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**TANTASQUA REGIONAL SENIOR HIGH SCHOOL
ADMINISTRATIVE DIRECTORY**

CENTRAL DISTRICT ADMINISTRATION

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Dr. Erin Nosek	Associate Superintendent
Mrs. Deborah Boyd	Business Manager
Ms. Brenda Looney	Director of Pupil Personnel Services
Mr. Greg Rossow	Director of Technology

SCHOOL COMMITTEE

James Cooke, Chairman	Michelle Fitzgerald
Sheila Noyes-Miller, Vice-Chairman	Thaddeus France III
William Haggerty, Secretary	Gary Galonek
Steven Anderstrom	William Gillmeister
Sharron Austin	Erik Iller
Patricia Barnicle	Deborah Maher
Karen Blasco	Elizabeth Tichy
James Ehrhard	Michael Valanzola
Howard Fife	

TANTASQUA SENIOR HIGH SCHOOL ADMINISTRATION

Mr. Michael Lucas	Principal
Mr. Mark Wood	Principal - Technical Division
Mr. Peter Dobrowolski	Assistant Principal
Ms. Leigh Joseph	Assistant Principal
Ms. Cara Fleming	School Psychologist
Mr. Stephen McGuinness	Guidance Director
Ms. Sandra Luce	Team Chair Special Education

CURRICULUM SUPERVISOR/DEPARTMENT HEADS

Ms. Christine Costello	Fine Arts Department Chair/Curriculum Supervisor
Mr. Michael Pratt	History Department Chair/Curriculum Supervisor
Mr. Mark Muska	Life Skills Department Chair/Curriculum Supervisor
Mrs. Debra McKinstry	English Department Chair/Curriculum Supervisor
Ms. Sharon Reece	Foreign Language Department Curriculum Supervisor/Chair
Ms. Kerry Breinlinger	Science Department Chair/Curriculum Supervisor
Ms. Joanne Silvestris	Tech Division Department Chair/Curriculum Supervisor
Ms. Tracy Wicker	Mathematics Department Chair/Curriculum Supervisor

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PRINCIPAL'S MESSAGE

Dear Students, Parents and Guardians,

Our community provides students with an incredible opportunity to reach their full potential as a high school student at Tantasqua Regional High School. This school offers students a variety of ways to grow academically, civically and socially. It is my hope that all students take full advantage of this and capitalize on their good fortune as members of our community. Our faculty and staff are ready to guide students through this year in many ways, but the students must bring an open mind and a desire to learn and to grow. There will be many activities that challenge and engage students, offering experiences that foster life-long learning. It is the responsibility of the students to be prepared and to participate actively every day, in every class. Our faculty and staff have established many challenging goals for students here at Tantasqua, and I firmly believe that this student body will rise up to meet these great expectations.

The purpose of *The Student Parent/Guardian Handbook* is to be a source of information for our school community. The administration and the faculty, supported by the school committee, created the handbook as a guide for student expectations. There may be situations that arise in school that are not easily explained herein, so please do not hesitate to ask the staff for help. We are here to support and enhance your educational experience.

I wish you great success in the upcoming school year, and I hope that you will take full advantage of these extraordinary opportunities.

Sincerely,

Mr. Lucas
Principal

TABLE OF CONTENTS

	Page
Academic Integrity.....	11
Acceptable Use Policy (see Technology)	85
Accident Insurance.....	12
Activities (see Extracurricular Activities)	63
Administrative Directory	2
Admissions.....	12
After School Hours	25
Age of Majority.....	25
Alcohol (see Illicit-Illegal Substances).....	74
Anti-Harassment Policy	25
Articulation Agreements (Technical High School).....	32
Assemblies	32
Athletics	32
Attendance	36
Attire-Dress Code	38
Block and Bell Schedule.....	39
Building Safety and Maintenance.....	39
Bullying.....	39
Bus Transportation.....	46
Cellular Telephones (see Communication Devices).....	57
Civil Rights	47
Class Rank (see GPA & Class Rank)	69
Classroom Conduct (see Code of Conduct).....	47
Clubs (see Extracurricular Activities).....	63
Code of Student Conduct	47
Communication Devices	57
Contact Information	1
Cooperative Education (Technical High School).....	57
Course Changes (see Guidance Services).....	70
Dances.....	58
Detention (see Code of Conduct).....	47
Distance Education: Virtual High School.....	59
Dress Code (see Attire).....	38
Drivers Education Program.....	60
Driving and Parking Privileges.....	61
Drug-Free School Zone Act/Controlled Substances Act.....	62
Drugs (see Illicit-Illegal Substances).....	74
Electronic Devices (see Non-Educational Materials).....	78
Elevator Use.....	62
Equal Opportunity.....	63
Extracurricular Activities.....	63

Field Trips.....	61
Food	68
Fundraising	69
GPA and Class Rank.....	69
Guidance Services.....	70
Harassment (see Anti-Harassment).....	25
Hazing	72
Health Services	72
Honor Roll	74
Illicit-Illegal Substances.....	74
Instructional Program.....	75
Internet Use (see Technology).....	85
Internship Program.....	75
Lockers.....	75
Lost and Found	76
Library Media Center (see Wilson Media Center).....	96
Lunch Periods	76
Mission Statement.....	76
Money	77
National Honor Society.....	77
Non-Educational Materials	78
Notification to Parents When Substance Involvement is Suspected	78
Nursing Services (see Health Services)	72
Parking (see Driving and Parking Privileges).....	61
Passes From Class.....	79
Posters.....	79
Pregnant Students.....	79
Principal’s Message	7
Rehabilitation Act of 1973 (see Equal Opportunity)	63
Saturday School (see Code of Conduct).....	47
Schedule (see Block & Bell Schedule).....	39
School Cancellation	79
Sex Education	79
Special Education.....	80
Staff Directory.....	3
Student Recognition.....	80
Student Records	81
Summer School.....	84
Suspension (see Code of Conduct)	47
Technology	85
Telephone Use (see Communication Devices).....	57
Theft.....	92
Tobacco Products.....	92
Unauthorized Areas	92
Unauthorized Audio and Video Recording	92
Uniforms & Tools (Technical High School).....	93

Vandalism	93
Virtual High School (see Distance Education)	59
Visitors	93
Wellness Policy	93
Wilson Media Center	96
Withdrawal	96
Work Permits	97

All students, regardless of race, color, sex/gender, religion, national origin, sexual orientation, disability, or homelessness, have equal access to the general education program and the full range of any occupational/vocational education programs offered by the district.

ACADEMIC INTEGRITY

Introduction

Academic integrity provides the foundation for educational achievement and personal growth within Tantasqua's school community. Integrity guides the choices which lead toward honesty, respect, and responsibility. A student with academic integrity gains knowledge through hard work and honest effort. The result is genuine accomplishment and learning.

Academic Integrity promotes:

1. Positive relationships based on trust
2. Work that reflects one's own best effort
3. Respect for the intellectual property of others
4. Responsibility for one's own actions
5. Authentic learning

Violations of Academic Integrity

Cheating is an unacceptable form of behavior. It casts a shadow of doubt on the credibility of one's academic performance preceding the cheating incident, and may have a direct effect on how people perceive you for consideration of future awards, honors, or letters of recommendation.

Plagiarism is copying another's work and submitting it as if it were the original work of the student. Whether the source is copyrighted or not, printed or recorded, or a paper used by another student; if it is used without recognizing its source, the legal definition of plagiarism has been satisfied. Plagiarism on research papers may render it unacceptable with failure resulting.

Test or homework dishonesty is the use of any means not specifically accepted by the teacher to obtain answers to a test, quiz, or homework assignment. Test or homework dishonesty includes giving, receiving, passing or using in any way specific information about the test, quiz, or homework assignment, whether in oral or written form.

A student found in violation of academic integrity will lose credit for the assignment in question at the discretion of the teacher. In such cases, the teacher will contact the student's parent/guardian and notify an Assistant Principal. Repeated instances of plagiarism or cheating on tests, quizzes, projects or other school work will result in additional consequences.

Consequences

A student found in violation of academic integrity may face one or more of the following consequences:

1. loss of credit for the assignment (i.e., paper, test, quiz, project); grade of zero
2. notification of parent/guardian
3. disciplinary referral to an Assistant Principal

Repeated violations of academic integrity will result in:

1. a meeting including the student, parent/guardian, teacher, counselor, and/or administrator
2. loss of credit and a failing grade for the course

ACCIDENT INSURANCE

Applications for school accident insurance are available to all students at the outset of the school year. Such coverage is furnished at a minimum cost. Students are provided a flyer to take home, which describes the plan, rates, benefits, and claims procedure.

ADMISSION – ACADEMIC DIVISION

All children of school age who reside in the Tantasqua Regional School District towns will be entitled to attend the public schools, as will certain children who do not reside in towns but who are admitted under school committee policies relating to non-resident students or by specific action of the school committee.

Children who relocate to one of the five Tantasqua towns and seek admission to the public schools in their town of residence will be admitted only when complete educational records have been made available to the school from the school(s) previously attended by the children. A complete record includes, but is not limited to: academic records, including transcripts of courses of study completed and grades earned; health and medical records, including a physician's certificate of immunizations and copies of physical examination records of the student completed in accordance with Department of Public Health regulations; disciplinary records, including documentation of suspensions and/or expulsions; student attendance records; and special education records which may exist, including Individualized Education Plans and other relevant documentation. Proof of residence and legal guardianship is required by the school administration. Parents/guardians must accompany children to the school to initiate the registration process.

Every student seeking admission to the school for the first time must present a birth certificate or equivalent proof of age acceptable to the principal and proof of vaccination and immunization as required by the state and the school committee.

Two forms documenting proof of residency of the parent/guardians will also be required for students not transferring from the elementary schools of the member towns.

Examples of these documents are:

1. Purchase and Sale Agreement
2. Rental and Lease Agreement
3. Utility bill under parent/guardian name
4. Voter registration
5. Valid driver's license

If a child is residing in the home of a guardian, a notarized form from the guardian will be required or formal Department of Social Services notification, whichever is applicable.

ADMISSION - TECHNICAL DIVISION

I. INTRODUCTORY STATEMENT

The Technical Division program at Tantasqua Regional High School is fully integrated with the academic program and is taken by students as additional education to their regular academics.

The technology based educational goals facilitate student attainment of national standards of competency in their technical areas. A selective application process is an objective, quantitative means of assessing a student's readiness for accepting these dual responsibilities. An admission process is necessary for vocational technical programs where there are more applicants than openings. All applicants to the vocational technical education programs for grades nine through twelve at Tantasqua Regional High School will be evaluated using the selection criteria contained in this Admission Policy. The Tantasqua Regional School Committee approved this policy on February 24, 2010.

II. EQUAL EDUCATIONAL OPPORTUNITY

Tantasqua Regional High School Technical Division admits students, and makes available to them its advantages, privileges, and courses of study, without regard to race, color, sex, religion, national origin, sexual orientation, disability or homelessness. These assurances are made in compliance with federal standards: Title VI, Title IX, and Section 504.

If there is an applicant with limited English proficiency, a qualified staff member from Tantasqua will assist the applicant in completing the necessary forms and assist in interpreting during the entire application and admission process including the interview upon the request of the applicant.

Students with disabilities may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission process.

Information on limited English proficiency and/or disability submitted voluntarily by the applicant, for the purpose of receiving assistance and accommodations during the entire application and admission process, will not affect the applicant's admission to the vocational technical education program.

III. ELIGIBILITY STATEMENT

Any eighth, ninth, or tenth grade student who is a student in Tantasqua Regional School District is eligible to apply for fall admission or admission during the school year subject to the availability of openings to the vocational technical education programs at Tantasqua. Resident students will be evaluated using the selection criteria contained in this Admission Policy. Priority for admission is given to Tantasqua School District residents.

Students who actually reside (i.e., live) in the Tantasqua Regional School District, whether with their parents/guardians or other relatives, by themselves, or in a foster or group home, or in virtually any other living situation, are legally entitled to attend the public schools. Students who are not residents of the Tantasqua School District are eligible to apply for fall admission or admission during the school year provided they expect to be promoted to the grade they seek to enter by their current school.

School Choice:

Students, who begin their enrollment as School Choice students may remain as School Choice students throughout their enrollment at Tantasqua, provided they continue to reside outside of the District. All School Choice students must be able to arrange transportation to school.

Students who begin their enrollment as District residents and move outside of the District during their junior or senior year, may be granted School Choice status or apply to attend Tantasqua as a nonresident student according to the MA Department of Elementary & Secondary Education Guidelines for *Vocational Technical Education Program Nonresident Student Tuition Process* pursuant to M.G.L. c. 74: http://www.doe.mass.edu/cte/admissions/nonres_guidelines.

Nonresident:

Nonresident applicants must file a *Chapter 74 Vocational Technical Nonresident Student Tuition Application* (located at: www.doe.mass.edu/cte/admissions) with the Superintendent of the student's district of residence in accordance with the MA Department of Elementary & Secondary Education Guidelines for the *Vocational Technical Education Program Nonresident Student Tuition Process* pursuant to M.G.L. c. 74:

http://www.doe.mass.edu/cte/admissions/nonres_guidelines. M.G.L. c. 74 Section 8A requires that the municipality of residence provide transportation to students admitted to Tantasqua Regional High School – Technical Division as nonresidents under M.G.L. c.74, Sections 7 and 7C. Nonresident students will be evaluated using the selection criteria contained in this Admission Policy.

Transfer Students:

Transfer students from other chapter 74 state-approved vocational education programs are eligible to apply for fall admission or admission during the school year to the vocational technical education programs grades 9-12 at Tantasqua provided they expect to be promoted to the grade they seek to enter by their current school. Transfer students will be evaluated using the selection criteria contained in this Admission Policy.

McKinney-Vento:

Students who are homeless will be accepted to Tantasqua Regional High School Technical Division according to the selection criteria contained in this admission policy.

Home Schooled Applicants:

Students who are formally being home schooled may apply for admission to Tantasqua Regional High School Technical Division, including admission during the school year, provided all Admissions Policy criteria are followed. The Home School student's parent(s)/guardian(s) must submit a copy of the Home School approval letter from the local school superintendent. Home Schooled students will be accepted to Tantasqua Regional High School – Technical Division according to the selection criteria contained in this admission policy.

IV. ORGANIZATIONAL STRUCTURE

Tantasqua Regional High School is a public school located in Fiskdale, Massachusetts. Tantasqua is accredited by the New England Association of Schools and Colleges. Tantasqua is committed to providing quality vocational technical education programs.

It is the responsibility of the Technical Division Principal/Director to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admission Policy.

The Technical Division has an Admission Committee appointed by the Principal/Director. The committee consists of a member of the Administration, Guidance, and Special Needs Departments. Responsibilities of the Admissions Committee include:

- A. determination of standards for admission
- B. development and implementation of admission procedures
- C. processing of applications
- D. ranking of students
- E. acceptance of students according to the procedure and criteria in the admission policy
- F. establishment and maintenance of a waiting list of acceptable candidates

The Tantasqua Vocational Technical Education Principal/Director is responsible for disseminating information about Tantasqua vocational technical education programs through local school assemblies and press releases, and for collecting applications from students.

Tantasqua's Technical Division does not participate in the School Choice Program.

V. RECRUITMENT PROCESS

The Guidance Departments at the sending schools will be initially contacted in early November by a Technical Division Guidance Counselor. Brochures, applications, a current year application time line, and any other relevant information will be sent to them.

A letter will be sent to the parents of all in-district eighth grade students by the end of November. It will give them information about the program, the schedule of information sessions, and a description of the application process.

In early December all of the district eighth grade students will be transported during the school day to the high school. Technical Division staff and students will give a tour of the Technical areas offered. Visiting students also will attend an assembly presentation where the Technical Principal/Director and Technical Guidance Counselor will describe in detail the application process.

In that same week the Technical Division will hold an Open House. All district and out-of-district students and parents have the option of attending.

In mid December district and out-of-district students will identify themselves by requesting an application from their Guidance Counselor, as being interested in the Technical Division.

The Guidance Counselor from the sending school is responsible for completing all sections on the back of the application (except for the interview section) and sending it to the Technical Division office. This should be completed no later than the beginning of January.

VI. APPLICATION PROCESS

Students interested in applying to the technical division may attend voluntary information sessions, as offered at their school, in late November or early December. In December, applicants should obtain brochures about the Technical Division program, and an application, from their Guidance Counselor, or by directly contacting the Technical Division office at Tantasqua Regional High School. Applicants may attend a Technical Division Open House, during the evening, which includes presentation of program information and a facility tour. Attendance at any assemblies, career days or open houses is voluntary. Applicants should complete the first two pages of the application and give it to their Guidance Counselor.

Application Process for Fall Admission to Ninth, Tenth, and Eleventh grades

1. Students interested in applying to Tantasqua Regional High School - Technical Division for fall admission to the ninth, tenth, or eleventh grade must:
 - a. obtain an application from the local school Guidance Counselor as early in the school year as possible.
 - b. return the completed application form to the local school Guidance Counselor by the deadline set by the Guidance Counselor.
2. It is the responsibility of the local school Guidance Counselor to:
 - a. complete the designated portion of the application form.
 - b. forward the completed applications to Technical Division Guidance Counselor at Tantasqua Regional High School – Technical Division by February 1st. Complete applications include:
 - (i) Completed application form (including required signatures).
 - (ii) For applications to grade 9 (fall admission), final grade for preceding year, current year first quarter and second quarter in English language arts, social studies, math and science from the local school report card are required. For applications to grades 10, & 11 (fall admission) final grade for preceding year, current year first quarter and second quarter in English language arts, social studies, math and science from the local school report card is required.

For applications to grade 9 (fall admission), the sum of grade 7 and terms 1 & 2 grade 8 unexcused absences from the local school report card are required.

For applications to grades 10 & 11 (fall admission) the sum of the previous school year and terms 1 & 2 current school year unexcused absences from the local school report card is required.

For applications to grade 9 (fall admission), the average of grade 7 and terms 1 & 2 grade 8 assessments of behavior from the local school report card or from the local school Guidance Counselor's assessment are required. For applications to grades 10, & 11 (fall admission) the average of the previous school year and terms 1 & 2 of the current school year assessments of behavior from the local school report card or from the local school Guidance Counselor's assessment are required.

For applications to grade 9, 10 & 11 (fall admission), the local school Guidance Counselor's recommendation is required.

The Guidance Counselor of the sending school schedules an admission interview, which will be conducted at the sending school, with the Technical Division Guidance Counselor.

3. If incomplete applications are received, the following procedures will be followed:
 - a. The Technical Division Guidance Counselor at Tantasqua Regional High School will notify the local school Guidance Counselor responsible for submitting the application that the application is incomplete and will request completion.
 - b. The applicant's parent(s)/guardian(s) will be notified by the Tantasqua Regional High School - Technical Division Guidance Counselor in the event that the problem is not resolved by the local school Guidance Counselor.
 - c. If after notifying the local school Guidance Counselor and parent(s)/guardian(s), the application remains incomplete for ten school days, the application will be voided.

Application Process for Admission to Ninth, Tenth, and Eleventh Grades during the Current School Year

1. Students interested in applying to Tantasqua Regional High School – Technical Division for admission for the current school year must:
 - a. obtain an application from their local school Guidance Counselor.
 - b. return the completed application form to their local school Guidance Counselor by the deadline set by the Guidance Counselor.
 - c. The Guidance Counselor of the sending school schedules an admission interview, which will be conducted at the sending school, with the Technical Division Guidance Counselor.
2. It is the responsibility of the local school Guidance Counselor to:
 - a. complete their portion of the application form.

- b. forward the completed applications to the Technical Division Guidance Counselor at Tantasqua Regional High School. Complete applications include:
 - (i) completed application form (including required signatures)
 - (ii) For applications to grades 9, 10 & 11 (admission during the school year), final grade for preceding year and the current school year to the date of the application, marks in English language arts, social studies, math and science from the local school report card are required.

For applications to grades 9, 10 & 11 (admission during the school year) the sum of the previous school year and the current school year to the date of the application, unexcused absences from the local school report card are required.

For applications to grades 9, 10 & 11 (admission during the school year) the average of the previous school year and the current school year to the date of the application, assessments of behavior from the local school report card or from the local school Guidance Counselor assessment are required.

For applications to grades 9, 10 & 11 (admission during the school year), the local school Guidance Counselor 's recommendation is required.

