



# **STUDENT HANDBOOK**

**2021- 2022**

**Gregory P. Sturges, Principal**  
**Craig Kopka, Assistant Principal**

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TANTASQUA REGIONAL JUNIOR HIGH SCHOOL  
Brimfield, Brookfield, Holland, Sturbridge, Wales  
320B Brookfield Road  
Fiskdale, MA 01518  
Telephone (508) 347-7381 Fax (508) 347-3994  
[www.tantasqua.org/tjhs](http://www.tantasqua.org/tjhs)

## SCHOOL HANDBOOK AND RULES

Dear Parents and Students:

Welcome to the 2021-2022 school year! I am honored to welcome back the class of 2026 and welcome the class of 2027.

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. We appreciate your taking the time to get to know our rules and procedures as it is our goal to have a strong and positive partnership with you.

We believe in strong relationships between all members of our learning community. The faculty and staff will let students know how well they are doing with meeting the expectations that we have. Students will receive positive feedback about behavior, work in class and how well they treat others. Students who have difficulty meeting the expectations of the school will be guided towards making improvements. When mistakes are made, students should learn from the mistake and try to avoid making the same in the future. Our school's core values are simple yet powerful ideas that enable all to achieve success:

- Engagement – involved and invested in all aspects of our program
- Lifelong Learning – goals-oriented and continuous betterment
- Respect – respectful of self and others
- Responsibility – follow-through and accountability for decisions / actions
- Results – putting forth strong effort and reflecting on performance

Our academic and co-curricular programs are intended to address the characteristics of students in the middle school years – we are very proud of the offerings that we have and are interested in their continued expansion. All students are placed onto an interdisciplinary team in the 7<sup>th</sup> or 8<sup>th</sup> grade. Our guidance counselors loop with the entire grade to provide a consistent point person throughout the two years in our school. All students are assigned to an advisory group (made up of 12-15 students); this group meets daily in the morning and is intended to facilitate orientation and communication about opportunities here at school. We have a trimester reporting cycle to provide consistency with our elementary schools.

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. Please remember that there is a school year calendar reprinted in this handbook for your convenience. The “Daily Bulletin” and other important information are updated regularly on our school website:  
[www.tantasqua.org/tjhs](http://www.tantasqua.org/tjhs).

It is our belief that parents play a major role in a successful school year. Your encouragement and support for our students is very valuable and we look forward to partnering with you. Please let us know if we can provide information or answer questions that will make your efforts to support learning easier. We are very much looking forward to the school year and all that it will encompass.

Respectfully, Gregory P. Sturges 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.

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## **I. GENERAL SCHOOL INFORMATION**

### **GUIDANCE AND COUNSELING**

The guidance department is committed to providing support services which allow students to reach their individual potential. Guidance personnel recognize the uniqueness of each student and focus on assisting students in the development of their academic, social/emotional, and personal potential. Counselors work with students, parents, and teachers to facilitate the two key transitions involving our school: elementary school to junior high and junior high to high school. Counselors are assigned to students for their two years at the junior high and also coordinate the course selection process between schools. Working with students individually, in small groups and/or within classrooms, counselors provide information and support related to academics, behavioral concerns, social/emotional development and exploration of college and career interests.

In addition, guidance counselors are available to work with parents when questions or concerns arise related to adolescent development, behavior, academics, the school curriculum, standardized test results, or school sponsored activities. Counselors can also serve as a liaison between home and school, offering information to parents regarding students' academic or behavioral adjustment and reinforcing guidelines set up by school or home. Students and parents are encouraged to contact their child's guidance counselor whenever they feel these services would be beneficial.

### **Appointments for Students**

A student should obtain a pass from either a counselor or a teacher if he/she wishes to meet with his/her counselor. The student will show the pass to his/her teacher at the beginning of the block and the teacher will sign the pass. The student may then report to the guidance office at the designated time. If a student feels the need to speak to his/her guidance counselor about personal matters that require more immediate attention, he/she may ask the teacher for a pass to guidance.

Whenever a student wishes to request a schedule change, he/she must make an appointment with his/her counselor. The reasons for the change request are discussed with students and with teachers, parents, and administration. Parents and students should have a valid reason for requesting a schedule change. 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 new schedule after teachers are notified of changes.

**For Emergency Purposes: Parents should inform the guidance office of any changes in address, telephone number, or other contact information.**

### **STUDENT WITHDRAWAL**

Students transferring to another school must present written notification from their parents signifying their intentions to the guidance office. A withdrawal form and release of records form must be completed.

Parents wishing to withdraw students for the purpose of home-schooling must submit appropriate documentation and curriculum to the superintendent on a yearly basis in accordance with school committee policy IHBG. All books and other school property must be returned in either of these cases.

### **WORK PERMITS**

Work Permits for Tantasqua Regional Junior High School students are available at the guidance office. A promise of employment must be turned into guidance before a work permit is issued.

### **SPECIAL EDUCATION MASSACHUSETTS SPECIAL EDUCATION LAW**

Under the Massachusetts law, special education services are available to students aged three through twenty-

two who have a disability. Students may be referred by school staff only after all efforts have been made by the school to meet a student's needs in regular education programs. Parents/guardians may request an evaluation if a disability is suspected, and all regular education efforts have been exhausted. An evaluation will not be conducted without written consent from a parent/guardian. The evaluation will be completed within thirty school days of receipt of consent to evaluate, and a meeting is scheduled within 45 days of the receipt of this consent. The parent/guardian, and child aged 14 or older, will be invited to attend a TEAM meeting to discuss the results of the evaluation, and the TEAM will determine whether the child has a disability and needs special education services. If found eligible, no services will be provided without the parent's/guardian's written agreement to the Individual Education Plan (IEP).

The Tantasqua Regional School District provides a wide range of helpful services for special needs students. The district provides resource programs for academic skills remediation and reinforcement of classroom work. Inclusion academic classes, counseling, speech/language therapy, social skills services, occupational therapy, and physical therapy services are also available for all eligible students. Other services that are needed will be provided outside the school environment if a student qualifies. Home and/or hospital tutoring is available for children who are chronically ill or will be absent for fourteen days or longer because of illness and have a correctly completed the home/hospital form signed by an attending medical doctor.

If you would like further information regarding special education services, including parents/guardians with children in need of home/hospital tutoring, please contact Mrs. Madeleine Fisher, Special Education TEAM Chair at 774-241-0743.

