



SPRINGFIELD HIGH SCHOOL

200 South Rolling Road

Springfield, PA 19064

Phone (610) 938 – 6100

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www.ssdcougars.org

2020-2021 School Year Student Handbook

This condensed version of the SHS student handbook is to provide important information for students and parents/guardians. Read this information carefully as it is a valuable guide for your academic and social success as a Springfield Cougar. It is our goal to maintain a positive atmosphere and to assist students in realizing their maximum potential.

To report an absence, late arrival, or early dismissal please email the attendance hotline shsattendance@ssdcougars.org or by phone 610-938-6110

Emergency Closing/Snow Days

The school identification number for SHS is **526** and the tech schools are **469**. Families can also access the Springfield School District web site for additional information at www.ssdcougars.org

SHS Administrative Staff

Joseph A. Hepp – Principal

Monica M. Conlin – Assistant Principal

Anthony J. Simek – Assistant Principal

The GROWL Web Page:

<http://www.the-growl.com/>

Home Access Center (HAC)

www.ssdcougars.org

HAC Login link

Please reference the 2019-2020 *Student Handbook* for comprehensive information.

With pride in all things

Springfield High School Certificated Personnel and Support Staff

<p><u>Language Arts</u> Chris Allen Mary Barry Aidan Brett Laura Campbell Mike Cianfrani Jennifer Freed John Gildea-Walker Catherine Hostetter Kelly Metzler Danielle Yoka Deidre Zubler</p>	<p><u>Social Studies</u> Michael Brophy Scott Holloway Pawel Kalinsky Seth Kampf Joe Kawash Christian Milz Rob Nelson Steve Pratt Maura Rubley Mark Schmidt *Brittney Smith</p>	<p><u>Science</u> David Baker Janet Barber Thomas Boerth George Celona Dan Conlin Jacqueline Falcone Rob Hermann JoAnn Kovatch Philip Lee Trinity Pellegrin Natalie Tanner Dan Vandenberg</p>	<p><u>Mathematics</u> Chris Britton Wendy Bratz Maria Cuzzo William Harley Patrick Heaney Stephanie Lewis Rebecca Luff Steven Mazurek Nick McCann Danielle Udovich *Matthew Walheim</p>
<p><u>World Languages</u> N. Peter Fullen Jennifer Gilrain Dawn McDonnell Fred Robinson *Brittney Smith Anthony Tribit Francis Ward Kevin Williams</p>	<p><u>Learning Support</u> Fonda Akins Susan Benson Nicholas Campbell Sarah Damato Kelly Fatica Avriel Finder Stephanie Lucas Elizabeth Morrison Marie Murtha Lovada Ott Antoinette Talone</p>	<p><u>TV & Video Production</u> David Jurkiewicz</p> <p><u>Comp. Apps/Bus. Ed.</u> Cynthia Gill Dave Lang Eric Massimi Jason Piombino Marc Scroggins *Matthew Walheim</p> <p><u>Art</u> Christine Belton Chris Chariw Michael Mann Dina McLeer</p>	<p><u>Music</u> Risa Cullen Mark Stanford Michael Zubert</p> <p><u>Industrial Technology</u> Jamie Sheehan George Trout</p>
<p><u>Family & Consumer Sciences</u> Patricia Delaney Michele Driks-Moore Ruth Snyder</p>		<p><u>Health/Physical Education</u> Brian Francis Jeff Smith Kim Smith</p>	
<p><u>Guidance</u> Kelly Pedrotty – Aa to De Hilary Campbell – Df to Ke Jamie Weaver – Kf to Ph Jessica Houser – Pi to Zz Kendra Campbell – College & Career</p> <p><u>Medical</u> Gina Hecrer & Jaime Szwac</p> <p><u>Psychologist & Social Workers</u> Sarah Brodrick Tajshana Solomon</p>	<p><u>Secretaries</u> Rachel McCusker – MO Chrissy Lusch- MO Shanna Lynch -SS Lisa Marie Noll – SS Christine Sulpizio – GU Cara Marchiano-Walls – GU</p> <p><u>Duty Aides</u> Scott Coslett Roe Vecchione</p>	<p><u>Learning Assistants</u> Denice Campbell Rachel Karas Kimberly Kilgore MaryAnn Kirby Susan McCarthy Monica Pitner Denise Riddle Marissa Seifried Nadia Tarik Natalie Thompson</p> <p><u>Athletics/Activities</u> Glenn Mallon Tom Lemieux</p>	

Virtual Learning Expectations

Student Accountability for Virtual Learning

- Students will login to each class period individually, each day class is in session, at the start of each period.
- Students will be active virtual learners, as they would be during in person instruction, by contributing to the class in a productive and constructive manner.
- Students will be attentive to the assigned daily tasks and learning activities making sure they know and understand goals and objectives, and complete and submit work according to established due dates and timelines.
- Students will have knowledge of and abide by all school rules, regulations and applicable laws.
- Students will follow the Acceptable Use Policy set forth by the district, as well as the Videoconferencing Best Practices.

Videoconferencing Best Practices

- Students and parents/guardians should work together to set up access to the videoconference.
- Distractions and background noises should be kept to a minimum.
- Know how to mute and unmute your microphone.
- Stage in front of a simple, uncluttered background (know what is in the background of your camera view).
- Wear appropriate clothing during video meetings.
- Use respectful behavior and language as the expectation is in the school building.
- Be honest and show academic integrity.
- Use appropriate pictures, emojis, and/or avatars.
- Behave appropriately adhering to the expectations of the Springfield High School Code of Conduct.

Virtual Class Attendance/Accountability

- To be marked present attendance: Be prepared and signed in to your Canvas account by 7:50am each day for the start of period 1.
- Students will login to each class period, each day class is in session, at the start of each period and engage with the lesson and the assigned learning activities/completion of an exit ticket for each lesson.
- Students will be attentive to the assigned daily tasks and learning activities making sure they know and understand goals and objectives, and complete and submit work according to established due dates and timelines.

Attendance Procedures

Adjusted Student Attendance Procedures 2020-2021 School Year

AVP (Absent virtually present) is offered on a *limited basis* to be flexible to family needs during the pandemic. Students may be allowed to take an AVP day no more than 3 times during each semester of the school year. Students cannot exceed the 3 AVP days permissible for the first semester which ends on January 29th. Likewise, 3 AVP days will be permissible for the second semester beginning February 1 and concluding June 14. Any subsequent in-person absence beyond the three allowable AVP days will be marked as Absent Unexcused or Absent Excused (with a parent note).