3. If incomplete applications are received, the following procedures will be followed:
 - a. Tantasqua’s Vocational Technical Education Principal/Director will notify the local school Guidance Counselor responsible for submitting the application that the application is incomplete and will request completion.
 - b. The applicant's parent(s)/guardian(s) will be notified by Tantasqua’s Vocational Technical Education Principal/Director in the event the problem is not resolved by the local school Guidance Counselor.

Late Applications:

Applications received after the deadline may not be accepted. If accepted, they will be evaluated using the same criteria as other applications and their composite score will be computed. They will be placed in rank order on the established waiting list.

Waiting List

The established waiting list for Tantasqua Regional High School Technical Division will expire February 1st. Students will need to reapply for admission for the following year at that time.

Transfer Students

Applications from students who are enrolled in a chapter 74 state-approved vocational education program in another school (transfer students) will be considered for admission (including admission during the school year) if they relocate from their current school and wish to pursue the same program of study at Tantasqua. All transfer applicants must attend an interview at Tantasqua. If the applicant or parent/guardian cannot provide transportation, an official from

Tantasqua will go to the local school (within state) to meet with the applicant. Their applications will be evaluated according to the selection criteria contained in this Admission Policy.

Withdrawn Students

Students who withdraw from Tantasqua's vocational technical education programs may reapply for admission following the procedures contained in this admission policy and will be evaluated using the selection criteria contained in this Admission Policy.

Home School Students

Students who are formally being home schooled may apply for admission to Tantasqua Regional High School Technical Division including admission during the school year, provided all Admissions Policy criteria are followed. The Home School student's parent(s)/guardian(s) must submit a copy of the Home School approval letter from the local school superintendent **and** if grades are not available, a representative sample or portfolio of the student's body of work in English language arts or its equivalent, math, science, and social studies. Home-schooled students will be ranked on their portfolio/grades (45%), recommendation (15%) and applicant interview (40%).

VII. SELECTION CRITERIA

The Admission Committee processes completed applications. Each applicant will be assigned a score derived from the sum of the sub scores of the following criteria:

Scholastic record - 29%

Four subject areas are evaluated: English language arts, Math, Science, and Social Studies. In each subject grades are reviewed as follows: for Fall Admission, final grade for preceding year, and terms 1 & 2 of current year. For Current Year admission, final grade for preceding year and the current school year to the date of the application, marks in English language arts, social studies, math and science from the local school report card are required. Grades are converted to points: A=5, B=3.75, C=2.5, D=1.25, F=0, the points are written on the application, totaled and scored, with a maximum of 20 points able to be earned.

Scholastic Achievement: Maximum 20 points

Grade Averages	Points
90 - 100	5
80 – 89	3.75
70 - 79	2.5
60 – 69	1.25
0 – 59	0

Attendance - 7%

All unexcused absences are counted in order to give a profile of the amount of time the student actually spent in instruction. Three time periods are reviewed: preceding year, current year first quarter, current year second quarter, for a possible total of 270 school days. For applications to grades 9, 10 & 11 (admission during the school year) the sum of the previous school year and the current school year to the date of the application, unexcused absences from the local school report card are required. Days absent are totaled and scored on a 0-5 point system: 0-6=5, 7-12=4, 13-18=3, 19-24=2, 25-30=1, >30=0. A maximum of 5 points may be earned.

Attendance: Maximum 5 points

Number of Unexcused Absences	Points
0 – 6	5
7 – 12	4
13 - 18	3
19 – 24	2
25 -30	1
> 30	0

Behavior/Discipline/Conduct - 7%

Classroom presence is important. If behavior in the school community impacts that presence, which influences the opportunity to learn, then it is important to consider. One criteria is used - suspension from classroom participation. That may be either an external suspension from school or an internal suspension with placement into a restricted area. Three time periods are reviewed: preceding year, current year first quarter, current year second quarter, for a total of 270 school days.

For applications to grades 9, 10 & 11 (admission during the school year) the average of the previous school year and the current school year to the date of the application, assessments of behavior from the local school report card or from the local school Guidance Counselor assessment are required. Days suspended are totaled and scored on a 0-5 point system: 0=5, 1-3=4, 4-6=3, 7-9=2, 10-12=1, >12=0. A section for an explanation is provided to explain the nature of the suspensions. A maximum of 5 points may be earned.

School Discipline/Conduct: Maximum 5 points

Discipline/Conduct Rating	Points
0 Suspensions	5
1 - 3	4
4 - 6	3
7 - 9	2
10 - 12	1
> 12	0

Local Guidance Counselor/Academic Teacher's recommendations- 21%

This profile is a summary of ratings made by the teachers and/or guidance counselor. Points: >80%=3, 79-70%=2, 69-50%=1, <50%=0. The points are written on the application, totaled and scored, with a maximum of 15 points able to be earned.

Local Guidance Counselor's Recommendation: Maximum 15 points

Rating	Points
> 80%	3
79-70%	2
50 – 69 %	1
< 50%	0

Interview - 36%

A 1-5 point rubric is used with a maximum of 25 points able to be earned.

Interview: Maximum 25 points

Rating	Points
Excellent	5
Above Average	4

Average	3
Below Average	2
Poor	1

Scores in each category are then totaled. The maximum total score is 70 points.

Students who are formally being home schooled may apply for admission to career/vocational technical programs provided all Admissions Policy criteria are followed. The Home School student's parent(s) / guardian(s) must submit the required application form to Tantasqua by February 1 and if grades are not available, include a portfolio containing a representative example of the student's body of work in English Language Arts or its equivalent, math, science and social studies. They must also submit a copy of the district's approval of the homeschooling plan. Home schooled students will be ranked on their grades/portfolio as indicated in this policy. Grades are converted to points as described above: Scholastic Achievement: Maximum 20 points.

VIII. SELECTION PROCESS

The Admission Committee at Tantasqua Regional High School – Technical Division will examine, discuss and make recommendations for action on the applicants.

The Admission Committee considers scholastic achievement, attendance, school behavior, local Guidance Counselor's recommendation and interview results. Applications are reviewed, processed and assigned points by grade level.

After a point total for each resident applicant has been determined, all resident applicants are placed in order of their "point total". Resident applicants are then accepted in order of the point total they have achieved. The resident applicant with the highest point total is accepted first, the resident applicant with the second highest point total is accepted second, and so on until all seats are filled. All resident applicants are accepted, declined, or placed on a waiting list. If openings occur, the seats are filled by accepting resident applicants from the waiting list. These resident applicants, like those accepted earlier, are accepted in order of their place on the waiting list determined by the total points given according to the selection criteria. The wait list is valid until February 1st for the year it was submitted.

Any student who is denied admission may reapply after successful completion of the current school year at their sending school.

Notification regarding the applicant's admission status will be sent by March 1st.

Non-resident applicants are evaluated using the criteria in this Admission Policy and will be placed on the wait list **after** the resident applicants. Non-resident applicants on the waiting list will be accepted only after all resident applicants on the waiting list have been accepted.

Qualified students in excess of the number of seats available are notified that they are on a wait list for admission. Tantasqua Technical Division develops a wait list of qualified students ranked by their point total from the admission criteria. If openings occur, they are filled by accepting students from the wait list. In-district resident wait list candidates will be offered admission before waitlisted residents from out of district communities.

Those applicants who are not accepted or placed on the wait list will be re-assessed at the end of the school year. When final grades are issued the Technical Division Guidance Counselor will obtain a final report card, attendance record, and discipline report from the sending school. Those areas are again scored and added to the two previous scores for recommendations and interview. Appropriate notifications are mailed to students and parents/guardians.

All students accepted into grade 9 will be placed in the Tech exploratory program, and grade 10 into their selected Tech major. Grade 11 and 12 applicants are accepted only as transfer students from another chapter 74 state-approved vocational education program, based upon space available.

IX. ENROLLMENT AND CONDITIONAL ADMISSION

Enrollment in the Technical Division shall be conditional upon applicants having been promoted to the grade they seek to enter by their local school. In addition, admission is conditional on a student having passed their courses in English Language Arts or equivalent and mathematics for the school year, ending in June, immediately preceding their enrollment in the technical program.

X. PROGRAM PLACEMENT

Students who complete an application for admission to the vocational technical education programs participate in a full school year exploratory program designed to help them learn about their talents, interests, and abilities relative to a variety of vocational technical programs. In addition, vocational technical program (shop) teachers use a common assessment to evaluate students during the exploratory program while students explore each program for one week. At the end of this exploratory period, each student selects his/her program of choice, as well as a second choice from the seven explored shops. If the number of enrollees seeking a particular program exceeds the number of openings, the evaluative points for the exploratory program received by the students rank order would determine the enrollee or enrollees who are placed in the particular program.

Semester I offers exploratory opportunities that promote career awareness and planning. Through activity based instruction students begin to develop employability skills. To acquire these skills, students will have the opportunity to work as a member of a team to interpret, analyze, and apply knowledge to solve problems while assuming responsibility for their own work. These experiences provide students a foundation that enables them to make informed decisions about career, technical school, or college opportunities.

Semester II offers students an opportunity to spend time in the career exploration module lab. These modules are specifically designed so students working cooperatively in pairs can complete

a short course of study at one work station and then rotate to the next module. Students will also have an opportunity to spend one week of trade specific exploration with vocational instructors in each of the 7 shops and labs offered at Tantasqua Technical Division.

In the first week of April, prior to the end of the ninth grade year, students will select and be placed in a specific technical program that will begin in the tenth grade.

The Technical Division Guidance Counselor will meet with and distribute to all sections of the ninth grade exploratory class a program selection sheet. The selection sheet will list all available programs. The students will be directed to write the number 1 next to their first choice and the number 2 next to their second choice, sign the selection sheet, and have their parents review and sign the selection sheet. The selection sheet will be returned to their exploratory class instructor the following day. The guidance counselor will collect the sheets from the instructor.

The guidance counselor will create a master list of all programs and the students who have chosen that program as their first choice.

If the number of students who have chosen a program exceeds the capacity of that program then the students will be ranked. The ranking will be done using the student's total points earned during exploratory of all seven career programs. In the event of equal points; the tied students will be re-ranked using the points earned in the specific career program selected. Placement by ranking will then be done. Students who do not receive their first choice will be placed in their second choice program.

When placement is completed the guidance counselor will circle on the student's selection sheet the name of the program into which they have been placed. The guidance counselor will go to all sections of the exploratory class and return the selection sheets to the students. Students who did not get placed in their first choice have the option of being placed on a waiting list. The wait list is maintained by the Technical Division Principal/Director's office.

XI. REVIEW AND APPEALS PROCESS

The applicant's parent(s)/guardian(s), upon receipt of a letter from Tantasqua Technical Division indicating that the applicant was not accepted or placed on a waiting list for admission to the Technical Division, may request a review of the decision by sending a letter requesting a review to the Principal/Director within thirty days of the receipt of the letter. The Principal/Director will respond in writing to the letter with the findings of the review within thirty days. If after the review, the parent/guardian wishes to appeal the findings of the review they may do so by sending a letter requesting a review by the Superintendent of Schools to appeal the Principal/Director's decision. The Superintendent will respond in writing to the letter with the findings of the review within thirty days.

The applicant's parent/guardian, upon receipt of a letter from Tantasqua Technical Division indicating that the applicant was not accepted or placed on a waiting list for a particular program, may request a review of the decision by sending a letter requesting a review to the

Principal/Director within thirty days of the receipt of the letter. The Principal/Director will respond in writing to the letter with the findings of the review within thirty days.

AFTER SCHOOL HOURS

Students are encouraged to participate in extracurricular and athletic activities, utilize the school's resources, and to attend school events. However, students are not permitted to remain after school without an express purpose. Students are expected to be with teachers, in activities, athletics, or the library. Individuals found wandering or in questionable locations around the buildings and grounds jeopardize the privilege of staying after school and repeated infractions shall result in progressive disciplinary action. Additionally, students may not visit the Junior High School building or grounds without an administrator's authorization.

After school hours include teacher help sessions held on Tuesday, Wednesday, and Thursday from 2:10PM to 3:25PM. The High School library is open daily after school from 2:02PM to 5:00PM.

AGE OF MAJORITY

When a student reaches the age of 18, a student is eligible for age majority status. Unless a student expressly limits the rights of his/her parents/guardians to be involved in his/her education process, Tantasqua Regional High School assumes the right to contact parents/guardians with questions and concerns about a student's actions, including academic records. Parents/Guardians of students reaching age majority who wish to relinquish control of attendance must write a letter to the school indicating as such.

ANTI-HARASSMENT POLICY

Policy Statement

It is the policy of the Tantasqua Regional School District to provide an environment free from unlawful harassment because of an individual's race, color, religion (creed), national origin, marital status, sex/gender, sexual orientation, homelessness, or disability.

Tantasqua Regional School District is committed to courteous and considerate treatment of its employees and students at all times as an accepted standard of behavior. Consequently, Tantasqua Regional School District is committed to an atmosphere that is free of tension caused by demeaning or harassing conduct, including animosity engendered by inappropriate religious, racial, or sexual conduct or comments.

Tantasqua Regional School District prohibits harassment by any of its employees, officers, agents or students and has set forth a process by which allegations of harassment may be filed, investigated and resolved.

Purpose

To provide a guideline for recognizing, reporting, and resolving complaints of harassment. Supervisors and managers should gain a more complete understanding of what constitutes harassment in the workplace, how to prevent it or recognize it when it happens, and how it should be handled if a complaint is brought to their attention.

Definitions

Unlawful Harassment

Unwelcome behavior of a verbal, written, or physical nature, which is either repeated or severe, and which creates a hostile, humiliating, intimidating, and offensive work or educational environment. Harassment is a form of discrimination.

The types of harassment defined below consist of verbal, written or physical contact that:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

Racial and Color Harassment

Racial or color harassment can include unwelcome verbal, written, or physical conduct, directed at the characteristics of a person's race or color, such as nicknames emphasizing stereotypes, racial slurs, comments on manner of speaking, and negative references to racial customs.

Religious (Creed) Harassment

Harassment on the basis of religion or creed is unwelcome verbal, written or physical conduct directed at the characteristics of a person's religion or creed, such as derogatory comments regarding surnames, religious tradition, religious clothing, religious slurs or graffiti.

National Origin Harassment

Harassment on the basis of national origin is unwelcome verbal, written or physical conduct, directed at the characteristics of a person's national origin, such as negative comments regarding surnames, manner of speaking, customs, language, or ethnic slurs.

Marital Status Harassment

Harassment on the basis of marital status is unwelcome verbal, written or physical conduct, directed at the characteristics of a person's marital status, such as comments regarding pregnancy or being an unwed mother or father.

Sexual Orientation Harassment

Harassment on the basis of sexual orientation is unwelcome verbal, written or physical conduct directed at the characteristics of a person's sexual orientation, such as negative name calling and imitating mannerisms.

Disability Harassment

Disability harassment includes harassment based on a person's disabling mental or physical condition and includes any unwelcome verbal, written or physical conduct directed at the characteristics of a person's disabling condition, such as imitating manner of speech or movement, or interference with necessary equipment.

Reporting Responsibilities

Harassment of any kind is specifically prohibited by Tantasqua Regional School District's policies. It is the obligation of each person to report any conduct which violates the standards of Tantasqua Regional School District, whether or not the person is a victim, and whether or not the perpetrator is a supervisor, staff member, business invitee, volunteer, or student, and regardless of the sex of the perpetrator.

This policy applies equally to all individuals working at the Tantasqua Regional School District and enrolled in programs offered by the Tantasqua Regional School District, male or female. This policy applies to all relationships including but not limited to superior/subordinate relationships, peer relationships, relationships between non-staff members and staff members, and student/teacher relationships.

All staff members, managers, supervisors and students are responsible for ensuring that their behavior is free of any form of harassment. No individual working at Tantasqua Regional School District or enrolled in a program offered by the Tantasqua Regional School District should engage in or encourage harassing behavior.

Procedure

The following options are available to any employee or student who has been the victim of harassment of any kind:

- A. If the employee or student can comfortably do so, the employee or student may inform the person engaging in the harassment that the conduct is offensive and that it must be stopped.
- B. If the employee or student does not wish to communicate directly with the person or if communication has not brought results, the employee or student may report the offense verbally or in writing to the Principal, Assistant Principals, Chapter 622 Coordinator or Superintendent as listed below. Students who wish to submit a report in writing may use the Formal Harassment Complaint Form outlined below. The supervisor to whom the incident of harassment has been reported must immediately contact the Principal, Superintendent or his/her designee.
- C. The Principal, Superintendent or his/her designee will arrange for prompt and thorough investigation of all reports and take appropriate steps if an investigation indicates that an employee, officer, agent, or student has engaged in a violation of this policy. Each investigation will be properly documented. The investigation will be completed as soon as practicable, but no later than ten (10) school days from the complaint. Retaliation or threats of retaliation upon the alleged victim are unlawful and will not be tolerated.
- D. Employees not satisfied with the action taken may follow the school's grievance procedure as outlined in their respective contract or contact the state or federal agencies listed below.
- E. Students not satisfied with the action taken may follow the school's complaint procedure for students or contact the state or federal agencies listed below.

Protection for the victim

The initiation of a complaint in good faith will not have any detrimental effect on the individual's employment, compensation, work assignment, school assignment, or educational status.

Confidentiality

Any investigation into allegations of harassment must be conducted in as confidential a manner as possible. Only those individuals with a need to know should be informed of a complaint. Witnesses identified by the employee or student should be interviewed individually in circumstances that will encourage candid comments. The employee or student should be aware

that Tantasqua Regional School District is obligated to investigate each and every report of harassment and will do its best to maintain total confidentiality as long as possible.

Retaliation

It is a separate and distinct violation of this policy for any member of the school community including but not limited to students, school employees, contractors, volunteers and other visitors; to retaliate against any person who reports harassment or against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to such harassment. It is possible that an alleged harasser may be found to have violated the anti-retaliation provision even if the underlying complaint of harassment is not found to be a violation of this policy. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment and may be addressed through application of the same reporting, investigation, and enforcement procedures as for harassment.

In addition, a person who knowingly makes a false report may be subject to the same action that Tantasqua Regional School District may take against any other individual who violates the policy.

Disciplinary Process

An employee or student who has been found in violation of the Anti-Harassment Policy will be subject to Tantasqua Regional School District’s disciplinary process which may range from counseling to termination of employment or exclusion.

State and Federal Remedies

In addition to the above, if you believe you have been subjected to any kind of harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim. (EEOC – 180 days; MCAD – 6 months)

The United States Equal Employment Opportunity Commission (“EEOC”)
One Congress Street, 10th Floor
Boston, MA 02114
(617)-565-3200

Massachusetts Commission Against Discrimination (“MCAD”)
Boston Office: One Ashburton Place, Room 601
Boston, MA 02108
(617)-727-3990
Springfield Office: 424 Dwight Street, Room 220
Springfield, MA 01103
(413)-739-2145

Name	Position/Title	Address	Phone
Daniel G. Durgin	Superintendent	320A Brookfield Rd. Fiskdale, MA 01518	508-347-3077
Michael Lucas	Principal	319 Brookfield Rd. Fiskdale, MA 01518	508-347-9301

Peter S. Dobrowolski	Assistant Principal	319 Brookfield Rd. Fiskdale, MA 01518	508-347-9301
Leigh Joseph	Assistant Principal	319 Brookfield Rd. Fiskdale, MA 01518	508-347-9301
Mark Wood	Principal Technical Division	319 Brookfield Rd. Fiskdale, MA 01518	508-347-9301
Judy McDonald	Title IX Coordinator	319 Brookfield Rd. Fiskdale, MA 01518	508-347-9301

Formal Complaint Procedure for Students

Step 1

The student shall fill out the Formal Harassment Complaint Form based on his/her allegations of harassment. The complaint form shall detail the facts and circumstances of the incident(s) or pattern of behavior. If a student under eighteen (18) years of age is involved, his/her parent(s)/guardian(s) shall be notified immediately. An investigation shall be completed by the harassment complaint official within ten (10) school days from the date of the complaint.

Step 2

The investigation may consist of personal interviews with the complaining student, the alleged harasser and other individuals who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. The investigation shall be completed as soon as practicable but no later than ten (10) school days from the complaint. The harassment complaint official shall make a written report to a Principal and/or the Superintendent upon completion of the investigation. The report shall include a determination as to whether the allegations have been substantiated as factual and whether they appear to be violations of the policy.