Copies of the law and the regulations can be obtained from the Bureau of Equal Educational Opportunity located at 1 Congress Street, 11th Floor, Boston, MA 02114.

### **DISCIPLINE FOR STUDENTS WITH DISABILITIES**

A student with disabilities has all the rights that a typical student has under state law and regulations, in addition to the procedural and other rights afforded to students with disabilities. In general, if a student with a disability—whether under a 504 Plan or an IEP—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, or 10 cumulative school days in any school year, using the same disciplinary procedures as apply.

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:

- (a) For any student served on a 504 Plan or IEP, the Section 504 Team or special education Team should consider the need to conduct a functional behavioral assessment that will be used as the basis for

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developing specific strategies to address the student's problematic behavior. If a behavioral intervention plan has been previously developed, the 504 or IEP Team will review it to make sure it is being implemented appropriately, and will modify it if necessary.

- (b) 504 or IEP Team meeting to develop a plan for conducting a functional behavioral assessment that will be used as the basis for developing specific strategies to address the student's problematic behavior. If a behavioral intervention plan has been previously developed, the 504 or IEP Team will review it to

make sure it is being implemented appropriately, and will modify it if necessary.

(c) 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, and the student's 504 Plan or IEP; 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:

- i. the conduct in question was caused by, or was a direct result of the school district's failure to implement his or her 504 plan or IEP.
- ii. the conduct was caused by, or had a direct relationship to, the student's disability.

If the manifestation determination decision is that the behavior **was** related to the student's disability, then he/she must be immediately returned to his or her current educational placement (except in the case of a weapon, drug possession, or serious bodily injury to another, as discussed below). The student cannot be removed unless the Team and the parent/guardian agree on a different placement, or 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 remove 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.

**In the case of a disagreement with the Team's determination:** If the parent/guardian disagrees with 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 manifestation determination by requesting a due process hearing from the Bureau of Special Education Appeals (BSEA).

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.

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**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).

(d) If, after the manifestation determination, the student on a 504 Plan or an IEP is nonetheless removed from school, he/she is entitled to receive FAPE as of Day 11 of being removed from his or her educational placement. What services are necessary to provide FAPE during the student's removal

should be determined by the team.

### **Discipline of Students Not Yet Determined Eligible for Special Education**

If, prior to a disciplinary action, the district has knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is determined not to be eligible. According to the Section 300.543 of the Federal Regulations, the following are stated to be evidence that the school district had knowledge that a student may be a student with a disability:

- (1) The parent of the child expressed concern in writing to supervisory or administrative personnel of the appropriate educational agency, or a teacher of the child, that the child is in need of special education and related services;
  - (2) The parent of the child requested an evaluation of the child pursuant to Sec. Sec. 300.300 through 300.311; or
  - (3) The teacher of the child, or other personnel of the LEA, expressed specific concerns about a pattern of behavior demonstrated by the child directly to the Special Education Director of the agency or to other supervisory personnel of the agency. At the same time, it is also important to acknowledge circumstances through which the school district would not be said to have knowledge that the child may be a child with a disability. These include the following according to 34 CR 300.543
- (c) Exception. A public agency would not be deemed to have knowledge under paragraph (b) of this section if--
- (1) The parent of the child--
    - (i) Has not allowed an evaluation of the child
    - (ii) Has refused services under this part;
  - (2) The child has been evaluated in accordance with Sec. Sec. 300.300 through 300.311 and determined to not be a child with a disability under this part.
- (d) Conditions that apply if no basis of knowledge.
- (1) If a public agency does not have knowledge that a child is a child with a disability (in accordance with paragraphs (b) and (c) of this section) prior to taking disciplinary measures against the child, the child may be subjected to the disciplinary measures applied to children without disabilities who engage in comparable behaviors consistent with paragraph (d)(2) of this section.
  - (2)
    - (i) If a request is made for an evaluation of a child during the time period in which the child is subjected to disciplinary measures under Sec. 300.530, the evaluation must be conducted in an expedited manner.
    - (ii) Until the evaluation is completed, the child remains in the educational placement determined by school authorities, which can include suspension or expulsion without educational services.
    - (iii) If the child is determined to be a child with a disability, taking into consideration information from the evaluation conducted by the agency and information provided by the parents, the agency must provide special education and related services in accordance with this part, including the requirements of Sec. Sec. 300.530 through 300.536 and section 612(a)(1)(A) of the Act.

### **HEALTH SERVICES**

NURSE'S OFFICE Mrs. Kathy Charette, R.N., is our school nurse. Her office is located on the first floor near the guidance office. If you have any health concerns, please feel free to telephone, email or arrange to meet with the nurse during regular school hours. All medical forms may be obtained from the school nurse during regular school hours or printed from the TRJHS nurse website.

- Physical Exams - a physician documented physical is required for all new students and entering 7<sup>th</sup> graders. Physicals used for sports, are good for 13 months and must remain current throughout the sport season. Tantasqua Regional Junior High School offers free sport physicals before every season starts for



those students whose physical may not carry them through the sport season. Sports physicals remain in effect for 1 year.

- Immunizations – Health records of all entering 7th grade students will be reviewed for both physicals and current immunizations. Entering 7th grade students are required to have had an: MMR#2, a Td booster (if 5 years since last DTP), Hepatitis B - three (3) doses and Varivax – one (1) dose/(2 doses for 13 years or older)/or a doctor certificate indicating a positive history of having had Chickenpox.
- Medications – No medications (including non-prescriptive medications) are to be carried by a student at school. Medications should be taken at home whenever possible, including over the counter medications (i.e. Advil, Tylenol, etc.). 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. Transportation of medication will be arranged by the nurse and parent. Daily medications will not be given on early release days. If there is a school delay in the morning, students should take their medications at home as ordered. If your son/daughter needs medication at school for any reason, please notify the nurse and arrangements will be made for administration during the school day. Medication forms are available in the nurse's office and on the TRJHS website and should be updated annually.
- 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/physician note stating the injury and school restrictions. Students who are actively ill should be kept at home. Students needing to be dismissed from school for medical reasons must do so through the nurse's office. Students should not be texting or calling home to be dismissed. Please contact the nurse if you receive a text or call from your student during the school day. **Absences of five days or longer will need a doctor's note to re-enter school. In addition, a re-entry meeting with parents may be necessary to determine health and academic needs upon return to school.**
- Screenings – State health regulations require that vision/hearing and height/weight screenings be done annually for all 7th grade students. Postural screening will be performed annually for all 7<sup>th</sup> and 8th grade students. BMI (body mass index) information will be sent home on all 7th grade students. Students that have a current physical (performed after June 1st) on file in the nurse's office including required screenings will not be re-screened. If you prefer the student's physician to perform health screenings or a specific health screening please notify the school nurse and send in the screening results once the physician has seen the student. Medical Gym Excuses –Students may be excused from gym one day with a parent note. Any consecutive days after this require a note from the student's physician. Students are permitted two written excuses from the parent per quarter. To protect the student from injury all face/ear/body jewelry should be removed prior to participating in gym class.
- 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.

