior on a scale of 1 to 4. A grade of 4 is the highest and 1 is the lowest.

LEVELS OF INSTRUCTION

Students are heterogeneously grouped with the exception of math.

In grade 8 there are 2 levels of instruction: Math 8 and Honors Math 8. Student placement is determined by the following criteria: common assessments, placement exam, and seventh grade class performance.

PROMOTION REQUIREMENTS

A *grade 7 student* who receives a failing grade (E) in two or more core courses (English, Mathematics, Science, Social Studies) will not be promoted to the next grade. That student may have the opportunity to attend summer school, and upon successful completion, may be promoted to the 8th grade. Alternatively, a student may be transferred to the 8th grade if an academic plan is developed by the guidance staff and teaching team and agreed to by student and parent/guardian. If a student does not meet the requirements for promotion for two years in succession, said student will be retained until he/she meets the requirements for each grade.

A *grade 8 student* who has not passed two or more major subjects for the year, will be required to attend summer school to remediate academic deficiencies before moving on to the ninth grade. If the student does not attend summer school, he/she will be retained in the eighth grade. *No grade 8 student, who has failed all four major subjects will be promoted to the 9th grade.*

EXTRA HELP

Students should seek extra help from a teacher if they are experiencing difficulty in the subject area or if they have been absent. Students should speak with the teacher and schedule an extra help session for before or after school according to the teacher's scheduled extra help time. Transportation is the responsibility of the parent/guardian.

A teacher may request a student to stay before or after school if it is apparent that the student is having difficulty with his/her work. This is not to be thought of as a punishment, but as a desire by the teacher to help the student make necessary progress.

HOMEWORK POLICY

Teachers assign homework on a regular basis and in all areas of the Curriculum. The objectives of homework are:

- To help students develop independent work study habits.
- To reinforce learning that has taken place in school.
- To increase potential for home/school communication.
- To increase opportunities for enrichment activities.
- To correlate school learning with outside interest.
- To develop within each student the responsibility for completing and returning homework assignments.

ROLE OF THE SCHOOL/TEACHER

The teacher will:

- Assign on a consistent basis homework which may include written assignments, reading assignments, scientific experiments or other projects that reinforce a student's understanding of the curriculum.
- Assign homework to all students geared to the individual.
- Ensure that students understand the homework assignments.
- Review students' homework in a timely manner.
- Consider homework as a factor in the calculation of the student's semester grade.
- Ensure that no class time is allocated for the completion of homework.

ROLE OF THE STUDENT

The student should:

- Ask the teacher to clarify any assignment that is unclear.
- Write down all assignments in his/her agenda.
- Complete all assignments within the time-frame given.
- Let parent/guardian know what the homework is and ask them for assistance whenever needed.

ROLE OF THE PARENT/GUARDIAN

The parent/guardian should:

- Provide the student a consistent time and a suitable place for study.
- Review homework with the student to monitor its completion and the student's understanding of the work completed.
- Monitor agenda to ensure that homework has been written in on a daily basis and completed.
- Communicate with teacher(s) whenever the student appears to have difficulty with homework or when clarification is needed.

TIME GUIDELINES FOR HOMEWORK

Grades 7-8: 90 to 120 minutes per day

HOMEWORK REQUESTS

When a student is out of school for two or more consecutive days, parents/guardians can telephone 640-7846 before 8:30am to request homework assignments. Homework will be available at the office one-half hour prior to the end of school. It is helpful for students to have a classmate obtain assignments for shorter absences.

MAKE-UP WORK

When a student is absent, he/she is responsible for making up the work missed. The student must meet with the teacher to schedule make-up work missed during the absence. Tests/quizzes will be scheduled at the convenience of the teacher. All make-up work should be completed within a period equal to the number of days absent, plus one.

If a student receives a school suspension, it is the student's responsibility to make up missed work or tests within a reasonable number of days. (Reasonable number of days will be equal to the number of days of the suspension, plus one.)

HONOR ROLL

The John W. Wynn Middle School is pleased to acknowledge three levels of achievement earned by students:

1. *"Wynn Winners"*: students who have received all 3s and 4s in Effort and Behavior. These are students who come to school each day and put forth their best effort and behavior.
2. *High Academic Honors*: students who have attained all A's in all subject areas.
3. *Academic Honors*: students who have attained all A's and/or B's in all subject areas.

PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE--GOLD

To qualify, a student needs an A- or better for a final average in all subjects in grade seven, and through the first three quarters of grade eight.

PRESIDENT'S AWARD FOR EDUCATIONAL ACHIEVEMENT--SILVER

To qualify, a student needs to show **Outstanding Commitment** by achieving all 3s and 4s in effort for the first, second and third terms of 8th grade AND by obtaining a minimum of a B- average in English, Math, Science, and Social Studies for the first, second and third marking periods of 8th grade.

STUDENT CONDUCT

This Code of Conduct lets you know what the John W. Wynn Middle School expects of you and what it will do to ensure that you receive the education you are guaranteed by the Constitution of the Commonwealth of Massachusetts. As a Student, you must do your part to make the most of the opportunities you are given here to receive an education. At a minimum, you need to come to school on time and on a regular basis. You need to behave in a way that allows your fellow students to learn. Your success is up to you.

The Wynn Middle School Code of Conduct exists to ensure that the Tewksbury Public Schools' mission statement is met in a safe environment in which the students and staff feel secure and protected. The purpose of the code is to foster an atmosphere of dignity and respect in order to help students grow into self-disciplined, responsible, and accountable individuals. The Wynn Middle School community hopes to achieve this through clearly defined standards and consequences that are applied with fairness and consistency.

This Code of Conduct lets you and your parents/guardians know what to expect when disciplinary problems arise during the school day. If it is a minor problem, teachers may simply talk it out with you. If the problem is more significant or if you have repeated behavior issues, you might serve a teacher detention, after school detention or be suspended from school. Please become familiar with this Code of Conduct.

Expectations for Students

Students are expected to behave in ways that facilitate their and others' intellectual, emotional, social and physical well-being. This includes being in class on time, having all required materials, and completing all work on time and at the required standards. Any behavior that jeopardizes the safety or self-esteem of others or interferes with the teaching/learning process will not be tolerated.