Our expectation is that students will be accountable to attendance requirements as attendance in class is imperative for student academic engagement, student growth and understanding in their studies/coursework, and critical for student success and mastery in earning course credits. Per our attendance procedures, parents and guardians should report student absences, late arrivals and/or early dismissals via our attendance procedures as indicated below and the appropriate channels.

If a student is traveling to a state on the Pennsylvania Travel Advisory list or traveling out of the country they will be required to quarantine for 14 days. The student will be able to participate during this time through virtual learning.

Attendance Policy No. 204 Administrative Regulations

Any absences related to required quarantine or isolation will be discussed on a case by case basis. Students will be able to attend virtual learning, if necessary.

Absences to inform the school that the student will not be in attendance are preferably received via email and must be sent on the day of absence. The attendance hotline email address is: shsattendance@ssdcougars.org. The email must include: the name and phone number of the parent or guardian reporting the absence, the student's name, grade, date of absence(s) and the reason. This email will serve as the written note confirming the student's absence in accordance with PA Attendance Laws and in lieu of the SHS Absence Card. Once received, an automated response confirming the receipt of the email will be returned to the sender's email account.

Absences can also be phoned into the Attendance Hotline (610) 938-6110 to inform the school the student will not be in attendance; however, a phone call will **NOT** result in an excused absence. In accordance with PA Attendance Laws, a signed written note or email including information listed above, or an approved SHS Absence Card must be submitted within 3 days of return from an absence.

If a student is absent five (5) consecutive days, parents/guardians must secure a note from a doctor or medical professional for the absences to be excused. Failure to comply with this requirement will result in the absences being coded as unexcused (see below for more details) and Pennsylvania Laws governing attendance shall be applied accordingly (please see below).

Students who accumulate 10 absences, whether excused or unexcused, must submit a doctor's note for all subsequent absences for them to be excused. Failure to comply with this requirement

will result in the absence being coded as unexcused (see below for more details) and Pennsylvania Laws governing attendance shall be applied accordingly (please see below).

In cases where the school administration believes that absences due to illness are chronic or irregular, the school administration may request a physician's statement certifying that such absences are medically justified.

Absences for a portion of the school day will be treated as cumulative and translated into equivalent days.

Excused Absences

State law establishes conditions under which any child may be excused from attendance at school. In keeping with these statutes and recommendations of the State Department of Education, students in Springfield Schools may be excused temporarily from school attendance for the following reasons:

- Sickness
- Quarantine
- Death in the immediate family
- Inclement weather that would endanger the health of the child or make roads impassable
- For observance of a major religious holiday - In instances of requests to be excused from school attendance for observance of a religious holiday, the school administration shall excuse absences only for those days on the list of major religious holidays published by the State Department of Education.
- Student educational workshop/seminar/visit (college visit, student presentation, etc.) with the approval of Administration:
- Extended Absences
- For other exceptional reasons with the approval of Administration
- Technological Issues applying to virtual learning only: Power outage, no internet access, or school issued computer technical problems. Documentation will be required. If possible please email teacher, as well as attendance.

Unexcused Absence

An unexcused absence is defined as any absence, partial or full day, for which the parent/guardian does not provide written proof of the reason of the absence, either a parent or medical note. It is important for parents/guardians to realize that other reasons for missing school, such as those listed below, will result in an unexcused absence or lateness. This list includes but is not limited to:

- Oversleeping
- Babysitting
- Shopping
- Participating in private hobbies, lessons, or non-school sponsored activities/competition
- Studying for an examination or preparing a term paper
- Family vacations that are not pre-approved or exceed the excused five (5) days
- Unauthorized or unsubstantiated college visitations

Students who are absent have three (3) school days after their return to school must submit an email to shsattendance@ssdcougars.org if the absence had been documented via parent or guardian phone call on the day of the absence. Failure to submit the email will result in that absence permanently coded as unexcused.

Truancy PA Act 138

In accordance with the updated Pennsylvania Truancy Act 138, a student with **three unexcused absences** is considered truant, and we are required to alert parents/guardians. After the **fourth unexcused absence**, we are required to schedule a School Attendance Improvement Conference with the student and parents.

- Pennsylvania Truancy Act 138 defines a student with **six or more unexcused absences** in one school year as habitually **truant**.
- Pennsylvania law requires that a student who is habitually truant (**six or more unexcused absences**) must be referred to either an attendance program and/or to the County Children and Youth Agency. Habitual truancy may also result in a citation being filed against the parent in magisterial district court. Most importantly, regular school attendance is essential to academic success; therefore, habitual truancy may put a student at risk for academic remediation and/or grade retention.

Students with 3 Unexcused Absences

- The student is considered “truant” as a result of the third unexcused absence.
- If further unexcused absences occur an attendance improvement conference will be scheduled with administration, the parent/guardian, and the student

Students with 4 Unexcused Absences

- An Attendance Improvement Conference is scheduled with the parent/guardian and student (if appropriate)
- Conference must be held with or without parent/guardian participation
- Complete School Attendance Improvement Plan

Students with 6 Unexcused Absences

- Student is “habitually truant” as defined by PA law.
- The school must refer the child to either: (1) a school-based or community-based attendance improvement program and/or (2) the County Children and Youth Agency (CCYA) for services or possible disposition as a dependent child under the Juvenile Act

Students with 10 Unexcused Absences

- Student must be referred to CCYA (if it was not done at 6 unexcused absences)
- Student referred to Child Guidance Attendance Program

Students with 12 Unexcused Absences

- A citation is filed with the District Attorney’s Office against the parent of a habitually truant child under fifteen (15) in a magisterial district court; Child between the age of 15-17 a citation is filed against the student in a magisterial district court.

Tardy Arrival to School

Every late arrival to school will be unexcused unless the student comes to school with an acceptable excuse note from the parent or guardian.

Being on time is an important skill valued in all areas of society including post-secondary institutions and businesses. The school day begins at 7:45a.m. A student is considered tardy when arriving after 7:50 AM. Below are the disciplinary guidelines for tardiness to school:

Late to Period 1 or arrival to school

- Students are to report directly to the Main Office.
- Students will sign in and present any documentation for the reason for tardiness. The attendance clerk will make the determination if the tardiness is excused or unexcused.
- Consequences for tardiness range from detention to suspension depending on arrival time and frequency of tardiness.
- Failure to report to the Main Office when late to school will be considered insubordination and will result in additional consequences.
- Students who arrive late to school after a full period will be marked absent by period.