## **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 ensure this, the following regulations are in effect:

### **Student Use of Materials**

- 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.
- Fiction and non-fiction books must be signed out at the circulation desk before being removed from the library.
- 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.

- 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.
- 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.

### **Student Entry into the Library**

- Students coming to the library who are not accompanied by a teacher **must** have a signed pass from the sending teacher.
- Students can sign up during lunch to attend after-school library sessions on Tues, Wed, and Thurs. Space is limited and on a first come first served basis.
- Students are to check in at the circulation desk upon arrival in the library.
- Students may use the library during their lunch periods with permission from a lunch duty staff member.

### **Student Conduct While in the Library**

- Only four students are allowed at a table unless the supervising teacher wishes groups to work together.
- Computers are to be used for educational purposes only.
- Students using the library without teacher supervision and/or who are disruptive will be sent back to the classroom.
- Electronic devices are not permitted in the library.
- Students may utilize the STEAM project area once all other assignments are completed.

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### **Hours of Operation**

- The library opens at 7:30 a.m. and closes at 1:51 p.m. on Monday and Friday. On Tuesday, Wednesday and Thursday library hours are from 8:45 a.m. – 3:15 p.m. If the library must close during class periods or after school, students and teachers will be informed during the morning and lunch time announcements on that day.

### **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.
- plagiarism/cheating not only encompasses written work, but also computer data, research, musical scores, video programs and visual arts.
- The consequences for plagiarizing someone else's words, works and/or ideas will range from receiving no credit for the assignment or 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.

### **PHYSICAL EDUCATION**

Sneakers are required for physical education class. In order to promote healthy cleanliness habits, shorts, sweats, or other casual wear is recommended for changing during PE class. Students may wish to bring goggles of their own, though they are provided. Locks are provided for gym class upon request from the PE teachers. It is highly recommended that students lock items in locker room lockers during PE class.

### **ADVISORY GROUPS**

In place of homeroom, teachers serve as advisors to a group of approximately twelve to fifteen students. This group meets for a brief time at the beginning of 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. Throughout the year advisory time is extended to incorporate character lessons, social/emotional discussions, and other school-wide initiatives. Your child's advisor will be listed on the report card and this person may serve as another contact person at school for parents.

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### **OFFICE ETIQUETTE**

In the main office or guidance office, students are expected to be quiet and orderly. Students are not to interrupt office procedure.

A telephone is located at the front counter in the main 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. **Cell phone use is prohibited during the school day. Students should not be calling, texting, or receiving calls/texts during the day. Parents will be contacted by a staff member if a student is to be dismissed from school.**

### **VISITORS**

Visitors should enter the building from the second circle at the principal's office. All doors to the school are locked and visitors must be buzzed in. Any person entering our school who is not a TRJHS student or a current staff member must report to the main office and sign in to obtain a visitor's pass.

### **BUS REGULATIONS**

Each local school committee is responsible for establishing the rules and regulations pertaining to student conduct while on the bus. **Misconduct on the bus could result in the suspension of a student's bus riding privileges.**

All school rules apply on the bus, just as they would in a classroom. Drivers will issue referrals for misbehavior, which will be handled by the administration. Any student that requests to be dropped off at a stop other than their assigned bus stop must comply with the following procedure:

- Students must submit a written request signed by the parent to the office during advisory.
- Request must include bus number and town asking to ride
- The office will issue a "bus note" allowing student to ride, which the student will pick up in the office at the end of the day before boarding the bus.
- Approval is dependent on available space on the requested bus.

Any student who needs transportation home at the end of the day from a sibling at the high school must be picked up by the high school student at the jr high in the parent pick-up area. Students are not to get off of a bus at the high school or cross Brookfield Road/Rt. 148.

### **SCHOOL ATTIRE**

All students are expected to dress and groom themselves neatly, cleanly and appropriately; outfits must be seasonably appropriate. Students' clothing shall not disrupt, distract, or interrupt the school's educational process.

#### **The following are NOT allowed:**

- bare midriffs, bare backs
- exposed underwear, exposed bra straps
- excessively ripped or inappropriately placed rips in jeans/clothing
- pajamas, slippers
- hats, hoods, head scarves, bandanas
- any article of clothing with tobacco, beer, alcohol, or drug logos or advertising or innuendo
- clothing with rude quotes, racist remarks, obscene, vulgar, or foul language, or sexual innuendo

Pants should hang comfortably snug around the waist (belts are encouraged) so as not to droop exceedingly exposing underwear, shorts or flesh. Skirts and shorts should be appropriate in length,

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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 do not replace the expectations noted above. Translucent leggings or tights may not be worn individually in place of pants. State Public Health Laws require that footwear be worn at all times in public buildings.

Administration reserves the right to determine what is or is not appropriate attire at school and school functions. Administration may waive restriction in cases involving religious purposes or documented medical circumstances.

#### **Students dressed inappropriately:**

- will be expected to amend or change attire.
- will be required to remain in in-school suspension if attire cannot be changed or amended, or if the student refuses to change or amend attire.
- Further consequences may be issued for multiple offenses.

### **LOCKERS**

Lockers are assigned to individual students to contain their books and personal items. Students are encouraged to visit their lockers several times a day to exchange books and maintain orderliness in the locker. Students may

rent a lock for \$5.00 which will be refunded at the end of the year when the lock is returned. **All locks must be school issued; locks from home may not be used and will be removed.** Students are to use the locker they are assigned and should not share lockers. School lockers are the property of the school department and are accessible to school officials if necessary.