You are responsible for the following:

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

DISCIPLINE CASES WARRANTING ACTION BY ADMINISTRATORS

- | | |
|--|--|
| ▪ Direct insubordination following a warning by a staff member | ▪ Refusing to do work in class |
| ▪ Refusal to obey a reasonable request | ▪ Possession of drugs |
| ▪ Threatening or resorting to violence | ▪ Possession of alcohol |
| ▪ Possession or use of tobacco products | ▪ Bullying, harassment |
| ▪ Fighting | ▪ Being under the influence of drugs (including alcohol) |
| ▪ Truancy | ▪ Any act which the staff member justifiably considers intolerable |
| ▪ Defacing school property | |
| ▪ Stealing | |

ADDITIONAL DISCIPLINE ISSUES WHICH MAY RESULT IN TEACHER/ADMINISTRATION ACTION

- Swearing
- Throwing food in the cafeteria
- Running, pushing in corridors
- Talking back
- Repeated failure to bring required materials to class
- Being in areas of the building without teacher permission
- Disruption of the learning environment
- Gum chewing
- Public displays of affection
- Possession of items used for gambling or lottery purposes
- Water pistols, yo-yos, toys, laser pointers, items with inappropriate comments, and other items inappropriate for school use will be confiscated and discarded unless a parent picks them up within the next 5 school days. It is the student's responsibility to inform the parent if he/she wishes to have the item returned.
- Backpacks/book bags are not allowed to be carried from class to class; they must be placed in lockers and remain there throughout the school day. Teachers will schedule locker times that will allow students to access their belongings at various times throughout the day.
- Inappropriate use of personal electronic devices (see p. 13-Appropriate Use of Personal Electronic Devices)

DETENTION

Team or teacher detentions generally occur on Tuesdays, Wednesdays, and Thursdays and normally last for 1 hour following the dismissal of students. Office detentions are issued by an administrator, are held on Tuesdays and Thursdays, and last until 3:00pm. Any student failing to report to an office detention will receive an additional office detention. Failure to report to both detentions may result in a suspension from school.

A student will be assigned a **Friday Afternoon Detention** when he/she has been tardy a total of six (6) times in a quarter. Additional Friday detentions will be assigned for every two (2) tardies after the 6. A student may be asked to serve a Friday detention for academic or behavioral reasons. Any student failing to report to Friday detention will be suspended for the following school day. Friday detention meets until 4:00 PM.

SUSPENSION

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. Students may be suspended from school for serious infractions of school regulations.

These actions may include, but are not limited to, the following:

- | | |
|---|---|
| ▪ Refusal to do school work in class as requested by a teacher; | ▪ Setting off firecrackers or "stink bombs" on school property; |
| ▪ Frequent violation of school rules; | ▪ Bullying, threatening or harassing peers or adults; |
| ▪ Stealing; | ▪ Improper behavior while on a field trip or while representing the school off school property; |
| ▪ Possession or use of alcoholic or other controlled substance in school, on the school bus, or at any school function; | ▪ Fighting in the school building, on school grounds, or on the bus; |
| ▪ Vandalism, graffiti or "tagging"; | ▪ Activating a fire alarm under false pretenses; |
| ▪ Use of tobacco products in school, on school property or on a school bus; | ▪ Possession of drug/smoking paraphernalia and drug facsimiles; |
| ▪ Leaving the building without permission; | ▪ "Pantsing." |
| ▪ Using or selling drugs in school, on school grounds, or at any school function; | ▪ Improper use of the Internet; |
| | ▪ Violation of a local, state or federal law; |

- Gambling, including card playing, dice, betting, lotteries, etc.;
- Possession of a weapon;
- Possession of a cigarette lighter or any other incendiary device;
- Truancy from class;
- Presence in school while intoxicated or under the influence of drugs;
- Inappropriate physical contact;
- Physical and/or verbal abuse;
- Sexual harassment;
- Failure to report to detention or office when instructed by a teacher;
- Using crude, vulgar, or obscene gestures and/or language(verbal or written) on school property;
- Instigating, encouraging or being part of a group that encourages a fight;
- Recording, videotaping, or photographing anyone during the school day;
- Planning a fight during school that will occur after school or off school property;

School administrators are authorized to conduct investigations into school related disciplinary matters, including student interviews.

A suspension may not be imposed without providing the student or the parent oral and written notice (in English or the primary language of the home), along with an opportunity for a hearing on the charge and an opportunity for the parent to participate in the hearing.

A parent/guardian must come with the student to meet with the school administration before that student can be readmitted.

While on suspension, a student loses school privileges and may not attend /participate in all school activities, including athletics and social affairs.

Students will be provided with an opportunity to earn credits, make up assignments, tests, papers, and other school work missed while serving the suspension.

BULLYING

Bullying behavior is not tolerated at the John W. Wynn Middle School.

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 cyberbullying behavior will follow our school handbook, state law, and the policy and procedures of the Tewksbury School Committee.

Bullying is defined as:

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.

Cyberbullying is defined as:

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

Students with differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnancy or parenting status, sexual orientation (lesbian, gay, bisexual, transgender, questioning), mental, physical, developmental or sensory disability or who by association with a person who has or is perceived to have one or more of these characteristics, will be provided support and anti-bullying skills knowledge and strategies needed to prevent or respond to bullying or harassment of the student with differentiating characteristic(s) and the peer group.

Anyone wishing to report a suspected act of bullying may fill out a Bully Report Form available in the Wynn Middle School office. In addition, a suspected act of bullying may be reported by telephone to any staff member. All reports will be fully investigated by the Wynn Middle School staff.

CAFETERIA BEHAVIOR AND EXPECTATIONS

When eating in the cafeteria, it is expected that students will:

- Behave in an appropriate manner
- Select one seat for the entire lunch period
- Clean their table and floor areas
- Dispose of trash properly
- Ask permission to leave the table (use restroom, get a utensil, etc.)
- Not throw objects or food
- Not make excessive noise
- Not push or cut in the lunch line
- Not move from table to table

If a student violates cafeteria rules, he/she will be disciplined accordingly. Consequences may include, but are not limited to, seating change or suspension of cafeteria privileges.

CHEATING AND PLAGIARISM

"Plagiarism is passing off a source of information, ideas or words as your own by omitting to acknowledge the source - an act of lying, cheating and stealing." (Harvey, Gordon, Writing with Sources: a guide for Harvard students, Hacket Publishing Company, Inc., Indianapolis, Cambridge, 1998). Cheating and plagiarism undermine the basic relationship of trust between a student and teacher. Cheating and plagiarism prevent the proper evaluation of a student's work and detract from the achievement of all students in the class. They are among the most serious offenses a student can commit. Any cheating infractions including plagiarism may be brought to the attention of Guidance and Administration.

Students who are found cheating on a test or assignment will receive a grade of zero (0) for that assignment which cannot be made up. The teacher will inform the parent/guardian of the incident and detention will be assigned. If a student is caught copying another student's work with the second student's consent, the second student will receive the same consequence.

CARE OF SCHOOL PROPERTY

Students are responsible for the safe keeping of all books, supplies and other school equipment. If a student willfully damages such school property he/she will be required to pay for its replacement and will face disciplinary action. Parents/guardians will be notified and, possibly, the police department as well. The school may either sue the student or have the police bring charges against the student for the repair of damage. Lost books must be paid for before the student leaves in June for summer vacation. Failure to pay for lost materials could also result in disciplinary action.

