

SCHOOL CALENDAR 2011-2012

AUGUST					(0)
M	T	W	TH	F	
					[31]

SEPTEMBER					(19)
M	T	W	Th	F	
			(1)*	(2)	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

FEBRUARY					(16)
M	T	W	TH	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29			

OCTOBER					(20)
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					

MARCH					(22)
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

NOVEMBER					(19)
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	-23-	24	25	
28	29	30			

APRIL					(15)
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30					

DECEMBER					(17)
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

MAY					(22)
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		

JANUARY					(20)
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

JUNE					(17)
				1	
4	5	6	7	8	
11	12	13	14 ^{180th}	15)**	
18	19	20	21	22	
25 ^{187th}	26	27	28	29	

August 31 First day for teachers
 September 6 First day for students
 () No school for teachers & students
 [] Holiday

()* Professional Development Day
 September in house
 ()** June PD Day - tbd
 (June 14th or the day following the last day for students)
 [] Staff only - no students
 - - Denotes half day
 [] PD early release

TANTASQUA REGIONAL JUNIOR HIGH SCHOOL
2011 -2012
BELL SCHEDULE

	7:25 First Bell – All students proceed to lockers	
	7:29 Warning Bell	
	7:30 Late Bell - All students in Advisory	
ADVISORY		7:30-7:33
A/G BLOCK	Start of A Block	7:36
	End of A Block	8:20
B BLOCK	Start of B Block	8:23
	End of B Block	9:07
C BLOCK	Start of C Block	9:10
	End of C Block	9:54
D BLOCK	Start of D Block	9:57
	End of D Block	10:41
<hr/>		
<u>E BLOCK</u>		
FIRST LUNCH	SECOND LUNCH	THIRD LUNCH
10:41-11:08 Lunch	1044-11:08 1/2 E Block	10:44-11:35 E Block
11:11-12:02 E Block	11:11-11:38 Lunch	11:38-12:02 Lunch
	11:38-12:02 1/2 E Block	
<hr/>		
SSR		12:05-12:20
F BLOCK	Start of F Block	12:20
	End of F Block	1:04
G/A BLOCK	Start of G Block	1:07
	End of G Block	1:51
EXTRA HELP (T,W,TH)	Help Sessions Begin	1:55
	Dismissal Bell	3:15
	Buses Leave	3:30

PLEASE NOTE THAT A AND G BLOCKS WILL ROTATE IN A SIX DAY CYCLE.

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 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 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 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 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 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 official 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/eligible student consent. Directory information is defined by FERPA as the information contained in an education record of a student which would generally not 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 elementary students includes the student's name, grade, dates of attendance and 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. A student's address and/or phone number are generally not directory information.

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 29, 2011.

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Fax (508) 347-3994
www.tantasqua.org

SCHOOL HANDBOOK AND RULES

Dear Parents and Students:

This fall we are welcoming the class of 2017 to Tantasqua Junior High School. We are beginning school September 6. Please remember that there is a school year calendar reprinted in this handbook for your convenience. Monthly calendars are updated regularly on the junior high website.

This handbook is intended to provide information about our expectations relative to attendance, achievement, behavior and school procedures. Please take a few minutes to review the contents of the handbook as it can be a useful reference. If you have any questions, please contact the junior high main office. We continue to include a space on the sign-off sheet for you to write down a suggestion or a question. The school council will review all of your questions and comments. We appreciate your taking the time to get to know our rules and procedures.

We continue to offer an academic and co-curricular program that is intended to address the characteristics of students in the middle school years. If your child is in the seventh or eighth grade, he/she will be placed on a team, and all students at the junior high have an advisor and a guidance counselor. Our advisory groups (12-13 students) meet daily in the morning and are intended to facilitate orientation and communication about opportunities here at school.

There are many opportunities for academic and social growth here at the junior high school and it is our hope that you will take advantage of these offerings. To stay current with activities throughout the year, please check the junior high website, at www.tantasqua.org/tjhs

It is our belief that as a parent, your encouragement and support play a major role in a successful school year. Please let us know if we can provide information or answer questions that will make your efforts more fruitful. We are very much looking forward to the school year and all that it will encompass.

Sincerely,

Christopher Starczewski
Principal

MISSION STATEMENT

Tantasqua Regional Junior High School is committed to providing a supportive, mutually respectful environment which allows students an opportunity to achieve their fullest academic potential, recognizes the unique social, emotional and physical needs of the early adolescent, and fosters the importance of education in a global society.

To accomplish this mission we have established the following goals:

- To provide positive, varied and challenging learning experiences consistent with unique needs of the early adolescent learner.
- To promote self-esteem, self-confidence, self-respect, self-discipline and self-motivation.
- To promote the concept that learning is a rewarding, positive, lifetime experience.
- To help students recognize their abilities and achieve their maximum potential.
- To provide students with the necessary skills to continue their formal education.
- To help students develop critical thinking skills.
- To help students cope with the experiences inherent in early adolescence.
- To provide positive interaction with the local and global community.
- To help prepare students to become contributing members of a democratic society.
- To foster respect for good citizenship and the rules of society and community.

I. GENERAL SCHOOL INFORMATION

GUIDANCE AND COUNSELING

Guidance at Tantasqua Regional Junior High School is available to all students. The guidance counselors have the responsibility to help students to identify their strengths and weaknesses, as well as address issues in student's lives. They work with students individually and in groups. Various resources are presented so students can learn how to seek information independently.

The guidance counselors help the administration plan the school testing program. Information is gathered through aptitude and achievement tests, which will assist students to understand their own abilities and to wisely choose elective subjects. The guidance counselors are available to help parents review and discuss their child's aptitudes, abilities, interests and attitudes in their educational planning. Guidance counselors are available to students at lunch.

The guidance counselors also confer with teachers and the administration whenever a problem occurs which might affect a student's school progress. Parents are invited to contact them at (508) 347-7381 anytime.

Guidance Appointment

A student wishing to meet with his/her guidance counselor should request that his/her advisor make an appointment. The guidance office will send a pass back within two school days. The student will show the pass to his/her subject teacher at the beginning of the period. The teacher will sign the pass and the student will report to the guidance office at the designated time.

A student should not go to the guidance office without a pass from either a counselor or a teacher.

Members of the counseling staff are available for parent conferences. Parents may arrange for an appointment by calling (508) 347-7381.

Whenever a student wishes to request a schedule change, he/she must make an appointment with his/her counselor. Requests for changes are taken under serious consideration. The reasons for the change are discussed with students and if necessary with teachers, parents or the administration. Parents should have a good reason for this request. Until the change has been approved, the student must remain on his/her present schedule. If the change is approved, the student will be given a change of program form which will notify the teachers concerned of the old and new schedule.

Students should inform the guidance office of any changes in address or telephone number.

Special Education

Under Massachusetts law, special education services are available to children aged 3 to 22 who have special needs. Tantasqua Regional Junior High School has special education responsibilities for students in grades 7 and 8. Parents may request special education TEAM evaluations for their children. Prior to referral, efforts must be made by the school to meet a student's needs in regular education programs. If all regular education options have been exhausted, a referral will be accepted and permission for a TEAM evaluation requested. An evaluation will not be conducted without a parent's written permission. The evaluation will be completed within 30 school days and the parents and students aged 14 and over will be invited to attend a TEAM meeting to discuss the results of the evaluation and the TEAM will determine whether special education services are needed. No services will be provided without the parent's written agreement to an Individual Educational Plan.