Step 3

Following the investigation, the harassment complaint official shall recommend to the Principal and/or the Superintendent what action, if any, is required. Tantasqua Regional School District shall take appropriate action in all cases where the harassment complaint official concludes that this policy has been violated. Any person who is determined to have violated this policy shall be subject to action which may range from counseling to termination of employment or exclusion.

Step 4

If, at the end of this ten (10) school day period, no satisfactory settlement is agreed upon as provided for in Step 3, the matter shall be referred by the student in writing within five (5) school days to the building Principal. The Principal shall give his/her answer in writing by the end of five (5) school days after receipt of the complaint.

Step 5

If, at the end of this five (5) school day period no satisfactory settlement is agreed upon as provided for in Step 4, the matter shall be referred by the student in writing within five (5) school

days to the Superintendent of the Tantasqua Regional School District who shall review and give a written decision within ten (10) school days after receipt of the complaint.

Step 6

If at the end of the ten (10) school day period, no satisfactory settlement is agreed upon as provided for in Step 5, the student shall have five (5) school days to notify the Chairperson of the Tantasqua Regional School Committee in writing. The complaint shall be scheduled for a closed hearing during the next regularly scheduled School Committee meeting between the student and the School Committee. The Chairperson of the School Committee shall give a written decision within ten (10) school days following this hearing.

FORMAL HARASSMENT COMPLAINT FORM FOR STUDENTS

Complainant: _____
Home Address: _____
Home Phone: _____
Date of alleged incident(s): _____

The incident(s) involve sexual harassment ____ race harassment ____
color harassment ____ religious (creed) harassment ____ national origin harassment ____
ethnicity harassment ____ marital status harassment ____ homelessness harassment ____
sexual orientation harassment ____ disability harassment ____

(Circle all that apply.)

Name of person you believe harassed you: (Print)

(First Name) (Last Name)

Describe the incident(s) as clearly as possible, including such things as what force, if any, was used, any verbal statement(s) (i.e. threats, requests, demands, etc.), what, if any physical contact was involved. Attach additional pages as necessary.

When and where did the incident(s) occur?

List any witnesses who were present: *(Print)*

(First Name) (Last Name)

(First Name) (Last Name)

This complaint is based upon honest belief that _____ has harassed me. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

(Complainant's Signature)

(Date)

(Received by)

(Date)

ARTICULATION AGREEMENTS

With Post-Secondary Institutions (Technical High School)

Efforts to develop articulations between our Technical Programs and Holyoke Community College, Springfield Technical Community College and other post-secondary institutions are ongoing. Articulation agreements already exist between:

Program	College
Culinary Arts	Connecticut Culinary Institute Holyoke Community College
Computer Technology	New England Institute of Technology
Carpentry	New England Institute of Technology
CAD/Drafting	New England Institute of Technology Springfield Community College
Machine Tool Technology	New England Institute of Technology Springfield Community College

The purpose of an articulation agreement is to eliminate duplication in a career/technical program of study. Articulation agreements enable students to earn college credit while in high school. Courses that qualify for consideration are high school career and technical programs in which students are able to attain the same competencies that they would in the introductory course(s) of related programs offered at community colleges and/or other post-secondary institutions. For more information on how to take advantage of this opportunity to earn college credits, contact Nancy Sawyer, School-to- Career Counselor at 508-347-3045 ext. 5114 or by email at sawyern@tantasqua.org.

ASSEMBLIES

Assembly programs are presented to the student body at various times during the school year. Student attendance is mandatory. Students are expected to report promptly to the appropriate location. If the location of the assembly is the auditorium, students must remove their hats and turn off and store any electronic devices upon entering the auditorium. Assemblies are scheduled to enrich various aspects of the curriculum and to build a strong school community.

ATHLETICS

Tantasqua Regional High School is committed to developing character through team membership and athletic competition. Emphasis is placed on the development of the philosophy of the student athlete.

A student athlete is concerned with development of athletic ability as well as with academic standards and performance. The athletic program endeavors to develop skills in self-discipline, self-motivation, sportsmanship and leadership. The athlete is considered first a student and an athlete second. Members are held to a higher standard of performance as they represent

themselves, their team, their program and their school. Through this philosophy a climate of personal success is created for the individual in all aspects of student life.

The following sections are intended to provide some of the pressing and most relevant guidelines and rules governing student participation in the athletics program. This information is by no means all that one needs to access, understand, and follow to become involved and to participate in the athletic program; rather, student athletes are directed to the *Athletic Handbook* for additional requirements and regulations.

All students, regardless of race, color, sex/gender, religion, national origin, sexual orientation, disability, or homelessness, have equal access to intramural and interscholastic sports offerings at Tantasqua Regional High School.

Athletic Eligibility Rules

The Massachusetts Interscholastic Athletic Association (MIAA) establishes general guidelines for high school competition. As a member, Tantasqua Regional High School meets or exceeds all established rules for athletic eligibility as established by the MIAA. The following criteria will be used to govern interscholastic competition at TRHS:

1. A student must be under 19 years of age, but may compete during the remainder of the school year, provided that his or her birthday occurs on or after September 1st of that year. For grade 9 competition, a player must be under 16 years of age, provided that his or her birthday occurs on or after September 1st of that year.
2. TRHS follows a block scheduling academic format. Students are required to successfully pass the equivalent of fifteen (15) credits during the fall semester to be eligible for spring play. Students are required to successfully pass thirty (30) cumulative credits during the previous school year to be eligible for fall play. Final course grades are used to determine successful completion of courses with the exception of courses that are scheduled as full year in duration. In this case, the mid-term grade is used to determine eligibility.
3. A student is eligible for participation in high school athletics for no more than eight consecutive semesters beyond 8th grade. A student may not participate for more than four seasons.
4. Student-athletes are required to submit bi-monthly progress reports to the Athletic Director. It is the student's responsibility to solicit from his or her teachers the necessary written input and to provide that information to the Athletic Director. The Athletic Director will review each student's progress reports to determine the individual's compliance with the goals of the TRHS Athletic Program. The Athletic Director may, at his discretion, suspend a student from competition or participation for failure to meet school/classroom expectations, course failure, or failure to submit his or her progress reports as requested.

Chemical Health Rule

Upon entering the athletic program, in grade nine until graduation, inclusive of the school calendar and official fall season practices, a student shall not, regardless of the quantity, use or consume, possess, buy/sell or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. It is not a violation for a student to be in

possession of a legally defined drug specifically prescribed for the student's own use by his or her doctor.

The following penalties are the minimum set by the MIAA for violation of school chemical health rules:

1. First Violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 25% of the season.
2. Second and Subsequent Violations: When the Principal confirms, following an opportunity for the student to be heard, that a second or subsequent violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season. If after the second or subsequent violations, the student his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or counselor of a chemical dependency treatment center must issue such certification. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season. Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

If after the second or subsequent violations, the student on his or her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in the MIAA activities for a minimum period of six weeks. Such certification must be issued by the director or counselor of a chemical dependency treatment center.

Penalties shall be cumulative each academic year, but a penalty period will extend into the next academic year.

Parents/guardians are notified of any offense.

Sports

The varsity athletic program is offered to those students who have more ability and interest in the following sports: football, cross country, basketball, baseball, track and field, tennis, golf, soccer, softball, lacrosse, and field hockey. Students in grades nine through twelve who meet the school eligibility requirements are eligible to try out for a team.

Awards will be made to members of athletic teams and team members as symbols of achievement, tradition, and school spirit. These awards will be presented at an All Sports Banquet in which each athlete and their family members are invited to attend.

The criteria for awards are as follows:

1. In any team sport, a player will receive the appropriate letter for the team they are on, regardless of playing time. For example, if a varsity basketball player only plays in one third of the games during the season, they will receive a letter. Since this is a team game, practices count towards team results. All members, whether they are the first on the team or last, will be awarded.
2. In any individual sport based on point systems such as track and field, the top point winners will receive varsity letters and the other athletes shall receive junior varsity letters. The only exception to this will be seniors who have participated in the program for at least two years and are in good standing. They shall receive a varsity letter for their commitment to our athletic program.

Coaches may award letters at their discretion for other contributions made by athletes. Athletes who do not conduct themselves in a manner which properly represents their team and school, be it on and off the field of play, may have a letter denied by their coach.

A student may return from any away game only with his or her parent/guardian. A parent/guardian must directly request such permission from the coach of their child's team at the athletic contest on the day of the request. All coaches should notify their team a day in advance of a game that will require late arrival back to the school. Students should arrange for their transportation to be present at the expected arrival time. A telephone may not be available.

No spikes or cleats may be worn in the building at any time. No street shoes or street sneakers may be worn on the gymnasium floor.

Athletes who do not attend two full class periods (the equivalent of ½ a school day) may not participate in a practice or play in a game that day.

Being a student athlete and part of team teaches students commitment. To that end, attendance at team events is necessary for an individual athlete and a team to achieve success. Any student-athlete missing practices or games for any reason other than school related events or medically documented reasons will be subject to disciplinary actions by the Athletic Director or coach with regard to their athletic team participation. For each unexcused absence from a practice or game, students will be progressively subject to game suspensions (see chart below). Repeated unexcused absences from practices or games may result in the removal from a team at the discretion of the Athletic Director.

Event Missed	Consequence
1 st practice missed	½ game suspension; will not start
2 nd practice missed	Full Game suspension
3 rd practice missed	Minimum of a 2 game suspension, meeting

	with Athletic Director
4 or more missed practices	Student may be removed from the team at Athletic Director's discretion
1 game missed	1 full game suspension
2 games missed	2 full game suspension; meeting with Athletic Director
3 games missed	Student may be removed from the team at Athletic Director's discretion

BEHAVIOR UNBECOMING A STUDENT-ATHLETE

Any student-athletes participating in an activity, through school or in the community, that does not represent Tantasqua in a positive manner during their season of activity may be suspended or removed from participation in athletics. Insubordination or an act that detrimentally affects the team may result in a suspension from games and/or removal from the team.

ATTENDANCE

The faculty and staff at Tantasqua Regional Senior High School are committed to academic excellence. To that end, prompt and consistent school attendance is necessary for student success. We recognize that occasional absence, tardiness, or early dismissal may occur during the school year. The following are considered appropriate reasons for absence, tardiness, or early dismissal:

1. Illness (Absence for five consecutive days requires a letter from a doctor to permit a student's return to school)
2. Medical appointment (Note to be accompanied by an official notification from the doctor's office)
3. Family emergency
4. Death in the family
5. Religious reason/holiday
6. Approved college/career visit or appointment

Other situations will be reviewed on an individual basis. Business that can be conducted on weekends or after school hours should not be scheduled during the school day.

Students who are absent from school must bring a note to school the day they return to school signed by a parent/guardian explaining the absence. Parents/guardians may use the absence call-in voicemail system to also notify the school of their child's absence, but such a call must be received the day of the absence. In the event that neither a call nor note is received within twenty-four (24) hours of one's absence, the student will be assigned two (2) office detentions, which can be served through extra help sessions with teachers provided an arrangement is made to do so and the Assistant Principal is notified.

Students found to be truant from school will face additional consequences.

Students who are tardy or who need to be dismissed early must have a note from a parent/guardian the day of the tardiness or the dismissal and the note must be furnished to the Main Office.

When a student reaches the age of 18, he/she is entitled to age majority status. Unless such a student expressly limits the rights of his/her parents/guardians to be involved in his/her education process, Tantasqua Regional High School assumes the right to contact parents/guardians with questions and concerns about a student's actions, including academic records.

Students are required to be in attendance for two (2) full periods (constituting half of the school day) in order to participate in any after school activities or school sanctioned events that evening or on the weekend, should the partial absence fall on a Friday.

Students are considered present at school upon arriving on campus. Students are not permitted to visit the school on days of absence without signing in at the Main Office upon arrival and signing out upon departure. Students coming to school to turn in class-work or to pick up homework must have a note from a parent/guardian notifying the school of a student's need to be at the school for these reasons. Students failing to follow this procedure will be subject to disciplinary action up to and including school suspension.

Students who develop problems with any aspect of school attendance will be held accountable for their behavior and progressive disciplinary action will be taken as necessary. Students who are truant from school may be subject to school suspension or its alternative including Saturday School. Individuals who develop problems with tardiness will be assigned to detention. Students who drive to school may jeopardize the privilege to park a car on school grounds should they develop patterns of tardiness or develop patterns of leaving school grounds during the school day or prematurely.

Additionally, students who knowingly violate regulations regarding attendance to school or class may forfeit the right to make-up work. At a teacher's discretion, a student will be assigned a zero for any test, quiz, class project, paper, or other assignment due on the day of an unexcused absence from class. The administration may involve the court system for issues surrounding student absenteeism deemed habitual, chronic, excessive.

Procedure for School Absence

Parent(s)/guardian(s) need to call the school on a daily basis when a child will be absent from school **or** provide a written note within 24 hours of the absence. Failure to either call on the day of the absence **or** to provide a note within 24 hours of the absence will result in the issuance of two (2) office detentions. Written notes explaining absences, tardiness, or dismissal must be submitted to the Main Office upon arrival to school, and must state the reason for the action.

Students who are absent for five consecutive days must provide an official note to the school nurse from a doctor explaining the need for the student's protracted absence from school.

Procedure for Tardiness

Students arriving late to school are expected to report directly to the Main Office and sign-in and should submit a note from a parent/guardian explaining the reason for the tardiness. A parent/guardian may also escort the student into the building to excuse the tardy, email school personnel, or place a call to the school on the day of the tardy explaining the reason for the tardiness.

Students who fail to sign-in at the office are considered to be in-school truant and will be subject to disciplinary action.

Three (3) unexcused tardies (no parental notification) per year and three (3) excused tardies (parent/guardian notification to school) per quarter are tolerated. All unexcused tardies beyond three (3) and excused tardies exceeding three (3) per quarter will be subject to disciplinary action. Exceptions will be considered for medical, career or college appointments.

Procedure for Dismissal

A student needing to be dismissed early from school must provide a note from a parent/guardian to a secretary in the Main Office at the beginning of the school day. At the appropriate dismissal time, the student must sign-out in the Main Office before leaving the school building or grounds. Students failing to sign-out will be subject to disciplinary action at the Assistant Principals' discretion.

Parents/guardians should not dismiss their child(ren) on a regular basis as such chronic absence from a particular class logically jeopardizes the student's enrollment status in the class, as well as his/her ability to pass the class. All students must be enrolled and participate in four (4) classes per semester for four (4) years.

ATTIRE - DRESS CODE

Students are expected to display an appropriate appearance when attending school or school related events. Student's clothing should not disrupt, distract, or interrupt the school's educational process. The administration and faculty have developed guidelines for student attire at school.

While in school, students will wear clothing that meets the following standards:

1. No bare backs.
2. No spaghetti straps, tube tops or strapless shirts.
3. No low cut shirts or blouses that expose cleavage or chest hair.
4. No bare midriffs. All shirts must be long enough to be worn tucked in.
5. No bare feet or unsafe footwear.
6. No clothing that uses see-through material unless worn with other appropriate attire.
7. No clothing that displays words or graphics that is obscene and vulgar, violent, sexist, racist, and/or promotes the use of illegal drugs, alcohol, or tobacco.
8. No droopy pants or clothing that reveals undergarments, shorts or flesh.
9. No hats are to be worn in the auditorium.

10. The length of shorts and skirts must be longer than the tip of the student's fingers when his/her extended arm is by his/her side. Translucent leggings or tights cannot be worn without pants, shorts or a skirt.
11. No hoods may be worn in the school building.

The administration reserves the right to determine what is or is not appropriate, and will determine appropriate consequences for non-compliance.

The administration may waive restriction in cases involving extenuating medical circumstances.

BLOCK & BELL SCHEDULE

The structure of the 4x4 block schedule at Tantasqua Regional High School provides many advantages to students. Each student is required to be enrolled in and to participate in four (4) classes per semester for the duration of his/her educational career at Tantasqua Regional High School. Each course is eight-four (84) minutes in duration. The long block class allows teachers to utilize a wide array of instructional techniques not available in traditional scheduling models due to the time constraints. The block schedule increases students' opportunities to learn and to explore various aspects of the rich curriculum at Tantasqua Regional High School. Students typically take eight (8) courses per year as compared to only five (5) or six (6) in traditional scheduling formats. The block schedule allows the high school to meet and exceed the State Department of Education regulations for Time in Learning.

If you have questions about the block schedule or about a student schedule, please contact the guidance office. We encourage parents/guardians to be active participants in the educational process. We can assure that each individual achieves an optimal education by working together.

A Block 7:41 to 9:05

B Block 9:11 to 10:35

C Block 1st lunch - 10:35 to 11:05 dismissal from cafeteria 10:59
(Class Period 11:05 to 12:32)

2nd lunch - 11:25 to 11:56 dismissal from cafeteria 11:50
(Class period 10:41 to 11:26, 11:56 to 12:32)

3rd lunch - 12:08 to 12:38 dismissal from cafeteria 12:32
(Class period 10:41 to 12:08)

D Block 12:38 to 2:02

BUILDING SAFETY AND MAINTENANCE

Respect for school and other publicly-held property is a direct reflection of good citizenship. Tantasqua students have a long history of taking pride in being able to learn in an environment that is clean and well maintained.

In the interest of creating and maintaining a safe and efficient learning environment within the building and on school grounds, students are to be aware of the following safety and maintenance guidelines:

- a. Immediately report any dangerous situation to an adult (i.e., weapons, strangers, threats).
- b. Immediately report any broken fixtures (i.e., stairs, desks, walls, windows/glass, lights, toilets) and equipment (i.e., TVs., computers, fire pull stations, recreation equipment) to an adult.

BULLYING

The following information is related to our plan on bullying prevention and intervention (M.G.L. c. 71, § 37O)

BULLYING PREVENTION AND INTERVENTION: DEFINITIONS

Aggressor is a student who engages in bullying or retaliation.

Bullying, as defined in M.G.L. c. 71, § 37O, is 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 target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

Cyberbullying, as defined in M.G.L. c. 71, § 37O, is 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 also includes:

- i. the creation of a web page or blog in which the creator assumes the identity of another person;
- 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 listed in the definition of bullying; and
- iii. 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 one or more persons, if the distribution or posting creates any of the conditions listed in the definition of bullying.

Hostile environment, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Staff includes, but is not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target is a student against whom bullying or retaliation has been perpetrated.

PROHIBITION AGAINST BULLYING AND RETALIATION

Acts of bullying, which include cyberbullying, are prohibited:

- (i) on school grounds and property immediately adjacent to school grounds, at a school sponsored or school related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school District or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and
- (ii) at a location, activity, function, or program that is not school related through the use of technology or an electronic device that is not owned, leased, or used by a school District or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

Reporting Bullying:

Anyone, including a parent or guardian, student, or school staff member, can report bullying or retaliation. Reports can be made in writing or orally to the principal or another staff member, or reports may be made anonymously. Anonymous reports will be looked into by the receiving school, but no discipline action will be taken solely based on an anonymous report. Contact your child's principal or the Superintendent's Office if you have questions or concerns.

School staff members must report immediately to the principal or his/her designee if they witness or become aware of bullying or retaliation. Staff members include, but are not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity, or paraprofessionals.

When the school principal or his/her designee receives a report, he or she shall promptly conduct an investigation. If the school principal or designee determines that bullying or retaliation has occurred, he or she shall: (i) notify the parents or guardians of the target, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation; (ii) notify the parents or guardians of the aggressor; (iii) take appropriate disciplinary action; and (iv) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against the aggressor.

Curriculum Information:

Bullying Prevention Curriculum will be taught to our students. At the start of the school year, parents will be notified of the specific curriculum being used.

Additional information about the District’s Bullying Prevention and Intervention Plan can be found on our District website www.tantasqua.org. You can also find reporting forms on our

Bullying and Harassment Reporting Form

Tantasqua Regional High School
319 Brookfield Road Fiskdale, MA 01518 (508) 347-9301

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act 20 U.S.C. § 1232g

Bullying: According to MGL Chapter 92 Acts of 2010

“Bullying, the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.”