CORRIDOR PASSES

A teacher will issue a pass in order for a student to leave class. It will show the destination, time the student leaves, and time the student returns to class. The student must also sign in and out of the class on the class log.

DRESS CODE

It is our belief that school is a place of business: the business of teaching and learning. As such, dress is expected to be in good taste appropriate for academic work and consistent with safety standards. Students who violate the school dress code will be sent to the guidance office and may be required to change into gym clothes, turn tee-shirts inside out or have parent/guardian bring in appropriate clothing.

- Beach attire, pajamas, tube tops, shirts that expose the midriff, spaghetti straps, halter tops, see-through clothing, spandex shorts, and sunglasses (without a doctor's note) are not considered appropriate for the classroom. Shorts, skirts (or skorts), and dresses must reach the fingertips when arms are relaxed by the student's sides. This applies even when wearing tights, stockings, and leggings since clothing should cover the body and not distract from the learning process.
- Shirts/items which make reference to sex, violence, gangs, drugs, alcohol or tobacco, or shirts with crude or offensive language are inappropriate attire for school.
- Jackets, coats, hats and bandanas are not allowed to be worn in the school building.
- Any display of undergarments is prohibited. Pants must be worn so as not to expose underclothing such as boxer shorts.

DISCIPLINE OF STUDENTS ON EDUCATIONAL PLANS

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

1. The Individual Educational Program (IEP) for a special needs student will indicate whether the student is expected to meet the regular discipline code or if the student's condition requires a modification. Any modification will be described in the student's IEP.
2. For special needs students who may be removed from their educational program for more than ten days, cumulatively, in a school year, a review of the relationship between the misconduct and the student's disability will be conducted.
3. If, after conducting such review, the student's special education Team determines that the behavior was a manifestation of the student's disability, the Team will discuss a modified program for the student. If the Team determines that the student's behavior was not a manifestation of his/her disability, the student may then be subject to the school's disciplinary code. In that event, an alternative setting for the student for the student to receive instruction will be determined.
4. A Functional Behavioral Assessment will also be conducted with respect to a special needs student whose behavior violates the school's disciplinary code.
5. If a student's conduct involves weapons or drugs, the team may place the student in an alternative educational setting.

When a student is on an educational plan he/she must abide by the Wynn Middle School rules and regulations unless his/her plan states otherwise. Suspensions will be reported to the Administrator of Special Education. Plans will be reviewed by a special education team when a student has accumulated 10 days of suspension from classes in a school year.

STUDENT CONDUCT AFFECTED BY THE EDUCATION REFORM ACT

(Violent Behavior, Possession of Weapons and Controlled Substances, and Violations of Others' Civil Rights)

- (A.) If a student is involved in fighting or other violent behavior or is involved in acts of vandalism or violation of other students' civil rights, on school premises, on school buses, or at school-sponsored events, including athletic games, said student will be immediately suspended for an indefinite period of time, and may be subject to expulsion from school.
- (B.) If a student is found on school premises or at school-related events, including athletic games, to be in possession of a dangerous weapon, including but not limited to, a gun or a knife; possession of ammunition for a weapon; or of a controlled substance as defined in chapter 44C (including, but not limited to, marijuana, cocaine, and heroin) said student will be immediately suspended for an indefinite period of time, and, may be subject to expulsion from the school or school district by the principal.
- (C.) If a student assaults anyone on school premises or at school sponsored or school-related events, including athletic games, said student will be immediately suspended for an indefinite period of time and may be subject to expulsion from the school or school district by the principal.

CONDUCT ON SCHOOL BUSES

Pupils who use school buses are subject to school rules while on the bus and at bus stops. Riding the school bus is a privilege which may be suspended whenever a student fails to follow bus rules. Severe or continuous misbehavior may result in permanent bus suspension.

Students should be at their stop 5 minutes prior to scheduled pick-up. Buses leave school on or about 2:00pm. There are no late buses if a student stays for an activity, detention, or extra help.

Students are **not allowed** to switch buses except for significant extenuating circumstances. In such cases, requests must be made in writing and permission must be granted from administration and transportation director.

RULES FOR BUS CONDUCT

- Students must obey all directions of the bus driver quickly and courteously;
- Students may not throw any objects in or out of the bus;
- Students may not open windows or doors without the driver's permission nor put arms, head or hands outside the window;
- Students may not do anything which will disturb or distract the driver;
- Horseplay or rough-housing is forbidden;
- Students must pay for any damage that they have caused on the bus;
- Students may not open emergency exit doors unless instructed to do so by driver;

- Stairwells and aisles must be kept free of musical instruments and other large objects;
- Students must remain seated;
- Eating and/or drinking are not allowed;
- The use of any tobacco products is forbidden;
- The use of obscene or inappropriate language is forbidden

Examples of major bus offenses which may result in an immediate bus suspension include:

- lighting matches/smoking/tobacco use;
- throwing objects in or out of bus;
- hanging out windows;
- using obscene language;
- having or using drugs or alcohol;
- tampering with bus equipment;
- destroying property, i.e. tearing seats, breaking windows, etc.;
- fighting;
- physical abuse to others;
- verbal abuse to others.

These procedures apply when a bus discipline problem occurs:

- The bus driver will provide the administration with a **School Bus Incident Report**. The administration will then issue a consequence to the student including, but not limited to: warning, written assignment, detention, temporary bus suspension, permanent bus suspension.
- Students will be suspended from the bus for three (3) consecutive days for 3 minor offenses or three (3) consecutive days for one major offense. The administration will rule as to the type of offense.
- Continuous misbehavior will result in additional consequences and may lead to permanent bus suspension.
- When a student is suspended from the bus, parent/guardians are responsible for transportation to and from school.

Security Video Cameras on School Buses –

The Tewksbury school committee has implemented a policy regarding Security Video Cameras on School Buses. Please refer to Tewksbury Public Schools Policy Manual, Section EEAFF/ECAF – Use of Video Cameras on School Buses.

STATE AND FEDERAL LAWS

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

SEARCH AND SEIZURE--School officials balance a student's legitimate right to privacy against their need to provide a safe environment in which others can learn. We can search student lockers, desks, and other school areas without a warrant as long as there is a reasonable suspicion that the search is necessary to find contraband or to preserve public safety. If we find contraband we will confiscate it and turn it over to the police. We will also notify parents/guardians and begin procedures which may lead to a student suspension from school.

GENERAL INFORMATION

Attendance and Absences

Excused Absences

Exempt Absence: A student's absence is classified as excused or "exempt" for the following reasons:

- A medical reason or hospitalization (health care provider documentation or receipts required)
- A court appearance (court documentation required)
- A religious observance (parent/guardian call or note required)
- A death in the immediate family: parent, grandparent, sister brother, aunt, uncle (parent, guardian call or note required)
- Suspension from school

This type of absence does not count toward the total number of unexcused absences.