Tantasqua Regional Junior High School provides resource programs for academic skills remediation and reinforcement of classroom work. Separate academic classes, counseling and speech therapy are also available for all eligible students.

Home and/or hospital tutoring is available through special education for children who are chronically ill or will be absent from school for fourteen days or greater because of illness or disability.

Parents who wish to request an evaluation, home or hospital tutoring should contact Ms. Sandra Luce the TEAM chairperson at the school. The entire process will be explained in detail.

Discipline for Students with Disabilities

In general, if a student with a disability has violated the school's disciplinary code, the school may suspend or remove that student from his or her current educational placement for no more than 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 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 45 school days. Thereafter, he/she will return to the previously agreed-upon educational placement unless the parent 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 10 consecutive school days in any school year, or if a student is removed for disciplinary reasons for more than a total of 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 prior to any removal that constitutes a change in placement, the school district must convene a 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 Team will review it to make sure it is being implemented appropriately, and will modify it if necessary.

(a) 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, 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 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 IEP Team develops a new IEP and decides upon a new placement and the parent/guardian consents to the new IEP 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).

HEALTH SERVICES

Mrs. Brogan, R.N., is our school nurse. She is mandated by law to keep accurate health records and to inform students and staff whenever physicals or specific shots are necessary. Her office is located on the first floor near the guidance office. During the summer break, the health office is closed. If you need medical information, please contact the nurse prior to the close of school in June.

Physical Exams – A physical, exam is required to participate in all after school sport programs and for ALL entering 7th graders. A fully-documented form that is signed by a physician is accepted up to 6 months prior to the opening of the school year. Sports exams for athletes should be completed annually after the first of June, remain current through the chosen sport season. Physicals should be on file in the health office prior to participation. Please be aware the school sponsored sport exams are scheduled for the second week of school in September and at the beginning of each month in November, March and June. If the student's physical exam is outdated or not on file with the nurse, the student **MAY NOT TRYOUT OR PARTICIPATE.**

Immunizations – The health records of all entering 7th grade students and new students will be reviewed for booster shots. All students are required to have had an MMR#2, a Td booster (if 5 years since last DTP), Hepatitis B - three (3) doses and a doctor certificate indicating a positive history of having had Chickenpox or Varivax-one (1) dose (or 2 doses if age 13 or older). **Students whose immunization records are chronically incomplete will be refused entrance to school until their record is up-to-date, as required by state regulations**

Meningitis Notification to Parents – Meningitis is a very serious bacterial infection involving the brain and spinal cord coverings. Students who are entering their first year of college are now required to present documentation of having had a Meningococcal Vaccination or a written notice of exemption. For further information you may call the centers for Disease Control and Prevention at 1-800-232-2522 (English) or 1-800-232-0233 (Spanish) or read the DPH Fact Sheet found on the nurse’s web page.

Medications – No medications (including non-prescriptive medications) are to be at school. Only those medications prescribed by a physician and accompanied by the Parent Permission-Physician Order Form and kept in the original container will be given by authorized school personnel. Short- term medication given three or four times a day or prescription pain medication are to be handled at home. Transportation of medication will be arranged by the nurse and parent. Daily medications will not be given on early release days nor given on field trips unless specifically requested in writing by the parent. If your son/daughter requires medication at school for any of the following reasons – SEIZURE, ASTHMA, BEE STING ALLERGY OR DIABETES, please speak to the nurse personally once school has re-opened. Documented emergency medications such as EPI PENS, INHALERS, DIGESTIVE ENZYMES or DIABETIC MEDICINE will be sent for field trips provided you contact the nurse prior to the trip so that she can make arrangements in a timely fashion.

Injury/Illness – Injury/illness acquired at home may affect the student's education. Parents are asked to contact the nurse if their son/daughter will be absent for an extended period of time. Students who have sustained an injury at home should bring in a parent note to the nurse stating the nature of the injury and possible school restrictions. Students who are ill should be kept at home.

Those needing to be dismissed from school for medical reasons must do so through the health office. Absences of five days or longer will need a doctor's certificate to re-enter school.

As a health benefit as well as a precaution, please start the practice of the following:

- 1.) Turn your head to cough/sneeze into your sleeve
- 2.) Wash your hands with soap and warm water for 15-20 seconds as often as is possible
- 3.) Alcohol sanitizing Gels (70% alcohol or greater) are a good substitute until soap and water are available
- 4.) Keep your hands and fingers away from your eyes, nose and mouth
- 5.) Stay home if you are ill with a fever, cough and/or body aches
- 6.) Eat a healthy diet and get plenty of sleep

These suggestions should be common practice for all of us on a regular basis not just during flu season. A healthy life style and common sense are essential life skills.

Screenings – State health regulations require that vision, hearing, postural screening, height and weight be done annually for all students. BMI (Body Mass Index) information will now be sent home on all 7th grade students as a tool to assess the student's overall health status and to also address the need for referral to your health care provider when the assessment is below 5% or above 85%. If you do not wish the BMI information to be sent to you, please submit your parent note to the nurse at the start of your son/daughter's 7th grade school year. Students who have a current physical (given on or after June 1) on file in the health office will not need their height, weight or postural screening performed at school. Routine, current physical exam forms should be on file in the health office as early as possible or by January of the school year. If you prefer that these screenings be performed by your family doctor, please submit documentation to the school nurse at the start of each school year. Forms are available on the school web site.

Medical Gym Excuses – Students are permitted two written excuses from the parent per quarter. Gym excuses lasting into the 2nd week or longer will require a doctor's note. Face/ear/body jewelry will be removed prior to participating in gym class. Protection of ALL students from a potential injury and a bleeding episode is paramount in order to avoid any exposure to Hepatitis-B and HIV.

Contact Lenses Use During School - Please be certain to self carry a small supply of contact solution and a case to care for and/or remove contacts when eye irritation occurs. It is recommend that you seal them in a zip lock bag, labeled with your name and kept in your school locker. Bring this to the health office when needed.

Elevator - Elevator use will be permitted with a physician note or at the discretion of the nurse after an assessment has been made of the injury. Failure to return an elevator key to the nurse in a timely manner will result in a \$5.00 charge or an Office Detention.

LIBRARY

The library serves to support and enrich the curriculum of the school. The materials chosen are those that best serve the needs of the teachers and students.

Students should use the library for research and reference. An atmosphere is sought that will best contribute to good learning habits. To insure this, the following regulations are in effect.