Directions: Bullying, harassment, intimidation, and acts of a threatening nature are serious and will not be tolerated. This is a form to report all alleged harassment, bullying, intimidation, or threats that occurred during this school year on school property; at a school sponsored event on or off property; on a school bus; or at a school bus stop. Please note that our bullying policy may address incidents of bullying or cyber-bullying outside the school setting if it has a direct and negative impact on a student’s academic performance or safety in school.* If you are a victim, the parent/guardian of a victim, a school staff member, or witness to an alleged act of bullying, harassment, intimidation, or threats, please complete this form and return it to one of the assistant principals at Tantasqua Regional High School. Please contact the school directly with any further questions, concerns, or assistance. Please note that all incidents will be investigated, school policies will be followed in dealing with the issue; however, consequences will not be reported to the victim, victim’s family, or reporting party in accordance with FERPA 20 U.S.C. § 1232g

School: Tantasqua Regional High School

Today’s Date: ____/____/____

TRSD/UNION 61 BULLYING PREVENTION AND INTERVENTION INCIDENT REPORTING FORM

1. Name of Reporter/Person Filing the Report:

(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

2. Check whether you are the: Target of the behavior
 Reporter (not the target)
3. Check whether you are a: Student Staff member (specify role)
 Parent Administrator Other (specify)

Your contact information/telephone number: _____

4. If student, state your School: _____ Grade: _____
5. If staff member, state your School or Work site: _____
6. Information about the Incident:

Name of Target/Victim (of behavior): _____

Name of Aggressor (Person who engaged in the behavior): _____

Date(s) of Incident(s): _____

Time When Incident(s) Occurred: _____

Location of Incident(s) (be as specific as possible): _____

7. Witnesses (List people who saw the incident or have information about it):

Name: _____ Student Staff Other

(Specify) _____

Name: _____ Student Staff Other

(Specify) _____

Name: _____ Student Staff Other

(Specify) _____

-
8. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional space on back if necessary.

(Please use additional paper and attach to this document as needed)

III. CONCLUSIONS FROM THE INVESTIGATION

1. Finding of bullying or retaliation:

- YES NO
 Bullying Incident documented as _____
 Retaliation Discipline referral only _____

2. Contacts:

- Target's parent/guardian Date: _____
 Aggressor's parent/guardian Date: _____
 District Equity Coordinator (DEC) Date: _____
 Law Enforcement Date: _____

3. Action Taken:

- Loss of Privileges Detention STEP referral Suspension
 Community Service Education Other _____

4. Describe Safety Planning: _____

- Follow up with Target: scheduled for _____
Initial and date when completed: _____
- Follow up with Aggressor: scheduled for _____
Initial and date when completed: _____

Report forwarded to Principal (If principal was not the investigator: Date _____)
Report forwarded to Superintendent: Date _____

Respectfully Submitted by:

Signature: _____

Title: _____ Date: _____

BUS TRANSPORTATION

Proper behavior is expected on the bus for all Tantasqua students at all times. Failure to adhere to the following guidelines may result in loss of bus privileges. As is the case with use of any tobacco product(s), smoking is strictly prohibited on school property and on school buses as well. Be advised that all school rules apply while riding a school bus.

Students who are not eligible for bus transport are not allowed on a bus either to or from school. Permission cannot and will not be granted for a non-bus student to ride a bus.

Students authorized to ride a school bus who need to take another bus to or from school on a particular day for extenuating circumstances must furnish a note to the office, signed by a parent/guardian, explaining the nature of the bus assignment change. Students must submit the note to the office immediately upon arrival to school; approval is dependent upon available space on any bus.

Bus Rules

In order to provide safety to passengers, the following rules are established to regulate conduct of school bus passengers:

1. Students are expected to conduct themselves, while waiting for and riding on the bus, in exactly the same way they are expected to in school. The bus driver has the authority to judge conduct, to maintain discipline, and to report to an Assistant Principal when necessary.
2. Profanity is not tolerated.
3. Smoking is not tolerated including smokeless tobacco, electronic or battery operated cigarettes.
4. Passengers will remain seated while the bus is in motion.
5. Changing seats may be allowed with the driver's permission and at his/her discretion, but only when the bus is stopped.
6. Before leaving the bus, passengers should remain in their seats until the bus stops, then enter the aisle and go directly to the exit door.
7. Students may talk to adjoining neighbors in a reasonable tone of voice, but no shouting will be permitted.
8. The assignment of seats is left to the discretion of the bus driver and/or school authorities.
9. Consumption of food or beverage is permitted at the discretion of the driver.
10. The opening of windows is left to the discretion of the bus driver.
11. The emergency equipment, including the emergency door and/or bus equipment, is for emergency use only and must not be tampered with.
12. The bus driver is not required to wait beyond his scheduled time for picking up students. It is the responsibility of parent(s)/guardian(s) to have pupils at the roadside when the bus arrives. The bus driver will inform the students and parent(s)/guardian(s) of the anticipated pick-up time.
13. Upon entering a bus, the student is to go immediately to a seat. The driver will wait a reasonable time before starting the bus again.
14. When a rider misbehaves, he/she will be reported, in writing, to an Assistant Principal.

CIVIL RIGHTS

Tantasqua Regional High School is committed to ensuring that no student is denied access to any educational program or activity of Tantasqua Regional School District for reason of race, color, sex, ethnic background, national origin, religion, economic status, sexual orientation, homelessness, or disability and to be in compliance with all applicable state and federal laws.

CODE OF STUDENT CONDUCT

Introduction: Guidelines and Expectations

Students are always expected to be well behaved, practice good manners, and extend proper respect to one another, teachers, staff, administrators, and visitors to the school. This expectation extends to all instances during which students are under school supervision; that is, in the building, on school grounds, on field trips, during after school activities, and on the bus.

Students are expected to conduct themselves at all times in a safe and orderly manner, making sure to always respect the rights, privileges, and property of all others in the school building and on school grounds.

In the interest of affording each member of the student body a quality and nurturing educational experience, it is imperative that the school environment be one in which order and respect are preserved and protected. By the same token, it is recognized and appreciated that responsible school management calls for a progressive approach to the dispensation of disciplinary matters.

The Code of Student Conduct is established to provide a framework to assure the health and safety of all students, faculty, parents/guardians, and campus visitors. The school administration views the Code of Student Conduct as a guide for student discipline.

The administration reserves the right to amend, change, or modify any disciplinary progression stated within this code when deemed in the best interest of the individual student and the school community. Further, administration reserves the right to impose discipline for conduct not described in these rules. The Principal, and Assistant Principals, while mindful of the well-being of all students at Tantasqua Regional High School, attempt to approach each student as an individual and to work with the individual to promote his or her personal development.

The faculty, staff, and administration are committed to working together with students and parents/guardians to create an optimal learning experience for every individual. We believe that by creating an atmosphere of trust and respect for all individuals we will best prepare students for the future. It is important for students and parents/guardians to familiarize themselves with the rules, regulations, and procedures of this high school.

Respect of one another, of property, and of self is an extremely important life skill. Members of the TRHS community are expected to be appropriately respectful at all times. The faculty, staff, and administration understand that adolescents err in judgment as a natural part of development. We are here to offer our guidance and support during this critical period of personal development. As members of the school community, students are responsible for their actions. Each individual is a representative of his/her school, family, team, etc. Thus, behavior in any

school activity whether on or off campus is a reflection on the entire school community. It is expected that all students will demonstrate appropriate behavior in all facets of school life.

In the interest of providing a secure and safe school environment in which the possibility of harm to others is minimized and the educational process continues in an uninterrupted fashion, the code of conduct outlined herein applies, in part, to student conduct off-campus. Specifically, a student who has been charged with or accused of violating any local, state, and/or federal statute, ordinance, rule, or regulation and whose continued attendance at school may be disruptive or potentially dangerous to any member of the school community shall be excluded from attending school pending final disposition of such charge(s). Exclusion from the school can be in the form of either a long-term suspension or expulsion.

Teacher Detention Procedures and Guidelines

Teacher detention is a tool used by classroom teachers for a variety of reasons, including but not limited to: behavioral change, mandatory extra help/tutoring, and student/teacher discussions. Students assigned to teacher detention are expected to fulfill this requirement with a 24-hour notification by the teacher. If a student fails to attend a teacher detention as assigned, the teacher will contact the student's parent/guardian to notify them of further action to be taken. Any future infractions will be referred to an Assistant Principal for further disciplinary intervention. Regardless of administrative intervention, the student is required to serve the teacher detention as assigned unless excused by the teacher.

Office Detention Procedures and Guidelines

Office detention is an administrative tool used in situations when school policies and regulations are not followed. Students assigned to office detention are expected to fulfill this responsibility by attending the next scheduled detention session unless an arrangement is made with an Assistant Principal to serve the detention at another time. Students are given a 1-day notice to allow for transportation and other arrangements. Exceptions to this are made only with the prior approval of an Assistant Principal.

Students who fail to serve an office detention on the scheduled day are subject to further disciplinary action. The original detention must still be served. Repeatedly skipping office detention may result in one's suspension from school.

Office detention is held on Tuesday, Wednesday and Thursday beginning at 2:10 p.m. and ending at 3:25 p.m. Late bus service is provided on these days to accommodate students and parents/guardians.

Suspension Procedures and Guidelines

Suspension, be it internal or external, is an action employed by the Principal, or the Assistant Principals. Suspension is reserved for serious or repetitive violations of the school policies, rules, and regulations. Students who develop patterns of repeated misbehavior will be subject to school suspensions of a progressive nature.

A student may be suspended by the Principal or Assistant Principals for a length of time as determined by the administrator. Prior to levying a suspension, the Principal, or the Assistant Principal shall meet with the student to review the conduct giving rise to the suspension and to allow the student the opportunity to explain his/her behavior. In the case of any suspension, parent(s)/guardian(s) are notified by telephone and by written correspondence explaining the nature of the circumstances and the period of the suspension. A reinstatement conference will be arranged with the student and the parent(s)/guardian(s) to readmit a student returning from suspension.

Students on suspension shall not participate in any school-sanctioned or school-sponsored activity including, but not limited to, field trips, dances, concerts, and/or athletic contests. Students on suspension are prohibited from appearing on or near school grounds. Students who are suspended on a Friday are ineligible to attend or participate in weekend events. Failure to adhere to this provision will result in further disciplinary action.

Absence due to suspension is a disciplinary absence; there is no academic penalty for disciplinary absences. However, while a student may make-up missed work without penalty, arrangements to do so and subsequent work submission are the sole responsibility of the student. Students should see their teachers immediately upon the return to class to schedule an appropriate time to complete necessary assignments. Students continue to be subject to the individual teacher's classroom policy as it applies to excused class absence and make-up work.

Infractions Resulting in Suspension

Physical aggression between students is dangerous and will not be tolerated. Students that engage in this behavior will be subject to a minimum three-day suspension from school and may face charges including assault, assault and battery, affray, disturbing a school assembly, and disorderly conduct. Repeated incidents of aggressive behavior will result in further disciplinary action.

Acts of willful intimidation will not be tolerated. Students engaging in such behavior will be subject to disciplinary actions up to and including a school suspension or exclusion. All members of the school community have the right to feel and be safe in our school, and every measure is taken to ensure and protect that right.

Violence in school is intolerable and actions deemed to be violent are taken seriously. Students are warned to consider their behavior carefully. Any student found to make violent threats will be subject to a review by school, mental health, law enforcement, and other pertinent agencies as part of a comprehensive threat assessment process. The parameters of this assessment will be determined by the school administration and can involve exclusion from school until the threat is satisfactorily addressed and remedied.

Failure to follow the directions of or to provide your name to a member of the administration, faculty, or staff is disrespectful and considered a direct act of insubordination. The use of profanity towards any teacher, administrator, coach, custodian, kitchen worker, secretary, aide or any other adult associated with TRHS is equally disrespectful. Such behavior is considered to be a serious violation of the Code of Conduct and will result in a disciplinary action up to and including school suspension.

Other conduct possibly giving rise to suspension includes violations of the following nature. This list is by no means intended to define every behavior giving rise to a suspension:

1. Possession of a dangerous weapon
2. Possession or use of a controlled substance, unregulated substance (including but not limited to Salvia Divinorum, K2, and/or herbal remedies as defined by the school administration), drug paraphernalia, or alcoholic beverage while on school premises or at a school activity
3. Unlawfully offering, arranging, or negotiating the sale of controlled substances, drug paraphernalia, or alcohol
4. Possession, use, or distribution of an incendiary device (i.e., fireworks, smoke/stink bombs) on school premises
5. Willfully defacing or damaging school property
6. Possession, use, and/or distribution of tobacco products, smokeless tobacco, electronic or battery operated cigarettes on school premises or during school activities
7. Forging or otherwise altering notes and/or other correspondence intended for parent/guardian review
8. Profanity or vulgarity directed to school personnel
9. Commission of a serious act of defiance or demonstration of assaultive behavior against school personnel, be it verbal or physical
10. Stealing/larceny
11. Fighting, harming, endangering, or otherwise threatening a member of the school community
12. Harassment (see Anti-Harassment Policy, pg. 18)
13. Hazing (see Hazing Policy, pg. 53)
14. Threatening, intimidating, or harassing a member of the school community in a manner that is severe or pervasive enough so as to materially disrupt instruction time/space and invade others' rights
15. Violation of the Academic Integrity Policy
16. Chronic violation of school rules
17. Insubordination or willful disobedience
18. Repeated failure to report to office detention
19. Causing a false fire alarm or bomb threat (Note: Student will be reported to the Sturbridge Police and/or Fire Department in addition to being suspended)
20. Disrupting a school assembly: If a student threatens to disrupt or interfere with the orderly process of any or all of the school's functions or activities; or creates a substantial likelihood of imminent danger to the safety of persons, the school or property, the Principal, or Assistant Principal may suspend the student. The student may also face criminal charges through the Sturbridge Police Department if his/her conduct becomes disruptive so as to require police intervention to remove the student from the building and/or property.
21. Issuance of a felony complaint (reference Massachusetts General Laws Chapter 71, Section 37 1/2)
22. Bullying.

23. Engaging in an act in or out of school that compromises the safety of a student, the student body, staff, and/or the school facilities.

Saturday School

Saturday School is an administrative tool used as an alternative to suspension. This alternative is offered at the discretion of a school administrator to students and parents/guardians who wish to serve consequences without interfering with the students' academic progress. Individuals who commit serious behavior transgressions will not be afforded the option of the Saturday School.

Saturday School is scheduled from 8:00 a.m. to 12 noon. Students must arrive in a timely fashion. Students arriving late are required to make-up the time by staying beyond 12 noon.

Students are expected to bring work with them as they are not permitted to sit without being engaged in some academic or constructive work. Students are expected to remain quiet throughout the session, leaving their seat only with the permission of the proctor. Students failing to meet behavioral expectations do not receive credit for the day and will be required to complete the consequence originally assigned. In such cases, the consequence previously assigned will become effective immediately. Students found to disrupt Saturday School will be subject to further disciplinary action. Students and parents/guardians are responsible for providing personal transportation as no bus transportation is available.

Expulsion Procedures and Guidelines

It goes without saying that expulsion from school is the most serious consequence stemming from student misconduct and as such is taken very seriously by all administrators. Expulsion ranges from suspension of greater than (10) school days to permanent exclusion.

A student who is excluded or otherwise expelled from school is afforded all the rights and protections afforded under Due Process and as prescribed by Massachusetts General Laws, including, but not limited to: Chapter 71, Sections 37H and 37H 1/2; and Chapter 76, Section 17. Students facing expulsion:

1. Are informed in writing of all related charges and evidence.
2. Have the right to be represented by a lawyer and/or advocate at the hearing
3. Have the right to an impartial hearing. This means that the person(s) who conducts the hearing shall not have served as the investigating agent related to the infraction. The hearing is conducted by the Superintendent or his/her designee, and are given adequate time to prepare for the hearing.
4. Have the right to confront and to cross-examine witnesses.
5. Have the right to present a defense, including the calling of witnesses.
6. Have the right to a written decision.

The duration of one's expulsion is determined by the Principal.

Students expelled from school shall not participate in any school-sanctioned or school-sponsored activity, including, but not limited to: field trips, dances, concerts, athletic contests. Students on suspension are prohibited from appearing on school grounds. Failure to adhere to this provision will result in further disciplinary action.

Conduct possibly giving rise to expulsion includes violations of the following nature. This list is by no means intended to define every behavior giving rise to expulsion:

1. Possession of a dangerous weapon
2. Physical battery/injury upon a member of the school community
3. Repeated battery/injury to a member of the school community
4. Possession or use of a controlled substance, unregulated substances (including but not limited to Salvia Divinorum, K2, and/or herbal remedies as defined by the school administration), drug paraphernalia, or alcoholic beverage while on school premises or at a school activity
5. Unlawfully offering, arranging, or negotiating the sale of controlled substances, drug paraphernalia, or alcohol
6. Possession, use, or distribution of an incendiary device (i.e., fireworks, smoke/stink bombs) on school premises
7. Repeated instances of stealing/larceny
8. Destruction of school property
9. Disruption of a school assembly
10. Conviction or finding of guilt related to the commission of a felony complaint (reference Massachusetts General Laws Chapter 71, Section 37 1/2)
11. Threatening to inflict bodily harm on a member of the school community
12. Engaging in an act in or out of school that compromises the safety of a student, the student body, staff, and/or the school facilities.

Due Process

Students are entitled to Due Process under the 14th Amendment. By definition, Due Process means that students have the right to be treated fairly, and that disciplinary action taken against a student must be reasonably related to the infraction. Under Due Process, students are entitled to certain procedural rights in the course of dispensation of the disciplinary matter.

Appeals related to disciplinary action must be filed in writing with the Principal. The Principal will conduct an investigation and hold a hearing to review the appeal. A recommendation will then be made by the Principal. The parent/guardian may then appeal to the Superintendent. The parent/guardian may appeal an adverse decision of the Superintendent to the School Committee. Appeals to the School Committee shall be made in writing to the Superintendent who will place the parent/guardian's appeal on the School Committee agenda for the next regular meeting.

Massachusetts General Laws Chapter 71, Section 37H

The Superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Copies of these policies shall be provided to any person upon request and without cost by the Principal of every school within the district.

Each school district's policies pertaining to the conduct of students shall include the following: disciplinary proceedings, including procedures assuring due process, including: Standards and procedures for suspension and expulsion of students; procedures pertaining to discipline of students with special needs; standards and procedures to assure school building security and

safety of students and school personnel; and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or violation of other student's civil rights. Codes of discipline, as well as procedures used to develop such codes shall be filed with the Department of Education for informational purposes only.

In each school building containing the grades nine to twelve, inclusive, the Principal, in consultation with the School Council, shall prepare and distribute to each student a Student Handbook setting forth the rules pertaining to the conduct of students. The School Council shall review the student handbook each spring to consider changes in disciplinary policy to take effect the following school year, but may consider policy changes at any time. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section.

Notwithstanding any general or special law to the contrary, all Student Handbooks shall contain the following provision:

1. Any student who is found on school premises or at school sponsored or school related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in Chapter Ninety-Four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.
2. Any student who assaults a Principal, Assistant Principal, teacher, teacher's aide or other educational staff on school premises or at school sponsored or school related events, including athletic games, may be subject to expulsion from the school or school district by the Principal.
3. Any student who is charged with a violation of either paragraph (1) or (2) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal.
4. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten (10) days from the date of expulsion in which to notify the Superintendent of his appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
5. When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the Superintendent of the sending school shall notify the Superintendent of the receiving school of the reasons for the pupil's expulsion.

Note: As of April 4, 1994, subsection (5) will read as follows:

When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school district, the Superintendent of the school district to

which the application is made may request and shall receive from the Superintendent of the school expelling said student a written statement of the reasons for said expulsion.

Massachusetts General Laws Chapter 71, Section 37H, as amended by Section 36 of Chapter 71 of the Acts of 1993 (the Education Reform Act), and further amended by Section 1 of Chapter 380 of the Acts of 1993.

Section 37L of said Chapter 71 of the General Laws, as appearing in the 1990 Official Edition, is hereby amended by adding the following paragraphs:

In addition, any school department personnel shall report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time. Supervisors who receive such a weapon report shall file it with the Superintendent of said school, which shall file copies of said weapon report with the local Chief of Police, the Department of Social Services, the office of student services or its equivalent in any school district, and local school committee. Said Superintendent, Police Chief, and representative from the Department of Social Services, together with a representative from the Office of Student Services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the Board of Education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

A student transferring into a local system must provide the new school system with a complete school record of the entering student. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act.