Excessive Tardy Arrival to School

- Students who accumulate more than 10 occurrence of lateness, excused or unexcused, must submit a doctor's note for each subsequent tardy to be considered excused.
- After ten (10) excused occurrences of lateness, the student will receive disciplinary action for each late arrival without a doctor's note.

Early Dismissal from School

Excused Early Dismissals will be recorded for the same reasons as excused absences. Early dismissal requests for other reasons will be considered unexcused. Parents are encouraged to schedule appointments with doctors or dentists outside of school hours. To be dismissed from school early, a student must submit an early dismissal note to the Main Office or an email to shsattendance@ssdcougars.org before 7:50 a.m. If this early dismissal request is due to a medical or dental appointment, additional documentation from the medical office must be provided.

Prior notice is required for all medical or dental appointments during school hours. In order for the time missed to be excused, the student must provide proof that he/she attended the appointment. Medical professionals routinely provide patients with appointment verification cards. This may be scanned and emailed to shsattendance@ssdcougars.org.

Extended Absences

It is important for school staff and personnel to be made aware of extended absences so that daily attendance can be accurate and all academic work expectations can be communicated. If a student will miss school due to a planned event for 3 to 5 consecutive days, the parent/guardian must complete and submit a leave request form for administrative approval in accordance with these guidelines:

- Request an Extended Absence Form from the Main Office which clearly explains the educational value and/or educational experiences of the trip, is completed and submitted

to the Main Office 10 school days prior to the trip to allow for ample time to review student records.

- Only 5 days may be excused per school year. Any days beyond 5 will be recorded as unexcused. These days are included within ten (10) cumulative days of absence permitted under PA Attendance Law.
- Extended Absences may not interfere with Keystone Exams or Advanced Placement Testing.
- Academic standing and attendance will be taken into consideration when approval is considered. If the student is struggling academically or has an excessive absence issue, the request may not be approved; the days will be unexcused and may be eligible for truancy.
 - Students must be passing a minimum of 75% of their credit load
 - A student may not have more than three unexcused (truant) absences and the total number of absences may not exceed 10 for the first semester or 15 for the entire school year as a result of the extended absence
- Once approved, the student will be responsible for having all assigned work completed and submitted the day the student returns. Any missed assessments will be scheduled at the convenience of the teacher(s).
- If the contract is not fulfilled, the student will forfeit the right to make up the work and receive no credit for all work during the absence
- Failure to receive prior approval will result in the absence(s) from school being recorded as unexcused which will result in the student receiving no credit for school work missed during the absence and possible truancy.
- **If a student is traveling to a state on the Pennsylvania Travel Advisory list or traveling out of the country they will be required to quarantine for 14 days. The student will be able to participate during this time through virtual learning.**

Academic Programming

In order to graduate and earn a diploma from Springfield HS, all students must meet the following requirements:

- Successfully complete and earn credit for courses as detailed in the table below.
- Students that do not demonstrate proficiency on the Algebra I, Biology, and Literature Exams will be scheduled into remediation courses.

Graduation Credit Requirements by Grade Level	
Department	9-12
Language Arts	4
Social Studies	3
Science (<i>Biology and Chemistry required, Physics preferred</i>)	3
Math (<i>including Geometry</i>)	3
World Language	2
HE/PE	1
Finance (<i>640, 958A, 963, 964, 981</i>)	0.5
Core Requirements	16.5
Elective Credits	

Primary Academy/Pathway	3
Miscellaneous Courses or Secondary Academy/Pathway <i>(TO MEET MINIMUM GRADUATION REQUIREMENTS)</i>	4.5
Minimum Graduation Credits Required	<u>24</u>
Miscellaneous Courses or Secondary Academy/Pathway <i>(ABOVE MINIMUM GRADUATION REQUIREMENTS)</i>	4
Possible Earned Credits	28

Online Grade Monitoring

The Springfield School District utilizes the HAC feature of eSchoolPlus+ for reporting and viewing a student’s academic performance and attendance information. Information and instructions for this program will be available on the Springfield High School website under the Home Access Center tab.

Interim Progress Reports

The online grading system generates an interim progress report each Friday for every course the student is currently enrolled in. These updates are only available in HAC and will not be printed or sent home. Parents and students are encouraged to view these reports and contact teachers with concerns about progress.

Report Cards

Quarterly report cards will not be printed or sent home for Q1, Q2 and Q3. Parents and students are encouraged to use the online grading system to monitor student grades and progress. End-of-Year reports cards will be printed and mailed home.

Grading Procedures

A student’s course grade will be calculated 4 times per year at the conclusion of each marking period. Each academic department has established grading guidelines for assignments. These guidelines will be communicated via the teacher’s syllabus.

Promotion Requirements

To be promoted to 11th grade, students must have earned a minimum of 10.5 credits by the end of the 10th grade, 6 of which must come from the core academic areas of LA, SS, Math and Science. Students who do not meet the promotion requirement will be enrolled in courses at the last grade level completed and placed in that grade level homeroom.

National Honors Society

Students completing 10th and 11th grade at the conclusion of the 2019-2020 SY meeting the following requirements will be considered for membership and will be invited to complete an application packet in the Fall of 2020 SY for the next phase of the selection process for NHS.

- A 95.0000 Cumulative GPA at the conclusion of the prior school year
- Enrolled in at least ***three (3) credits*** of Honors Level or AP Level or College in the High School courses each semester for the entirety of the 2020-2021 School Year.

The application packet to be completed includes the following:

- At least four different extracurricular activities with a form to be completed by the adult responsible for each activity. At least one activity should indicate service to others and no more than two activities may be a school sports teams.
- Two teacher evaluation forms from SHS teachers addressing the candidate's character and appropriateness for selection into NHS.
- A letter of recommendation from an adult addressing the candidate's effectiveness as a leader.
- A typed essay by the candidate addressing the four criteria (scholarship, service to school and community, leadership, and character) and provide specific detailed examples of your life experiences in these areas.

The NHS Faculty Council will review each candidate's application packet. If the Faculty Council finds the packet clearly demonstrates the candidate's excellence in the areas of scholarship, service, leadership, and character, then the Council will recommend the candidate for induction into NHS.