1. Student and Teacher Use of Materials

- a. The library has facilities for research and reference, casual reading, use of audiovisual materials, small group conferences, and general book circulation. Computers are also available for student use.
- b. Fiction and non-fiction books must be signed out at the circulation desk before being removed from the library.
- c. Encyclopedias and other reference volumes are located in the central reference area. Many of these volumes may be used outside the library for a single period *provided* they are cleared through the circulation desk.
- d. Materials are often placed on **SPECIAL RESERVE** by a teacher so that they may be available to entire class units rather than to a few individuals. **Please do not remove** these materials from the library. It is sometimes possible for them to go out on overnight reserve, due at 7:30 AM the following day.
- e. Books are signed out to students for two weeks, and may be renewed unless on special demand or needed for reserve shelves. Although overdue notices will be sent out, students are personally responsible for returning or renewing books on time. Lost materials will be billed after a reasonable time limit has elapsed.

2. Student Entry into the Library

- a. Students coming to the library who are not accompanied by a teacher **must** have a pass. (Only one name to a pass).
- b. Passes are to be issued by the librarian between 7:20 AM and 7:30 AM. or students can sign up by lunch that day to attend the after-school library sessions , Library hours are posted at the beginning of the school year.
- c. Students are to leave their passes in a box on the circulation desk upon arrival in the library.
- d. Students should not be in the library during their lunch periods **unless** they have obtained a pass in advance from a teacher or a library staff member or have asked a lunch duty staff member.

3. Student Conduct While in the Library

- a. Only four students are allowed at a table unless the supervising teacher wishes groups to work together. Students may use the conference room **only when the supervising teacher is in the library.**
- b. Students using the library without teacher supervision and/or who are disruptive, will be sent back to the classroom.

Hours of Operation

- a. The library opens at 7:30 AM and closes at 1:51 PM on Monday and Friday. The library closes at 3:15 PM on Tuesday , Wednesday and Thursday. If the library must close during class periods or after school, students and teachers will be informed during the morning announcements on that day.

ADVISORY GROUPS

Tantasqua Regional Junior High School implemented a student advisory program in the fall of 1993. In place of homeroom, teachers serve as advisors to a group of approximately twelve students. This group meets for a brief time each day. The advisory program is intended to help us meet a goal that every student be well known by at least one staff member. Your child's advisor will be listed on the report card and this person may serve as another contact person at school for parents.

OFFICE ETIQUETTE

In the main office or guidance office, students are expected to be quiet and orderly. Students are not to interrupt office procedure. Those entering the main office should stay behind the counter unless requested to do otherwise. The door between the main office and the guidance office is not an entrance, and may only be used with special permission.

A telephone is located at the front counter in the junior high office. This telephone is available for students to contact parents. With teacher permission, students may receive a pass to use the telephone. We ask students to limit their use to occur during advisory or lunch time unless it is for urgent calls to parents

BUS REGULATIONS

Each local school committee is responsible for establishing the rules and regulations pertaining to student conduct while on the bus. **Warning – misconduct on the bus could result in the suspension of your riding privilege.** All school rules apply on the bus, just as they would in a classroom. Drivers will issue tickets for misbehavior which will be handled by the administration.

Any student that requests to be dropped off at any stop other than their assigned bus stop must comply with the following procedure:

- a. Students must submit a written request signed by the parent to the office.
- b. The student must have the note signed by the Principal or Assistant Principal before lunch.
- c. The office will stamp the request if there is valid reason.
- d. Student will pick up the stamped request in the main office before boarding the bus and give it to the appropriate bus driver.
- e. Approval dependant on available space on the bus requested.

Any student who needs transportation home at the end of the day from a brother or sister from the high school campus must submit a parent letter to the principal to obtain permission. The student will then wait for the ride at the junior high.

SCHOOL ATTIRE

All students are expected to dress and groom themselves neatly, cleanly and appropriately, outfits must be seasonably appropriate. Bare midriffs, exposed underwear, pajamas, hats and any article of clothing with tobacco, beer, alcohol, or drug logos or advertising or clothing with rude quotes, racist remarks, foul language, or sexual innuendo are **NOT** allowed. Pants should hang comfortably snug around the waist (belts are encouraged) so as not to droop exceedingly to expose underwear “spunks”, shorts or flesh. Skirts and shorts should be appropriate in length falling a maximum of 3 inches above the knee; falling well below the “pinky” when hands are by one’s side. T-shirts and tank tops must cover the shoulder area being no less than 3 fingers in width. Strategies such as multiple straps or leggings do not replace the expectations noted above. Nor can translucent leggings or tights be worn individually in place of pants. Individualism pursued to bizarre lengths is discouraged. Teachers will set limits about distracting or unsafe attire in their classroom. Hats, hoods, head scarves of any kind are not to be worn in the building except for religious purposes or documented medical reasons. State Public Health Laws require that footwear be worn at all times in public buildings. First offense: Student will be warned or asked to amend or change attire. Second offense: Student will be required to stay in In-School Suspension until attire can be changed or amended. Third offense: Student may serve a detention. Fourth and subsequent offenses: Student may serve a full day of In-School suspension.

VISITORS

Visitors should enter the building from the second circle. All doors to the school are locked and visitors must be buzzed in. Any person entering our school who is not a student or a member of the junior high staff must report to the main office and sign in. Visitors to the school who are guests of a student must have a Visitor's Pass. These are obtained through the main office. Visitor's Passes must be acquired and permission given by the main office prior to the visitation day. Visitor passes are not issued to elementary or high school students. All visitors must abide by OUR school rules. Visitor passes are issued only October through May.

LOCKERS

Lockers are assigned to individual students to contain their books and personal items. Students may rent a lock for \$5.00 and the \$5.00 will be refunded at the end of the year when the lock is returned. Students are encouraged to visit their lockers several times a day to exchange books and maintain orderliness in the locker. Lockers stuffed beyond capacity may not open or close correctly. Parents and students are reminded that the school lockers are the property of the school department and are accessible to school officials if necessary. Students should use the locker they are assigned.

TEXTBOOKS AND LOCKS

All textbooks and locks issued to students are their responsibility. You are responsible for their care and return. If your book or lock is lost or stolen, you will be asked to pay for it. If it is found or returned, your money will be refunded. Non-School locks are not allowed. All books should be kept covered.

FIELD TRIPS

Students who are planning to attend a field trip must obtain a permission slip signed by his/her parent and submit the slip to the trip sponsor. Students are expected to follow the same rules and guidelines on field trips as they do in school, to include the dress code unless otherwise specified. Also, to be eligible for the trip, students must meet requirements set forth by the supervisory teacher. Prior to the field trip, chaperones are required to have a CORI report done. Field trips vary in charge depending upon bus rental, driver's fees and tolls. An attempt is made to fix the charge at a "break-even" point. For this reason, some teachers may limit the number of students who may attend or establish dates when money for the field trip must be in. Attempting to run an extra bus for one or two students is not economically feasible. Arrangements can be made with sponsoring teacher, guidance counselor or administration if the only reason not to sign up is lack of money. In the past, field trips have been planned to Boston, Cape Cod, Springfield, and Amherst. On occasion when restaurants or admissions tickets are required, expenses are heavy. Teachers usually notify students several months in advance to encourage "savings".

Any student who exhibits disruptive or dangerous behavior on a field trip can be referred to administration for possible exclusion from future field studies. Likewise, any student who exhibits significant behavioral issues or excessive attendance issues immediately prior (within one week) to a field trip or whose performance leads staff to a reasonable belief that they will be disruptive and/or dangerous, can also be recommended to administration for exclusion from the field trip. If a student would need to take medication on a field trip, the parent should contact the school nurse.