### **TEXTBOOKS AND LOCKS**

All textbooks, library books, and locks issued to students are their responsibility. Students are responsible for their care and return. If an assigned book or lock is lost, stolen, or returned in unusable condition, you will be asked to pay for it. All textbooks 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, including the dress code unless otherwise specified. To be eligible for the trip, students must meet requirements set forth by the supervisory teacher and administration. Prior to the field trip, chaperones are required to have a CORI report completed. Field trips vary in charge depending upon bus rental, fees, tolls, and admission tickets. An attempt is made to fix the charge at a "break-even" point. For this reason, teachers may establish dates when money for the field trip are due. Arrangements can be made with the sponsoring teacher, guidance counselor or administration if the only reason not to sign up is financial. Teachers make every effort to 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 disciplinary consequences including possible exclusion from future field studies. Likewise, any student who exhibits significant behavioral issues or excessive attendance issues immediately prior (generally within two weeks) 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. Students in poor academic standing may also be recommended to administration for exclusion from a field trip in order to complete assignments.

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### **LOST AND FOUND**

Lost and Found items are usually kept by each classroom teacher for several days. Unclaimed clothing items are hung in the cafeteria or sent to the main office. Small and/or expensive items are sent to the main office. Items remaining in Lost and Found for an extended period of time will be donated to charity. Students are notified via morning and lunch announcements when this is to occur.

### **FUNDRAISING**

Student groups wishing to hold a fundraiser must have appropriate approval from the principal. There is to be no fundraising within the school by outside groups. In accordance with the district wellness policy, candy and chocolate sales directly to students are forbidden on school grounds during the school day.

### **COMMUNICATION**

Please follow these guidelines:

1. Begin at the most specific level and communicate with the staff member who knows the most about your concern or question. In most cases, this will be the classroom teacher or teacher team. Staff members may be contacted via telephone or email.
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.

### **"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), on the district web site, and on the following radio and television stations:

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

### **SAFETY**

Multiple safety drills are practiced throughout the year with students and staff. Bus evacuation, fire drills, and ALICE drills are practiced and debriefed with local and state police departments and fire departments. ALICE was adopted as a response strategy by Tantasqua Regional School District and Union 61 schools in 2014. This response to aggressive acts or intruders allows students and staff to make informed decisions in a proactive manner during a crisis.

## **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. Summer school is offered for students who do not pass one or two subjects. Summer school is a pay per course service.

### **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.

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Failure to return signed forms by the due date may result in lunch detention, office detentions and/or missed activities. Parents are invited to call the school at (508) 347-7381 and make an appointment with the teacher or team if a follow-up conference would be helpful. The following dates are traditionally established for assessment of academic progress.

### **MARKS CLOSE**

<b>1st Quarter</b>	November 5, 2021
<b>2nd Quarter</b>	January 21, 2022
<b>3rd Quarter</b>	April 1, 2022
<b>4th Quarter</b>	Last Day of School

**PARENT TEACHER CONFERENCES NIGHT** - Wednesday, November 3, 2021,  
2:30 - 4:30pm & 6:00pm - 8:00pm

### **PROGRESS REPORTS**

1st Quarter - October 1st  
2nd Quarter - December 10th  
3rd Quarter - March 3rd  
4th Quarter - May 13th

### **B. ACADEMIC HONORS**

## **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.

## **GRADE SCALE**

Letter grades are given in all subjects on report cards. 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 (90-100)

B – Maintains high performance level (80-89)

C – Performs at acceptable level (70-79)

D – Meets minimum requirements (60-69)

F – Does not meet minimum requirements (0-59)

P – Pass

I – Incomplete (student has 2 weeks from date of grades closing to make up missing work/ assignments)

Med – Medical Excuse

W – Withdrawn

## **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 by members of a five member Faculty Council appointed by the principal. Students in grade 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 completed.

## **C. ATTENDANCE**

### **ABSENCE**

Attendance is a critical aspect to learning and is a prerequisite to one's academic success. State law and district policy require that students are in school on time every day. The reasonable legal interpretation of absences

calls for a student to not be absent greater than 7 full school days or 14 half days within a quarter marking period (Massachusetts General Law Ch. 76, Section 2). Administration at TRJHS takes attendance seriously. Excessive absenteeism, whether excused or unexcused, will be monitored by the nurse, guidance staff, and administration. All absences should be phoned in to the main office (508)347-7381. A phone call and/or note verifies the student's absence; it does not excuse the absence. Parents should also verify absences via the main office if a connect-ed call is received regarding a student's absence. A student is considered truant if the school does not receive parental notification of absence. A student must be in attendance for a total of 4 hours to be considered present for a full day. Students arriving after 11 a.m. and/or who are dismissed before 11 a.m. are noted absent.

Absences may be considered excused for the following reasons:

Medical appointment with note indicating specifics from medical professional

- Extended illness – after 5 consecutive days of absence a doctor's note clearing return to school is mandatory
- The school may request a re-entry meeting when a student is ready to return to school after an extended absence.
- Death of immediate family member
- Observance of religious holiday(s)
- Court appearance with note from court office
- Verifiable family emergency

Excessive absenteeism, whether excused or unexcused, will result in the following protocol:

- Phone call to parent(s) from nurse, guidance, and/or administration to discuss attendance issues

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- Letter from administration reminding parents of responsibilities of sending student(s) to school and offering assistance
- Parent meeting with teachers, guidance, nurse, and/or administration to develop attendance plan
- Filing with court or DCF for truancy or failure to cause

Students are required to contact teachers to make up missed work and assignments in each class. It may be necessary for a student to stay after school for extra help after absences. If a student will be absent for three or more days due to medical or other excused absences (**vacations are not considered excused**), parents may notify the guidance office at (508) 347-7381 to arrange for assignments to be picked up. Please allow 24 hours' notice.

If a student will miss school for an extended period due to accident or illness, he/she may be eligible for home tutoring. According to state regulations regarding tutoring, appropriate documentation is necessary. Please contact guidance, the nurse, or the principal as soon as possible to process such a request.

Students absent from school on any given day are not permitted to participate in any school or extracurricular activities on that day.

### **TARDINESS**

All students must be in advisory before the 7:30 a.m. bell. Students arriving to advisory after 7:30 a.m. are considered tardy and should report to the office to sign in. A note from a parent or guardian explaining tardiness is required; however, this does not necessarily excuse tardiness. (See excused absences.)

Excessive tardiness (considered 3 or more) whether excused or unexcused to school will result in a referral to



administration for disciplinary sanctions to include office detention. Tardiness is cumulative, and consequences are issued every third day a student is late to school. Parents may receive a phone call or letter regarding possible further consequences if a student is tardy 14 days or more, and daily consequences may be issued to the student.