Aspen Code: AE-with reason

Unexcused Absences

Absent Confirmed (non-exempt): For an absence to be confirmed, a parent/guardian must call the child's school on the morning of the absence or email the administrative assistants at jkearns@tewksbury.k12.ma.us or pnapoli@tewksbury.k12.ma.us and/or the student must present a note from the parent/guardian upon return to school. It is considered an unexcused absence until it satisfies one of the reasons above.

An absent confirmed still counts toward the total number of accumulated unexcused absences.

Aspen Code: AC

Absent (Truant, non-exempt): When a student is absent from school and no phone call, email, or note has been received from a parent/guardian, the student's absence is classified as unexcused or truant.

This type of absence or truancy also counts toward the total number of accumulated unexcused absences.

Aspen Code: A

Performance of household or babysitting duties, school visits, and family travel or vacation are considered **unexcused** absences.

Absenteeism and the Massachusetts General Laws:

- The parents or guardians of each pupil shall, annually, at the commencement of each school year, be sent a notice instructing them to call a designated telephone number at a designated time to inform the school of the absence of a pupil and the reason therefor. Said notice shall also require such parent or guardian to furnish the school with a home, work or other emergency telephone number where they can be contacted during the school day. If a pupil is absent and the school has not been notified by the designated time, the school shall call the telephone number or numbers furnished to inquire about said absence.
 - (Massachusetts General Law Title XII, Chapter 76, Section 1A)
- Following the 5th unexcused absence, a letter will be generated from the Principal's office, or the Principal's designee, notifying the parent/guardian, in writing, of the student's absence, and requesting a meeting with the parent/guardian to discuss the student's attendance. The letter will direct the parent/guardian to contact the Principal's office, or the Principal's designee, within 5 school days to schedule a meeting. If the parent/guardian 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 or guardian for purposes of scheduling a meeting. At the meeting, the Principal (Assistant Principal or other designee), the parent/guardian 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.
 - (Massachusetts General Law Title XII, Chapter 76, Section 1B)
- Following non-exempt absences of seven (7) full days or fourteen (14) half-days within any period of six (6) months, a supervisor of attendance may choose to file a "failure to send" complaint against the parent or guardian in the juvenile court.
 - (Massachusetts General Law Title XII, Chapter 76, Section 2)
- Whoever induces or attempts to induce a minor to absent himself unlawfully from school, or unlawfully employs him or harbors a minor who, while school is in session, is absent unlawfully therefrom, shall be punished by a fine of not more than two hundred dollars.
 - (Massachusetts General Law Title XII, Chapter 76, Section 4)
- Following the eighth (8th) non-exempt absence in one quarter, the Principal or designee may choose to file a "Habitual Truant" Child Requiring Assistance (CRA) in the juvenile court to support the student in attending school.
 - (Massachusetts General Law Title XVII, Chapter 119, Section 39 E&G)

Attendance Protocol in the Tewksbury Public Schools:

1. Following the fifth (5th) unexcused absence, a letter will be sent home to parents or guardians notifying them of their child's attendance and a copy of the letter will be placed in the student's file. This may be accompanied by a phone call home expressing concern to arrange a meeting with the Principal or designee and/or the School Guidance Counselor.
2. Following unexcused absences of seven (7) full days or fourteen (14) half-days within any period of six (6) months, a supervisor of attendance may choose to file a "failure to send" complaint in the juvenile court. (Massachusetts General Law Title XII, Chapter 76, Section 2)
3. Following the twelfth (12th) unexcused absence, a second letter will be sent home to the parent/guardian notifying them of their child's attendance and a copy will be placed in the student's file.
4. Between twelve to fifteen (12-15) absences the School Attendance Officer may make phone contact or visit the home of the parent/guardians.

5. Following the eighth (8th) unexcused absence in one quarter, the Principal or designee may choose to file a Child Requiring Assistance (CRA) in the juvenile court to support the student in attending school. (Massachusetts General Law Title XVII, Chapter 119, Section 39 E&G)

Please be advised that students who received attendance interventions in the previous school year(s) may be subject to more serious and immediate interventions should signs of continued attendance concerns be observed during the current school year.

TUTORING SERVICES

If a student is absent because of **extended illness** (14 school days) the parent/guardian should telephone the Office of Special Education (978 640-7818) to request a form for a physician to sign so that the school can provide a tutor to help the student keep up with class assignments.

TRUANCY

Truancy, which is absence from school without permission, is against the law. Any student who has been proven to be truant will be disciplined by the school and may be referred to a higher authority for action.

TARDINESS

Students must be in their homeroom seats at 7:35am. If tardy, students must obtain an admission slip from the office. Tardy students should also bring a note, have a parent call, or have a parent accompany him/her to the office.

Please be aware of the following disciplinary actions regarding tardies within one quarter:

- At three (3) tardies a student will receive an office detention.
- At six (6) tardies a student will receive a Friday afternoon detention.
- For each additional two (2) tardies a student will receive another Friday detention.
- If a student fails to report to Friday detention he/she will be suspended for the next school day.
- A student will receive an excused tardy only if he/she has a doctor's note or if the bus has been delayed.

DISMISSALS

Dismissal notes should be given to the homeroom teacher and state the following:

- Student's first name, last name, homeroom, time of dismissal, reason for dismissal, room number where the student will be at that time, and parent signature.
- No student will be dismissed from school unless a responsible adult is available to escort him/her home.
- A student dismissed before 10:30am is considered absent unless the student returns to school.

Under no circumstance should a student when feeling ill use a cell phone to contact a parent/guardian to be picked up from school without first reporting to the nurse's office. During the school day, cell phones are not to be used without teacher permission. If the nurse is unavailable, the student is to report to the main office.

EARLY ARRIVAL

Students who do not take the bus in the morning will be unable to enter the building prior to 7:15am. Teacher supervision begins at this time and we are unfortunately unable to guarantee the safety of students who arrive earlier. Upon arrival after 7:15am students should report to the cafeteria and wait for the 7:20am bell to ring prior to reporting to homeroom.

VACATIONS DURING THE SCHOOL YEAR

December, February and April vacations are included in the school calendar. Family vacation taken while school is in session is contrary to Student Attendance Policy voted by the School Committee and is strongly discouraged. It has been our experience that students do not complete work while on such vacations. Should a student miss school because of a vacation, make-up work will be assigned upon his/her return to school. Teachers may, at their discretion, assign work before students leave on vacation.

NO SCHOOL ANNOUNCEMENTS

When severe weather occurs, tune to WRKO (AM/680), WBZ (Channel 4 and AM/1030), and WHDH (Channel 7) for announcements of school delay or cancellation. The district will activate the One Call Now System whereby parents will be called and receive a message of school delay or cancellation.