Power to Suspend Upon Issuance of Felony Complaint

C. 71 § 37H ½ imparts to the principal the power to suspend a student charged with a felony (either with an adult complaint or with a delinquency complaint) or the power to expel (based upon either a conviction of the felony or an adjunction for the felony), if the principal determines that the student's continued presence in the school would have a substantial detrimental impact on the general welfare of the school.

Discipline of Students with Disabilities

In general, if a student with a disability, whether under a 504 plan or an IEP, violates the Code of Conduct, the school may suspend or remove that student from his or her current educational placement for no more than ten (10) consecutive school days in any school year. If he/she possesses, uses, sells or solicits illegal drugs on school grounds or at a school sponsored event; carries a weapon to school or to a school function; or inflicts serious bodily injury upon another person at school or at a school sponsored event, the school district may place that student in an interim alternative educational setting for up to forty-five (45) school days. If he/she has been placed in an interim alternative education setting as a result of disciplinary action, he/she may remain in the interim setting for a period not to exceed forty-five (45) school days. Thereafter,

he/she will return to the previously agreed-upon educational placement unless the parent/guardian or the district has initiated a hearing on the disciplinary action that the district took and a hearing officer orders another placement, or the parent/guardian and the school agree to another placement.

Any time the school wishes to remove a student with a disability from his or her current educational placement for more than ten (10) consecutive school days in any school year, or if a student is removed for disciplinary reasons for more than a total of ten (10) days in any school year when a pattern of removal is occurring, this is a “change of placement.” A change of placement invokes certain procedural protections under federal special education law. These include the following:

1. Prior to any removal that constitutes a change in placement, the school district must convene a 504 or IEP Team meeting to develop a plan for conducting a functional behavioral assessment that will be used as the basis for developing specific strategies to address the student’s problematic behavior. If a behavioral intervention plan has been previously developed, the 504 or IEP Team will review it to make sure it is being implemented appropriately, and will modify it if necessary.
2. Prior to any disciplinary removal that constitutes a change in placement; the school district must inform the parent/guardian that the law requires that the school district consider whether or not the behavior that forms the basis for the student’s disciplinary removal is related to his or her disability. This is called a “manifestation determination.” Remember that the parent/guardian always has the right to participate as a member of the group of people making the determination.

Consideration of whether the behavior is a manifestation of the student’s disability

The law provides that the school district, parent/guardian, along with relevant Team members, must consider all evaluation information, observational information, the student’s IEP and placement; and must determine whether the student’s behavior that prompted disciplinary removal was a manifestation of his or her disability. The behavior is considered a manifestation of the student’s disability, if the conduct in question was caused by, or was a direct result of the school district’s failure to implement his or her 504 plan or IEP.

If the manifestation determination decision is that the disciplinary behavior was related to the student’s disability, then he/she may not be removed from the current educational placement (except in the case of a weapon, drug possession, or serious bodily injury to another) until the Team develops a new 504 plan or IEP and decides upon a new placement and the parent/guardian consents to the new plan and placement, or a Hearing Officer orders a removal from the current educational placement to another placement.

If the manifestation determination is that the behavior was not related to the student’s disability, then the school may suspend or otherwise discipline the student according to the school’s code of student conduct, except for that for any period of removal exceeding 10 school days the school district must provide the student with educational services that allow the student to continue to make educational progress. The school district must determine the educational services necessary, manner and location for providing those services.

In the case of a disagreement with the Team's determination

If you disagree with the Team's decision on the "manifestation determination" or with the decision relating to placement of the student in an interim alternative education setting or any other disciplinary action, the parent/guardian has the right to appeal the Team's decision by requesting an expedited due process hearing from the Bureau of Special Education Appeals (BSEA).

Classroom Conduct

Students are expected to maintain appropriate behavior during and throughout all classes. The structure of each classroom may vary depending upon the subject and the teacher. Teachers establish the rules and policies of individual classrooms based on experience and sound teaching principles, and students are required to follow each teacher's directions and classroom policies. Students should anticipate receiving a consequence for any violation of a teacher's rules governing classroom conduct. If you are confused by or have a question about a particular practice or requirement, please schedule an appropriate time to meet with your teacher to discuss the issue.

Class attendance is mandatory. Students are expected to attend each class on a daily basis. If a student must miss a class for a justified reason, he or she must first obtain the teacher's permission. Generally, if a student has a scheduled appointment with a Guidance Counselor, school administrator, or other teacher, an official notification should accompany the student's request to be dismissed from class. Students that legitimately are excused from class should be permitted to make-up any and all class work. The student should plan to complete the make-up work after school during the teacher's normally scheduled extra-help session.

Students are expected to arrive to class in a timely manner and teachers are expected to begin each class promptly. Tardiness to class is disruptive and adversely affects other students' educational experience. Teachers will establish specific rules for their own classrooms and students will be expected to meet those expectations. Students should anticipate receiving a consequence for any tardiness to class. Teacher detention will be assigned to students arriving late to class. Students arriving late to class greater than three times are considered to be chronic in their tardiness. These students can expect their teacher(s) to contact home in addition to the assignment of teacher detention. If the matter is not resolved, the teacher may request a conference with the student and the Assistant Principal.

Corridor Conduct

The usual passing time between classes is six minutes. This is sufficient time needed to pass from class to class without having to push, crowd, or run in the halls. When passing in the corridor, students should keep to the right to allow for efficient passage of large groups of people.

Lunch periods are divided to provide for efficient operation of the dining service and to assure adequate seating for all students. Students are asked to be considerate of classes in session when passing to lunch.

Students who need to leave a classroom must have a hall pass from their teacher. Please be prepared to display your pass when and if asked. Any member of the faculty or staff may ask to

see a hall pass. Students who abuse the privilege of leaving the classroom during class will lose the privilege of doing so.

COMMUNICATION DEVICES

Personal Communication Devices

Students attending Tantasqua Regional High School are permitted to bring communication devices, including cellular telephones, to school, but use of any such devices is restricted. Students may use communication devices, including cellular telephones, during the individual's lunch period. All such communication devices must be off during class. Students will face disciplinary action in the event that their device(s) disrupts any instructional setting.

The administration expects compliance with these established guidelines. While many high schools ban the use or possession of such devices, we believe that students at Tantasqua can be trusted to behave appropriately and to follow established guidelines. Please be advised, however, that communication devices that sound in any instructional setting will be confiscated and surrendered to the Assistant Principal. Further, such behavior will jeopardize your privilege to bring a communication device to school in the future.

As is the policy with all personal property, Tantasqua Regional High School assumes no liability for lost or stolen items. Bringing communication device(s) to school is done so at your own risk.

Public Telephone Access and Use

The public telephones are to be used before or after school hours only. Students will not be granted passes to use a telephone, be it personal or public, during class time.

In the case of illness, calls will be made from the Nurse's Office, and subsequent dismissal shall be authorized by the nurse.

COOPERATIVE EDUCATION

The Cooperative Education Program is a continuation of the school program that provides qualified senior students with a vocational occupational employment opportunity in a professional setting. The work engaged in must be directly related to the career in which the student has been trained and Cooperating employers agree to provide additional training as specified by the school. The employer reports student performance to the school on a regular basis and students are paid for their work. Please contact Mr. Dado, Technical Guidance counselor to review your eligibility.

Eligibility for the Cooperative Education Program is met during the junior year and is based on the following criteria:

1. A student must maintain a 95% attendance rate (no more than 9 days absent).
2. A student must maintain a grade point average of 70% or better for the year and receive no grade lower than 60% during the second semester in any course required for graduation.

3. A student must achieve acceptable completion of the junior year portfolio requirement.
4. A student must maintain a conduct/effort grade level of 2 or better.
5. A student must meet minimum benchmark competency requirements and receive the recommendation of the Technical Division Curriculum Coordinator. If a student is denied eligibility, the student has the right to submit an appeal to the Principal/Director. In the situation where a student is denied eligibility by the Principal/Director, an individualized contract may be developed whereby the student may become eligible for Co-Op after the first semester of the senior year is completed.

A student may be removed from the Cooperative Education Program if one or more of the following conditions exist:

1. The student receives a failing or incomplete grade in any subject.
2. A student receives a conduct grade average of 3 or 4.
3. The student is absent more than five (5) days in a semester without an acceptable excuse validated by written documentation from the appropriate authority.
4. A student participates in behavior leading to disciplinary suspension from school.
5. A student fails to return time slips, weekly work reports and/or evaluations to school.

Technical Division Job Sites/Co-Op

All school rules apply on the job site as they would in the school building and classroom. Students are not to return to the job site outside school hours unless accompanied by a staff member or permission is granted by the Technical Division Principal. Removal of property from a job site, on school time or otherwise, will be subject to disciplinary action at the school.

DANCES

All dances are held exclusively for Tantasqua Regional High School students unless otherwise advertised. For those events allowing guests, guest passes will be made available by administration approximately 3-4 weeks in advance of the advertised dance. Deadlines for guest pass submission are noted on the guest pass and will be announced. However, generally, guest passes are due a minimum of seven (7) calendar days prior to a regular school dance/event and fourteen (14) days prior to homecoming and prom. Guests may not be twenty-one (21) or older for all dances. The guest pass must be completed by the host and guest families, and sending school when applicable and/or be accompanied by a positive photo identification. Guest pass approval is at the discretion of the school administration. Any guests brought to the dance are to conduct themselves according to the rules and regulations set forth for all students in attendance at the school. Students are responsible for their guest's conduct. Dances are considered to be a more formal activity and students are expected to dress accordingly. Jeans, T-shirts, athletic clothing, athletic shorts, sweatshirts, etc should not be worn.

Students are expected to behave in an age-appropriate manner in accordance with the rules and regulation outlined in the Code of Student Conduct. Students attending the dance are not to use or otherwise access any part of the building other than where the dance is being held. Any person leaving the dance may not return. Students may not enter a dance after one hour from the defined event start time. No students will be admitted beyond one hour into the event unless

he/she attended a school sponsored event precluding his/her timely arrival. In this instance, the late arrival would have to be approved by the administrator on duty at the dance.

The number of chaperones assigned to dances is determined by the number of students in attendance. There are typically six faculty members present as chaperones at each dance. They are responsible for the overall conduct of the event. The police on duty are the representatives of the law and are empowered to eject any person(s) who violates any of our rules and regulations. It is the officer's duty to prevent anyone from reentering the dance once he/she has left. Any person(s) loitering around the grounds or building will be warned to leave immediately. If the person(s) fails to heed this warning, he/she shall be subject to arrest for loitering.

There shall be no furniture moved without the consent of the custodial staff. All tables, chairs, and equipment are to be replaced at the close of the dance. If refreshments are served, it is the responsibility of the organization or group sponsoring the affair to do so. Previous arrangements for the refreshments must be made.

Arrangements must be made with the audio-visual director for the use of any audio-visual equipment including an operator.

Students under school suspension or who are absent on the day of a dance, absence on the day preceding a weekend dance, or who are excessively absent from school on the days preceding the event may not be eligible to attend. Students who are absent or suspended on a Friday are restricted from that weekend's events.

DISTANCE EDUCATION VIRTUAL HIGH SCHOOL ONLINE COURSES

Virtual schools are educational organizations that offer courses through Internet or web-based methods. Virtual schools allow students to take courses not currently offered at Tantasqua Regional High School and, as such, enrich existing curricula.

Tantasqua Regional School District believes that distance learning through virtual/online courses is an opportunity for student enrichment. The advantage of online learning is that it does not require students to be physically present in the same location as the instructor or other students. Distance learning courses allow Tantasqua's educational program to increase accessibility and flexibility in the delivery of instruction. It is the school committee's intention that Distance Education will not replace AP courses, or any other courses, currently offered at Tantasqua. In addition to regular classroom-based instruction, students may earn credit through distance learning provided by virtual/online courses.

Online courses are intended to augment the curriculum and provide learning opportunities where financial resources do not justify the addition of courses to meet particular student interests.

Tantasqua Regional High School students may take an approved virtual/online courses not offered at Tantasqua Regional High School. In the event of an unavoidable scheduling conflict that would have a negative impact on a student's academic sequence or ability to complete

prescribed graduation requirements, the administration may approve the taking of an online course the equivalent of which is offered at Tantasqua Regional High School.

Tantasqua Regional High School students may earn a maximum of fifteen (15) credits by completing online courses.

As determined by school committee policy, students taking a virtual course will do the following:

1. Adhere to the Code of Conduct to include rules of behavior and consequences for violations.
2. Adhere to the District's Internet Acceptable Use Policy.

Eligibility Criteria & Selection Process

1. When registering for virtual/online courses, priority will first be given to seniors and then to juniors. Other students will be considered on an individual basis.
2. A student may not take more than one online course per semester.
3. Students may earn up to a maximum of fifteen (15) credits online.
4. Students may only register for online courses that are not taught at Tantasqua Regional High School. Exceptions may be granted with permission from the Principal.
5. It is the responsibility of the individual student to meet all obligations of the online course.
6. Grades earned for virtual/online courses will be recorded on student transcripts and credit will be assigned. Consistent with Tantasqua's credit policy, semester courses will earn five (5) credits and full year courses will earn ten (10) credits. The school must receive an official record of the final grade before awarding credit toward graduation.
7. Students improperly using the Internet will be subject to disciplinary action including the possible loss of Internet privileges and withdrawal from the program.
8. All policies and practices that apply to Tantasqua's course selection process supersede any Virtual High School policy (i.e., pre-requisites, add/drop timelines).
9. An approved course is defined by the Principal or his/her designee.

Any exceptions to the above stated guidelines will require the written authorization of the Principal.

DRIVER'S EDUCATION

The Driver Education class is offered four times a year, in late September, January, April and July and is open to anyone in the Tantasqua School District fifteen years and nine months of age or older. Students are required to successfully complete thirty hours of classroom instruction and eighteen hours of on-the-road training (twelve hours behind the wheel and six hours observation) in addition to forty hours of driving with a parent/guardian required by the Commonwealth of Massachusetts.

A non-refundable fee covering the cost of this self-supporting program is required of each student. Due to the non-profit structure of the Driver Education program, full or partial refunds will only be granted under the most extreme circumstances at the discretion of the Director and never after the third class has been completed.

Although passing this course does not guarantee that the student will receive his/her license, it does assure that students will be exposed to the proper attitudes, behaviors and skills necessary for safe, competent driving. Like driving itself, the opportunity to take Driver Education at Tantasqua is a privilege, not a right. We expect prospective license candidates to demonstrate mature and responsible behavior both in Driver Education classes and in the Tantasqua Community as well. Students will not be excused from disciplinary obligations to attend Driver Education classes. If student is absent from school they may not attend Driver Education class that day. As per new state regulations, generic make-up classes are no longer permitted. Students who miss a class for any reason must wait for the next session to make-up the exact class(es) missed.

The administration reserves the right to remove from or deny access to the driver education program to any student who displays persistent behavioral problems or fails to maintain an acceptable pattern of school attendance as deemed necessary by the administration. Attendance is taken to mean school absences, tardy arrivals, and/or early dismissals.

DRIVING AND PARKING PRIVILEGES

Driving and parking of a vehicle by students at TRHS is a privilege. Students who drive to or park at the school accept increased accountability and responsibility for their actions. The school administration reserves the right to restrict, suspend, or revoke a student's driving privilege at any time. Students are expected to comply with all rules stated herein governing parking or driving at TRHS.

Students are required to register their cars in the Assistant Principal's Office, and do so within the first five (5) days of the school year or prior to bringing a car to campus. Applications are available at the Main Office. Students must display a parking tag in the vehicle at all times. Student parking is available in designated areas only and all cars must be parked in marked parking spaces. Students may park only in the student parking area and should consider all other parking areas to be restricted during the school day. Students parking in any location on campus do so at their own risk. No vehicle should block another vehicle or a roadway. Students failing to comply with these rules will be subject to a disciplinary action up to and including the revocation of their parking privilege.

Students with medical needs requiring special accommodations must obtain a temporary parking permit from the school nurse. These individuals will be assigned to visitor parking spaces. Any other exceptions to these rules must be made with the approval of the Assistant Principal.

Students who drive to school and develop problems with tardiness risk the revocation of their driving privilege in addition to consequences assigned for tardiness in general. Students that use their vehicle or loan their vehicle to another for the purpose of leaving the school grounds during

the school day without appropriate authorization will be subject to the revocation of their driving privilege in addition to any other applicable consequences.

The ability to drive and park at school is considered a privilege. Automobile trouble, poor driving conditions, or road construction will not be considered as appropriate excuses for tardy arrival to school. If students choose to accept the responsibility of driving themselves to school, then they accept the responsibility of arriving at school on time. Please be sure to plan accordingly. Repeated tardiness to school will jeopardize an individual's driving privilege.

Finally, the school administration reserves the right to search any vehicle on the school premises, if the need arises, to maintain the safety, security and integrity of the school community-at-large. By bringing a vehicle to the school grounds, the student agrees to abide by all the rules articulated in this policy and the rules of safe driving.

Posters displayed throughout the building cite the following rules governing student parking regulations:

1. All vehicles must be registered with the Assistant Principal's Office and display a TRHS parking tag on the rear-view mirror or dashboard at all times.
2. Parking tags are available at the Assistant Principal's Office.
3. The senior parking area is defined as the lower parking tier adjacent to the softball field.
4. The junior parking area is defined as the upper parking tier near the field house.
5. Parking is permitted in lined spaces only.
6. Students are not permitted to park in the faculty parking lot adjacent to the main entrance to the building.
7. Students cannot use Visitor Parking spaces without permission from an administrator.
8. The use of Handicapped Parking spaces is governed by state law and requires a special placard issued by the Registry of Motor Vehicles. Drivers found to illegally park in Handicapped Parking spaces are subject to ticketing and/or towing by law enforcement.
9. Overflow parking is permitted and provided in the parking lot adjacent to the football field/Route 148.

DRUG-FREE SCHOOL ZONE ACT/CONTROLLED SUBSTANCES ACT

Massachusetts General Laws Chapter 227, an act providing for drug-free school zones, requires that any person convicted of violating portions of that act within 1,000 feet of a public or private elementary, vocational, or secondary school, whether or not in session, shall be punished by a minimum two year term of imprisonment. Lack of knowledge of school boundaries will not be acceptable defense to this punishment. The imprisonment sentence must be imposed on persons convicted of unlawful manufacture, distribution, dispensing, or possession with intent to manufacture a controlled substance or drug paraphernalia near a school.

ELEVATOR USE

The building is equipped with elevators for use by students, members of the professional staff, and/or visitors who require assistance in moving throughout the building. Students are not to use

the elevators for any reason unless they have a pass from the school nurse, which shall serve to confirm that there is a documented medical or physical reason for such use.

EQUAL OPPORTUNITY
MASSACHUSETTS GENERAL LAW, CHAPTER 76, SECTION 5

The Tantasqua Regional School District ensures equal educational opportunity in all its programs and activities. All programs, services, courses of study, and co-curricular activities are offered without regard to race, color, national origin, religion, sex, sexual orientation, homelessness or handicap in compliance with federal and state law. Any student or parent/guardian having a question, concern, or complaint is invited to contact the school principal or equal opportunity coordinator.

According to The Rehabilitation Act of 1973, Section 504, “No otherwise qualified individual with handicaps in the United States shall, solely by reason of her or his handicap, as defined in Section 706(8) of this title, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service.” (29 U.S.C. Sec.794)

An eligible student under Section 504 is a student who (1) has or (2) has had a physical or mental impairment which substantially limits a major life activity or (3) is regarded as handicapped by others. Major life activities include walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself and performing manual tasks. In compliance with Tantasqua Regional School District’s non-discrimination policy, all programs, services, courses of study, co-curricular and athletic activities are offered without regard to race, color, national origin, religion, sex, sexual orientation or handicap.

In accordance with Section 504, it is the policy of Tantasqua Regional High School to provide a free and appropriate public education to each handicapped student regardless of the nature or severity of the handicap.

It is the intent of Tantasqua Regional High School to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be handicapped under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).

Parents/guardians in need of additional information should contact the Guidance Director.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities sponsored by the school are nondiscriminatory in that the school provides equal opportunity to and for all students to such activities. Extracurricular activities

and clubs sponsored by the school do not discriminate based on race, color, sex/gender, religion, national origin, sexual orientation, disability, or homelessness.

The purpose of these various clubs and activities is to further the educational and recreational opportunities of *all* students. After school activities are a privilege not a right. In order to participate in the high school programming, students are expected to remain in good academic and behavior standing. Excessive or repeated disciplinary issues can result in a removal of after-school privileges.

