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. 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. 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.

It is the school committee’s intention that distance learning will not replace any courses currently being offered at Tantasqua. 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.

Students may enroll and earn credit in virtual/online courses in a variety of subjects, offered in every day and alternating day formats. Tantasqua policy limits the total number of credits earned through distance learning courses to a maximum of 15 credits per student. Tantasqua students must meet the eligibility criteria, complete the Virtual High School Program application, meet with their counselor and gain approval to participate in these 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. Students must complete and return the Virtual High School Program application, which includes a parent/guardian signature.
3. A student may not take more than one online course per semester.
4. Students may earn up to a maximum of fifteen (15) credits online.
5. 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 or his/her designee.
6. It is the responsibility of the individual student to meet all obligations of the online course.
7. 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.
8. Students improperly using the Internet will be subject to disciplinary action including the possible loss of Internet privileges and withdrawal from the program.
9. 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).
10. 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 or his/her designee.
DUAL ENROLLMENT

The Dual Enrollment Program allows approved high school seniors to complete graduation distribution requirements and earn credit towards graduation by concurrently attending a local community college or four-year university for their twelfth year of high school. Students who are approved for this program will continue to be enrolled as a student at Tantasqua Regional High School, but attend classes for either one or both semesters of senior year on a participating college campus.

To participate in the Dual Enrollment Program, senior students must meet the eligibility criteria of Tantasqua Regional High School, as well as the college’s Dual Enrollment Program eligibility requirements. Students must complete the Dual Enrollment Program application, meet with their counselor, and gain approval from Tantasqua Regional High School Administration prior to applying to the participating college’s Dual Enrollment Program.

Eligibility Criteria & Selection Process

1. The eligibility criteria to participate in the Dual Enrollment Program is as follows:
   a. Student must be a senior in good academic standing (having 100 or more credits by the end of junior year).
   b. Student must have a satisfactory discipline record.
   c. Student must have a good record of attendance, including minimal tardies and dismissals. Days present must be 90% or greater in junior year, not including excused absences or Field Trips.
   d. If attending Quinsigamond Community College, student is preferred to have an overall ‘B’ average and completed high school English courses with grades of ‘B’ or better, per Quinsigamond Community College’s acceptance criteria.

2. Eligible students must complete and return the Dual Enrollment Program application to his/her counselor, which includes a parent/guardian signature, well in advance of the college’s Dual Enrollment application deadline. It’s the student’s responsibility to identify all Dual Enrollment deadlines at the participating college.

3. Students must be approved to participate in the Dual Enrollment Program by Tantasqua Regional High School Administration, after a review of the Dual Enrollment Application, teacher recommendations, credit assessment form, attendance record, discipline record, and grade point average eligibility requirement.

4. Once a student has been approved by Tantasqua Regional High School Administration, a student may begin completing the necessary steps to apply for the college’s Dual Enrollment program. It is the student’s responsibility to work with his/her school counselor and identify the participating college’s Dual Enrollment requirements, deadlines, and process, as well as submit necessary documents to the participating college by deadline.

5. Once the student has been approved to participate in the Dual Enrollment by the participating college, the student will meet with his/her school counselor to have all college course selections approved. At this time, the Director of School Counseling will determine the weighted level of each course (Honors or Un-leveled), as well as what graduation distributions the selected courses will meet.

6. Grades earned for Dual Enrollment 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. The school must receive an official record of the final grade before awarding credit toward graduation.

Any exceptions to the above stated guidelines will require the written authorization of the Principal or his/her designee.
INTERNSHIP PROGRAM

The student internship program is a work site experience during which a senior 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. If part of the school day is used for internship, it may be only one class period per day, per semester, and may be either every day for the duration of one semester, or on alternate days for the whole school year, providing there is an alternate day course to match. If students request out of building internships, they must have a valid driver’s license and a car. Internships are not electives, as students must apply and be accepted into the program. Students must complete and return all internship paperwork, including the internship contract, and parents must sign the parental permission form for the internship to be approved.

An intern earns credits for the work-based learning experience. All interns must complete an internship application and arrange the internship with the Internship Coordinator and his or her School Counselor. An Intern Evaluation Form based on the Massachusetts Department of Education Work-Based Learning Plan is employed twice a semester as an evaluation tool. Interns submit weekly reports, and at the conclusion of the internship, a self-evaluation and a work-site evaluation. Credits are awarded for successful completion of the internship: 2.5 credits for alternate day internships and 5 credits for everyday internships.

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, and law offices.

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Student Internship</th>
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<tbody>
<tr>
<td>OFFERED:</td>
<td>Semester</td>
</tr>
<tr>
<td>CREDIT:</td>
<td>2.5 Credits (Semester, Alternate Day)</td>
</tr>
<tr>
<td></td>
<td>5 Credits (Semester, Every Day)</td>
</tr>
<tr>
<td>PREREQUISITES:</td>
<td>Graduation requirements met, 90% attendance, GPA of 2.0 or better, and no suspensions the semester before the internship is to be served, and/or administrative approval.</td>
</tr>
<tr>
<td>GRADE:</td>
<td>12</td>
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</tbody>
</table>

DESCRIPTION OF COURSE: 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 Internship Coordinator and his or her School Counselor. An Intern Evaluation Form based on 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 ALTERNATE DAY COURSE MUST BE MATCHED WITH ANOTHER ALTERNATE DAY COURSE.

Student Learning Expectations:
- Interpret, evaluate, and synthesize information
- Communicate effectively through oral/non-verbal forms
- Communicate effectively through artistic forms
- Utilize media and technology appropriately to both gather and share information
- Engage in educational pathways and choices consistent with their interests, abilities, and goals
- Collaborate effectively in a learning environment
- Develop skills necessary to identify, define, and solve complex problems
- Communicate ideas through effective inquiry
- Communicate ideas through writing
- Communicate ideas through effective calculation
- Demonstrate the ability to understand and appreciate other nations and cultures

COMMUNITY SERVICE

TITLE: Community Service Project
OFFERED: Semester
CREDIT: 1 credit for 20 plus hours of community service
PREREQUISITES: NONE
GRADE: 9-12

DESCRIPTION OF COURSE: Community Service Project is a learning experience afforded to students who perform services to promote improved social, cultural, and humanitarian conditions for the greater good. Students may participate individually or with a group, such as a club or sports team. Examples of recent Community Service Projects include Old Sturbridge Village Halloween pumpkin carving, Wales Senior Center luncheon preparation and service, Holland Elementary School gardening project, Brimfield Town Hall Election Day, Brookfield Apple Country Fair, Sturbridge Harvest Festival, and the Festival of Giving Trees.

As a culminating activity, students will need to write a one-page essay detailing their community service experience, as well as provide documentation verifying the hours of community service performed (ex. letter from organization). Once approved by the Director of School Counseling, this course will appear on the student’s transcript and 1 credit will be earned.

Student Learning Expectations:
- Interpret, evaluate, and synthesize information
- Communicate effectively through oral/non-verbal forms
- Communicate effectively through artistic forms
- Utilize media and technology appropriately to both gather and share information
- Engage in educational pathways and choices consistent with their interests, abilities, and goals
- Collaborate effectively in a learning environment
- Develop skills necessary to identify, define, and solve complex problems
- Communicate ideas through effective inquiry
- Communicate ideas through writing
- Communicate ideas through effective calculation
- Demonstrate the ability to understand and appreciate other nations and cultures