NHS members will continue to maintain at least a 95.0000 GPA, complete 9 service hours per marking period, and uphold the character of a NHS student in order to continue their NHS membership.

Should a member be found to be in violation of any drug and alcohol policy of the Springfield School District, that student may be dismissed from NHS. Prior to dismissal, the member would be offered a fair and impartial hearing.

Academic Integrity Policy – Cheating/Plagiarism

Academic Integrity demonstrates respect for the original work of both oneself and others. Students are responsible to cite sources in their work that are not their original words or ideas. Maintaining Academic Integrity includes: Citing all sources used for information within an assignment and respecting the work of oneself and one's peers by not engaging in Level 1 or Level 2 Offenses as defined in the SHS Student Handbook.

Acts of Cheating defined as deliberate acts of dishonesty in completing, representing and/or submitting work; including but not limited to: the use of unauthorized aids/assistance or concealed information that provides answers during an assessment; unapproved collaboration with another individual on an assignment/assessment; and copying information/answers from another individual or an online source as your own for an assignment/assessment. Both Acts of

Cheating and Acts of Plagiarism defined as “to steal and pass off (the ideas or words of another) as one’s own without crediting the source” are considered very serious acts (Merriam-Webster, 2018). Students are responsible to abide by the Academic Integrity Policy.

When students are found to have violated the Academic Integrity Policy by engaging in these acts, the consequences have a detrimental impact on their academic standing. Consequences can include but are not limited to the following:

Level — Academic Integrity Violation	1st Offense – Cross Curricular	2nd Offense – Cross Curricular
Level 1: ** Typical Level 1 assignments might include, but not be limited to, homework, classwork, quizzes and other small point assignment.	<i>Recorded in HAC; Handled by teacher; Parent notified; Zero for the assignment</i>	<i>Referral with administrative action; Parent notified; Zero for the assignment</i>
Level 2: **Typical Level 2 assignments might include, but not be limited to, tests, quarterlies, major papers/projects, or other larger point assignments.	<i>Referral with administrative action; Parent notified; Zero for the assignment; Contact club/activity group</i>	<i>Referral with administrative action; Parent notified; Zero for the assignment; Parent meeting; Contact club/activity group; Additional administrative action; Academic review</i>

Student Rights, Responsibilities and Regulations

Student Rights

Student rights include the right to an education, the right to express their opinion, and the right to be free from discrimination. All students in the Springfield School District have the right to:

- A free and appropriate education from the time they enter school until they reach the age of twenty-one.
- A learning environment which enhances individual growth, a positive self-image, self-respect and respect from others.
- Express ideas and opinions freely and respectfully, provided that the exercise of this right does not interfere with the rights of other students, encourage unlawful activity, threaten immediate harm to the school or community, or interfere with the educational process.
- Participate fully in the curricular and co-curricular activities of the school.
- Be graded primarily on the basis of achievement. Exceptions to this practice may be as a result of the Attendance Review as outlined in Attendance Policy #5113.
- Have access to their personal records as set forth in Board Policy #5125. This policy also guarantees privacy and otherwise governs the collection, maintenance, and dissemination of pupil records.

- Determine their style of dress, provided that they do not dress in such a way as to disrupt classes or interfere in any way with the educational process or create health or safety hazards. Clothing which depicts or encourages violence, encourages the use or abuse of alcohol and illegal drugs, or depicts or implies immoral sexual conduct will not be permitted. Certain clothing may be required for specific classes such as shop and gym, for example, or for co-curricular activities.

Student Responsibilities

Minors are required by law to attend school until they are 17 years of age. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process and to:

- Attend school daily and follow procedures for absences and make-up work.
- Respect the rights of others, thus ensuring an environment conducive to learning.
- Assume personal responsibility for choices and decisions and to recognize and accept their consequences.
- Be informed of all rules and regulations of student behavior and conduct themselves in accordance with these.
- Share the responsibility to maintain a safe environment for all students.
- Be respectful of and exercise proper care in the use of public facilities and equipment.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by the Commonwealth of Pennsylvania and the Board of School Directors.
- Avoid inaccuracies in student newspapers or publications and indecent or obscene language.
- Dress and groom themselves as to meet fair standards of safety and health and common standards of decency.
- Be aware of and comply with state and local laws.
- Share the responsibility to maintain a safe environment for all students.
 - Use the Safe to Say App
 - Do not open or prop open an entrance/exit building door at any time.

Student Regulations

In order to preserve the optimum environment in which to deliver instructional services, certain student conduct and behavior shall not be permitted while students are going to or returning from school, attending classes and/or participating in school activities. Conduct not permitted includes that which:

- Interferes with appropriate discipline on school premises.
- Distracts students, disrupts class work, or provokes disorder.
- Invades the legal rights of others.
- Is abusive or injurious to members of the school community.
- Involves statements prejudicial to any group on the basis of sex, religion, ethnic group, race, or sexual orientation.
- Involves the use of obscenities or sexual or lewd themes.

- Is inflammatory to the extent that it might be expected to be harmful to the normal development of impressionable and less mature students.
- Involves the use of false statements or innuendoes which may subject any person to ridicule or injure his/her reputation.
- Advocates that any religious denomination, sect, or point of view is preferable to another religious denomination, sect, or point of view, other than that which might arise in a classroom discussion in an academic context.
- Involves the advocacy or encouragement of the use of any substances or materials which have been reasonably determined by the principal to constitute direct and substantial hazard to the health or safety of students or providing any information as to availability of such materials.
- Involves the advocacy of the violent overthrow of the United States Government or the violation of official school policy, administrative regulations, or Federal, state, or local laws.
- Has as a significant purpose, the sale of commercial products or services, or the solicitation of funds by non-school organizations, or which involves the promotion of a non-school organization.
- Is in violation of the school rules of individual school.

Student Code of Conduct and Expectations

Discipline Philosophy

Our discipline philosophy is based on the belief that it is each student's responsibility to demonstrate behavior that is conducive to a healthy learning atmosphere. In order to maintain a suitable learning environment, each student must strive to demonstrate self-control and behave in a manner that does not interfere with the educational process. When a student fails to demonstrate self-discipline and engages in behavior counterproductive to the educational process, parental notification/involvement and disciplinary consequences will become necessary.