### **DISMISSAL**

Any parent or guardian who wishes to have his/her son or daughter leave school early should provide a note to the office containing the name of the student, the name of the person picking up the student, the date and time for release, and a phone number where the parent can be reached for verification. The adult dismissing the student must pick him/her up in the main office and sign the sign-out log before leaving. Parents **MUST** sign students out in the office before leaving school grounds. Parents should dismiss students prior to 1:30 to avoid bus traffic. If dismissal occurs after 1:30 please park in the superintendent's lot.

**Cell phone use is prohibited during the school day. Students should not be calling or texting parents to dismiss them during the day. If a student needs to be dismissed, school personnel will notify the parent(s).**

Parent pick-up during regular dismissal is in the back parking lot. Parents should enter the Superintendent's parking lot and drive to the back of the school. Parents should follow directions of staff on duty and line up following lines in the lot. Students for pick-up will be dismissed to the cafeteria and held until busses have left. Please yield to busses.

For 3:15 dismissal, parent pick up is in the superintendent's parking lot. Bus pick up is in the school's main office circle.

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For 5:00 student pick-up, parents/guardians should use the second circle (main office circle). The first circle (superintendent's circle) is used for 5:00 late busses. Please note no parking areas.

### **III. SCHOOL PROCEDURES**

Consideration and respect 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 as well. Students are expected to be thoughtful and purposeful both inside and outside the classroom.

#### **A. ARRIVAL**

- Parent drop-off is in the back parking lot. Parents should enter the Superintendent's parking lot and drive to the back of the school. Please remain in line. For safety, please do not drive around other parents. Students will enter the back door and report to designated areas.
- Students arriving after 7:30 should be dropped off in the front of the building at the main office to report as tardy.
- All students are to be dropped off in designated areas. Students should not be dropped off anywhere on route 148 (Brookfield Road), nor should they cross the street from the high school.

Because there are no sidewalks on route 148 (Brookfield Road), TRJHS does not have "walkers".

#### **B. AUTHORIZED AREAS**

##### **• Before School**

Cafeteria

##### **• After 7:20 a.m.**

Cafeteria (if eating breakfast), their own locker, advisory

Students should not be wandering or congregating in hallways.

##### **• During Lunch** Inside cafeteria by late bell and remain until dismissed for recess

Second floor lavatories in A area with permission

Outdoors in rear parking lot or in gymnasium during inclement weather, or the library upon dismissal from lunchroom staff

- **After School**

**Only those students under staff supervision may remain after school; all others will travel home on the first bus.** Athletic teams have scheduled practices and games. Students participating in these activities should follow guidelines set out by coaches. Extracurricular activities will also be scheduled at this time; students should report to the appropriate meeting room by 1:55 PM. Any student wandering through the school without permission will be referred to administration for disciplinary action. A limited number of students may request to use the library after school and should sign up during lunch of that day with the supervising teacher or librarian at the circulation desk. Students participating in any of the above activities should plan on taking the 3:15 PM bus home or be picked up by a parent. The waiting area for 3:15 PM buses is outside the main office and a safe, orderly atmosphere is expected. Parent pick-up at 3:15 is in the superintendent's circle.

- All other areas are unauthorized unless staff supervision is provided.
- 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 or poor grades, as determined by administration.

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- Crossing Brookfield road unsupervised is prohibited. Any TRJHS student who walks to the high school or who leaves 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 after school without prior approval from a school administrator.

### **C. UNEXCUSED ABSENCES FROM CLASS**

- Corrective measures which are taken with a tardy student are left to the discretion of the individual teacher. Chronic offenders will be referred to administration for further action.
- Unexcused absences from class will result in disciplinary action from administration, which may include lunch detention, office detention, or in school suspension.
- Assignments from the teacher whose class was cut may be given to the student at the discretion of administration.

### **D. CAFETERIA**

- Students are expected to demonstrate good manners at all times while in the cafeteria. This includes leaving tables and floors in a clean condition.
- Food and beverages are to be consumed in the cafeteria only.
- Students are expected to be silent during lunchtime announcements.
- Students must receive permission and a pass from a supervisor to leave the cafeteria.
- A student who is disruptive in the cafeteria will eat lunch in an assigned room and/or will be assigned cafeteria clean up. Work missed because of cleanup will be the responsibility of the student.
- Students may prepay the cost of school lunch. This can be done via the NutriKids link on our web site.
- Parents are responsible for keeping students' accounts up-to-date. Bill reminders will be sent from cafeteria staff or administration periodically.
- Free and reduced lunch forms must be completed yearly; this does not carry from year to year.
- Students should finish lunch before purchasing ice cream and other snacks.

### **E. FOOD and BEVERAGES**

- Use of gum and/or candy will be at the discretion of teachers.
- Food and beverages are to be consumed in the cafeteria unless permission is granted from a staff member to consume elsewhere.
- **Water is the only beverage to be consumed by students during the day. Students may use the water fountain or purchase bottled water. Students may carry water in any clear plastic bottle or clear, covered container only.** Juice, milk, and other appropriate drinks may be consumed during lunch. We strongly discourage the consumption of caffeinated beverages during lunch.

#### **F. UNAUTHORIZED MATERIALS**

Students should not bring candy, toys or other items that could be considered distracting or harmful to the learning environment. All electronic devices are to be **turned off** and put away from 7:20 a.m. until 3:15p.m. unless such items are being utilized for class under direct supervision of a staff member. Any student with any of the above items visible may have the item confiscated, and may face disciplinary consequences. Items may be returned to the parent at the conclusion of an investigation. The school is not responsible for lost or stolen items. All items that are confiscated may be searched (cell phones, etc.).

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In the case of illegal material, all matters will be turned over to the Police Department and other appropriate offices, such as DCF, may be notified.

In order to keep the environment safe, students and their belongings may be searched pursuant to Massachusetts General Laws. School administration may conduct a search based on reasonable cause. Searches will be conducted in private and parents will be notified if a search is conducted regardless of the outcome.

#### **G. DISCIPLINARY POLICY**

##### **STUDENT DISCIPLINE**

The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Each Principal shall include prohibited actions in the student handbook or other publication to be made available to students and parents.

Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students.

The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

The Superintendent shall provide each Principal with a copy of the regulations promulgated by DESE and shall have each Principal sign a document acknowledging receipt thereof, which shall be placed in their personnel file.

