



Tewksbury Public Schools

2013-2014

School Calendar and Chain of Communication

August 2013						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2013						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2013						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2013						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2013						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2014						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	


February 2014						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	


March 2014						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					


April 2014						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			


May 2014						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31


June 2014						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

 **FIRST AND LAST DAY OF SCHOOL**
(Includes 5 snow/emergency days)

 **SCHOOLS CLOSED**

 **PROFESSIONAL DEVELOPMENT DAY
NO SCHOOL - STUDENTS**

 **PROFESSIONAL DEVELOPMENT DAY
HALF DAY - STUDENTS**

 **HALF DAY - EARLY DISMISSAL**

Tewksbury School Committee
 Brian Dick, Chairman, briandick@verizon.net
 Dennis Francis, Vice-Chairman, dgfrancis4@comcast.net Lisa Puccia, Board Clerk, ljpuccia@gmail.com
 Krissy Polimeno, Board Member, philandrakristen@comcast.net James Cutelis, Board Member, jcutelisatty@verizon.net

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 information. Start at Step 1 if not resolved move to next Step.

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/Assistant Superintendent; 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/Assistant Superintendent; 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 – Director of Student Services; 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 – Director of Student Services; 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 – Director of Student Services; 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 – Director of Student Services; 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 – Guidance Department Head; if not resolved...

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

STEP 4 – Building Administrator; if not resolved...

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

STEP 6 – 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

Mission Statement

To educate and challenge all learners in the Tewksbury Public School Community while supporting their development as well prepared and productive members of a diverse global society.

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 Educational Services Director; 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

Superintendent of Schools – John E. O'Connor, Ed.D. 978-640-7801
Assistant Superintendent For Curriculum & Instruction– TBD 978-640-7810
Business Manager – Jeffrey D. Sands 978-640-7805
Director of Student Services – Richard T. Pelletier 978-640-7818

Principals/Building Administrators (Grades 9-12)

Tewksbury Memorial High School, Guidance Department & Athletic Department – Brenda Theriault-Regan, Principal 978-640-7825
Eileen Osborne, 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):
Humanities – Brian Aylward 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
Wellness – Brian Hickey 978-640-7834

Principals/Building Administrators (Grades PreK-8)

John W. Wynn Middle School, Guidance Department – John S. Weir, Principal 978-640-7846
Andrew J. Long, Assistant Principal 978-640-7846
John F. Ryan Elementary School – Elizabeth K. Sharp, Interim Principal 978-640-7880
TBD, Assistant Principal 978-640-7880
Heath Brook School – Rosamond J. Dorrance, Principal 978-640-7865
Loella F. Dewing School – Paul G. Galello, Principal 978-640-7858
Jan H. Fuller, Assistant Principal 978-640-7858
Louise Davy Trahan School – Donna B. Mooney, Principal 978-640-7870
North Street School – Angela D. Kimble, Principal 978-640-7875

Transportation

Director of Transportation – David A. Libby 978-640-7816

Food Services

Director of Food Services – DebraLee Mugford 978-640-7822

Extended Services

Director of Extended Day & Community Educational Services – John Lyons 978-640-7831

Nurse Leader

Marcia Osterman 978-640-7880

Athletics

Athletic Director – Brian Hickey 978-640-7834

CALENDAR LEGEND DATES

Aug 26-27	Professional Development Day	Dec 05	Teacher In-service – Half Day for Students*
Aug 28	All Schools Open	Dec 23-31	No School – December Recess
Aug 28	Full Day Kindergarten – Orientation & First Day (10:00-3:00 p.m.)	Jan 01	No School – New Year’s Day
Aug 28	Kindergarten Session B – Orientation & First Day (10:00-3:00 p.m.) MON. PM & WED/FR	Jan 02	Schools Reopen
Aug 29	Kindergarten Session A – Orientation & First Day (10:00-3:00 p.m.) MON. AM & TU/TH	Jan 20	No School – Martin Luther King, Jr. Day
Aug 30	No School	Jan 30	No School – Professional Development Day
Sep 02	No School – Labor Day	Feb 14	Early Dismissal – Half Day*
Oct 14	No School – Columbus Day	Feb 17-21	No School – February Recess
Oct 29	Teacher In-service – Half Day for Students*	Mar 11	Teacher In-service – Half Day for Students*
Nov 11	No School – Veterans Day	Apr 18	No School – Good Friday
Nov 27	Early Dismissal – Half Day*	Apr 21-25	No School – April Recess
Nov 28-29	No School – Thanksgiving Recess	May 08	Teacher In-service – Half Day for Students*
		May 23	Early Dismissal – Half Day*
		May 26	No School – Memorial Day
		Jun 6	Early Dismissal – Half Day*
		Jun 20	Last Day of School – Half Day*

* We will follow an early release day schedule on **October 29, 2013;**
November 27, 2013; December 5, 2013; February 14, 2014; March 11, 2014; May 8, 2014;
May 23, 2014; June 6, 2014; and June 20, 2014.

NO SCHOOL ANNOUNCEMENTS

Schools will be closed only in the case of severe, inclement weather.
 Announcements relative to closing schools for inclement weather will be carried by area radio stations, TV stations,
 and through “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.

The Extended Day Program will be cancelled on those days when school is not in session.

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

SCHOOL HOURS

High School	7:30 am – 1:49 pm
Middle School	7:35 am – 1:55 pm
Ryan School	8:15 am – 2:27 pm
Elementary Schools	9:00 am – 3:00 pm

OPEN HOUSE SCHEDULE

<u>ELEMENTARY</u>	<u>ELEMENTARY</u>	<u>RYAN SCHOOL</u>	<u>MIDDLE SCHOOL</u>	<u>HIGH SCHOOL</u>
<u>Preschool – Grade 2</u>	<u>Grades 3 & 4</u>	September 24, Gr. 5	September 12, Gr. 7	September 10
October 10	October 3	September 16, Gr. 6	September 17, Gr. 8	

PARENT/TEACHER CONFERENCES

<u>Preschool – Grade 2</u>	<u>Grades 3 & 4</u>	<u>Ryan School</u>	<u>Middle School</u>	<u>High School</u>
November 14	November 19	November 21	October 24	October 17
April 10	April 17	March 18	March 13	March 20

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

WEB SITE ADDRESS: <http://www.tewksbury.k12.ma.us>

For further information regarding Title VI, Title IX and Section 504 contact the
 Assistant Superintendent at 970-640-7810