Amnesty International
Chess Club
Choraleers
Color Guard
Drama Club
French/Spanish Club
Future Teachers of America
GSA/Diversity Club
Health Occupations of America
Hockey Club
Karate
Marching Band
Math Team
Mountain Biking Club
National Honor Society
Passages Literary Magazine
Show Choir
Ski Club
Recycling Club
Student Council
Tech Prep Ambassadors
The Tomahawk
Thomas Jefferson Forum
Video Game Club
Vocal Jazz Ensemble
Warrior Fitness Club
Yearbook Staff

Other clubs and activities may be organized when there is sufficient student interest. Students interested in forming a club or activity should simply see the Principal, who will listen to the idea, provide input, and ask that a formal proposal be drafted.

Club & Activity Descriptions

Amnesty International is a worldwide movement of people who campaign for internationally recognized human rights. Members undertake action focused on preventing and ending grave abuses of the rights to physical and mental integrity, freedom of conscience and expression, and freedom from discrimination.

Chess Club - The high school chess club meets weekly after school. The high school chess team is selected from the four top ranked players. Students compete in several tournaments each year.

Choraleers is a selective vocal ensemble which studies and performs A Capella chamber music. The repertoire focuses primarily on musical literature arranged in 4 to 8 part harmony. Enrollment is with the permission of the instructor, resulting from auditions to take place during the spring of the previous school year for the first semester, and during the first week of the second semester. Performances are mandatory and more frequent than other vocal ensembles, especially during the holiday season. Students earn one academic credit per semester. This course is open to students in grades 9 -12. Rehearsals are Tuesday afternoons from 2:00 – 5:00pm each week from August through June.

Color Guard is part of the Tantasqua Regional High School Marching Band. While flags are the primary medium for this performance group, dance is also incorporated in each routine. No experience is necessary; however, skill development is essential for the group to perform successfully as part of the marching band's half-time show for football season. This group also marches as part of annual Memorial Day parades in the towns of our school district. Auditions for this performing group are held in the spring of the school year prior to a fall semester start. This ensemble is open to students in grades 9 -12.

Dance Team is an ensemble that performs throughout the school year at annual concerts, as well as the Show Choir Showcase performance. Students will learn routines in the jazz and lyrical genres and rehearse once per week for 1.5-2 hours on a time and day to be set by the coach. Although formal dance training is not required, it is recommended. Auditions for this group will be held sometime in the first two weeks each school year. This ensemble is open to students in grades 9-12.

Drama Club is an after school activity which meets periodically for the purpose of promoting drama at Tantasqua Regional High School. Students learn and practice the art of theater through theater games and exercises and once or twice a year prepare plays for performance.

Future Teachers of America - The Tantasqua Chapter of Future Teachers of America is a club open to all students interested in working with children or considering a future in teaching. Meetings are held during lunches twice per month. Activities include seasonal and holiday projects with the elementary schools in the district, and job shadowing opportunities throughout the school year. The most important event is the annual fund raiser, which provides two scholarships to graduating seniors, one a club member and one to a non-member.

Gay/Straight Alliance/Diversity Club is a club dedicated to promoting tolerance and understanding inside Tantasqua and in the greater community. As the name suggests, the club welcomes all students with the desire to unite and make a difference, regardless of sexual orientation. Meetings take place weekly and include discussions of relevant current issues.

Health Occupations Club encourages the participation of students who are interested in pursuing activities related to all aspects of health care. One of the club's major functions is raising scholarship money to award one student from the Academic and Technical Divisions. Senior

students accepted into a health related college major are eligible for this scholarship. Other activities include volunteering at local nursing homes and visiting various health care facilities.

Marching Band is an integral part of the band program at Tantasqua. The first quarter of the school year is devoted almost exclusively to the preparation of a field show for all home football games. Students who are not in Concert Band are encouraged to participate in outside of class rehearsals and the performances and activities pertaining to this activity. In the Spring Marching Band participates in parades and festivities in surrounding communities. Marching Band also provides many travel and social opportunities for student members.

Math Team is a club for students interested in solving challenging and sometimes unconventional problems in mathematics. There are four Central Massachusetts mathematics meets throughout the year. They usually occur on the first Wednesday of the months of October, December, February and April. There are five rounds and each student takes part in three of the rounds. Then there is also a team round. There are a wide variety of categories such as Arithmetic, Algebra, Geometry, Matrices, Probability, Number Theory, Trigonometry and Logarithms.

Mountain Bike Club is a dedicated off road bike group that meets in the Fall and Spring seasons. It is open to grades 9-12 and focuses on bike safety, maintenance, and off road riding skills. Each Friday we offer a ride that allows all rider abilities to participate.

Passages is the high school's literary magazine; it is composed of poetry, fiction, and artwork. *Passages* is often a collaborative effort between the English and Art departments. Since so many submissions are received each year, students make decisions as to what will appear in the publication. High school students of all grade levels are encouraged to join.

Recycling Club meets each Wednesday. Members collect used paper and send it out to be recycled. The purpose of the club is to promote environmental responsibility and an awareness of personal and collective obligation to the health of the earth. This is a student/teacher collaborative effort.

Show Choir is a mixed vocal ensemble in which the performers are expected to sing and dance. A professional choreographer works with the vocal instructor to create and teach dance/movement to each piece. No dance experience is necessary, but a willingness to work hard is essential. Course enrollment is with permission from the instructor, resulting from auditions, which take place during the spring of the previous school year. Students earn one academic credit for the school year. This course is open to students in grades 9-12. Rehearsals are Thursday evenings from 5:30-9:00 p.m. each week from August through March with a minimum of four Saturday commitments for competition and dress rehearsal.

Ski Club strives to provide a venue for wholesome outdoor activity for our young people during the winter months. The club meets for six Saturday afternoon/evenings in January through February. The members travel by bus to Mount Wachusett in Princeton, Massachusetts. Tantasqua's Ski Club is the oldest student club at Wachusett Mountain. Many generations of students began their lifelong love for skiing and boarding by participating in the club.

Spanish/French Club meets twice monthly. Activities are geared towards increasing cultural awareness. Typical events include the creation of meals featuring Spanish and French food, Spanish dancing lessons and a movie in Spanish. Officers are elected annually and the club is open to all students of French and/or Spanish.

Student Council members plan, run, and report on various events including student activities, staff appreciation, community service, and fund raising. Students are elected annually to serve a one year position on the council. The Student Council's goals are:

1. To cultivate a sense of harmony and community among the student body and staff members.
2. To develop responsible interaction between the student body, faculty, administration, and community members.

Tech Prep Ambassadors are registered Tech Prep students who demonstrate leadership, character, and citizenship in our school community. The duties of Tech Prep Ambassadors include recruitment of students to join Tech Prep, assist at Parents' Nights by directing parents/guardians in the building and providing information about Tech Prep at our display table, provide guided tours of the Tech Division (December) and all-school tours (June) to the grade 8 students, greet and assist visitors to the building on Career Day and other days when career speakers have been invited, and help set up the auditorium for our annual multi-media production and other character education assemblies. Students must apply to be ambassadors.

The Tomahawk is a student-generated publication printed by *The Southbridge Evening News*. It is a collaborative effort of students from area schools. All Tantasqua students are eligible to write news articles, fiction, and poetry for publication on a monthly basis. Interested Tantasqua students can qualify for the position of Editor with some prior experience.

Thomas Jefferson Forum is Tantasqua's Community Service Club. Students organize and carry out various service and fundraising projects that benefit the Tantasqua communities. Recent activities include Adopt-A-Highway, fundraising for St. Jude's Children's Hospital and the Harrington Memorial Hospital Duck Race. The largest annual event is the Tantasqua Relay For Life that raises funds for the American Cancer Society. Students in all classes are encouraged to join the Thomas Jefferson Forum.

Video Game Club meets one afternoon each week in the Wilson Media Center. The club members play a number of popular video games. Once each year, the club holds a video game competition in the auditorium.

Vocal Jazz Ensemble is Tantasqua Regional High School's most selective vocal ensemble. The repertoire focuses on music of the jazz and swing genres. Students chosen for this small ensemble possess a high level of music skill in the areas of vocal technique, sight singing, and musical score analysis. This ensemble makes a professionally recorded CD each spring and performs often throughout the community as well as in school concerts and Tantasqua's annual Jazz Showcase Concert each April. Auditions for this ensemble take place in mid October and

rehearsals are Thursday afternoons from 3:30-5:00 p.m. as well as some Tuesday evenings. This ensemble is open to students in grades 9-12.

Warrior Fitness Club was created fourteen years ago. Its creation came about as a way of introducing and involving students in an active and healthy lifestyle. By establishing such programs and various after-school activities (basketball, volleyball, weight training, karate, etc.) we have been able to keep students interested and active with fitness related games. One goal has and always will be to have students enjoy being active with a healthy lifestyle and also to help develop social skills. Another goal is to have the students develop their skills in relation to being responsible, fair, and honest in the activities in which they participate. A five dollar (\$5) fee is required for participation.

Yearbook staff is responsible for the design and production of the school's yearbook. The staff consists of an editor, section editors, photographers, layout designers, advertising manager and business manager. These positions are filled through an application process which occurs in the late spring and again in the early fall. The yearbook staff meets two-three times per week in the fall and one time per week in the spring.

FIELD TRIPS

All school rules and regulations apply to students while on field trips. Appropriate behavior is expected and misconduct of any form and on any level while on a field trip is strictly prohibited.

Your chaperone or faculty sponsor has the right and responsibility to suggest appropriate attire for the occasion.

Parents/guardians must sign and have their son/daughter return a Field Trip Permission Form and Release in order to have their child participate in any field trip.

Students who are on suspension will not be allowed on a field trip, and the Principal and Assistant Principals reserve the right to restrict students from participating in a field trip for academic and/or disciplinary reasons.

The School Nurse is consulted throughout the planning process of any field trip so that the medical needs of all students are responsibly satisfied. Students with medical conditions are never excluded from participating in field trips; rather, the school makes necessary accommodations to ensure that all students are included.

FOOD

Consumption of food or drink should be confined to the cafeteria. There is to be no food or drink in the natatorium, field house or auditorium. Food and beverages in classrooms are at teachers' discretion. Non-compliance with a staff request to confiscate food or drink outside the cafeteria area is considered a serious violation of the Code of Conduct and will result in a disciplinary action.

FUNDRAISING

Student group(s) wishing to hold a fundraiser must have appropriate approval from the Student Council and the Principal. Fundraising or other means of solicitation from external groups is strictly prohibited. Students must get approval from the principal or designee prior to displaying any posters, bulletins, or other information. All posters, bulletins, and flyers must be displayed according to administrative guidelines.

GRADE POINT AVERAGE (GPA) & CLASS RANK

(For the Class of 2012)

For grade 12, the weighting policy for Grade Point Average (GPA) and class rank is as follows: Only academic courses -- English, foreign languages, mathematics, science, and history/social studies are considered for purposes of GPA and class rank. Each of these courses has been designated Advanced Placement (AP), honors (H), college preparatory advanced (CPA), or college preparatory (CP). GPA and class rank are computed with additional weight for Advanced Placement and honors and less weight for college preparatory courses. One point is added for Advanced Placement and honors courses; one point is subtracted for college preparatory courses. For example, an 'A' in an honors course is considered 5.0 points, in a college preparatory advanced course 4.0 points, and in a college preparatory course 3.0 points. Similarly, a grade of 'B' in an honors course is considered 4.0 points, in a college preparatory advanced course 3.0 points, and in a college preparatory course 2.0 points. An 'F' receives no quality points, regardless of course level. Final grades earned in summer school courses are computed at the college preparatory level weight. GPA and class rank are computed at the end of the freshman year and each subsequent semester.

Students who repeat courses previously passed do receive quarter and final grades; however, credit is not allotted nor is the final grade from the repeated course counted in the computation of the GPA. Students who retake a course previously failed do receive credit and their final grade is calculated in the GPA.

The purpose of this system is to encourage students to take challenging programs and to provide for greater equity in the determination of GPA and class rank. Students who choose Advanced Placement and honors courses should do so with the knowledge that these courses will demand considerably more than average effort.

GRADE POINT AVERAGE (GPA) & CLASS RANK

(For the Class of 2013 and thereafter)

For grades 9 through 11, the weighting policy for Grade Point Average (GPA) and class rank is as follows: Only academic courses -- English, foreign languages, mathematics, science, and history/social studies are considered for purposes of GPA and class rank. Each of these courses has been designated Advanced Placement (AP), honors (H), college preparatory advanced (CPA), or college preparatory (CP). GPA and class rank are computed with additional weight for Advanced Placement and honors and less weight for college preparatory courses. One point is added for Advanced Placement courses and one-half point is added for honors courses; one point is subtracted for college preparatory courses.

For example, an ‘A’ in an Advanced Placement course is considered 5.0 points, in an honors course 4.5 points, in a college preparatory advanced course 4.0 points, and in a college preparatory course 3.0 points. Similarly, a grade of ‘B’ in an Advanced Placement course is considered 4.0 points, in an honors course 3.5 points, in a college preparatory advanced course 3.0 points, and in a college preparatory course 2.0 points. An ‘F’ receives no quality points, regardless of course level. Final grades earned in summer school courses are computed at the college preparatory level weight. GPA and class rank are computed at the end of the freshman year and each subsequent semester.

Students who repeat courses previously passed do receive quarter and final grades; however, credit is not allotted nor is the final grade from the repeated course counted in the computation of the GPA. Students who retake a course previously failed do receive credit and their final grade is calculated in the GPA.

The purpose of this system is to encourage students to take challenging programs and to provide for greater equity in the determination of GPA and class rank. Students who choose Advanced Placement and honors courses should do so with the knowledge that these courses will demand considerably more than average effort.

GUIDANCE SERVICES

Introduction to Services

Individual counseling and group services are available to all students to assist them in program planning, problem solving, and school adjustment. Students are urged to plan their high school career and futures carefully and to consult with both their parents/guardians and teachers. Parental involvement is encouraged to ensure a coordinated effort by the school and home. Post high school planning, handled as a normal part of the guidance services, is the result of the combined efforts of students, parents/guardians, counselors and teachers.

Throughout the year various tests for educational and career planning, college admission, military assignment, and scholarships are administered to students who have registered to take the assessment(s).

From time to time throughout the school year, representatives from colleges, specialized schools, and the armed services visit Tantasqua for the purpose of interviewing candidates. Interested students should make every effort to take advantage of these visits. Usually the expected visit is announced several days in advance so that there is time to sign up at the office.

To request a guidance appointment, students can obtain a written request from their teacher. Special passes to the guidance office can also be obtained from the guidance counselor or the guidance secretary in advance. All students need a signed pass to report to the guidance department except for emergencies.

The following services are provided as a supplement to those offered by the guidance staff:

1. A social worker offers on-site counseling to students whose needs are best met in the school setting and who might not have access to a service. Counseling services are available on a referral basis.

2. Members of the National Honor Society provide tutoring to students who need assistance with a certain subject.
3. Under the supervision of a teacher advisor, peer helpers (i.e., student ambassadors) are equipped with specialized training to provide a variety of student services including educational programs, new student orientations, and community outreach services.

To ensure that counseling and counseling materials and services are free from bias and stereotypes on the basis of race, color, sex/gender, religion, national origin, sexual orientation, homelessness, and disability, all counselors:

1. encourage students to consider programs of study, courses, extracurricular activities, and occupational opportunities on the basis of individual interests, abilities, and skills;
2. examine testing materials for bias and counteract any found bias when administering tests and interpreting test results;
3. communicate effectively with limited-English proficient and disabled students and facilitate their access to all programs and services offered by the district;
4. provide limited-English proficient students with the opportunity to receive guidance and counseling in a language they understand; and
5. support students in educational and occupational pursuits that are nontraditional for their gender.

Course Changes

Course changes are permitted for computer errors in scheduling, graduation requirement adjustments, and misplacement in recommended subjects. With teacher approval, a student may transfer from one level of a recommended course to another, for example, from honors Studies in American Literature to college-preparatory advanced Studies in American Literature. All course changes require written parental authorization.

Students who opt to take a course not recommended or approved by school personnel are required to complete a waiver signed by their parents/guardians.

Due to scheduling limitations, a change policy is necessary. As such, students may *not* try out, switch, or drop courses arbitrarily. Due to staffing limitations, students may not always be able to re-take a previously failed subject during the same school year or a course previously passed to improve their grade.

Authorized course changes are permitted during the first two weeks of the semester. Any course approved to be dropped after the regular change period is included on the student's record, along with a grade of withdrawn passing (WP) or withdrawn failing (WF). No credit is issued for withdrawn courses.

When students repeat a previously passed course to improve their grade, they receive quarter and final grades; however, no additional credit is awarded. For example, a student who passed Geometry (CPA) with a D- is encouraged to retake the course since a minimum grade of C is

recommended before taking the next sequence course. Students who choose to repeat a course should notify their counselor for an appointment to amend their schedule.

Appeals for waiver of the policies outlined may be made to the subject teacher, department curriculum supervisor, or the principal.

HAZING LAW - CHAPTER 536

Any person involved in the organization or participation of a hazing incident will be subject to “Criminal Prosecution” and immediate suspension from the school community for a minimum period of ten days.

The term “hazing” shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, 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.”

HEALTH SERVICES

General information

A registered nurse is available during regular school hours. At the high school level, personal health is considered a responsibility of the student. The nurse is responsible to attend to medical issues that arise during the school day. Students should remain home if they have contracted an illness that places others at risk, and may return when fever free for 24 hours with no medication. If a student is prescribed antibiotics, they should not return until they have been on the medication for 24 hours.

Health Update Forms

Health Information Update/Emergency Contact forms should be returned within the first week of school. Contact phone numbers should be kept current with the nurse as necessary. Medical issues, allergies, injuries, or chronic illnesses that may have an impact on the student’s school day, should be reported to the nurse. Health counseling is confidential.

Physical Examinations

In accordance with Massachusetts State Law, (MGL, c. 71, s. 57) every 11th grade student is required to have a current physical exam on file in the health office. A current physical would be one that is dated within six months prior to entering, or during the 11th grade year. Students entering the senior year without a current physical form on file may not be permitted to begin classes until and unless a current physical exam is completed and a form with the results of the completed physical, the physician’s signature, and date of exam, are filed with the school nurse.

Sports Physicals

Sport Physicals must be completed annually and are considered valid for 13 months. If the physical is outdated or not on file with the nurse, the student may not try out or participate. Physical forms are available in the nurse’s office and the main office, or can be downloaded from our website. Forms from the physician’s office are also acceptable.

Medications

Students are not to carry medications in school. Medications should be taken at home, whenever possible, including over-the-counter medicines (i.e., Advil, Tylenol). When medication is required during school hours, arrangements must be made with the school nurse. The school nurse is required to obtain parent/guardian and/or physician consent prior to administration of any medication. Written parental consent is satisfactory for the distribution of Tylenol, Advil, Benadryl and Tums. All consent forms must be updated annually. Daily medications will not be administered on early release days or on field trips. If there is a two-hour delay, the student is expected to take his/her daily morning medication at the regularly scheduled time. Extra EpiPens and inhalers should be kept in the Nurse's Office and may also be carried by the student, with parent/guardian and nurse consent. Medication administration forms are available in the school nurse's office, and must be updated annually.

Medical Physical Education Excuses

Refer to Program of Studies manual. Students are not medically exempt from physical education. If a student is unable to actively participate in physical education classes, long or short term, a physician's note may be required. A parent/guardian note may be accepted for a one-day excuse. Students who wear jewelry or have body piercings that are deemed by the instructor to present a danger to the student or others will be required to remove or cover the jewelry or pierced area of concern while participating in class activities.

Immunizations

State Health Regulations require all immunizations must be kept current and on file in the nurse's office. Students and parents/guardians are notified if immunizations are not up to date. The student may be excluded from school if the nurse does not receive documented proof of immunizations in an allotted time. Students may be exempt from immunizations only with religious or medical documentation. The student's school health record is inserted into the senior packet upon graduation.

Screenings

State regulations require that vision, hearing, height, weight and postural screenings be done for all freshmen unless there is documentation that these screenings were done by their primary care physician. Height and weight screening is required for all sophomores. BMI (Body Mass Index) information is now required to be sent home on all sophomore students as a tool to assess the student's overall health status, and to also address the need for a referral to your health care provider when the assessment is below 5% or above 85%. If you prefer that these screenings be performed by your family doctor, please submit your physician document of completion to the school nurse at the start of each school year. Forms are available on the school website, but any form from the physician's office is acceptable.