**Suspension** In every case of student misconduct for which suspension may be imposed<sup>1</sup>, a Principal shall consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

#### Notice of Suspension:

Except for emergency removal or an in-school suspension of less than 10 days, a Principal must provide the student and the parent oral and written notice, and provide the student an opportunity for a hearing and the parent an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to student and parent in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent present, the Principal must be able to document reasonable efforts to include the parent.

**Emergency Removal** A Principal may remove a student from school temporarily when a student is charged with a disciplinary

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offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption.

<sup>1</sup> Except for offenses referenced in the note at the end of this policy.

The Principal shall immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice as referenced in the applicable regulation; provide written notice to the student and parent as required above; provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent; render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

A Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

**In School Suspension** – not more than 10 days consecutively or cumulatively

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.

**Principal's Hearing** – Short Term Suspension of up to 10 days

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

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The Principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

Principal's Hearing – Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative)

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; the right to cross-examine witnesses presented by the school district; the right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the evidence, determine whether the student committed the disciplinary offense,

and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal and the parent/guardian.

If the Principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the Principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following

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information: The process for appealing the decision, including that the student or parent must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

#### Superintendent's Hearing

A student who is placed on long-term suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the Superintendent.

The student or parent shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's hearing – Suspension of more than 10 days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension.

The Superintendent shall make a good faith effort to include the parent in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Superintendent to participate. The Superintendent shall send written notice to the parent of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension

The Superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the Superintendent determines that the student committed the disciplinary

offense, the Superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension unless the student or parent wish to appeal to the school committee. The Superintendent shall include in the decision the ability to appeal to the school committee and the process for making the appeal.

The student or parent must file a written notice of appeal to the school committee with the Superintendent within five (5) calendar days of the date of the Superintendent's notice. The long-term suspension will remain in effect unless and until the school committee overturns the decision of the Superintendent.

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### Appeal to School Committee

A student who is placed on long-term suspension following a hearing with the Superintendent shall have the right to appeal the Superintendent's decision to the school committee. The school committee may sustain the ruling of the Superintendent, reduce the suspension if still effective, or may expunge the suspension from the student's record.

The student or parent shall file a notice of appeal with the Superintendent within the time period noted above. If the appeal is not timely filed, no extension shall be permitted and no appeal shall be heard by the school committee.

The school committee shall conduct a hearing of the appeal at its next regularly scheduled meeting and the appeal shall be held in executive session. The student, parent, or both must attend the hearing or any appeal shall be forfeited. The Superintendent shall send written notice to the parent of the date, time, and location of the next regularly scheduled meeting.

The school committee shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The school committee shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Chairman of the school committee shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the Superintendent's hearing for long-term suspension.

The school committee shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. As stated above, the school committee may decide to sustain the ruling of Superintendent, reduce the suspension if still effective, or may expunge the suspension from the student's record if the school committee determines that the student had not committed the offense.

### Expulsion

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

### Academic Progress

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal shall inform the student and parent of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

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Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

### Reporting

The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE.

The Principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

SOURCE: MASC October 2014

LEGAL REF: M.G.L. 71:37H; 71:37H 1/2; 71:37H 3/4; 76:17; 603 CMR 53.00

FIRST READING: 02-25-15

SECOND READING: 05-19-15



Suspension Procedures and Guidelines: Notification of incident and/or consequence, law, and appeal process to parents: In-School Suspension under M.G.L. c. 71, § 37H3/4 (a) The principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses. (b) The principal may impose an in-school suspension for a disciplinary offense under 603 CMR 53.10, provided that the principal follows the process set forth in 603 CMR 53.10(3) through (5) and the student has the opportunity to make academic progress as set forth in 603 CMR 53.13(1).

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(c) The principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the student's in-school suspension, which shall not exceed ten days, cumulatively or consecutively, in a school year.

(d) On the same day as the in-school suspension decision, the principal shall make reasonable efforts to notify the parent orally as soon as possible of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal is unable to reach the parent after making and documenting at least two attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

(e) The principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth in 603 CMR 53.10(4), if such meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or other method of delivery agreed to by the principal and the parent. Students are expected to behave in a respectful and responsible manner at all times. When school rules or expectations are broken, students will be issued appropriate consequences.

Progressive discipline approach is utilized at TRJHS. Appropriate consequences and supports are put in place to help students improve and learn from their behaviors. Individual circumstances and needs are taken into consideration. The goal is to help prevent inappropriate behaviors from happening repeatedly. Within this context, more serious consequences may be considered for behaviors that escalate or are repeated.

#### **Possible Reasons for Disciplinary Action:**

- Continual refusal to follow instructions of the teacher
- Failure to attend detention(s)
- Tardiness to class or school
- Bus referrals
- Forging a signature
- Lying, cheating, plagiarism
- Repeated or excessive behavior issues; chronic violation of rules/expectations
- Public displays of affection toward any other student - to include (but not limited to) hand holding, kissing, hugging, excessive touching, heavy petting or lewd or suggestive behavior
- Noncompliance, disrespect, insults, and/or obscene or profane language directed to teachers or school personnel
- Obscene or profane language directed from one student to another may also result in disciplinary

action.

- Leaving the school building and/or grounds without permission of authority
- Stealing
- Threatening a staff member may result in up to ten days suspension and referral by administration to the Sturbridge Police Department for investigation and possible prosecution.
- Any threats against the school, individual students, or the general school population will be referred to guidance and administration for possible consequences. Police may also be notified of any potential threats or threatening behaviors.

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- Smoking - 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 administration. A student who is found involved in a smoking, smokeless tobacco, or dissolved nicotine incident will receive consequences determined by administration. Illegal substances will be turned over to the police.
- Possession, use, or distribution of an incendiary device (i.e., fireworks, smoke/stink bombs) on school premises
- Using/carrying harmful/dangerous materials may result in up to five days suspension.
- Destruction or abuse of property – In addition to disciplinary consequences, parents will be informed by the administration and advised of the amount to be paid to the school district.
- Disruption of a school assembly or lock down/fire drill may also result in a report to the court.
- Fighting, threatening, intimidating or repeated harassment of another student may result in suspension.
- Bullying, harassment, retaliation
- A student may 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. This includes students who have consumed alcoholic beverages or drugs during school hours or prior to arrival at school. 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 may be referred by administration to the Sturbridge Police Department for investigation and possible prosecution.
- When a student is suspended for behavior related to substance abuse or threatening behavior, whenever possible, school personnel will follow the guidelines below:
  - implementation of disciplinary consequences
  - meeting when the student returns to school involving student, parent, guidance staff, and administration
  - follow-up meeting with student and guidance counselor to conduct an informal assessment of the need for further therapeutic intervention
  - possible referral to counseling or a school related program
  - communication with parents on an as needed basis
- 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 administration and this code for an interpretation of the specified offense most closely related or akin to the committed offense.