GUIDANCE DEPARTMENT

Guidance services are available to every student in the school. These services include course planning, study assistance, and counseling in the areas of academics, social issues, and home concerns. Guidance counselors meet with all students throughout the year in an effort to get to know them. A student can make an appointment to see a counselor; the counselor will make arrangements to meet with the student at a mutually agreeable time.

HEALTH SERVICES

There is a school nurse available during the school day to meet with students. When a student feels ill, he/she will request a pass to go to the nurse's office from the classroom teacher. If the nurse is not available, the student should go to the main office. The nurse will notify parents if a student needs to be dismissed due to illness.

Parents must bring to the nurse any **medications** that a student needs to take during school hours along with a consent form signed by them. Parents must also present a note from a physician if the nurse is expected to supervise a student as he/she takes the medication.

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

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

LOCKERS - STUDENT ASSIGNMENT AND USE

Students are assigned a locker for books, coats and jackets at the beginning of each year and are given a lock with a unique combination to use during the school year. Students can go to their lockers before and after school, at the beginning of lunch period, and any additional times as decided by the team of teachers. Students should keep the combination to their locks a secret; the school is not responsible for items stolen from a locker. The lockers are school property. If a student loses a lock he/she must pay for its replacement. All items stored in lockers must be related to an authorized school activity. School officials may, without prior warning, examine the contents of a locker when there is reason to believe that the locker may contain prohibited items.

VALUABLES

Students should not bring large amounts of money or expensive items to school. If necessary, students may place money in a sealed, labeled envelope and store it temporarily in the safe in the main office. **DO NOT LEAVE** money, watches, rings, purses or other things of value in lockers or classrooms. A student may ask a Physical Education Teacher to hold valuables for a student during gym. Setting a locker combination or pegging a locker encourages theft. Students disregard these suggestions at their own risk.

LOST AND FOUND

Students are encouraged to bring "found" items to the guidance office. Students may look through "found" items in the guidance office to search for an item that they have lost.

RESTROOM USE

Student use of the restrooms without a pass is restricted to before and after school and the beginning of the lunch period. We ask that students do their best to keep them clean. Those who loiter, write on walls or damage the facilities hurt everybody. Students should use the gym restrooms only when they are scheduled for gym.

TELEPHONE USE

No student will be called to the telephone during school hours. The office phone is for emergency use only. Students who telephone home requesting a parent to deliver something to the office are expected to check the office for the article and not have to be called from the classroom. We do not interrupt class work without substantial reason.

WALKING TO SCHOOL

Students may walk home from school if parents submit a letter granting the student permission to walk home that day. A parent may also write one letter that permits the student to walk home at any time during the school year. The student will be issued a *Walking Pass* from the office. Students who are walking may leave at second dismissal.

RIDING A BICYCLE TO SCHOOL

Students are permitted to ride a bicycle to school if they have turned in a *Student Bicycle Riding Contract* signed by student, parent/guardian and administrator which states, in part:

- In accordance with the Massachusetts Bicycle Helmet Law, all individuals, 16 or younger, must wear a bike helmet when riding a bicycle to school.
- Students riding a bicycle will leave on second dismissal.

SCHOOL DANCES

The administration and staff sponsor dances for 7th and 8th graders to reward students who follow school rules and procedures. These dances begin at 7:00pm and end at 9:00pm. If a student has been suspended from school, given a bus suspension, served an office detention, or otherwise has not followed the rules and procedures set forth in the Student Handbook, he/she may not be permitted to attend the next school dance. A "NO DANCE" list will be issued on the day of the dance. If a student's name appears on the "NO DANCE" list and he/she appears at the dance, the student will be sent home and not allowed to attend the next dance.

The following rules govern student conduct at school dances:

- Students will not be admitted after 7:30 p.m. without a note from parent/guardian.
- Students may not leave the dance unless they are picked up by a parent.
- Students may be excluded from the next dance if not picked up by 9:15pm.
- Parents picking up students should be in the upper parking lot by 9:00pm.
- Only 7th and 8th grade students enrolled at the John W. Wynn Middle School may attend the dances.
- A student may not attend the dance if absent from school on the day of the dance.
- Students who are dismissed on the day of the dance will be unable to attend the dance; a doctor's note citing a medical appointment must be presented prior to the dance if the reason for dismissal is medical.
- Student dress must be in accord with the Student Handbook.
- All rules that apply during the school day must be followed during the dance.
- Students not attending the dance are not allowed on school grounds during the dance; students will be considered trespassing and the police department may be called.
- The school administration reserves the right to ask any student who is not following acceptable rules of behavior to leave the dance. These rules include, but are not limited to, inappropriate dancing or public displays of affection.
- Students cannot record or take photos in the cafeteria during a dance.

FIELD TRIPS

A student's parent/guardian must complete a field trip form which must be given to the teacher before a student may get on the trip bus. During the trip students will stay with teachers or chaperones. A student may be excluded from a field trip if behavior has been consistently inappropriate. This decision will be made by the student's teachers and an Administrator. Any parent volunteer accompanying a field trip must complete a CORI request form.

FIRE ALARM DIRECTIONS

Students should be aware that fire exit directions are posted in each classroom. Students should:

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

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

EVACUATION

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

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

LOCKOUT

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

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

LOCKDOWN

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

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

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

A.L.I.C.E. PROTOCOL

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

NEW STUDENT REGISTRATION

New students at the John W. Wynn Middle School must appear with parent/guardian and bring the following at time of registration:

- proof that student lives in the school district (If a student is not living with parents, the school needs to know who the person is and what authority they have to be the guardian);
- copy of academic transcript from last school;
- transfer card from last school;
- medical/immunization record;
- most recent Educational Plan (if applicable);
- verification that student was not expelled from previous school; if student was expelled, it is possible that enrollment may not be permitted. **Note: Until all materials are obtained and verified, registration is incomplete.**

SCHOOL INSURANCE

Each year parents/guardians can purchase low cost insurance to cover the costs of accidents that might have occurred during the time a student leaves for school and when the student returns home. The school does not benefit from student coverage but encourages students to have it.

POLICIES

ACCEPTABLE USE OF COMPUTERS

Before a student can use the school computers, he/she and a parent/guardian must read and sign the Acceptable Use Policy. Those policy forms will be distributed during the first week of school. Violation of the acceptable use policy could lead to disciplinary action including, but not limited to, loss of computer privileges, detention, or suspension.

AHERA

As per the requirements of 40CFR 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.

ALCOHOL AND OTHER DRUG POLICY

A student will be suspended from school and may be subject to expulsion if he/she is found to be in possession of alcohol or other drugs (or under the influence of, or distributing) while on school premises, on school buses, or at school-sponsored events such as dances and athletic games. The school will report violators to the police. This policy also applies to any student found to be in possession of drug paraphernalia and drug facsimiles.