LOST AND FOUND

Lost and Found items are usually kept by each classroom teacher for several days. Check with the classroom teacher first. Unclaimed clothing items are hung in the cafeteria. Only expensive items are sent to the main office. Items remaining in Lost and Found will be donated to charity every quarter.

PHYSICAL EDUCATION UNIFORMS

The only **required** uniform is a pair of shorts, a shirt, sneakers, and socks.

FUNDRAISING

Student groups wishing to hold a fundraiser must have appropriate approval from the student council and the principal. There is to be no fundraising within the school by outside groups. Candy and chocolate sales directly to students are forbidden on school grounds during the school day.

COMMUNICATION

Should it be necessary to bring a complaint or question about any school related issue to our attention, we ask that you follow these guidelines.

1. Begin at the most specific level and meet with the staff member who knows the most about your concern. In most cases, this will be the classroom teacher. If they cannot be reached when you call, you may leave a message or they can be e-mailed. See page 37.
2. If your question(s) is still not resolved, the next step is a meeting or phone call with the principal. Every effort will be made to resolve questions and issues at the earliest possible time.

STUDENT WITHDRAWAL

Those students who leave after age 16, and those students leaving to go to another school, must present written notification from their parents signifying their intentions to the guidance office.

On leaving, a pupil must complete the withdrawal form, return all books and complete any other school obligations. The properly completed withdrawal form should be returned to the guidance office.

WORK PERMITS

Work Permits for Tantasqua Regional Junior High School students are available at the guidance office.

"NO SCHOOL" POLICY

It is the policy of the District School Committee to have school on all days when the school buses can operate safely. Parents are expected to use their own judgment and keep children home on stormy days if they feel that their children cannot be properly protected from the weather.

The superintendent of schools makes any "no school" announcements when road conditions are such that buses cannot operate safely.

In case of school cancellation, announcements will be made on "Connect Ed" (automated telephone) and on the following radio and television stations:

**CHANNEL 7 WHDH, WRKO – CHANNEL 5 WCVB – CHANNEL 40 WGGB – FOX 25 BOSTON
WFXT – WES0**

II. PROMOTION AND ATTENDANCE POLICY

A. PROMOTION REQUIREMENTS

For students to be promoted from grade seven to grade eight and from grade eight to grade nine, they must pass four out of five subjects meeting five days a week for the entire year. They should also pass at least three other subjects meeting less than the full year. Students failing more than one subject will be considered for retention.

SPECIAL REPORTS

A progress report for all students will be sent home at the half-way point of each term. In addition, a special report may be sent home by a teacher at any time during the school year. This report indicates, with explanation, that a student's behavior and/or progress in a particular subject needs to improve. A student is required to have the note signed by his/her parent and return it to the subject teacher within three school days. Failure to return signed forms by the due date may result in silent lunches, office detentions and/or missed activities. Parents are invited to call the school at

(508) 347-7381 and make an appointment with the teacher if a follow-up conference would help.

The following dates are traditionally established for assessment of academic progress.

MARKS CLOSE

November 4
January 20
April 5
Last day of school

DISTRIBUTE REPORT CARDS

November 10
January 27
April 13
Mailed Home

BACK TO SCHOOL NIGHT – Thursday, September 15, 2011 - 6:45 – 8:15 p.m.

PARENT CONFERENCE NIGHT

Afternoon Conferences: Thursday, November 17, 2011

2:30 – 4:30 PM by appointment

Evening Conferences: Thursday, November 17, 2011

6:00 – 8:00 p.m. open sign up

PROGRESS REPORTS

1st –October 14

2nd –December 16

3rd –March 9

4th –May 25

B. ATTENDANCE

1. ABSENCE

If a student is to be absent on any given day, the parent/guardian should notify the attendance secretary by telephone (508) 347-7381 prior to 7:45 AM that day.

Students who have been absent for any reason will be required to make up missed assignments in each class. If a student is going to be absent for one or two days, it is their responsibility to obtain make-up work from his/her teachers upon return to school.

If a student is going to be absent for three or more days due to illness or medical reasons, please notify the guidance office at (508) 347-7381 (24 hour notice is required). The parent must arrange for the assignments to be picked up before 3 o'clock.

If a student will miss school for an extended period of time, contact the school either by phone (508) 347-7381 or by a note. Students absent due to accident or illness may be eligible for home tutoring. We need to have this information as soon as possible to complete paperwork required by state regulations. Students absent from school on any given day, are not permitted to participate in any school events on that day to include school dances. Administration will consider exceptions on a case-by-case basis.

Excessive absenteeism will result in a referral to the administration. State regulations define excess absenteeism as over 7 days in a 6 month period. Family vacations during school time is considered as an unexcused absence.

2. TARDINESS TO SCHOOL

All students who arrive after the 7:30 AM bell are considered tardy. If you arrive after 7:30 AM, you should report to the guidance office and sign in. A note from your parent or guardian explaining your reason for tardiness is required.

Excessive tardiness (considered 3 or more) whether excused or unexcused to school could result in a referral to the administration for disciplinary sanctions to include office detention. Students will receive a letter in the mail regarding possible further consequences if they are tardy 14 days or more in a six month period. Students who achieve perfect attendance throughout the year will be recognized by the school.

3. DISMISSAL

Any parent or guardian who wishes to have his/her son or daughter leave school early must pick him/her up in the main office and sign the sign-out log before leaving. A note must be sent to the office. The note must contain the name of the student, the date and time to be released, the name of the person picking up the student, and a phone number where the parent can be reached for verification. All students **MUST** sign out in the guidance office before leaving school grounds. Whenever visiting the school, please park in parking lots and not in the two circles. For 3:15 student pick-up, parents/guardians are free to use the first circle they encounter upon entering the driveway. The second circle must be kept clear for busses.

4. PERFECT ATTENDANCE

To achieve perfect attendance a student must arrive to school before 11a.m. and/or be dismissed after 11 a.m. You must be in attendance for a total of 4 hours a school day to count as a full day.

C. ATTENDANCE POLICY

Attendance is a critical aspect to learning and will be an integral factor in the grade of all classes. Attendance is mandatory. Any student late to or absent from school must provide parental documentation. Students who violate attendance rules (truancy, class cuts, or unexcused tardies) will be disciplined following the guidelines outlined in the student handbook.

D. ACADEMIC HONORS

1. HONOR ROLL

Students who achieve academic success may be eligible for the school's Honor Roll.

- a. High Honors: **A's** in all subject areas – **P** where applicable.
- b. Honors: **A's** and **B's** in all subjects.

2. GRADE SCALE

Letter grades are given in all subjects. A pass/fail grade is assigned to the summer reading requirement and the grade 7 reading seminar. All courses including summer reading are listed on the report card and on the transcript. The grading code is described below. The plus or minus may be assigned for the A, B, C, or D grade.