Notification of Disciplinary Action for Co-Curricular and Extracurricular Programs

Parents must be notified when a student has been suspended by a coach/sponsor from a co-curricular activity. The Director of Student Activities and/or the Director of Athletics, Assistant Principal, and Principal must be notified of all disciplinary suspensions. Other than automatic suspensions based on the Co-Curricular and Extracurricular Code of Conduct, the Director of Student Activities and/or Director of Athletics, Assistant Principal, and Principal must be involved in the final decision to suspend a student from participation.

Consequences for Code of Conduct Infractions

LEVEL 1 - Misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual teacher but sometimes require the intervention on the part of school administration. The Assistant Principal will assign Administrative Detentions.

<i>Offense</i>	<i>Examples</i>	<i>Possible Consequences</i>
Excessive Lateness	<ul style="list-style-type: none"> ▫ Tardiness to School ▫ Tardiness to Class 	Conduct Referral
Cutting Assigned Period or Detention	<ul style="list-style-type: none"> ▫ Cutting Lunch Detention ▫ Cutting Teacher Detention ▫ Cutting Administrative Detention 	
Disruptive in Class	<ul style="list-style-type: none"> ▫ Disrupting the learning environment 	Verbal Reprimand
Dress Code Violation	<ul style="list-style-type: none"> ▫ Violations of Code (pp.18-19) 	Teacher Detention
Obscenities	<ul style="list-style-type: none"> ▫ Offensive Language (conversational) 	Administrative Detention
Leaving Assigned Area w/out Permission	<ul style="list-style-type: none"> ▫ Pass Violation 	Removal from class to the Main Office
Inappropriate Behavior - Non Instructional	<ul style="list-style-type: none"> ▫ Use of electronic devices in instructional setting ▫ Running in hallways ▫ Public Displays of Affection 	Pass Restriction Confiscation & Retention of Electronic Devices or other prohibited items
Inappropriate Use of Computer or Electronic Devices or Listening Devices	<ul style="list-style-type: none"> ▫ Non-approved use during prohibited times ▫ Violation of Acceptable Use Policy 	In School Removal from Educational Setting
Other	<ul style="list-style-type: none"> ▫ General misconduct 	

LEVEL II – Infractions severe enough in nature to cause a disruption to the learning environment. These infractions require administrative attention and intervention. Also included in this level are misbehaviors which represent a direct threat to the health and safety of others. Parental contact will be made upon the first offense in Level II.

<i>Offense</i>	<i>Examples</i>	<i>Possible Consequences</i>
Excessive Cutting of Assigned Period	<ul style="list-style-type: none"> ▫ Chronic Class Cutting ▫ Excessive unexcused tardiness 	Consequences continue to escalate based on the severity of behavior.
Insubordination	<ul style="list-style-type: none"> ▫ Defiance ▫ Refusal to comply with reasonable direction ▫ Cutting assigned admin or lunch detention ▫ Ordering food delivery during the instructional day 	Parent/Guardian Contact Parent Notification in Writing Parent Conference
Disrespectful Actions, Attitudes, or Comments	<ul style="list-style-type: none"> ▫ Refusal to cooperate with faculty and staff ▫ Refusal to follow classroom and school procedures 	No credit for missed work
Inappropriate Behavior within Instructional Setting	<ul style="list-style-type: none"> ▫ Refusal to do assigned work ▫ Behaviors or actions that create a substantial disruption to the learning environment 	Level 1 and Level 2 consequences in conjunction with the SHS Academic Integrity Policy Confiscation
Acts of Academic Dishonesty (<i>See p.11 SHS Academic Integrity Policy</i>)	<ul style="list-style-type: none"> ▫ Cheating ▫ Plagiarism ▫ Forgery 	In School Removal from Educational Setting
Safety Violations	<ul style="list-style-type: none"> ▫ Leaving school w/o permission ▫ Opening or propping an entrance or exit door at any time. 	Out of School Suspension Notify Superintendent
Minor Altercation		
Other	<ul style="list-style-type: none"> ▫ Chronic Level I Infractions 	

LEVEL III – Acts directed against persons or property and which may seriously endanger the health and safety of others. These acts might be considered criminal but may be handled by the disciplinary mechanism of the school. Severe conduct violations may result in a recommendation for expulsion. Restitution of property and damages will be made when the situation warrants.

<i>Offense</i>	<i>Examples</i>	<i>Possible Consequences</i>
Criminal Trespass		
Reckless Endangerment	<ul style="list-style-type: none"> ▫ Provoking Violence ▫ Antagonizing 	<p>Consequences continue to escalate based on the severity of behavior.</p> <p>Parent conference</p> <p>Parent Notification in Writing</p> <p>Out of School Suspension</p> <p>Notify Superintendent</p> <p>Police Referral</p>
Bullying/Harassment/Intimidation	<ul style="list-style-type: none"> ▫ Harassment – Bullying/Intimidation ▫ Harassment – Sexual, Ethnic or Religious ▫ Violation of privacy to include photos, audio or video recordings 	
Fighting	<ul style="list-style-type: none"> ▫ Physical Contact with Intent to Harm (Skirmish, Aggressive Behavior) 	
Possession and/or Distribution of Unauthorized Item(s) – Level III	<ul style="list-style-type: none"> ▫ Possession or observed use or distribution of vaping devices, vaping paraphernalia and/or nicotine distribution systems ▫ Drug paraphernalia ▫ Possession of explosive devices 	
Obscene Conduct, Behavior, or Sharing of Obscene Material	<ul style="list-style-type: none"> ▫ Sexually explicit comments or messages ▫ Derogatory comments to staff or students 	
Level III Issues	<ul style="list-style-type: none"> ▫ Theft ▫ Vandalism ▫ Bus Violations ▫ Driving Violation 	

LEVEL IV – Acts which result in violence to another’s property or to another person or poses a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative action which results in the immediate removal of the student from the school, intervention of law enforcement authorities and action by the Board of School Directors.