Absences/Dismissals

Students absent for five or more consecutive days must, upon return, provide documentation from the physician as to the nature of the illness or injury, dates of absence, any limitations, and date of return to school. The nurse reserves the right to dismiss students during the school day, based on nursing assessment. A parent/guardian will be contacted prior to student dismissal.

HONOR ROLL

The Honor Roll is published after the close of each of the four marking periods. Students must be registered for a full course load of credit-bearing subjects totaling 20 credits to be eligible.

The honor rolls are listed as follows:

- Highest Honors: As or Ps in all subjects
- Honors: As, Bs or Ps in all subjects

ILLCIT-ILLEGAL SUBSTANCES

A staff member who *suspects* that a student is under the influence of a drug or illicit substance will immediately seek the intervention of an Assistant Principal by contacting the Assistant Principals' Office. This referral will be done in a confidential manner. Once notified, an Assistant Principal will remove the student from the instructional setting and will confer with the school nurse. A parent/guardian will be notified in a timely manner if suspicion warrants such action.

All medication must be submitted to the nurse for distribution.

Students found to possess or distribute alcohol, narcotics, or illicit drugs, or to be under the influence of any unauthorized or illegal controlled substance or unregulated substance (including but not limited to Salvia Divinorum, K2, and/or herbal remedies as defined by the school administration) shall be immediately suspended from school for an initial period ten (10) school days. Prior to the conclusion of the suspension period, the student and parent/guardian are to participate in an exclusion hearing with the Principal. The hearing is held, whether or not the student and parent/guardian participate or appear, and the Principal renders a decision concerning the student's continued enrollment at the school within a reasonable period of time following the hearing. The initial suspension may be extended and could result in exclusion from school.

Students facing criminal charges, be it for an offense on or off school grounds, may be immediately suspended from school for ten (10) school days pending the outcome of an investigation and/or adjudication of the charges. Prior to the conclusion of the suspension period, the student and parent/guardian are to participate in an exclusion hearing with the Principal. The hearing is held, whether or not the student and parent/guardian participate or appear, and the Principal renders a decision concerning the student's continued enrollment at the school within a reasonable period of time following the hearing.

The Drug-Free School Zone Act/Controlled Substance Act, as defined in Massachusetts General Laws Chapter 227, an act providing for drug-free school zones, requires that any person convicted of violating portions of that act within 1,000 feet of a public or private elementary, vocational, or secondary school, whether or not in session, shall be punished by a minimum two year term of imprisonment. Lack of knowledge of school boundaries will not be acceptable defense to this punishment. The imprisonment sentence must be imposed on persons convicted of unlawful manufacture, distribution, dispensing, or possession with intent to manufacture a controlled substance or drug paraphernalia near a school.

The administration shall immediately notify law enforcement of all instances involving illicit-illegal substances found or consumed on campus.

INSTRUCTIONAL PROGRAM

The *Program of Studies* is updated every year and reflects the most current information specific to the instructional program at Tantasqua Regional High School.

Students and parents/guardians are therefore encouraged to review the *Program of Studies* for the most accurate and detailed information related to the instructional program for that year.

INTERNSHIP PROGRAM

The student internship program is a work site experience during which a student, with guidance and supervision at the workplace, completes a series of activities, set of learning objectives, or projects designed to give a broad understanding of a business or occupational area. Internships may be served during part of the school day, after school, on weekends, during vacations, or in the summer. An intern earns credits for the work-based learning experience. All interns must complete an internship application and arrange the internship with the School-to-Career Counselor. The Massachusetts Department of Education Work-Based Learning Plan is employed as an evaluation tool. Interns submit weekly reports, and at the conclusion of the internship, a self-evaluation and a work-site evaluation. Internships may be paid or unpaid and are reserved for seniors only.

The goal of the student internship is to have the student experience the workplace environment as much as possible. We encourage student internship sponsors to allow the students to do as much “hands on” activity as they are willing to allow, while maintaining safety and ethical protocol. Engaging students in the daily routine helps to emphasize the importance of the work and gives the student a greater understanding of what educational preparation is necessary to pursue a career in that area.

Previous internship placements included district elementary schools, Tantasqua Regional Junior High, Tantasqua Regional High School, Tantasqua/Union 61 Superintendent’s Office, Harrington Hospital, Mary Lane Hospital, Wing Memorial Hospital, Sturbridge Police Department, Southbridge Evening News, Sturbridge Host Hotel, OFS Engineering, area retailers, hair salons, nursing homes, veterinary clinics, law offices, and insurance companies.

LOCKERS

Students are issued hall lockers and should use only the locker assigned to them. Students are expected to take reasonable care of lockers as with any school property. All students will be assigned locks and will be responsible for them. No other locks may be used on school lockers. The administration reserves the right to remove a lock from a locker without notice. All non-school locks will be immediately removed.

Lockers are property of the school. Lockers are not the personal property of the individual student and no assumption of privacy should be assumed. At times, it may become necessary for

the administration to open and examine the contents of a student's locker, personal belongings, and vehicle in order to maintain the integrity of the school environment and to protect other students.

Please be advised that the use of a school locker is at your own risk. The school assumes no liability for loss of any personal property. You are advised to limit the items you bring to school to those things that are absolutely necessary for your classes. Do not store money or valuables in your locker. During physical education classes, students are encouraged to leave their valuables with the teacher. If a theft occurs, please report the incident to an Assistant Principal as soon as possible.

Student athletes must vacate team lockers at the end of each season. Physical education students must vacate lockers on the last day of classes at the end of the semester or as instructed by the staff. If an individual fails to meet the notification deadline, the Athletic Director or the physical education staff will remove the lock and contents of the locker. Contents removed from the locker will be stored in the Athletic Director's or physical education office until the end of the school year. Any items that remain unclaimed after that time will be donated to charity.

LOST AND FOUND

Any item found should be turned in to the Main Office. If you have lost a book or other item, you are to check with the custodian's office between 7:30 and 7:40 a.m. All items will be kept in lost and found for a maximum of thirty (30) days. All items should be claimed before the expiration of this time.

LUNCH PERIODS

Hot lunches may be purchased at the school, or you may bring your own lunch. In either case, students are required to be in the cafeteria area the entire length of their lunch period. All food must be eaten in the cafeteria area. All trays and dishes must be returned to the dish washing area. All refuse must be disposed of in the proper containers.

MISSION STATEMENT

Pathways to Success

Tantasqua Regional High School is a learning community that presents students with numerous ***pathways to success***. Our school provides students of different interests, abilities, and goals with a variety of meaningful and challenging opportunities for achievement. These opportunities foster life-long learning through academic, career, and personal growth. Tantasqua enables students to develop a sense of citizenship and to act responsibly within the school community and within our multi-cultural world.

All Tantasqua students will have sufficient opportunities to accomplish the following academic, civic, and social expectations:

Academic Expectations

- Select educational pathways consistent with interests, abilities, and goals.
- Assume responsibility for academic achievement.
- Acquire, interpret, analyze, integrate and apply information in a discerning manner.

- Demonstrate ability to use technology appropriate to subject areas.
- Exhibit ability to read, write, communicate, and compute.

Civic Expectation

- Display an understanding of the participatory nature, responsibilities, and benefits of citizenship and community service in a representative democracy.

Social Expectations

- Demonstrate respect, responsibility, and maturity in interactions within the school community.
- Display tolerance and understanding in our multi-cultural world.

A committee will regularly review the mission statement and expectations for student learning to assure that they reflect student needs, community expectations, the district mission, and state standards.

MONEY

All class or activity funds must be deposited with Mrs. Kemp, School Treasurer. No group may keep a private bank account, but each group handling money must have an account with the School Treasurer. The group's faculty advisor is responsible for checking on the student Treasurer and his/her accounts and transactions.

Any group conducting a fundraising activity must make weekly deposits to the school treasurer.

No money is to be left unprotected overnight. All money is to be remitted to the School Treasurer at the Main Office on a daily basis. Money is deposited. Persons leaving money unprotected must accept responsibility for its potential loss.

NATIONAL HONOR SOCIETY

Purpose

The Tantasqua Regional High School Chapter of the National Honor Society exists to recognize outstanding scholarship, service, leadership, and character when exhibited by Tantasqua students, and to promote these ideals throughout the school and community.

Eligibility

The National Honor Society Constitution and the Chapter Bylaws (redrafted and amended 2009) set eligibility requirements. The National Honor Society Adviser holds these documents.

To be eligible for membership, a student must:

1. Attend Tantasqua Regional School District for at least one semester.
2. Be a member of the sophomore or junior class.
3. Have a cumulative weighted G.P.A. of 3.4. The G.P.A. is calculated from final grades in the core academic subjects (English, math, science, social studies, and foreign language) from grade 9 onward.
4. Document examples of service, based on participation in school and community service events.

5. Document examples of leadership, based on involvement in the classroom and in leading and promoting school activities.
6. Document examples of character, based on compliance with school regulations and concern for the welfare of the school and others.

Membership Procedure

Sophomores and juniors who qualify *academically* (3.4 Weighted GPA) will be notified of their eligibility in March. Students interested in membership must complete a Student Information Form and submit teacher recommendations which will be distributed with the eligibility notification. The documents must be returned to the National Honor Society Adviser within two weeks of distribution in order to be considered. Due dates will appear on the student information forms.

Upon receiving the Student Information Forms, the Faculty Council, consisting of five faculty members appointed by the Principal, will determine which students to induct into the Chapter. The Council's decision is based on whether or not individual applicants meet the eligibility requirements. Students receive a copy of the rubric used by the Faculty Council.

Dismissal Procedure

The Faculty Council reserves the right to revoke membership at any time if a member does not fulfill his/her obligations as defined by the Chapter Bylaws and by the National Honor Society Constitution. These obligations include the following:

1. To attend and participate in all Chapter meetings.
2. To assist with all community service and fundraising projects the Chapter undertakes.
3. To fulfill a five-hour "Time-In Service" project each quarter, consisting of individual community service efforts not offered through the school.
4. To maintain the standards of scholarship, leadership, service, and character for which the student was initially selected.

Once membership has been revoked, it cannot be reinstated. Removed members do not have the right to wear National Honor Society insignia at the graduation ceremony of their class.

NON-EDUCATIONAL MATERIALS

Students are advised not to bring radios, MP3s, iPods, compact disc players, or other listening/entertainment/gaming devices to school. The school is not responsible for lost, missing, or stolen items. The faculty reserves the right to limit use of such items. Skateboards are not allowed on school property. Any of these items found in the classroom may be confiscated. Parents/guardians may be required to claim unauthorized equipment.

NOTIFICATION OF PARENTS/GUARDIANS WHEN ILLICIT-ILLEGAL SUBSTANCE INVOLVEMENT IS SUSPECTED

A staff member who *suspects* that a student is under the influence of a drug or illicit substance will immediately seek the intervention of an Assistant Principal by contacting the Assistant Principals' Office. This referral will be done in a confidential manner. Once notified, the Assistant Principal will remove the student from the instructional setting and will confer with the

school nurse. A parent/guardian will be notified in a timely manner if suspicion warrants such action.

PASSES FROM CLASS

All students must obtain a pass from their teachers when leaving class during any class period.

POSTERS

All posters, flyers, signs, and other means of public notification or display posted either in or on the building, or anywhere on campus, must be approved by the administration. The custodial staff is instructed to remove from display any and all posters, flyers, signs, etc. on a daily basis that are not approved.

PREGNANT STUDENTS

Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave.

The district does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school during the pregnancy.

SCHOOL CANCELLATION

It is the policy of the School Committee to have school on all days when the school buses can operate safely. Parents/guardians are expected to use their own judgment and keep children at home on stormy days if they feel that their children cannot be properly protected from the weather. Similarly, parents/guardians are asked to discourage their children from driving to school on days when the driving conditions are hazardous. Students are encouraged to take the bus for their safety.

The Superintendent is in charge of the buses and makes the final decision concerning school cancellation, delayed opening, or early dismissal.

Announcements will be made using the Connect-Ed phone and email broadcast system, as well as on radio stations WESO 970 AM / Q100 FM, WTAG/WSRS 580AM / 96.1 FM, WBZ 1030 AM, WXLO 104.5 FM, WPKX-KIX 97.9 FM, WHYN 560 AM / 93.1 FM, WORC/WGFP 1310 AM / 940 AM (Webster), WCVB-TV Channel 5 (Boston), WHDH Channel 7 (Boston), WGGB-TV Channel 40 (Springfield), WFXT-TV Fox 25ID: (Boston) as early as possible on days when school will not be in session. Students and parents/guardians should be alert to the possibility of announcements regarding school cancellations and delays when inclement weather is predicted.

SEX EDUCATION

MASSACHUSETTS GENERAL LAW CHAPTER 71, SECTION 32A

Chapter 71, Section 32A: Sex education policy regarding notice to parents/guardians exemption. Every city, town, regional school district or vocational school district implementing or maintaining curriculum which primarily involves human sexual education or human sexuality issues shall adopt a policy ensuring parent/guardian notification. Such policy shall afford

parent(s)/guardian(s) the flexibility to exempt their children from any portion of said curriculum through written notification to the school principal. No child so exempted shall be penalized by reason of such exemption.

Said policy shall be in writing, formally adopted by the school committee as a school district policy and distributed by September first, nineteen hundred and ninety-seven, and each year thereafter to each principal in the district. A copy of each school district's policy must be sent to the department of education after adoption.

To the extent practicable, program instruction materials for said curricula shall be made reasonably accessible to parent(s)/ guardian(s), educators, school administrators, and others for inspection and review.

The Department of Education shall promulgate regulations for adjudicatory proceedings to resolve any and all disputes arising under this section.

SPECIAL EDUCATION MASSACHUSETTS SPECIAL EDUCATION LAW

Under the Massachusetts law, special education services are available to students aged three through twenty-two who have a disability. Students may be referred by school staff or parents/guardians if a disability is suspected. An evaluation will not be conducted without written consent from a parent/guardian. The evaluation will be completed within thirty school days and the parent/guardian will be invited to attend a TEAM meeting to discuss the results of the evaluation and the TEAM will determine whether the child has a disability and needs special education services. No services will be provided without a parent's/guardian's written agreement to the Individual Education Plan (I.E.P.).

The Tantasqua Regional High School provides a wide range of helpful services for special needs student. Other services that are needed will be provided outside the high school environment. Home and/or hospital tutoring is available for children who are chronically ill or will be absent from school for fourteen days or longer because of illness.

If you would like further information regarding special education services, including parents/guardians with children in need of home or hospital tutoring, please contact the Ms. Heather Cripps, Special Ed Team Chair/School Psychologist at (508) 347-9301 ext. 5111.

Copies of the law and the regulations can be obtained from the Bureau of Equal Educational Opportunity located in Quincy, Massachusetts.

STUDENT RECOGNITION PROGRAM

The Student Recognition Program acknowledges the academic and civic achievement of our students. Parents/guardians and students are welcomed to join the advisory committee to aid in the planning, preparation, and implementation of program activities. The goals of the program aim to celebrate student academic and civic achievement at a variety of levels.

The Student of the Quarter activity honors approximately 80 students for their achievement. Broad selection criteria include academic effort, class attendance, participation, academic progress, and citizenship. Each faculty member selects one student to be recognized and that student with his or her parent(s)/guardian(s) is invited to a morning breakfast to celebrate their accomplishment.

The Honors Banquet is a celebration afforded to sophomores and juniors who maintain Honor Roll status for four consecutive quarters and to freshman who maintain Honor Roll status for three quarters. These students with their parents are honored at an evening banquet served by the faculty. Also, freshman, sophomores, and juniors who receive special academic awards are included in this activity with parents.

Senior of the Month is an award given to seniors who demonstrate outstanding character through their leadership and citizenship at school. These students receive a letter of commendation and special parking privileges as an added reward for their efforts.

STUDENT RECORDS

Massachusetts General Laws

Tantasqua Regional High School is responsible for maintaining official student records which include permanent and temporary transcripts of every student. According to Massachusetts General Laws, the permanent record (transcript), which is kept for sixty (60) years before being destroyed, contains the following information:

1. Identifying information regarding the student and parent(s)/guardian(s)
2. Course titles and grades received
3. Grade level completed and year completed

The temporary record, which is destroyed no later than seven years after the student graduates, transfers, or withdraws, may include the following information:

1. Results of standardized tests
2. Class rank and grade point average, when applicable
3. School-sponsored extracurricular activities
4. Attendance data
5. Other information not listed above

Confidentiality of Records

Except where the regulations specify authorized access by third parties, no individuals or organizations other than parent/guardians, 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/guardian of the eligible student.

Access to Student Records

According to 603 CMR 23.02 guardians or divorced/separated, foster, or unmarried parents/guardians have access to the student record unless a contrary written agreement between parents/guardians or a court order governing the rights of such parents/guardians is brought to the attention of the Principal.

As of 1998 MGL, Chapter 71, Section 34H specifies detailed procedures governing access to student records by parents/guardians who do not have physical custody of their children. For more information, please contact the Principal.

Under 603 CMR 23.07 (4) (a) a school may release the following information without prior consent provided public notice is given for parents and eligible students to request that this information not be released without prior consent:

- A student's name, address, telephone listing
- Date and place of birth
- Major field of study, dates of attendance
- Weight and height of members of athletic teams
- Class participation in officially recognized activities and sports
- Degrees, honors, and awards
- Post high school plans

Transfer of Student Records

Under 603 CMR 23.07 (4) (g) consent is not required to forward a transferring students' records to the new school if the school the student is leaving provides notice that they forward students' records to the new school when the student transfers.

Laws Governing Student Rights & Non-Discrimination; MGL Chapter 71

These regulations are promulgated to ensure parents'/guardians' and students' rights of confidentiality, inspection, amendment, and destruction of student records and to assist local school systems in adhering to the law.

- 1) These rights shall be the rights of the student upon reaching fourteen years of age or upon entering the ninth grade, whichever comes first.
- 2) If a student is under the age of fourteen and has not entered the ninth grade, these rights shall devolve to his/her parent/guardian.
- 3) If a student is from fourteen through seventeen years of age or has entered the ninth grade, both the student and his/her parent(s)/guardian(s), or either one acting alone, shall exercise these rights.
- 4) If the student is eighteen years or older, he/she alone shall exercise these rights. However, the parent(s)/guardian(s) may continue to exercise the rights until expressly limited by such student. Such student(s) may limit the rights and provisions of these regulations which extend to his/her parent/guardian by making such request in writing to the Principal or the Superintendent of schools who shall honor such a request and retain a copy of it in the student record.

Destruction of Student Records

- 1) The student's transcript may only be destroyed sixty (60) years following his/her graduation, transfer, or withdrawal from the school system.
- 2) The temporary record of any student enrolled on or after the effective date of these regulations shall be destroyed no later than seven (7) years after the student transfers, graduates, or withdraws from the school system. Written notice to the eligible student and his/her parent/guardian of the approximate date of destruction of the temporary

record and their right to receive the information, in whole or part, shall be made at the time of such transfer, graduation, or withdrawal.

Student Records Notification Statement

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents/guardians certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Such rights generally include the following:

1. The right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents/guardians or eligible students to review the records. Schools may charge a fee for copies.
2. The right to request the amendment of the student's education records if the parent/guardian or eligible student believes it to be inaccurate or misleading. Such written request should be directed to the school principal, clearly identifying the part of the record they believe is inaccurate and why. If the school decides not to amend the record, the parent/guardian or eligible student has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent/guardian or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows schools to disclose student's education records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): school officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile system, pursuant to specific State law.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Tantasqua/Union 61 Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5920.

In addition, the Tantasqua/Union 61 Schools generally disclose “directory information” without parent/guardian or eligible student consent. Directory information is defined by FERPA as the information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.

The primary purpose of directory information is to allow the Tantasqua/Union 61 Schools to include this type of information from your child’s education records in certain school publications. Examples include a playbill, showing your student’s role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; sports activity sheets, such as for football, showing height and weight of team members; and the like.

Directory information for elementary students includes the student’s name, grade, dates of attendance and any honors or awards received. A student’s address and/or phone number are generally not directory information.

Directory information for junior and senior high students includes student’s name, grade, dates of attendance, any honors or awards received, participation in officially recognized activities and sports, and weight and height of members of athletic teams. A student’s address and/or phone number are generally not directory information.