- A – Completes excellent quality work
- B – Maintains high performance level
- C – Performs at acceptable level
- D – Meets minimum requirements
- F – Does not meet minimum requirements
- P – Pass
- I – Incomplete
- X – Medical Excuse
- W – Withdrawn

III. SCHOOL PROCEDURES

Consideration for one another is a good guide for responsible behavior. Your behavior in school, on the bus, and in your community is a reflection on you, your home, and your school. School is a place for growth, not only academically, but socially. Students are expected to be serious and purposeful both inside and outside the classroom.

A. AUTHORIZED AREAS

1. Before School (After 7:20 a.m.)

- a. Grade 8 - report to the C area on the 1st or 2nd floor
- b. Grade 7 - should report to the B & C areas on the 3rd floor

2. During Lunch

- a. Inside cafeteria by late bell and remain until dismissed for recess.
- b. Second floor lavatories in A area, excludes locker area.
- c. Outdoors in rear parking lot (weather permitting) during final 10 minutes of lunch period.

3. After School

Only those students under staff supervision may remain after school;

all others will travel home on the first bus. Athletic and intramural teams have scheduled practices and games. Students participating in these activities should be careful to follow guidelines set out by their coach. Extracurricular activities will also be scheduled at this time and students should report to the appropriate meeting room by 1:55 PM. Any student wandering through the school without permission, will be referred to the administration for disciplinary action. A limited number of students may request to use the library after school and should sign up by lunch of that day with the supervising teacher or librarian at the circulation desk.

Most students participating in any of the above activities should plan on taking the 3:30 PM bus home. The waiting area for 3:30 PM buses is outside the main office and a safe, orderly atmosphere is expected.

4. **All other areas are unauthorized unless staff supervision is provided.**

5. **After school activities are a privilege not a right. In order to participate in the Jr. High's after school programming students are expected to remain in good academic and behavior standing. Any extra-curricular activity can be revoked at any time due to poor behavior as determined by the principal**

6. **Crossing Brookfield road unsupervised is prohibited. Any TRJHS student caught walking over or who flees the building during school hours is subject to disciplinary action. If needed, arrangements can be made for students to take a bus to the high school. Students are not allowed to visit or travel to the Senior High School without prior approval from a school administrator.**

B. TARDINESS

1. Tardiness to School

- a. A student is tardy if he/she arrives in advisory after the 7:30 AM bell.
- b. On the third tardiness the student receives an office detention.

2. Tardiness to Class

- a. Corrective measures which are taken with a tardy student are left to the discretion of the individual teacher.
- b. Chronic offenders, students who have been repeatedly unsuccessfully disciplined by the classroom teacher, should be referred to the administration for further action.

C. UNEXCUSED ABSENCES FROM CLASS

1. Students will receive an office detention for the first unexcused absence from class.
2. Assignments from the teacher whose class was cut may be given to the student at the discretion of the assistant principal.

D. PASS RESTRICTION

1. Any student who has violated any school rules may have his/her pass privileges restricted.

E. CAFETERIA BEHAVIOR

1. A student who is disruptive in the cafeteria will eat lunch in an assigned room and/or will be assigned cafeteria clean-up.
2. Work missed because of clean-up will be the responsibility of the student.
3. Students are expected to demonstrate good manners at all times while in the cafeteria.
4. Students must receive permission from a supervisor who will grant passes to leave the cafeteria.

F. FOOD

1. There will be no chewing of gum in the school building
2. All eating will be done in the cafeteria, the Home Economics rooms or at the classroom teacher's discretion.
3. Students may prepay the cost of school lunch.
4. Energy drinks, soda, coffee and open containers are not allowed at anytime. Students may use the water fountain or purchase bottled water. Students may carry water in a any clear plastic bottle or container only. Juice and juice boxes and similar drinks should stay in lunch bags until students are in the cafeteria for lunch.

G. UNAUTHORIZED MATERIALS

Students should not bring candy, toys or other material that could be considered distracting or harmful to school. Cell phones, beepers, radios, I-Pods, and other electronic devices, are not to be turned on or be visible during the school day from 7:25 a.m. until 3:15p.m.. Any student with any of the above items visible will have the item confiscated, and could face up to a three-day suspension. Items may be returned to the parent at the conclusion of the investigation. The school is not responsible for lost or stolen items. Cameras are only allowed with the written permission from the teacher for field trips and on the last day of school. Use of camera-phones to take pictures at any time is strictly prohibited. All items that are confiscated, may be searched (cell phones, etc). In the case of illegal material, all matters will be turned over to the Police Department.

H. DISCIPLINARY POLICY

1. Teacher Detention

- a. Teacher detention takes precedence over all extra-curricular activities.
- b. The times of teacher detention are from 1:55 – 3:15 p.m. on T-W-Th.
- c. Students should be given twenty-four hours notice for an assigned teacher or office detention.
- d. Should a student skip one teacher detention, his/her name should be sent to the office for an office detention. The student must also serve the original teacher detention assignment.

2. **Office Detention**

- a. Office detention takes precedence over teacher detention and extra-curricular activities.
- b. Office detention is held Tuesday, Wednesday, and Thursday afternoon 1:55 – 3:15 P.M. Any student who is excused from a detention or absent the day of a detention shall have that detention automatically rescheduled for the next day there is a late bus available from his or her town.
- c. Non-academic supervisory personnel, subject teachers and administrators may recommend that a detention be assigned for one or more of the following reasons:
 1. For being in an unauthorized area before, during, after school/lunch. For unauthorized use of the elevator.
 2. For the third tardiness to class, school and/or study hall without valid excuse.
 3. For not attending class, advisory or study hall.
 4. For not having a legitimate corridor pass.
 5. For not attending personal detention.
 6. For rude, discourteous or disruptive behavior.
 7. At the discretion of the administration.

3. **Failure to Keep Office Detention**

A student who skips office detention and has not given an acceptable excuse to an administrator prior to the detention may receive additional office detentions, withheld from class trips or activities, or if warranted, may receive a one day suspension from school or an in-school suspension. The original detention must be served at the next reasonable scheduled date. Failure to do so will result in a three day suspension.

4. **Guidelines for Office Detention**

- a. Students are to report at 1:55 P.M.
- b. An atmosphere of absolute silence must be maintained in the detention room.
- c. Students who disrupt the good order of detention are assigned a second office detention. The proctor submits name(s) to assistant principal.

I. **SUSPENSION**

Students are suspended by the administration only. The suspension may be an in-school suspension or out-of-school suspension. Parents are informed by the administration. Suspended students are deprived of all privileges and may not participate in extra-curricular activities conducted during the suspension period. Students have the responsibility to make up work assigned.

1. **In-School Suspension**

- a. In-school suspension may be assigned in lieu of suspension from school.
- b. The assistant principal will assign students to the in-school suspension room.
- c. When a student receives an in-school suspension, the teacher(s) involved will provide assignments to be completed during the in-school suspension period. A quiet atmosphere must be maintained in the in-school suspension room.
- d. Students serving in-school suspension will eat separately.
- e. Students who disrupt the in-school suspension room may serve an additional in-school or out-of-school suspension.