## **Possible Disciplinary Actions**

### **Teacher Detention**

- Teacher detention takes precedence over all extra-curricular activities.
- The times of teacher detention are from 1:55 – 3:15 p.m. on T-W-Th.
- Students should be given twenty-four hours' notice for an assigned teacher detention.
- Should a student skip a 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.

### **Lunch Detention**

Students serving lunch detention will report to the student support room or the assigning teacher's room after obtaining their lunch. Students are expected to follow all rules of detention. A student may be required to do a written assignment or reflection during this time.

### **Office Detention**

- Office detention takes precedence over extra-curricular activities and teacher detention.
- Office detention is held T-W-Th afternoons from 1:55 – 3:15 p.m. Any student who is excused by administration 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.
- An atmosphere of absolute silence must be maintained in the detention room.
- Students who disrupt the good order of detention may be assigned a second office detention. The proctor submits name(s) to the assistant principal.
- Any student who skips office detention and has not given an acceptable reason to an administrator prior to the detention may receive additional office detentions, be withheld from class trips or activities, or if warranted, may receive further consequences. The original detention should be served at the next reasonable scheduled date. Failure to do so will result in further consequences.
- Any staff member may recommend to administration that a detention be assigned for one or more disciplinary reasons. **Office detention(s) will be assigned at the discretion of the administration.**

### **In School Detention**

Students sent out of class for disruption, refusal of work, or other disciplinary reasons may spend classroom time in the student support room. Duration of in-school detention will be at the discretion of administration. During this time students may be required to do a written assignment or reflection and/or complete classroom assignments. Students are responsible for any missed classroom work.

**Suspension** Students are suspended by administration only. The suspension may be an in-school suspension or out-of-school suspension. Parents are informed by the administration when this occurs. 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.

Parents are notified by telephone and by letter when a student has been issued a suspension. Pursuant of MGL Chapter 71, Section 37H3/4, the principal or designee shall provide to the student and to the parent or guardian notice of the charges and the reason for the suspension. The student and parent shall receive written and verbal notification and shall have the opportunity to meet with the principal or a designee to discuss the charges and

reason for the suspension. Interpretive services may be requested for said meeting. A parent also has the right to appeal the school's disciplinary decision with the superintendent's office.

### **In-School Suspension Guidelines**

- In-school suspension may be assigned in lieu of suspension from school.
- Administration will assign students to the in-school suspension room.
- When a student receives an in-school suspension, teacher(s) will be notified and will provide assignments to be completed during the in-school suspension period. A quiet atmosphere must be maintained in the in-school suspension room.
- Student will spend the entire school day separate from the general population.
- Students who disrupt the in-school suspension room may serve an additional in-school or out-of-school suspension.
- No extracurricular activities are allowed during the suspension period

### **Expulsion/Exclusion**

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law. Any student expelled from school for such offenses shall be afforded an opportunity to receive educational service and make academic progress. In accordance with Mass. General Law Ch. 71 Sect. 37H:

- (a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- (b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games may be subject to expulsion from the school or school district by the principal.
- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

- (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

- (e) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling

said student a written statement of the reasons for said expulsion. In addition:

- 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.
- Expulsion of a student is recommended to the superintendent of schools by the principal.

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- A student recommended for expulsion may have a hearing with the principal and superintendent following the appeal process as noted above.

## **J. GUIDELINES FOR SCHOOL DANCES AND SOCIAL EVENTS**

### **Dress Code**

Students that do not adhere to the school dress code will be sent home or expected to sit out of the event.

### **Attendance**

- Only students enrolled in Tantasqua Regional Junior High School will be permitted to attend a dance.
- Any student absent the day of the event will not be allowed to attend.
- Any student suspended during the week of the event will not be allowed to attend.

### **Time Limits**

- Students will not arrive at the event before the opening time unless requested by a sponsoring teacher.
- Any student arriving after 8:00 P.M. will not be permitted to enter unless accompanied by his/her parent.
- Students will not be allowed to exit the event once they arrive without specific notification from a parent in advance and they will **ONLY** be released to the parent.
- Students' rides home should arrive promptly at the designated time.
- Students who cannot get a ride home by the time the event is over should not attend.
- Students not picked up when the event is over will not be allowed to attend the next event.

### **Supervision**

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

### **Student Responsibilities and Disciplinary Procedures**

All school rules will remain in effect. Food/Beverages from outside school are not allowed.

### **Suspension From Dances/Events**

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

## **III. DISTRICT POLICIES**

### **A. 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

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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.

## **B. CIVIL RIGHTS**

Tantasqua Regional Junior High School is committed to ensuring 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, gender identity, ethnic background, national origin, religion, economic status, and disability and to be in compliance with all applicable state and federal laws.

## **C. 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, gender, sexual orientation, gender identity, 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:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment.
- Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- Otherwise adversely affects an individual's employment or academic opportunities.

#### **Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature constitutes sexual harassment when:

- Submission of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational status.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals.
- 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.

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

- verbal harassment or abuse
- subtle pressure or requests for sexual activity
- assault, inappropriate touching; intentionally impeding movement, continuing comments, gestures, or written communications of a suggestive nature or derogatory nature
- continuing to express sexual interests after being informed that the interest is unwelcome
- leering or voyeurism
- 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)

The United States Equal Employment Opportunity Commission ("EEOC")  
One Congress Street – 10<sup>th</sup> Floor  
Boston, MA 02114  
(617) 565-3200

Massachusetts Commission Against Discrimination ("MCAD")  
Boston Office: One Ashburton Place, Room 601  
Boston, MA 02108  
(617) 727-3990

Springfield Office: 424 Dwight Street, Room 220  
Springfield, MA 01103  
(413) 739-2145

NAME	POSITION	ADDRESS	PHONE
Erin Nosek	Superintendent	320A Brookfield Rd. Fiskdale, MA 01518	508-347-5977
Greg Sturges	Principal	320B Brookfield Rd. Fiskdale, MA 01518	508-347-7381
Craig Kopka	Asst. Principal	320B Brookfield Rd. Fiskdale, MA 01518	508-347-7381
Greg Sturges	Chapter 622 Coordinator	320B Brookfield Rd. Fiskdale, MA 01518	508-347-7381

### **FORMAL COMPLAINT PROCEDURES 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 circumstance 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

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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.