Two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents/guardians have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want the Tantasqua/Union 61 Schools to disclose directory information from your child’s education records without your prior written consent, you must, in writing, notify the principal of your child’s school by no later than September 30th of each school year.

SUMMER SCHOOL

The Tantasqua Academic Summer School offers review courses in most major subjects. Review courses allow students to make-up credit not earned during the regular school year.

Class sizes are limited so that students may secure the maximum benefit from their study.

The administration reserves the right to make changes in courses and instruction as may be necessary or to cancel a course for reasons including, but not limited to, low enrollment.

Students from outside the Tantasqua Regional School District will not be accepted unless specifically recommended for summer school by the Principal or Guidance Director of the school they attend.

Transportation is not guaranteed for summer school students; that is, students may need to secure their own means of getting to and from campus.

A student's eligibility for summer school classes can be affected by teacher recommendation, low course grade, or other factors determined by the teacher and the administration to have adversely impacted the student's successful completion of course curricula. Students should consult with their teachers and their Guidance Counselor to ensure eligibility.

Tantasqua/Union 61 Acceptable Electronic Network Use Policy

Tantasqua/Union 61 is providing staff and students (users) access to the district's electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing users for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the rules and procedures for users' acceptable use of the Tantasqua/Union 61 electronic network.

- The Tantasqua/Union 61 electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, classroom assignments or career development.
- The Tantasqua/Union 61 electronic network has not been established as a public access service or a public forum. Tantasqua/Union 61 has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- Parent/guardian permission is required for all users under the age of 18. Access is a privilege — not a right.
- The district is not responsible for the actions of users who violate the agreement beyond the clarification of its terms.
- The district reserves the right to monitor all activity on this electronic network. Users will indemnify the district for any damage that is caused by users' inappropriate use of the network.
- Users are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the Tantasqua/Union 61 electronic network.

General Unacceptable Behavior

While utilizing any portion of the Tantasqua/Union 61 electronic network, users will not use the district equipment, network, or credentials to send, post or receive electronic messages, or engage in behaviors that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. Unacceptable behaviors include, but are not limited to, the following:

- Posting information that, if acted upon, could cause damage or danger of disruption.
- Engaging in personal attacks, including prejudicial or discriminatory attacks.
- Bullying or Cyberbullying
- Harassing another person. Harassment is defined as persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages, they must stop.
- Knowingly or recklessly posting false or defamatory information about a person or organization.
- Using criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Using speech that is inappropriate in an educational setting or violates district rules.
- Abusing network resources such as sending chain letters or "spamming."
- Displaying, accessing or sending offensive messages or pictures.
- Using the Tantasqua/Union 61 electronic network for commercial purposes. Users will not offer, provide, or purchase products or services through this network.
- Using the Tantasqua/Union 61 electronic network for political lobbying and/or campaigning.
- Users may only use the system to communicate with elected representatives on issues related to a class assignment or project and to communicate with elected officials only for school/district related activities and/or issues.
- Attempting to access non-instructional district systems, such as student information systems or business systems.
- Using any wired or wireless network (including third party internet service providers) with equipment brought from home. Example: The use of a home computer on the network or accessing the internet from any device not owned by the district is not allowed.
- Using district equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.

E-Mail

- E-mail for student users in the elementary and junior high grades is not provided.
- Users will not repost a message that was sent to them privately without the permission of the person who sent them the message.
- Users will not post private information about another person.

World Wide Web

- Elementary School Level - Access to information for student users on the Web will generally be limited to prescreened sites that are closely supervised by the teacher.
- Junior and Senior High School Level - Access to information for student users on the Web will generally be provided through prescreened sites and in a manner prescribed by their school.

Telnet and FTP

- Telnet and FTP services will not be available to users.

Message Board/Usenet Groups

- The district will provide access to selected newsgroups that relate to subjects appropriate for educational use. Messages posted locally that are in violation of this policy will be removed. The district reserves the right to immediately terminate an account of a user who misuses the message boards or Usenet groups.

Real-time, Interactive Communication Areas

- Users will not use chat or instant messaging without the permission of the Principal or Superintendent.

Software and Files

- Software is available to users to be used as an educational resource. No user may install, upload, or download software without permission from the district technology department.
- A user's account may be limited or terminated if a user intentionally misuses software on any district-owned equipment.
- Files stored on the network are treated in the same manner as other school storage areas. Routine maintenance and monitoring of the Tantasqua/Union 61 electronic network may lead to discovery that a user has violated this policy or the law. Users should not expect that files stored on district servers are private.

Web Sites

- Elementary and Junior High Level - Group pictures without identification of individual student users are permitted. Student work may be posted with either student first name only or other school-developed identifier (such as an alias or number) upon notice to parents.
- Senior High School Level - Students may be identified by their full name with parental approval. Group or individual pictures of users with student identification are permitted with parental approval. Parents may elect to have their child assigned to the elementary/junior high level of use.
- Material placed on user Web pages are expected to meet academic standards of proper spelling, grammar and accuracy of information.
- Material (graphics, text, sound, etc.) that is the ownership of someone other than the user may not be used on Web sites unless formal permission has been obtained.

Personal Safety

- Users will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.
- Elementary and junior high student users will not disclose their full name or any other personal contact information for any purpose.

- High school student users will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or without specific building administrative approval.
- Users will not agree to meet with someone they have met online.
- Users will promptly disclose to a teacher or other building administrator any message received that is inappropriate or makes the user feel uncomfortable

System Security

- Users are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should users provide their password to another person.
- Users must immediately notify a teacher or the system administrator if they have identified a possible security problem. Users should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Users will not attempt to gain unauthorized access to any portion of the Tantasqua/Union 61 electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".
- Users will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not attempt to access Web sites blocked by district policy, including the use of proxy services, software, or Web sites.
- Users will not use sniffing or remote access technology to monitor the network or other user's activity.

Technology Hardware

- Hardware and peripherals are provided as tools for educational purposes. Users are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the district technology department.

Vandalism

- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware or software will result in cancellation of network privileges. Disciplinary measures in compliance with the district's discipline code and policies will be enforced.

Plagiarism and Copyright Infringement

- Users will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the users'.
- District policies on copyright will govern the use of material accessed and used through the district system.
- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system, or must be obtained directly from the author.

Videoconference

- Videoconferencing is a way that users can communicate with other users, speakers, museums, etc. from other parts of the country and the world. With videoconferencing equipment, users can see, hear, and speak with other users, speakers, museum personnel, etc. in real-time.
- Videoconference sessions may be videotaped by district personnel or by a participating school involved in the exchange in order to share the experience within ours or their building or district.
- Users' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to acceptable use and behavior by users apply during all videoconference sessions.

User Rights

- Users' right to free speech applies to communication on the Internet. The Tantasqua/Union 61 electronic network is considered a limited forum, similar to the school newspaper, and therefore the district may restrict a student's speech for valid educational reasons. The district will not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed.
- An individual search will be conducted if there is reasonable suspicion that a user has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

Due Process

- The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.
- In the event there is an allegation that a user has violated the district acceptable use regulation and policy, the user will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral administrator (or student will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the user in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.
- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

Limitation of Liability

- The district makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.

- The district is not responsible for the accuracy or quality of the information obtained through or stored on the network. The district will not be responsible for financial obligations arising through the unauthorized use of the network.

Violations of this Acceptable Use Policy

Violations of this policy may result in loss of access as well as other disciplinary or legal action. Users' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to:

- Use of district network only under direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer privileges
- Suspension from school
- Expulsion from school and/or
- Legal action and prosecution by the authorities

The particular consequences for violations of this policy shall be determined by the school administrators. The superintendent or designee shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

TRSD Adoption:	December 18, 2007
Brimfield Adoption:	January 22, 2008
Brookfield Adoption:	February 12, 2008
Holland Adoption:	February 14, 2008
Sturbridge Adoption:	January 3, 2008
Wales Adoption:	June 18, 2008
Amended First Reading:	November 16, 2010

INTERNET ACCEPTABLE USE AGREEMENT FOR STUDENTS

TANTASQUA REGIONAL SENIOR HIGH SCHOOL
Brimfield, Brookfield, Holland, Sturbridge, Wales

INTERNET ACCEPTABLE USE AGREEMENT FOR STUDENTS

School Year 2011-2012

Tantasqua/Union 61 is providing students (users) access to the district's electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing users for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the rules and procedures for users' acceptable use of the Tantasqua/Union 61 electronic network.

Violations of this policy may result in loss of access as well as other disciplinary or legal action. Users' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to:

- Use of district network only under direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer privileges
- Suspension from school
- Expulsion from school and/or
- Legal action and prosecution by the authorities

The particular consequences for violations of this policy shall be determined by the school administrators. The superintendent or designee shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

I have read and understand the **Tantasqua/Union 61 Acceptable Electronic Network Use Policy (IJNDB – TRSD amended adoption December 21, 2010)**

Student's Signature: _____ Parent/Guardian Signature: _____

PRINT STUDENT NAME: _____

Date: _____

Date: _____

Please check all that apply:

____ I give permission to release a project for use on the school website provided that only the first name and last initial of my child is used.

____ I give permission to release a photograph/video of my child for use on the school website provided that my child's name is not used.

____ Student is 18 years of age as of _____

Parent/Guardian Signature: _____ Date: _____

- *Parent/guardian signature not required if student has reached the age of 18*

- **PLEASE RETURN FORM TO THE ASSISTANT PRINCIPAL'S OFFICE**

THEFT

Any student who steals school or private property while on school property or while attending a school-sponsored event or activity, will receive a three day suspension and will be required to return the property or make restitution. The administration reserves the right to pursue other legal remedy and intervention in all instances of larceny.

TOBACCO PRODUCTS

State law prohibits the use of tobacco products on school grounds at any time. Tantasqua Regional High School prohibits the use or possession of tobacco or tobacco related products including matches, cigarette lighters, cigarette papers, smokeless tobacco, electronic or battery operated cigarettes, etc. The administration reserves the right to confiscate any such contraband. Contraband will not be returned to students.

Students who disregard this regulation will be subject to disciplinary action up to and including school suspension. Students who become chronic offenders will be subject to external school suspensions of increasing duration.

The faculty and administration recognize that the repeated and long-term use of tobacco products can be addictive. The use of tobacco products constitutes a definite health hazard. In an effort to support students in curbing cigarette smoking the school nurse offers voluntary smoking cessation programs to interested students. Participation in a formal smoking cessation program may mitigate pending disciplinary action for students found smoking on the school grounds.

UNAUTHORIZED AREAS

Students are expected to move into the school building upon immediately arriving to school in the morning. Students must receive permission from an Assistant Principal or the Main Office to go to the student parking lot at any point during the school day. Congregating in locations other than in the school building is prohibited. Students who disregard this policy will be subject to disciplinary action up to and including school suspension.

Students are to pass to classes through the interior hallways throughout the school. Individuals found outside the building without approval will be subject to immediate disciplinary action. Students must remain in the designated cafeteria area during and throughout their lunch period.

UNAUTHORIZED AUDIO OR VIDEO RECORDING

Tantasqua Regional High School prohibits the unauthorized use of electronic devices to record audio and video sounds and images in and around the school premises. Such use is considered to be an intrusion into the personal privacy of others and a potential disruption to the orderly operation of the school.

Massachusetts General Law, Chapter 272: Section 99. Interception of wire and oral communications prohibits the uncontrolled use of modern electronic surveillance devices as they pose grave dangers to the privacy of all citizens of the commonwealth. Therefore, the secret use of such devices by private individuals must be prohibited.

Students found engaging in such behavior including the displaying of audio or video images will be subject to immediate disciplinary action.

UNIFORMS & TOOLS

Students are required to have specific tools/uniforms for their vocational program. In the event that a student cannot afford the required tools/uniforms, the following procedure will be followed:

1. Students will notify the instructor of their inability to purchase tools/uniforms.
2. Instructors will assign the student shop tools where applicable and have them returned at the end of each school day.
3. If students receive free and reduced lunch, are homeless, or are in foster care, and the materials cannot be provided by the vocational program such as uniforms, work boots, and like items, their name will be submitted to our Technical Division Principal/Director and provisions will be made.
4. If the student does not qualify for assistance, the student; parent/guardian will be placed on a payment plan and the school will purchase the necessary tools/uniforms through their supply and material account.
5. Payment plans will be signed by the student and their parent and kept on file with the Administrative Assistant of the Technical Division Principal/Director
6. All payments must be paid in full and all loaned tools must be returned in order to graduate.

VANDALISM

Deliberate vandalism of school property will result in a three day suspension. Full financial restitution covering all costs associated with the vandalism, including the cost of materials and labor, will be required. A second offense of deliberate school vandalism may result in a request for a long-term suspension or expulsion from school. The administration reserves the right to pursue other legal remedy and intervention in all instances of vandalism.

VISITORS

All visitors to the school must report to the Main Office and adhere to sign-in guidelines as directed by office staff. No individual will be permitted to visit the school without the authorization of an administrator. Under no circumstance are students permitted to bring visitors, family members, or non-Tantasqua students to school during the school day.

Individuals planning to enroll at Tantasqua Regional High School who desire a tour of the facilities should contact the Director of Guidance to schedule a tour as part of the enrollment process.

WELLNESS POLICY

Federal Public Law (PL 108.265 Section 204) states that by the first day of the 2006 school year beginning after June 30, 2006 all schools must develop a local wellness policy that involves parents/guardians, students, a representative from the School Food Authority, school board, school administrators and the public. The Local Education Authority (LEA) will establish a plan for measuring implementation of the local wellness policy.

Wellness Policy

The Tantasqua Regional School District promotes healthy schools by supporting wellness, good nutrition and regular physical activity as part of the total learning environment for students, staff and citizens. Every school shall provide a safe and healthy environment that nurtures wellness, learning, achievement, and growth of character. Students shall be taught the essential knowledge and skills they need to make safe and health-enhancing choices. Specific actions will be taken into account regarding the health needs and well being of all children without discrimination or isolation of any child. The school and community will collaborate to fulfill the goals of this Wellness Policy. Improved health optimizes student performance potential and ensures that no child is left behind.

Vision Statement

All students of Tantasqua Regional School District will be encouraged to take responsibility for their own health and adopt health enhancing attitudes and behaviors.

Mission Statement

Tantasqua Regional School District is comprised of one regional high school (grades 9-12), one regional junior high school (grades 7-8) All schools in the district will practice the Massachusetts Coordinated School Health Education Program model which consists of nine interactive components that require the involvement of school, community and parents/guardians to create a healthy environment for young people. The nine components of CSHP are: Health Education, Physical Education, Health Services, Food and Nutrition Services, Counseling, Psychological and Social Services, Healthy School Environment, Health Promotion for Staff, Parent/Community Involvement and Family and Consumer Science Education. This model promotes educational opportunities and physical and psychosocial services so that students may acquire the knowledge and skills necessary to make safe and healthy choices that enable them to become responsible, successful and productive adults.

Nutrition Education

1. All students will receive positive nutritional education that is interactive and teaches the skills needed to practice healthy eating behaviors within the schools and community.
2. Students will receive consistent nutrition messages throughout school, classrooms, and cafeterias
3. Nutrition Education will be provided through classroom instruction, handouts, newsletters, websites, and other multi media sources.
4. Nutrition Education is integrated across the curriculum throughout the school day.

Physical Activities

1. Students and community members are encouraged to use the school's facilities outside of the school day for physical activity programs that support physical wellness.
2. The school provides a physical and social environment that encourages safe and enjoyable activity for all students, including those who are not physically able.
3. State certified Physical Education instructors will teach all physical education classes.
4. Physical Education includes the instruction of individual activities as well as competitive and noncompetitive team sports to encourage life long physical activity.

5. Physical Education will provide the environment where students learn and practice a variety of skills.
6. Physical Education classes will strive to have student/teacher ratio similar to other classes.
7. Physical activity facilities on school grounds will be safe and appropriate.

Guidelines for Food and Beverages

1. Healthy school meals will provide energy and nutrients for proper growth and learning. Schools will provide lunches and/or breakfasts that meet the standards developed by the USDA.
2. School dining areas will be periodically reviewed by the building principal to ensure that the physical structure is in good repair, seating is not overcrowded, noise is maintained at a healthy level and rules for safe behavior are consistently and appropriately supervised.
3. Schools will promote hand washing or hand sanitizing practices before meals.
4. Students are encouraged to start every day with a nutritious breakfast.
5. Classroom snacks should feature nutritious foods.
6. Schools will ensure that students have access to nutritious foods and beverages throughout the school year.
7. Vending machines:
 - All foods/beverages should comply with the current USDA Dietary Guidelines for Americans
8. All foods/beverages included in the following venues should comply with the current USDA Dietary Guidelines for Americans:
 - A la carte items
 - Beverage contracts
 - School parties/celebrations

Other School-Based Activities that Promote Student Wellness

1. All food and beverages available after school hours should strive to comply with the current USDA Dietary Guidelines for Americans.
 - Fundraisers
 - School stores
 - Concession stands
2. In addition to the Physical Education program, the school environment offers areas to further engage students in activities that promote health. Some such ideas include walking clubs during and after school hours, intramural sports and activities to involve the community and parents/guardians in the overall pursuit of healthier students.
3. The district will promote parent/guardian and community support through multimedia including the school's website (availability of playgrounds, pool, tracks for walking beyond school hours) and school newsletters.

Methods for Evaluating Success:

1. The Tantasqua Regional School District Wellness Committee will design and implement a Pre & Post Assessment based on the Wellness Policy interventions.
2. The Wellness Committee will meet annually to make recommendations to develop and implement continued efforts to move toward a healthier community.
3. Assessments will be evaluated every three years to help review policy compliance, assess programs and determine areas in need of improvement.

Members of the Tantasqua/Union 61 Schools Wellness Committee included physical education teachers, school nurses, health educators, representatives from food services industry, parents/guardians, and community members.

WILSON MEDIA CENTER

Vision Statement

The Tantasqua & Union 61 Library Media Program plays a central role in the teaching/learning process and empowers the district's curricula by cultivating an authentic, information and resource based learning environment in a K-12 program.

The Library Media Program creates a foundation for literature appreciation, lifelong learning, critical thinking and problem solving. The program prepares students to be contributing citizens in a technologically complex, multi-cultural, global environment. Library Media Specialists in the program collaborate with classroom teachers in implementing curricula. The program provides all members of the school community with equal access to a wide range of services, activities, resources, and educational technologies.

This vision is accomplished by:

1. Ensuring that students and teachers are effective and efficient users and producers of information;
2. Providing intellectual and physical access to materials in all formats;
3. Providing instruction to foster competence and stimulate interest in reading, viewing, and using information and ideas;
4. Working with other educators to design learning strategies to meet the needs of individual students.

Policies

The Library Media Center seeks to provide a pleasant environment for student-centered learning.

1. Students are expected to use learning resources while in the Library Media Center.
2. A student's voice should not be heard beyond his/her table.
3. Cooperative study is permitted provided that it does not disturb other persons.
4. Students who enter or leave the Library Media Center after the beginning of a block are expected to have passes.
5. Any student who disrupts the atmosphere of the Library Media Center will be referred to his or her supervising teacher or to the Library Media Specialist for appropriate disciplinary action.
6. Serious misbehavior will result in referral to an Assistant Principal.
7. Students must take proper care of learning resources and equipment.
8. Students must observe the school's Internet & Acceptable Use Policy.

WITHDRAWAL

Any student desiring to withdraw from school upon reaching the age of sixteen (16), and any student opting to transfer to another school, must present written notification from their parent(s)/guardian(s) signifying their intentions to the Principal or an Assistant Principal, as well as to the Guidance Office. Upon leaving, the student must complete the withdrawal form and

return it to the Main Office. This student must return all school property and properly discharge of all obligations to the school.

WORK PERMITS

Work permits for Tantasqua Regional High School students are available in the Main Office and Guidance Office Monday through Friday, 8:00 a.m. to 3:00 p.m. Persons under the age eighteen must obtain a promise of employment certificate before a work permit can be completed. Students between the ages of fourteen and sixteen must have the certificate signed by an employer, physician and a parent before the work permit can be issued.

Students sixteen and over need only have the promise of employment certificate signed by an employer and parent. No physician's signature is required. You do not need a work permit if you are eighteen years old. Verification of your date of birth is necessary.