APPROPRIATE USE OF PERSONAL ELECTRONIC DEVICES

During the school day, students may have in their possession a silenced personal electronic device such as, but not necessarily limited to, a cellular/mobile telephone, smartphone, audio-visual player/recorder, or laptop/tablet/handheld/pen-based computer. The use of communication features of such devices during instructional time is prohibited, unless the classroom teacher or other school official has provided authorization for their use. Students accessing the internet through the use of cellular wireless technology are expected to adhere to their signed acceptable use policy for the internet.

Notwithstanding the foregoing, students may use the communication features of such devices during their designated lunch period within the cafeteria and the cafeteria lobby only; provided, however, that the Principal or his designee shall have the right to prohibit or otherwise regulate the use of such devices within the cafeteria and cafeteria lobby.

Students who utilize such personal electronic devices in the halls, in classes without permission, or in a manner that is disruptive will have their device taken and held at the Administrator's office to be picked up by a parent or lawful guardian. Use of a personal electronic device's audio or visual recording features is not permitted without prior approval of an administrator or teacher.

Massachusetts law makes it a crime to secretly record an in-person or telephone conversation without the consent of all parties to the conversation.

Failure to comply with the requirements of this policy will result in disciplinary action and may result in suspension.

NONDISCRIMINATION

Tewksbury Public Schools does not discriminate on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation or disability in its admission of students in, or access of students to all programs or activities offered by Tewksbury Public Schools including athletics and other extracurricular activities.

Tewksbury Public Schools strives to prevent, oppose and prohibit harassment or discrimination based on a student's race, color, sex, gender identity, religion, national origin, sexual orientation or disability and will respond promptly and appropriately to any complaint or report of discrimination or harassment. (File: AC, ACA, ACAB in School Committee Policy)

FELONY COMPLAINT OR CONVICTION OF STUDENT (MGL: Ch71, S. 37H1/2)

1. Upon issuance of a criminal complaint charging a student with a felony or upon issuance of a felony delinquency complaint, the principal may suspend such student for a period of time determined appropriate by the principal if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.
2. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such felony or felony delinquency, the principal may expel such student if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

In both sections 1 and 2, a student and parents have the right of appeal to the Superintendent of Schools.

PROCEDURES FOR STUDENTS WITH DISABILITIES SECTION 504

A student, parent/guardian or employee who believes that he/she has been discriminated against on the basis of his/her disability shall report such grievance to the principal, or in the alternative to the Superintendent of Schools. The procedure for filing such a grievance is set forth in the district's Section 504-grievance policy, a copy of which is available in the principal's office.

In addition, if a complainant remains dissatisfied with the district's resolution of his/her complaint, he/she complaint, he/she may file a complaint with one or more of the following agencies. A statute of limitations of 180 days may apply to the filing of such complaint.

Office of Civil Rights

United States Department of Education

J. McCormack Post Off. And Courthouse

Room 701

Boston, MA 02109

Commonwealth of Massachusetts

Commission Against Discrimination

One Ashburton Place

Boston, MA 02108

Commonwealth of Massachusetts

Bureau of Special Education Appeals

350 Main Street

Malden, MA 02148

DISCRIMINATION, OTHER FORMS

If a student believes that he or she has been subject to discrimination on the basis of race, color, religious creed, national origin, gender, sexual orientation, genetic information or ancestry, he or she may report such discrimination complaint using the same procedure set above for disability under Section 504.

DRUGS AND EDUCATIONAL REFORM

A student can be expelled from school (or the school district) if said student is found to have any of these in his/her possession while on school property, on a school vehicle or at a school event such as an athletic game: a dangerous weapon (such as a gun or knife) or illegal drugs (such as marijuana, cocaine, and heroin). When a student is expelled, he/she has:

- the right to appeal the suspension to the Superintendent;
- ten (10) days from the date of the suspension to notify the Superintendent of intent to appeal;
- the right to have an attorney represent the student in the appeal.

Be aware in the appeal hearing that there may be a discussion of the student's conduct at the school which is not limited to the matter which caused the expulsion. If the student goes to another school the Superintendent must inform the principal as to the reasons for the expulsion.

EXPULSION

By law the School Committee must give the student and parents/guardians a fair hearing before separating him/her permanently from the school for misconduct. The principal conducts this hearing and must provide the student with:

- Written notice of the charge of misconduct;
- Notice that he/she may be represented by an attorney or advocate (at student's expense);
- Adequate time to prepare for the hearing;
- Access to all documents the school intends to use at the hearing;
- The right to question witnesses; and,
- A reasonably prompt, written hearing decision supported by specific findings of fact.

HARASSMENT, CIVIL RIGHTS AND RESPECT

"Harassment" is conduct that is personally offensive, degrading or threatening to others. It is strictly prohibited at the John W. Wynn Middle School. The school's policy against harassment refers to/but is not limited to, insulting or harmful comments or actions based on a person's race, gender, sexual orientation, national origin, physical characteristics or disability. Examples of harassment include, but are not limited to, name calling, put downs, threats, sexually suggestive remarks, unsolicited physical contact, unwelcome and insulting comments and gestures, and the display or circulation of written materials or pictures that are degrading to any individual, or any ethnic, religious or gender group. All members of the Wynn Middle School Community are expected to adhere to this policy and are strongly encouraged not to tolerate, even by silence, any violation of it by others. Consequences for violating this policy can include mandatory counseling, exclusion from school social events, and suspension from school ranging from one to ten days with notification to the police. Repeated or extreme forms of harassment may result in a recommendation of expulsion from the Wynn Middle School.

Incidences of harassment may 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 treated on an equal basis with those incidents involving bias or hatred. Since harassment may involve state and/or federal law, the Tewksbury Police may be asked to offer assistance, clarification and/or direction. For compliance issues, parents should contact:

Brenda Theriault-Regan, Assistant Superintendent

Tewksbury Public Schools

139 Pleasant Street

Tewksbury, MA 01876

Telephone 978-640-7800 Ext. 201

John Weir, Principal

John W. Wynn Middle School

1 Griffin Way

Tewksbury, MA 01876

Telephone 978-640-7847

HARASSMENT: SEXUAL

Boys and girls should show respect toward each other in the school setting. Bothering another person with unwanted verbal or physical advances of a sexual nature is unacceptable. Displays of affection are also not considered appropriate in the school setting or at school events. These behaviors may lead to disciplinary action.

A student who believes he or she has been subjected to sexual harassment should consult the district's sexual harassment complaint procedure, a copy of which is available in the principal's office.

An individual who feels that he/she has been sexually harassed may file a complaint with the following agency. A statute of limitations of 180 days may apply to the filing of such complaint.