2. **Reason for Suspension**

- a. Failure to attend office detention.
- b. Repeated or excessive behavior issues
- c. Leaving the school building without permission of authority – up to three days suspension.
- d. Stealing. Any student caught stealing will receive up to three days suspension.
- e. Smoking

1. Students should not bring matches, lighters, cigarettes smokeless electronic or battery operated cigarettes, cigars, 'blunts', rolling papers or smokeless tobacco to school. Students who do so will be referred to the assistant principal.
 2. A student who is found involved in a smoking, smokeless tobacco, or dissolved nicotine incident will receive a office detention. For subsequent offenses, students will receive up to 3 days detention. Ultimately, consequences will be determined by the Assistant Principal.
- f. A student will be suspended for up to ten days for possession and/or consumption of alcohol, illegal drugs, prescription drugs or over-the-counter products without consent.
1. This includes students who have consumed alcoholic beverages or drugs during school hours or prior to arrival at school.
 2. Students using, possessing, or passing drugs (including marijuana or any legal unregulated and/or controlled substance, including Salvia Divinorum, and/or herbal remedies as defined by administrator's discretion) or drug related paraphernalia on school property will be referred by the principal to the Sturbridge Police Department for investigation and possible prosecution.
- g. Destruction or abuse of property
1. Parents will be informed by the administration and advised of the amount to be paid to the school district.
 2. Length of suspension is determined by the administration.
- h.. Obscene or profane language directed to teachers or school staff may result in a suspension of up to three school days. Obscene or profane language directed from one student to another may also result in disciplinary action.
- i. Disrespect or insults directed to teachers or school staff – up to three days suspension. If a substitute sends a student to the office for misbehavior, the infraction will result in a one-day suspension.
- j. Fighting, threatening, intimidating or repeated harassment of another student will result in up to three days suspension.
- k. Using/carrying harmful/dangerous materials will result in up to five days suspension.
- l. Chronic violation of school rules.
- m. Refusal to follow instructions of the teacher.
- n. Forging a signature.
- o. Threatening a staff member will result in up to ten days suspension and referral by the principal to the Sturbridge Police Department for investigation and possible prosecution.
- p. Possession, use, or distribution of an incendiary device (i.e., fireworks, smoke/stink bombs) on school premises
- q. Disruption of a school assembly or lock down/fire drill
- r. Any student who shall commit any act or offense which is not specifically set forth in this handbook, but which shall never-the-less result in any damage or injury to the person or property of the school or of another, or which act of offense shall result in or be likely to result in the creation of a disorder or prejudice the good order and/or decorum of this school, shall be subject to disciplinary proceeding. The penalties applicable will be those established by the assistant principal and this code for an interpretation of the specified offense most closely related or akin to the committed offense.
- s. Bullying

- t. Public displays of affection. To include, kissing, hugging, excessive touching, heavy petting or lewd or suggestive behavior
- u. When a student is suspended for behavior related to substance abuse or threatening behavior, whenever possible, school personnel will follow the guidelines below:
 1. implementation of disciplinary consequences.
 2. mandatory meeting when the student returns to school involving student, parent and administration.
 3. follow-up meeting with student and guidance counselor to conduct an informal assessment of the need for further therapeutic intervention.
 4. possible referral to counseling, or a school related program.
 5. communication with parents on an as needed basis.

J. EXPULSION/EXCLUSION

1. A student may be recommended for exclusion for persistently violating reasonable regulations of the school, or otherwise persistently misbehaving therein; so as to render himself a fit subject for exclusion.
2. Any student who is found on school premises or at school sponsored or school related events, in possession of a dangerous weapon, including but not limited to, a gun or knife, or a controlled substance as defined in chapter 94C...may be subject to expulsion from the school district.
3. Any student who assaults any educational staff on school premises or at a school sponsored or school related event, may be subject to expulsion from the school district.
4. Expulsion of a student is recommended to the superintendent of schools by the principal.
5. A student recommended for expulsion may have a hearing with the principal and superintendent.
6. Parents should follow the following appeal process:
Teacher – Assistant Principal – Principal –Superintendent – School Committee

GUIDELINES FOR SCHOOL DANCES AND SOCIAL EVENTS

The administration reserves the right to waive any rules deemed necessary.

1. Dress Code

The dress code is strictly enforced. Students that do not adhere will be sent home or expected to sit out.

2. Attendance

Only students enrolled in Tantasqua Regional Junior High School will be permitted to attend a dance.

Exceptions:

1. Any student absent the day of the dance will not be allowed to attend.

2. Any student suspended during the week of the dance will not be allowed to attend.
3. Students hosting visitors must obtain a guest pass in advance from the Principal. Any guests brought to the dance are to conduct themselves according to the rules and regulations set forth for all students. Students are responsible for their guest's conduct.

3. Time Limits

1. Dances begin at 7:30 P.M. and end at 10:00 P.M.
2. Students will not arrive at the dance before 7:00 P.M. unless requested by a sponsoring teacher.
3. Any student arriving after 8:00 P.M. will not be permitted to enter unless accompanied by his/her parent.
4. Students will not be allowed to exit the dance once they arrive without specific notification from a parent in advance and they will **ONLY** be released to the parent.
5. Students' rides home should arrive by 10:00 P.M.
6. Students who cannot get a ride home by 10:15 P.M. should not attend the dance.
7. Students not picked up by 10:30 P.M. will not be allowed to attend the next dance.

4. **Supervision**

Each dance will be supervised by an adequate number of staff members, by at least one police officer, and/or at least one administrator. A supervisor will be on duty until the last student is picked up.

5. **Physical Aspects of the Dance Hall**

1. Bleachers will remain closed except bottom rows. No student will be permitted to sit on top of the bleachers.
2. Lighting will be to the extent needed for supervision.
3. Other areas such as the cafeteria or library may be used for dances or may be opened to student use during social events for activities such as karaoke, movie, games, refreshment sales, etc.

6. **Student Responsibilities and Disciplinary Procedures**

All school rules will remain in effect. Food/Beverages (from outside school), cell phones and Photos/videos are not allowed at the dance and will be confiscated.

Responsibilities of the Group Sponsoring the Dance

- a. To set up the dance hall and outer areas as specified by the administration
- b. To see that sufficient help is supplied in the refreshment area.
- c. To provide a clean-up committee.
- d. To hire and pay at least one policeman and provide appropriate supervision.
- e. To provide a coat-check room for students to leave their jackets. No one wearing a jacket will be permitted to enter the dance hall.
- f. To pay for any damages which are the direct result of the dance.

7. **Suspension From Dances**

Students may be suspended from school dances for infractions of school rules prior to the dance or while attending the dance. Dances are held at least several times during the year and sponsored by the student council, clubs or classes.

K. 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 period not to exceed 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.

L. CIVIL RIGHTS

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

M. CHEATING

Plagiarism can be defined as submitting another person's ideas, words, images or data without giving that person credit or proper acknowledgment. In order to clarify what constitutes plagiarism, you should be aware that you have **committed plagiarism when you:**

- neglect to cite the use of phrases, quotes, or ideas that are not your own;
- paraphrase the work of another, even though you may have changed the words or arranged them differently;
- neglect to cite facts or data not considered common knowledge.

