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## ***POLICIES and GENERAL INFORMATION***

### **WHO MAY ATTEND:**

Enrollment in Community Services adult evening classes is open to anyone of high school age (Grade 12) or older. Anyone under 18 years of age, who wishes to enroll in an **ADULT** class, **must** attend with a parent/guardian provided there is space available and must have prior approval of the instructor. In addition, an Accident/Illness form and a Consent and Release form must be submitted before they are admitted to class. Residents from other communities are welcome.

### **REGISTRATION:**

**Enrollment is determined on a first come, first serve basis.**

**In Person: 9:00 a.m. - 3:30 p.m. (school days) or By Mail  
September 2 to September 19, 2008**

**6:00 p.m. - 8:00 p.m., Community Services Office  
Wednesday, September 17, 2008**

**Also: On the first meeting of class, if space is available. Please call ahead if you are interested in registering on the first night of class, since a course may have reached its class size limit or may have been cancelled due to insufficient enrollment.**

### **TUITION, FEES, and METHOD OF PAYMENT:**

The tuition is listed with each course description. If a course requires any additional fees such as food costs, supplies, textbooks, or book deposits, the instructors of the courses with added costs will discuss these at the first class. Personal or bank checks are the **only** method for paying for tuition. Please do not send cash. Checks should be made payable to the “Town of Tewksbury”.

**REGISTRATION FEE**

The Tewksbury School Committee has instituted a **\$10 registration fee**, per participant, for all Community Services Programs. For the Fall Programs this fee will be **waived** if your completed registration is **received in our office by Friday, September 19, 2008.**

**SENIOR CITIZEN DISCOUNT:**

Mature adults, age 60 and over, will be granted a **25%** discount on tuition fees **except for LILIANA COOKS ITALIAN and GOLF WITH BARRIE BRUCE.**

**STUDENT DISCOUNT:**

High School students will be granted a **50%** discount on tuition fees **except for the SAT PREP COURSE, LILIANA COOKS ITALIAN, BABYSITTING BASICS, and GOLF WITH BARRIE BRUCE.**

**REFUNDS:**

All fees are refundable if there is insufficient enrollment and a course is cancelled. **Students withdrawing before or at the first class will be assessed a \$5.00 administrative fee. THERE ARE NO REFUNDS FOR WITHDRAWING BEYOND THE FIRST CLASS MEETING.**

**DATES of CLASS SESSIONS:**

The dates of class sessions are indicated with each course description. See calendar on Page 22. This schedule should be used only as a guide. **Students are advised to check with their instructor to confirm class meetings.**

**WHERE CLASSES ARE HELD and WHEN THEY BEGIN:**

All evening classes are held at Tewksbury Memorial High School, unless otherwise noted. Any exceptions are listed with the course description. Most classes begin the week of **September 29, 2008** on the day of the week listed.

**CLASS CANCELLATIONS:**

If the Tewksbury Schools are closed due to inclement weather, vacation, or holidays, the Community Services adult evening classes are also cancelled. In the event it is necessary to cancel classes for inclement weather developing during the day, the decision will be made by **3:00 p.m.** A recorded message will also be available (if possible) at **978-640-7831.** Please listen to radio stations **WBZ, WCAP, WCCM, and TV Channels 4, 5, 7, and 25** for cancellation announcements. **Tewksbury Cable Television (Channel 22)** will also carry cancellation notices. Every attempt will be made to make up cancelled classes either at the end of the course schedule or by extension of remaining class hours. **Please do not call the School Department or the Police Department.**

**WE DO NOT SEND CONFIRMATIONS**

You are officially enrolled and your name is placed on the roster as soon as we receive your registration form and payment. You will be notified **only** if you are not in a class due to either over enrollment or class cancellation.

**FALL COURSES**

**ACADEMICS**

**G.E.D. TEST PREPARATION**

**Course #1101**

**Instructor TBD**

This course prepares the student for the Writing, Reading, Social Studies, and Science sections of the G.E.D. test, with emphasis on writing the G.E.D. essay, critical reading, and interpreting maps, charts, and graphs. This course also offers a comprehensive review of Math topics from whole numbers through Geometry. Among the areas covered are: Calculator operation, distance and cost formulas, decimals and fractions, ratio and proportion, data analysis, and Algebra. A Casio FX260 calculator and G.E.D. textbook are required for this class. Besides career and educational benefits, earning your G.E.D. builds self-confidence, pride in achievement, and personal satisfaction. **Text can be purchased at a fee of approximately \$25.00,** check made payable to the "Town of Tewksbury" on the first night of class. **No class 11/26.**

**Mondays 10/1 to 12/10 Tuition \$80.00**  
Rm. B-19 6:30-9:00 p.m. 10 sessions

**S.A.T. PREP COURSE FOR HIGH SCHOOL STUDENTS Course #1802**

**Ms. Cynthia Georgian, Instructor**

**PREPARE FOR THE DECEMBER S.A.T.'S!** This is an intensive program designed to familiarize **high school students** with the new S.A.T. Examination format and appropriate test-taking strategies in both math and verbal situations. Students taking the Scholastic Aptitude Test should consider this twelve session afternoon course at Tewksbury Memorial High School. **Purchase of text is required at an extra fee of approximately \$17.00,** check made payable to the "Town of Tewksbury" on the first night of class. **No class 11/27.**

**Mondays and Thursdays 10/23 to 12/4 Tuition \$40.00**  
Rm. D-18 2:00-4:00 p.m. 12 sessions

**SUBSTITUTE TEACHER CERTIFICATE PROGRAM Course #1103**

**Mr. Tom Morrill, Instructor**

Have you ever considered becoming a substitute teacher? This five week course will provide proven professional management skills and teaching strategies for your use in the classroom. The Massachusetts teacher certification process will also be covered. **A substitute teacher handbook (K-8 or 6-12) will be available for sale at a cost of approximately \$25.00,** check made payable to the "Town of Tewksbury". **A certificate of completion will be awarded at the end of the course. No class 10/13.**

**Mondays 9/29 to 11/3 Tuition \$50.00**  
Rm. B-21 7:00-9:30 p.m. 5 sessions