<i>Offense</i>	<i>Examples</i>	<i>Possible Consequences</i>
Assault	<ul style="list-style-type: none"> ▫ Assault/Battery 	Consequences continue to escalate based on the severity of behavior
Possession and/or Distribution of Unauthorized Item(s) – Level IV	<ul style="list-style-type: none"> ▫ Possession of drugs, alcohol, weapon(s), or related items 	
Level IV Issue	<ul style="list-style-type: none"> ▫ Chronic Level II and III ▫ Bomb Threats ▫ Activating false fire alarms or arson 	

Harassment/Bullying

Students are prohibited from participating in actions where they are harassing fellow students or school staff in any form when on school grounds, at school events, or on school furnished transportation. Violation of these expectations shall result in a penalty as deemed appropriate by the administration on a case by case basis and can include but is not limited to:

- Counseling within/outside the school
- Parental conference
- Loss of school privileges
- Exclusion from school-sponsored activities
- Suspension
- Transfer to another school building, classroom or school bus
- Expulsion
- Referral to law enforcement officials

Behavior is clearly harassing when:

- There is intent to harm – the perpetrator appears to find pleasure in taunting and continues even when the target’s distress is obvious.
- There is intensity and duration – the taunting continues over a period of time and is not welcomed by the target.

Bullying is a form of harassment and can be carried out by a single individual or by a group. The target/victim of bullying can be a single individual or a group of students. The behavior can be either overt or covert in nature utilizing various methods of communication. For example, the term cyber-bullying is being used to describe bullying behavior which occurs on the Internet. The term bullying

should not be used when there is a mutual confrontation between two students or groups of students. Please consult the district website for the Board Policy BP 252 Bullying and Cyber-bullying.

Student Dress Code

This Dress Code is the product of a combined effort between SHS Administration and SHS Student Government representatives and as such embodies a shared philosophy between students and administration as to what is deemed appropriate attire for Springfield High School students.

The Secretary of the Pennsylvania Department of Health issued an Order under the authority of the Disease and Prevention and Control Act requiring that face coverings be worn in any indoor location where members of the public are generally permitted. On August 17, 2020, the Pennsylvania Department of Education announced that this Order is applicable to students, staff and visitors in all Pennsylvania K-12 schools until such time as the Secretary of Health determines the public health risk is sufficiently low as to revisit the Order.

Students at Springfield High School are expected to dress in clothing that is both conducive to the overall educational process and promotes a positive academic atmosphere. It is each student's responsibility to attend dressed in a manner that reflects good taste and modesty in order to present a positive reflection of the Springfield School District. Additionally, whenever students are on a field trip or traveling to other school for extracurricular events, they should adhere to this policy.

All specifications listed below refer to the base item of clothing with some exceptions – i.e. shorts or skirts can be worn over leggings or tights. For example, a shirt with inappropriate words or message(s) or a tank top with a shoulder strap smaller than 2 inches cannot be worn under another article of clothing like a light sweater or unbuttoned shirt.

Please observe the following guidelines when considering how to dress for school:

- Clothing and accessories, including face masks/coverings that degrades or demeans others; suggests sexual references and/or refers to or promotes alcohol, drugs, and violence are not permitted to be worn in school.
- Clothing and accessories, including face masks/coverings that display inappropriate words, slogans, obscenities, double meanings or that are demeaning and/or degrading to genders or ethnicities, may not be worn in school.
- Clothing with excessive holes, tears, or rips (especially to the point where undergarments are visible) is not permitted.
- Hats, bandanas, hoods, (along with other types of head wear) and sunglasses are not to be worn while students are in the building. Head coverings for religious purposes are permitted when administration is notified.
- All skirts, dresses, shorts must be at least a fingertip or longer along the edges of the entire garment. All SHS sports team uniforms may be subject to the dress code at the discretion of the school administration.

- Excessively tight fitting shorts, pants, or dresses are not permitted to be worn as stand-alone items. This includes spandex, tights and some styles of leggings.
- Yoga pants and leggings, as compared to looser fitting exercise pants or sweat pants, are permitted to be worn in school at the discretion of the school administration, with the understanding that they are not permitted to be excessively tight or see through.
- All shirts/tops must have a shoulder strap of at least 2 inches wide, must cover a student's chest and extended underarm/torso area or cleavage, meet the top of the lower garment, i.e. no exposed midriff area, and must cover all undergarments at all times. The garment edge should be near the collar bone. All SHS sports team uniforms may be subject to the dress code at the discretion of the school administration.
- See-through clothing is not permitted to be worn.
- Sleepwear, pajamas (including look-alike items), blankets, and slippers are not permitted.
- Pants, shorts and skirts must be worn at the waist and cover all undergarments.
- For safety and/or health considerations, footwear must have hard plastic or hard leather soles. Certain classrooms may be more restrictive with regards to footwear.
- Any other clothing, jewelry, spikes/chains, excessive make-up or face paint, etc...., that detracts from the educational environment and/or jeopardizes the health and safety of students may not be worn.

We maintain the belief that our students and parents/guardians will make appropriate choices in regard to student dress and appearance; however, it remains the final decision of the school and administration should a violation of the policy occur. Those found in violation of the school dress code will be removed from the educational setting until appropriate attire can be obtained. In the case of multiple infractions, further disciplinary action may be taken by the school administration.

Responsible or Prohibited Use of Electronic Devices

High School Administration, in conjunction with District Administration and with the support of the Board of School Directors, has established the following guidelines to encourage the responsible or prohibited use of personal electronic devices. Students are responsible for safeguarding their property if they choose to bring it to school. The school district is not liable for the loss, damage, or misuse of any electronic device brought to school by a student.

- Electronic devices include, but are not limited to: cellular phones, iPods, mp3 players, personal game systems.
- Students are not permitted to use their own personal computers, iPads, or tablets during the school day.
- Electronic device usage is not be permitted:
 - during instructional time as defined by periods of time during which credit-bearing courses are in session (bell-to-bell), including when temporarily leaving a classroom or other setting
 - during Homeroom
 - during class meetings or assemblies

As a common practice, students will be directed by teachers, staff, or administration to silence or power-down electronic devices and place them out of sight for the duration of these sessions.

Use of electronic devices to aid in the learning process during instructional time is at the discretion of the classroom teacher with the prior approval of the HS Administration.

- Students are permitted to use electronic devices before and after school, between classes, and in the cafeteria during lunch.
- Are permitted to listen to music with the use of ear buds or head phones during lunch time only and only in the cafeteria. However, the volume level of the music must not be disruptive or so loud that it prevents the student from hearing announcements, bells or alarms.
- Use of portable speakers is not permitted during at any time during the school day.
- In the event a parent must speak to their child during the school day, we ask that the parent contact the Main Office at (610) 938-6101 or (610) 938-6106.
- Any student found to be in violation of these rules will have said device confiscated. Faculty, staff and administration are permitted to confiscate and retain electronic devices. Failure to comply with a request will be considered insubordination and consequences will be issued.