Commonwealth of Massachusetts
Commission Against Discrimination
One Ashburton Place
Boston, MA. 02108

HAZING LAW

Massachusetts General Laws - Chapter 269

C. 269,S.17. Crime of Hazing: Definition: Penalty

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in section eighteen and nineteen, 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 any other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage or drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as defense to any prosecution under this action. Added by St. 1985,c.536; amended by St. 1987,c.665.

C.269,S.18. Duty to Report Hazing

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger of peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonable practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. Added by St.1985,c.536; amended by St.1987,c.665.

NOTE: If a student is found guilty of hazing at the Wynn Middle School, he/she will be subject to possible expulsion.

STUDENT RECORDS

The Student Record Regulations adopted by the Board of Education apply to all public elementary and secondary schools in Massachusetts (They also apply to private day and residential schools that have state approval to provide publicly-funded special education services.) The regulations are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in carrying out their responsibilities under state and federal law.

INSPECTION OF RECORDS

A parent or an eligible student has the right to inspect all portions of the student record upon request. The record must be made available within two days after the request, unless the parent or student consent to a delay.

The parent and eligible student have the right to receive a copy of any part of the record, although the school may charge a reasonable fee for the cost of duplicating the materials.

The parent and eligible student may request to have parts of the record interpreted by a qualified professional from the school, or may invite anyone else of their choice to inspect or interpret the record with them.

Access of non-custodial parents to their child's student information is governed by Massachusetts General Laws, Chapter 71, Section 34H and the Department of Education's Regulations, at 603 CMR 23.07. A noncustodial parent shall submit a written request for records to the school principal annually. Upon receipt of the request, the school principal is required to notify the custodial parent of the receipt of the request. The custodial parent will be notified that the information requested will be provided to the non-custodial parent unless the principal is provided with documentation of a court order that prohibits the provision of such information to the non-custodial parent.

CONFIDENTIALITY OF RECORDS

Except where the regulations specifically authorize access by third parties, no individuals or organizations other than the parent, eligible student and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or eligible student.

AMENDMENT OF RECORDS

The parent and eligible student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and eligible student have a right to request that information in the record be amended or deleted. They are entitled to meet with the principal (or the principal's designee) to discuss their objection to information that is in the records, and to receive a written decision. A parent or eligible student who is not satisfied with principal's decision may appeal to higher authorities in the school district.

DESTRUCTION OF RECORDS

The regulations require school authorities to destroy a student's temporary record within five years after the student transfers, graduates or withdraws from the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. In each case, the school must first notify the parent and eligible student and give them the opportunity to receive a copy of any of the information before it is destroyed.

The above is only a summary of some of the more important provisions of the Student Record Regulations that relate to the rights of parents and eligible students. The Student Record Regulations are included in the code of Massachusetts Regulation at 603 CMR 23.00. For more detailed information, please review the regulations (copies of which should be available in every public school) and the Questions and Answers guide published by the Massachusetts Department of Education in 1995.

FURTHER POLICIES

This Handbook is amended by any policy or procedure subsequently enacted by the Tewksbury School Committee.

CHAIN OF COMMUNICATION

WHOM DO I CALL WITH A QUESTION OR SUGGESTION?

The Tewksbury Public School District has developed communication protocols to promote direct, open and respectful interactions so that problems and concerns can be worked out quickly and efficiently. The communication protocol starts with the staff member closest to the situation, as that person will usually have the most information. Appropriate communication channels for a variety of topics are listed below. Please refer to individual school and department websites for contact.

Classroom Issues Involving an Individual Child

Classroom procedures, behavior, grades, schedule, etc.

-Or- Curriculum and Instruction
Subject matter being taught, teaching strategies, textbooks and materials used, etc.

For Preschool:

STEP 1 – Classroom Teacher, Special Education Teacher or Related Service Provider; if not resolved...

STEP 2 – Head Teacher; if not resolved...

STEP 3 – Building Administrator; if not resolved...

STEP 4 – Assistant Superintendent; if not resolved...

STEP 5 – Superintendent of Schools

For Grades K-4:

STEP 1a – Classroom Teachers, Special Education Teacher or Related Service Provider; if not resolved...

STEP 1b – If appropriate –School Advisory Council or School Psychologist/School Adjustment Counselor; if not resolved...

STEP 2 – Building Administrator; if not resolved...

STEP 3 – Assistant Superintendent; if not resolved...

STEP 4 – Superintendent of Schools

For Grades 5-6:

STEP 1a – Classroom Teacher, Special Education Teacher or Related Service Provider; if not resolved...

STEP 1b – If appropriate - School Advisory Council or School Psychologist; if not resolved...

STEP 2 – Building Administrator; if not resolved...

STEP 3 – Assistant Superintendent; if not resolved...

STEP 4 – Superintendent of Schools

For Grades 7-12:

STEP 1a – Classroom Teacher, Special Education Teacher or Related Service Provider; if not resolved...

STEP 1b – If appropriate - School Advisory Council, School Psychologist or Guidance Counselor; if not resolved...

STEP 2 – Building Administrator; if not resolved...

STEP 3 – Assistant Superintendent; if not resolved...

STEP 4 – Superintendent of Schools

504 Plans

For Grades PreK-8:

STEP 1 – Classroom Teacher; if not resolved...

STEP 2 – Designated Building 504 Coordinator; if not resolved...

STEP 3 – Building Administrator; if not resolved...

STEP 4 – District 504 Coordinator; if not resolved...

STEP 5 – Superintendent of Schools

For Grades 9-12:

STEP 1– Guidance Counselor; if not resolved...

STEP 2– Guidance Dept. Head; if not resolved...

STEP 3– Assistant Principal (Student Last Name A-K); Assistant Principal (Student Last Name L-Z); if not resolved...

STEP 4 – Principal; if not resolved...

STEP 5 – District 504 Coordinator; if not resolved...

STEP 6 – Superintendent of Schools

Special Education

Preschool:

STEP 1 – Teacher, Special Education Teacher, Case Manager, Related Service Provider; if not resolved...

STEP 2 – Head Teacher; if not resolved...

STEP 3 – Building Administrator; if not resolved...

STEP 4 – Special Education Administrator; if not resolved...

STEP 5 – Assistant Superintendent; if not resolved...

STEP 6 – Superintendent of Schools

For Grades K-4:

STEP 1 – Teacher, Special Education Teacher, Case Manager, Related Service Provider; if not resolved...

STEP 2 – Building Administrator; if not resolved...

STEP 3 – System-wide Team Chairperson; if not resolved...

STEP 4 – Assistant Superintendent; if not resolved...

STEP 5 – Superintendent of Schools

For Grades 5-6:

STEP 1 – Teacher, Special Education Teacher, Case Manager, Related Service Provider; if not resolved...

STEP 2 – Building Administrator; if not resolved...

STEP 3 – System-wide Team Chairperson; if not resolved...

STEP 4 – Assistant Superintendent; if not resolved...