Other offenses that will be considered academically dishonest are:

- submitting a paper written for another class;
- submitting a paper from an essay service or agency
- submitting a paper by another person even though he or she may have given you permission to use it;
- copying homework
- forging the signature of a parent/guardian. You should also note that plagiarism/cheating not only encompasses written work, but also computer data, research, musical scores, video programs and visual arts. The consequences for getting caught plagiarizing someone else's words, works and/or ideas will range from receiving no credit for the assignment, losing partial credit for the assignment to detention or suspension. Each year, every student is required to sign a plagiarism contract. When plagiarizing occurs, teachers will notify the parents.

TANTASQUA REGIONAL SCHOOL DISTRICT
ANTI- HARASSMENT POLICY

STATEMENT OF POLICY

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, ethnicity, marital status, sexual orientation, 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, The 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.

Sexual Harassment

- A. Unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature constitutes sexual harassment when: 1.) submission of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational status; 2.) submission to or

rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals; 3.) such conduct has the purpose or effect of substantially interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or learning environment.

B. Sexual harassment may take many forms, including, but not limited to:

- 1.) verbal harassment or abuse; 2.) subtle pressure or requests for sexual activity; 3.) assault, inappropriate touching; intentionally impeding movement, continuing comments, gestures, or written communications of a suggestive nature or derogatory nature; 4.) continuing to express sexual interests after being informed that the interest is unwelcome; 5.) leering or voyeurism; 6.) displaying lewd or sexually explicit photographs or materials.

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 or 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, or religious clothing, or 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 RESPONSIBILITY

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, whether 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 an employee or student who has been the victim of harassment of any kind:

- A. 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.
- B. 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.
- C. 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.
- D. 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.
- E. 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.

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 or assistant principal.

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.

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 – 300 days)

1. The United States Equal Employment Opportunity Commission (“EEOC”)
 - One Congress Street – 10th Floor
 - Boston, MA 02114
 - (617) 565-3200
2. 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	ADDRESS	PHONE
Daniel Durgin	Superintendent	320A Brookfield Rd. Fiskdale, MA 01518	508-347-5977
Christopher Starczewaki	Principal	320B Brookfield Rd. Fiskdale, MA 01518	508-347-7381
Dana Labb	Asst. Principal	320B Brookfield Rd. Fiskdale, MA 01518	508-347-7381
Jamie Armin	Chapter 622 Coordinator	320B Brookfield Rd. Fiskdale, MA 01518	508-347-7381 508-347-7381

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 submit a written report to the school 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 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 regular 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.

N. T.R.J.H.S. CHEMICAL HEALTH RULE

Upon entering the athletic program in grade 7 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; controlled substance or any over the counter products. 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/her doctor.

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 two (2) consecutive interscholastic events, or two (2) weeks of a season in which the student is a participant, whichever is greater. 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.

2. Second and Subsequent Violations:

When the principal confirms, following an opportunity for the student to be heard, that a second or subsequent violations occurred, the student shall lose eligibility for the next twelve (12) consecutive interscholastic events or twelve (12) consecutive weeks, whichever is greater, in which the student is a participant.

If after the second or subsequent violations, the student on 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 period of six (6) weeks. Such certification must be issued by the director or counselor of a chemical dependency treatment center.

Penalties shall be cumulative each academic year, and a penalty period will extend into the next academic year. Parents will be notified of any offense.

O. BULLYING & GOSSIPING

Bullying is a form of harassment and will be treated as such, as previously delineated. Students found to be bullying other students will receive strong consequences. Gossiping and teasing is also a form of bullying and can be very dangerous. Spreading rumors can ruin a person's reputation, break-up friendships, damage a person's mental health and even cause family problems. If you have not seen an action with your own eyes or heard something with your own ears, you should not create something that is not true and repeat it to others. Similarly, if you heard a rumor that could be damaging or hurtful to someone, or from a suspicious origin, you should not repeat it to anyone. This includes both in-school and out-of-school activities. Students found gossiping, teasing or bullying either verbally, written, using computers or texting in school will also incur strong consequences.

P. TOBACCO USE

The use of all tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual is prohibited.

Q. YOUR CHILD AND THE MEDIA

Students may be photographed by the media unless we have a letter on file from a parent or guardian stating you do not wish your child's picture to be used by the media.

R. STUDENT RECORDS

As of 1998, Massachusetts Law (General Laws Chapter 71, Section 34H) specifies detailed procedures that govern access to student records by parents who do not have physical custody of their children. For more information, please contact the school principal.

S.

**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
Amended Second Reading:	December 21, 2010
Amended Adoption:	December 21, 2010

Cross References JICFB-1, Bullying Prevention and Intervention

HEALTH EDUCATION PARENTAL NOTIFICATION OF SEXUALITY EDUCATION

Tantasqua Regional Junior High School's Exploratory Program in the seventh and eighth grade includes a quarter of Health Education. As a school community, we feel strongly that learning about ways to stay healthy is an important component of education for adolescents. As parents, I'm sure you are aware of how fast adolescents mature, both mentally and physically. As teenagers, they need to be knowledgeable about the changes they are experiencing and they need information to help them make morally sound decisions.

In the eighth grade, there is a study unit dealing with human sexuality, which includes abstinence, the reproductive system, sexually transmitted diseases and teen pregnancy. The sexuality unit is taught within the context of making long-term healthy decisions. This unit will be taught during the last two weeks of grade eight health. In the seventh and eighth grade, there is a unit dealing with

substance (drug) abuse education and prevention. Included in the discussions are the consequences of drug use, are the risks of promiscuous sex, violence, physical changes, date rape, and possibility of contracting HIV from I.V. drug needles. Our Health Education Program is intended to help students recognize the health risks that exist in today's society, and to make intelligent and healthy choices for their future. Instructional materials are readily available for parents to review. If you have questions about the curriculum, or if you wish to exempt your child from the sexuality unit, please feel free to contact Mrs. Armin or Mrs. Canavan.

NATIONAL JUNIOR HONOR SOCIETY

The Tantasqua Regional Junior High School Chapter of the National Junior Honor Society is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of the NJHS and have been revised to meet our local chapter needs. Students are selected to be members by a five member Faculty Council, appointed by the principal. Students in grades seven and eight are eligible for membership. For the scholarship criterion, a student must have a cumulative grade average of 93 or better. Students must have and maintain a grade of 85 or better in all of their classes. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. To evaluate a candidate's character, the faculty council uses two forms of input: school disciplinary records and faculty input. All of this information is carefully reviewed and a majority vote of the council is necessary for selection. Candidates are notified for selection, and a formal induction ceremony is held at the school to recognize all newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection, regularly attend chapter meetings, and participate in service projects at school and/or outside of school (ex. volunteering for the Pathways Program and Special Olympics, library service, office assistance, CSL with Veterans, Girl Scouts, Boy Scouts, etc.) A minimum of 10 hours of service must be complete

Tantasqua Regional School District 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, 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 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 schools 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 in the overall pursuit of healthier students.

3. The district will promote parent 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 and parents/community members (some of whom also served in other capacities, i.e. PE teachers, school nurses, health educators, food services representatives).