Tobacco Use/Nicotine Delivery System/Vaping

The Board recognizes that tobacco use and vaping by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools. (School Board Policy #222 Tobacco Use/Nicotine Delivery System/Vaping)

For purposes of this policy, tobacco use shall be defined to include the use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; smokeless tobacco in any form; an electronic cigarette; nicotine product; nicotine delivery product; and/or any vaping delivery system. An electronic cigarette includes any battery-operated product designed to deliver to the user a chemical such as nicotine; any flavor even without nicotine; and/or any other substance, by turning the substance into a vapor that is then inhaled by the user.

The Board prohibits tobacco use and vaping and the possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. The Board prohibits tobacco use and vaping and the possession by students at school-sponsored activities that are held off school property. The school district may initiate prosecution of a student who possesses or uses tobacco or vaping in violation of this policy.

The District shall initiate prosecution of a student who violates this policy. Under Act 145 of 1996 of the Pennsylvania Crimes Code, which amends the Crimes Code (Title 18), a student convicted of possessing or using tobacco in a District building or on a school bus or District property may be fined up to fifty dollars (\$50.00), plus court costs, or admitted to alternative adjudication. The provisions of Title 35, Section 1223.5 of Purdon's Pennsylvania Statutes Annotated entitled "School Tobacco Control" are incorporated into this policy to the extent that they are not inconsistent with those of Act 145 of 1996. [1][2]

Infractions of Tobacco Use/Nicotine Delivery System/Vaping

Level 1 Offense	<ul style="list-style-type: none"> ▫ Immediate removal to the SLSC for the remainder of the school day ▫ Minimum of 3 days lunch detention ▫ Items confiscated and detained ▫ Smoking cessation session with school nurse or designee ▫ Students failing to attend session(s) with school nurse will be issued a \$25 fine. 	<p><u>*Possession only including but not limited to trace amounts of substances or singular devices including old, used, or discharged materials.</u> <u>*Any additional violations of policy 222 escalate from this point.</u></p>
Level 2 Offense	<ul style="list-style-type: none"> ▫ Immediate removal to the SLSC for the remainder of the school day ▫ One (1) day Out of School Suspension ▫ Three (3) days lunch detention ▫ \$25 Fine ▫ Mandatory smoking cessation session with school nurse or designee ▫ Loss of extra-curricular privileges, including but not limited to, dances, athletic contests, participation in clubs/activities, field trips, etc. 	<p><u>*Possession of Multiple Items/Use of Nicotine Delivery System automatically escalates to Level 2. Any additional violations of policy 222 escalate from this point.</u></p>
Level 3 Offense	<ul style="list-style-type: none"> ▫ Immediate removal to the SLSC for the remainder of the school day ▫ Three (3) days Out of School Suspension ▫ Five (5) days lunch detention ▫ \$50 fine ▫ Loss of extra-curricular privileges, including but not limited to, dances, athletic contests, participation in clubs/activities, field trips, etc. 	<p><u>*Distribution or Sharing of Nicotine/Nicotine products automatically escalates to Level 3. Any additional violations of policy 222 escalate from this point.</u></p>
Level 4 Offense	<ul style="list-style-type: none"> ▫ Immediate removal to the SLSC for the remainder of the school day ▫ Five (5) days Out of School Suspension ▫ Informal Hearing with District Administration ▫ Possible Placement in an Alternative Education Setting ▫ Loss of extra-curricular privileges, including but not limited to, dances, athletic contests, participation in clubs/activities, field trips, etc. 	<p><u>*Possession of Narcotic (Drugs, CBD oils, etc.) automatically escalates to Level 4. Any additional violations of policy 222 escalate from this point.</u></p>

Drug and Alcohol Abuse Policy

Any student receiving a referral for any drug or alcohol violation will be automatically referred to the SAP Team. The Board of School Directors recognizes that drug and alcohol abuse constitutes a serious threat to the well-being of the children and of the community. It is the intent of the High School staff and administration to assure, as is reasonable, a drug and alcohol free learning environment. All High School Staff have been instructed to be alert for students under the influence of drugs and other illegal

substances and immediately report suspicious student behavior. In order to determine whether or not that student is “under the influence”, the following process will take place:

- The referred student is removed from the classroom or activity setting to an administrator’s office or the nurse’s office.
- An administrator will make an initial evaluation, including a search of student’s outer clothing, school bag, locker or other personal belongings as described under the SEARCH & SEIZURE GUIDELINES (Board Policy #226). Possession of drugs or drug paraphernalia shall be dealt with in accordance with the School District School Discipline Code, Policy #218 & Policy #227, Drug, Mind Altering Substance, & Alcohol Abuse.
- If the administrator determines the student to be “under the influence”, the student will be independently evaluated by another administrator and school nurse, or if not available, two other adult staff members.
- If the consensus of the evaluators is that the student is “under the influence”, parents shall be notified & appropriate sections of Discipline Policy #218 & the Drug and Alcohol Policy #227 shall be applied.

The following summarizes School Board Policy #227: DRUG, MIND ALTERING SUBSTANCE, & ALCOHOL ABUSE, adopted December 1994, as it pertains to students.

- Any student coming to school or to a school activity in the possession of, or is “under the influence”, of drugs, alcohol or mood altering substances shall be denied admittance and may be suspended out of school for a period not to exceed 10 days (6 for cooperative behavior during discipline or 10 days for uncooperative behavior). Such a suspended student will be barred from participation in interscholastic athletics, social activities and attendance at any school sponsored function for the duration of the suspension; this exclusion may exceed 30 days for uncooperative behavior. On the second offense there shall be a 10 day suspension and referral to the board for consideration of expulsion from school. The student will be excluded from all extra-curricular activities for the remainder of the school year or duration of expulsion. It will be the responsibility of the administrator or teacher in charge to make a determination whether a student is “under the influence”. Police will be notified and a Police complaint may be filed.
- Any student who possesses drug-related paraphernalia shall be suspended for 3 days. Further offenses will result in 3-10 day suspensions. Police may be notified and a Police complaint may be filed.
- Distributing or manufacturing a drug, alcohol, or mood altering substance shall result in a 10 day suspension and a School Board hearing to consider expulsion. The student will be excluded from extra-curricular activities for the remainder of the school year or the duration of the expulsion. Police will be notified and a Police complaint will be filed. NOTE: School Board Policy #131 deals with sports and extra-curricular participant conduct

School Search and Seizure

To maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel, school authorities may search a student, his/her personal effects, lockers, desks, cubicles and vehicles under the circumstances outlined below and may seize any illegal or prohibited substance, object or other material discovered in the search.