### **D. BULLYING PREVENTION AND INTERVENTION**

The Tantasqua Regional School District is committed to providing a safe, positive, and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

“Bullying”, the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that:

1. Causes physical or emotional harm to the target or damage to the target’s property
2. Places the target in reasonable fear of harm to him/herself, or of damage to his/her property
3. Creates a hostile environment at school for the target
4. Infringes on the rights of the target at school
5. Materially and substantially disrupts the education process or the orderly operation of a school

“Cyber-bullying” means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a

1. Wire
2. Radio
3. Electromagnetic
4. Photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet

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communications, instant messages, or facsimile communications.

Cyber-bullying shall also include the creation or use of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this policy, whenever the term bullying is used, it denotes either bullying, or cyber-bullying.

Bullying is prohibited:

1. On school grounds
2. On property immediately adjacent to school grounds
3. At school-sponsored or school-related activities whether on or off school grounds
4. At school bus stops
5. On school buses or other vehicles owned, leased or used by the school district
6. Through the use of technology or an electronic device owned, leased or used by the Tantasqua Regional School District

Bullying and cyber-bullying are prohibited at a location, activity, function, or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Tantasqua Regional School District if the act or acts in question:

1. Create a hostile environment at school for the target;
2. Infringe on the rights of the target at school; and/or
3. Materially and substantially disrupt the education process or the orderly operation of a school.

#### Prevention and Intervention Plan

The Superintendent and/or his/her designee shall oversee the development of a Prevention and Intervention Plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, bus drivers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The plan shall apply to students and members of a school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and intervention plan within his or her school.

#### Reporting

Students who believe that they are a target of bullying, observe an act of bullying, or who have reasonable

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grounds to believe that these behaviors are taking place, are encouraged to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Tantasqua Regional School District shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying to school staff as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school Principal or his/her designee.

### Investigation Procedures

The Principal or his/her designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. Perpetrator is defined as a student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying or retaliation. The actions being taken to prevent further acts of bullying shall be discussed.

The School Principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students, and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the School Principal or a designee determines that bullying has occurred, he/she shall take appropriate disciplinary action. If it is believed that criminal charges may be pursued against the perpetrator, the Principal shall consult with the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The Principal's investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

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### Retaliation

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

### Target Assistance

The Tantasqua Regional School District shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

### Training and Assessment

Annual training shall be provided for school employees, bus drivers and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

### Publication and Notice

Annual written notice of the relevant sections of the Bullying Prevention and Intervention Plan shall be provided to students and his/her parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff including bus drivers. The faculty and staff at each school shall be trained annually on the plan applicable to the school.

Relevant sections of the Bullying Prevention and Intervention Plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The Bullying Prevention and Intervention Plan shall be posted on the Tantasqua Regional School District website.

The Superintendent shall annually report in September to the school committee the number of confirmed bullying incidents and within that report identify the number of verbal, cyber, and physical bullying instances as long as such report is consistent with the confidentiality provisions of this policy and state law.

## **E. YOUR CHILD AND THE MEDIA**

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

**F. 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.

## **G. 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.

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- 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.

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- 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.

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### **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 video conferencing 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

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- 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.

## **H. 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.

## **J. 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 wellbeing 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.

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### **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**

- 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.
- Students will receive consistent nutrition messages throughout school, classrooms, and cafeterias
- Nutrition Education will be provided through classroom instruction, handouts, newsletters, websites, and other multimedia sources.
- Nutrition Education is integrated across the curriculum throughout the school day.

### **Physical Activities**

- Students and community members are encouraged to use the schools facilities outside of the school

day for physical activity programs that support physical wellness.

- The school provides a physical and social environment that encourages safe and enjoyable activity for all students, including those who are not physically able.
- State certified Physical Education instructors will teach all physical education classes.
- Physical Education includes the instruction of individual activities as well as competitive and noncompetitive team sports to encourage lifelong physical activity.
- Physical Education will provide the environment where students learn and practice a variety of skills.
- Physical Education classes will strive to have student/teacher ratio similar to other classes.
- Physical activity facilities on school grounds will be safe and appropriate.

### **Guidelines for Food and Beverages**

- 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.
- 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.
- Schools will promote hand washing or hand sanitizing practices before meals.
- Students are encouraged to start every day with a nutritious breakfast.
- Classroom snacks should feature nutritious foods.
- Schools will ensure that students have access to nutritious foods and beverages throughout the school year.
- Vending machines: - All foods/beverages should comply with the current USDA Dietary Guidelines for Americans
- 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

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### **Other School-Based Activities that Promote Student Wellness**

- 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
- 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.
- 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:**

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

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

## **TANTASQUA REGIONAL JUNIOR HIGH SCHOOL**

### **CLUBS**

ART CLUB  
CHESS CLUB  
CHESTNUT CLUB  
COMMON GROUND  
COMMUNITY SERVICE  
COOKING CLUB  
DRAMA CLUB  
GAMING CLUB  
JAZZ BAND  
MATHLETES  
MOUNTAIN BIKE  
NEWSPAPER CLUB  
NJHS  
OUTING CLUB  
SAGE RECYCLING  
SCIENCE CLUB  
SEWING CLUB  
SHOW CHOIR  
SKI CLUB

SPEECH/DEBATE  
STUDENT COUNCIL  
SYNERGY  
TENNIS CLUB  
YEARBOOK  
...TO NAME A FEW

**SPORTS**

JUNIOR HIGH BASEBALL  
JUNIOR HIGH SOFTBALL  
JUNIOR HIGH BOYS' BASKETBALL  
JUNIOR HIGH GIRLS' BASKETBALL  
JUNIOR HIGH BOYS' CROSS COUNTRY  
JUNIOR HIGH GIRLS' CROSS COUNTRY  
JUNIOR HIGH BOYS' SOCCER  
JUNIOR HIGH GIRLS' SOCCER  
INTRAMURALS

**PARTICIPATION IN SPORTS REQUIRES A YEARLY PHYSICAL AFTER 6/1.**

**COMMUNITY SERVICE LEARNING ACTIVITIES**

THESE ACTIVITIES OCCUR THROUGHOUT THE SCHOOL YEAR. PLEASE ASK YOUR TEACHERS  
AND LISTEN FOR ANNOUNCEMENTS.