STEP 5 – Superintendent of Schools

Special Education

For Grades 7-8:

STEP 1 – Teacher, Special Education Teacher, Related Service Provider; if not resolved...

STEP 2 – Case Manager; if not resolved...

STEP 3 – Building Administrator; if not resolved...

STEP 4 – Director of Student Services; if not resolved...

STEP 5 – Assistant Superintendent; if not resolved...

STEP 6 – Superintendent of Schools

For Grades 9-12:

STEP 1 – Special Education teacher; if not resolved...

STEP 2 – High School Special Education Liaison; if not resolved...

STEP 3 – Case Manager; if not resolved...

STEP 4 – Assistant Principal (Student Last Name A-K), Assistant Principal (Student Last Name L-Z); if not resolved...

STEP 5 – Principal; if not resolved...

STEP 6 – System-wide Team Chairperson; if not resolved...

STEP 7 – Assistant Superintendent; if not resolved...

STEP 8 – Superintendent of Schools

Medical Concerns

For Grades PreK-8:

STEP 1 – School Nurse; if not resolved...

STEP 2 – Nurse Leader; if not resolved...

STEP 3 – Building Administrator; if not resolved...

STEP 4 – Assistant Superintendent; if not resolved...

STEP 5 – Superintendent of Schools

For Grades 9-12:

STEP 1 – School Nurse; if not resolved...

STEP 2 – Nurse Leader; if not resolved...

STEP 3 – Assistant Principal (Student Last Name A-K), Assistant Principal (Student Last Name L-Z); if not resolved...

STEP 4 – Principal; if not resolved...

STEP 5 – Assistant Superintendent; if not resolved...

STEP 6 – Superintendent of Schools

Guidance Department

For Grades 7-8:

STEP 1 – Guidance Counselor; if not resolved...

STEP 2 – Assistant Principal; if not resolved...

STEP 3 – Building Administrator; if not resolved...

STEP 4 – Assistant Superintendent; if not resolved...

STEP 5 – Superintendent of Schools

For Grades 9-12:

STEP 1 – Guidance Counselor; if not resolved...

STEP 2 – Guidance Department Head; if not resolved...

STEP 3 – Assistant Principal (Student Last Name A-K), Assistant Principal (Student Last Name L-Z); if not resolved...

STEP 4 – Assistant Superintendent; if not resolved...

STEP 5 – Superintendent of Schools

Transportation

Bus Safety, Pick Up, Drop Off Questions, and Bus Incidents.
For Grades PreK-8

STEP 1 – Building Administrator; if not resolved...

STEP 2 – Director of Transportation; if not resolved...

STEP 3 – Business Manager; if not resolved...

STEP 4 – Superintendent of Schools

For Grades 9-12:

STEP 1 – Assistant Principal (Student Last Name A-K), Assistant Principal (Student Last Name L-Z); if not resolved...

STEP 2 – Principal; if not resolved...

STEP 3 – Director of Transportation; if not resolved...

STEP 4 – Business Manager; if not resolved...

STEP 5 – Superintendent of Schools

Athletics**For Grades 9-12:**

STEP 1 – Coach; if not resolved...

STEP 2 – Athletic Director, if not resolved...

STEP 3 – Assistant Principal (Student Last Name A-K), Assistant Principal (Student Last Name L-Z); if not resolved...

STEP 4 – Principal; if not resolved...

STEP 5 – Assistant Superintendent; if not resolved...

STEP 6 – Superintendent of Schools

Food Service

STEP 1 – School-based Food Service Manager or Site Manager; if not resolved...

STEP 2 – Director of Food Services; if not resolved...

STEP 3 – Business Manager; if not resolved...

STEP 4 – Superintendent of Schools

Online Lunch Payment (PayPams)

STEP 1-Director of Food Services; if not resolved...

STEP 2—Business Manager; if not resolved...

STEP 3—Superintendent of Schools

Community Services**Before & After School/Vacation Programs/Summer Extended Day Programs/Adult Ed/Enrichment/REC Activities**

STEP 1 – Site Director; if not resolved...

STEP 2 – Community Educational Services Director; if not resolved...

STEP 3 – Assistant Superintendent; if not resolved...

STEP 4 – Superintendent of Schools

Extended Day**For Grades K-8:**

STEP 1 – Site Coordinator; if not resolved...

STEP 2 – Community Education Services; if not resolved...

STEP 3 – Assistant Superintendent; if not resolved...

STEP 4 – Superintendent of Schools

Online Payment System (MCC)

STEP 1 – Community Educational Services Director; if not resolved...

STEP 2 – Business Manager; if not resolved...

STEP 3 – Superintendent of Schools

District Positions and Names**Central Office Phone 978-640-7800**

Superintendent of Schools – Christopher J. Malone Ext. 204

Assistant Superintendent for Curriculum & Instruction– Brenda Theriault-Regan, C.A.G.S. Ext. 201

Business Manager – Sheri L. Matthews Ext. 216

Director of Student Services – Richard T. Pelletier Ext. 206

Food Services

Director of Food Services –Debra Mugford Ext. 212

Extended Services

Extended Student & Community Educational Services – John Lyons Ext. 219

Human Resources

Human Resources Administrator – Michele Rivera Ext. 222

Information Technology (IT) Services

Network Administrator—Keith Young Ext. 226

Transportation

Finance & Operations Manager – David A. Libby Ext. 220

Principals/Building Administrators (Grades 9-12)

Tewksbury Memorial High School–Kristen Vogel, Principal 978-640-7825

Eileen Osborne, Ed.D., Assistant Principal - (Student Last Name A-K), 978-640-7825

Jason Stamp, Assistant Principal - (Student Last Name L-Z) 978-640-7825

Department Heads (TMHS):

Social Studies – Brian Aylward 978-640-7825

English—Lynne Hardacre 978-640-7825

Mathematics, Computer Programming, Business & Art – Shelli-An Ryan 978-640-7825

Science, Technology, Family & Consumer Science & Music – Susan Barnett 978-640-7825

Guidance – Karen Baker O'Brien 978-640-7838

Athletics

Athletic Director – Ronald Drouin 978-640-7834

Principals/Building Administrators (Grades PreK-8)

John W. Wynn Middle School– John S. Weir, Principal 978-640-7846

Andrew J. Long, Assistant Principal 978-640-7846

John F. Ryan Elementary School –Judi McInnes, Principal 978-640-7880

William J. Hart, Assistant Principal 978-640-7880

Heath Brook School – Felicia Wettstone, Principal 978-640-7865

Loella F. Dewing School –M. Terry Gerrish, Principal 978-640-7858

Louise Davy Trahan School – Matthew Castonguay, Principal 978-640-7870

North Street School – Angela D. Kimble, Principal 978-640-7875

Integrated Preschool – Jan Fuller 978-640-7863

Nurse Leader

Elaine Walsh, 978-640-7880