It shall be the policy of the Board that all lockers, desks and cubicles are and shall remain the property of the school district. As such, students shall have no expectation of privacy in their lockers, desks and cubicles.

No student may use a locker, desk or cubicle as a depository for any substance, object or other material that is illegal or prohibited by Board policy, district rules or school rules, or constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

While on school property, no student may have in their possession or stored in their personal effects (e.g., purse, book bag, etc.) or vehicle any substance, object or other material that is illegal or prohibited by Board policy, district rules or school rules, or constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

A student's refusal or failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

The Board reserves the right to authorize its employees to inspect a student's locker, desk, or cubicle at any time, based on reasonable suspicion, for the purpose of determining whether the locker, desk or cubicle is being improperly used for the storage of any substance, object or other material that is illegal or prohibited or which poses a hazard to the health, safety or welfare of the occupants of the school building or the building itself.

Personal Searches

- A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of any illegal or prohibited substance, object or other material. (Also see Weapons Policy No. 218.1)
- In the event there is reasonable suspicion to believe that the student is carrying on his/her person or in his/her personal effects any illegal or prohibited substance, object or other material, or any tangible thing that is potentially dangerous to himself/herself, students or staff, the student may be asked to voluntarily reveal the contents of pockets or other clothing and/or personal effects.
- If the student does not comply with this request, and circumstances warrant, a pat-down search of that student's person and/or search of the student's personal effects may be conducted. Prior to a pat-down search of a student who is suspected of violating this policy, an attempt shall be made to notify parent(s)/guardian(s) of an imminent search. Such pat-down searches shall be conducted in private, by a school official of the same sex, with an adult witness of the same sex present, and must not be conducted without reasonable suspicion. A parent/guardian may be present at the time of such pat-down search.
- If extreme emergency conditions require a more intrusive search of a student's person, such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the Superintendent or his/her designee, unless the health, safety or welfare of students will be endangered by the delay which might be caused by following these procedures.

Lockers

- All lockers, whether locked or unlocked, are only on loan to students and shall remain the property of the school district. Further, desks, cubicles and other school property are only on loan

to students and shall remain the property of the school district. Students shall have no expectation of privacy in lockers, desks, cubicles and other property of the school district.

- Students shall be required to sign a consent form in order to use a locker.
- Students are encouraged to keep their assigned lockers closed and locked against intrusion by other students, but no student may use a locker as a depository for any illegal or prohibited substance, object or other material, or any substance, object or other material which constitutes a threat to the health, safety, or welfare of the occupants of the school building or the building itself.
- The administration is authorized to inspect a student's locker, desk, or cubicle at any time, based on reasonable suspicion, for the purpose of determining whether the locker, desk or cubicle is being improperly used for the storage of any substance, object or other material that is illegal or prohibited or which poses a hazard to the health, safety or welfare of the occupants of the school building or the building itself.
- The administration is authorized to conduct random general searches of lockers, desks and cubicles when the district has a compelling interest in protecting or preserving the health, safety or welfare of the school population and property. Students shall be notified at least annually or more often if deemed appropriate by administration, concerning the contents of this policy. The Superintendent shall develop procedures to implement this policy which shall require the following:
 - Each student shall be informed of the conditions governing the use of lockers when locker assignments are made and shall be required to sign waiver forms acknowledging that the lockers are school district property, that the student has no expectation of privacy in the lockers, and that the student accepts that the locker is subject to random search without notice to the student.
 - The principal shall open a student's locker for inspection on the request of a law enforcement officer only on presentation of a duly authorized search warrant or as otherwise required by law.

Vehicle Searches

- Students are permitted to park on school property as a matter of privilege, not of right, and only with the permission of school officials. Each student shall be informed of the conditions governing the ability to park his/her vehicle on school grounds when parking stickers are issued. The student and his/her parent(s)/guardian(s) shall be required to sign a waiver form acknowledging that the vehicle is parked on school district property, that there is no expectation of privacy in the vehicle while it is on school grounds, and that the vehicle is subject to search without notice.
- The district retains authority to conduct routine patrols of student parking lots and exterior inspections of student vehicles on school property. School officials may look into student vehicles parked on school property at any time. In this context, vehicles means all modes of transportation, including but not limited to, bicycles and all licensed motor vehicles, such as, but not limited to jeeps, trucks, motorcycles, mopeds, etc.
- Where a school official has reasonable suspicion, including but not limiting to having made observations in plain view, the student shall be notified and given the opportunity to be present for the inspection of the interior of the vehicle. However, when there is reason to suspect that the student vehicle contains any substance, object or other material which poses an immediate threat

to the health, safety and welfare of the school population, the student vehicle may be searched without prior notice, without student consent, and without a search warrant.

Searches of School Buildings and Property

- Only appropriate police and/or school administrators may participate in general searches of school buildings and property. The Superintendent shall be notified of all police searches.
- Any illegal or prohibited substance, object or other material found during a search will be confiscated. Individuals involved will be interviewed by the principal and information forwarded to the police as deemed appropriate. Before interviewing students, the principal shall notify the parent/guardian. If possible, the parent/guardian should be present during the interview.

Seizure of Illegal Materials

If a properly conducted search yields illegal or contraband materials, such finding shall be turned over to proper legal authorities for ultimate disposition.

Parking and Driving

Parking in a school lot is a privilege offered to only Juniors and Seniors. Students must register their vehicles in the Main Office to secure a parking permit for a \$5 deposit. Violations of parking regulations outlined on the Student Vehicle Registration, violations of rules outlined in the Student Handbook and/or poor driving practices considered to be reckless, unsafe, or discourteous will bring about possible fines and/or restrictions of the driving privileges. The operation of any motor vehicle in a manner which violates local or state laws will be reported to the Springfield Police Department. Parking in the student parking lot without a permit or parking in an undesignated parking space will result in the issuance of a \$25 fine for each occurrence. Fines must be paid in the Main Office within 5 calendar days with cash or check.

Students attending a DCTS program are permitted to drive to these locations with the approval of DCTS. A copy of the signed approval form must be submitted to the Main Office for our records.

Students enrolled at DCCC in Dual Enrollment courses that meet during the school day are expected to provide their own transportation. Students must sign out or sign in in the Main Office.