First Reading: September 19, 2006

Second Reading: October 17, 2006

Adopted: October 17, 2006

TANTASQUA REGIONAL JUNIOR HIGH SCHOOL

FACULTY ROOM ASSIGNMENTS 2011-2012

Mr. Christopher Starczewski	Main Office	Principal
Mr. Dana Labb	Main Office	Asst. Principal
Mrs. Jamie Armin	B323	Exploratory/Health
Ms. Katie Baker		Permanent Substitute
Mrs. Nancy Bazinet	C304	Reading
Mrs. Robin Belisle	B310	Science
Ms. Toni Berthiaume	B314	Science
Mr. Joseph Beveridge	C307	Social Studies
Ms. Pamela Bouchard	C218	Social Studies
Mrs. Lynn Bouteillier	C111	Instructional Assistant
Mrs. Susan Bratton		Permanent Substitute
Mrs. Barbara Brogan	Health Office	Nurse
Mrs. Holly Caliang	Main Office	Adjustment Counselor
Mrs. Maura Callaghan	Guidance	Psychometrist
Mrs. Ellen Canavan	B325	Technology/Health
Mr. Michael Cofsky	C119	Mathematics
Mrs. Lucy Colwell-Snyder	A133	Music
Mrs. Melissa Cote	C305	Special Education
Mrs. Sharon Coughlin	Guidance	Counselor
Mrs. Debra Culver	C113	Special Education
Ms. Kristin Daley	B315	Science
Mrs. Deborah Donahue	C319	English
		Integration Assistant

Mrs. Marie Dugay-Brusky		
Mrs. Giovina Ferrante-George	B308	Special Education
Mrs. Madeleine Fisher	Guidance Office	Psychologist
Ms. Shannon Fitzpatrick	C318	Social Studies
Mrs. Mary Jane Foley	Guidance Office	Counselor
Mr. Robert Foley	C104	Reading
Mrs. Julie Guerin	B322	Art
Mr. Matthew Guertin	B104	Technology Education
Mrs. Loree Hamparian	C219	Special Education
TBA	C204	Mathematics
Mrs. Barbara Helbig	B311	Reading
Ms. Nicole Jolie	C306	Spanish
Mrs. Helen Karamanakis	C211	Instructional Assistant
Mrs. Lisa Lamothe	Library	Librarian
Mrs. Deborah Lapierre		Instructional Assistant
Mr. Mark LaPierre	C205	Social Studies
Mr. Donald Lavin	B101	Technology Education
Mr. Mark Lengowski		Technology
Mrs. Kristen Lizotte	C220	Special Education
Mrs. Donna MacFadden	B317	Science
Mrs. Tamara Morrison	C305	Mathematics
TBA	C311	English
Mrs. Kathryn Mullen	C211, C213	Pathways
Mrs. Alison Nameika		Instructional Assistant
Mr. Reagan Paras	A134	Music
Mr. Matthew Peloquin	C118-Gymnasium	Physical Education
Ms. Rebecca Perrin	C118	Social Studies
Ms. Elizabeth Plante		Speech
Mrs. Rusti Plants-Prouty	C117	Reading
Mrs. Carol Plumb	C106	French
Ms. Amy Polito	C207	English
Mrs. Robin Potvin	B309	Special Education
Mrs. MaryAnne Provenzano	B308/B303	Special Education
Mrs. Talia Quinta	B316	Science
Mr. Frederick Reilly	C107	English
Mr. James Reynolds	C321	Mathematics
Mrs. Jennifer Santos	C116	Computers
Mrs. Janice Shillieto	A136-Gym	Physical Education
Ms. Whitney Shillieto		Instructional Assistant
Mr. Charles Stakus	C320	Math
Ms. Jessica Strade	C105	Spanish

Mrs. Fay Simanski	B109	Computers
Mrs. Katherine Troy	C313	English
Mr. Eric vonBleicken	A134	Music
Mrs. Carol Willard	B322	Art
Mrs. Katie Zepp		In-School Suspension

SECRETARIAL STAFF

Mrs. Maureen Landreville	Ms. Darlene Polinski
Mrs. Charlene Korzec	

CAFETERIA
PERSONNEL

Mrs. Lois O'Leary , Cafeteria Manager	
Ms Donna Evans	Ms. Theresa Hakenson
Ms. Sheryl Means	Ms. Sharon Aubin
Ms. Karen Davis	

CUSTODIAL

Mr. Joseph Palmer, Head Custodian	
Mr. Jay Blood	Mr. Michael Keough
Mr. Christopher Carty	Mr. Kris McDonald
Mr. Edward Flood	

***TO E-MAIL A FACULTY MEMBER -- USE THEIR LAST NAME,
FIRST NAME INITIAL @TANTASQUA.ORG**

LATE BUS INFORMATION

3:30 P.M.	Days	5:00 P.M.	Days
Brimfield	T-W-Th	Brimfield	M-T-W-Th-F
Brookfield	T-W-Th	Brookfield	M-T-W-Th-F
Holland	T-W-Th	Holland	M-T-W-Th-F
Sturbridge	T-W-Th	Sturbridge	M-T-W-Th-F

Wales T-W-Th Wales M-T-W-Th-FLATE BUS ROUTES

STURBRIDGE: 3:30 Run--Bus 1 – Top of Fiskhill (Route 20) to Route 131, Farquhar Rd., South Rd., Mashapaug Rd., Breakneck Rd., Roy Rogers

3:30 Run--Bus 10 – Route 20 to Route 131; Sturbridge Common; Hall Rd; Walker Pond Rd; Podunk Rd

3:30 Run--Bus 4—Route 148 Brookfield Rd., Fred’s Variety, Holland Rd., Finlay Rd., Leadmine Rd., (North) Stallion Hill

3:30 Run--Bus 14—Cedar St to Hamilton Rd., New Boston Rd; to Allen Rd., to Tantasqua Shore, to Lower New Boston Rd.

5:00 Run—Bus 4—Brookfield Rd and Route 20; to Friendly’s

5:00 Run – Bus #10 = Route 131 to Sturbridge Common

HOLLAND: 3:30 Run--to Holland center and around lake, if needed.

BRIMFIELD: 3:30 Run--to Brimfield Center.

WALES: 3:30 Run –to Route. 19, turn at Reed Hill Rd.

HOLLAND, BRIMFIELD AND WALES: 5:00 Run--(same bus) to Brimfield Center, Holland Road to Holland Center, to Union Road to Wales Center down Route. 19 and back to Brimfield.

BROOKFIELD: 3:30 Run—Left on Route 148; left on School House Rd; right on Webber; straight on Town Farm Rd; turnaround @Brookfield Meadows; retrace Town Farm Rd; left on Webber Rd; left on Route 148; right on Lawrence Rd; right on Lake Rd; Straight onto Rice Corner Rd; left on Rice Corner Cross Rd; left on Lake Rd; right on Route 148; right on Central St; right on Route 9; turnaround @Clam Box; retrace to Route 9; to bus garage

5:00 Run— Out of back gate of the high school; right on School House Rd; left on Route 148; right on Centrals; left on Route 9; back to bus garage

3:30 bus pickup at 2nd circle

5:00 bus pickup at 1st circle