



SPRINGFIELD HIGH SCHOOL

200 S. Rolling Road
Springfield, PA 19064

Phone (610) 938 – 6100
Fax (610) 938 – 6105

www.ssdcougars.org

2023-2024 School Year Student Handbook

The administration, teachers, and staff welcome you to Springfield High School.

The *Springfield High School Student Handbook* is intended to provide you and your parents/guardians with information about the academic expectations and requirements, student rights and regulations and expectations for conduct, guidelines for participation in extracurricular activities, and general information.

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. Please become familiar with the contents of the *Student Handbook* and always maintain a positive attitude and see pride in all things. Best wishes for success!

TO REPORT AN ABSENCE, PLEASE EMAIL THE ATTENDANCE HOTLINE
shsattendance@ssdcougars.org

Emergency Closing/Snow Days

In the event of inclement weather, the following radio and TV stations will broadcast school closing information: KYW—1060 AM and KYW—TV.

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

SPRINGFIELD HIGH SCHOOL

MISSION

Standing as a cornerstone of the Springfield and Morton communities, we are committed to excellence in all dimensions of student life. Through dynamic, diverse, and innovative programs, we empower our students to achieve their individual potential and inspire them to become ethical and contributing citizens.

VISION

Springfield High School is committed to providing students of the Springfield and Morton communities with an **ACADEMIC** experience grounded in high expectations. We strive for achievement for all students at all levels of their academic aptitudes and interests. We believe it is our responsibility to provide exceptional learning experiences that will foster and develop college and career readiness. We also believe students should receive a well-rounded education as we provide several opportunities to engage in **ATHLETICS/ACTIVITIES, ARTS, and SERVICE**.

EXPECTATIONS

Springfield High School is committed to preparing students for life after high school. Our expectations for students are centered on providing enriching learning opportunities, encouraging students to make the best behavioral choices that will lead to their academic successes, and fostering a connection back to their Springfield and Morton communities. With a variety of resources and a supportive staff focused on the development of young adults, Springfield High School students should take advantage of every opportunity to discover their talents in safe learning environments. At Springfield High School, students will have the opportunities to challenge themselves through several rigorous course offerings, explore their talents through a variety of elective offerings and participate in a community that thrives in the development of its most valued stakeholder.



SHS Administrative Staff

Dr. Joseph A. Hepp – Principal/Director of HS Education

Mrs. Monica M. Conlin – Chief Academic Officer

Mr. Glenn R. Mallon – Dean of Student Affairs/Athletics

Greetings students and parents/guardians,

The staff and administration of Springfield HS are committed to providing students with a quality educational experience that, if fully taken advantage of, will prepare students for college, career, or any post-secondary endeavor they choose to pursue. We pride ourselves on our tireless efforts to meet the needs of all students while challenging them to accomplish more than they ever thought possible.

We also recognize that high school is the time when students’ individuality and self-awareness are established, as well as a time to grow socially and interact in appropriate ways. Therefore, it is our responsibility to ensure that certain behaviors or individual expressions do not detract from the learning experience for students and staff alike.

We view a child’s successful high school education as the combined efforts of students, parents, teachers, and support staff. We need each member of the learning community to do his/her part to maximize the student experience. We are a community of learners that possess tremendous potential. We look forward to our accomplishments as we take advantage of the opportunities that await us.

Let us work together to make this a wonderful and rewarding school year.

SHS Administration

Parents/guardians and students are reminded that there are several methods of school to home communication. Families are encouraged to check these sites often for information and updates.

District Web Page www.ssdcougars.org	SHS Cougar Tracks www.ssdcougars.org/shsweekly	The GROWL www.the-growl.com	Home Access Center www.ssdcougars.org/HAC
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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 for/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 an individual, the school or community, or
 - interfere with the educational process.
- Participate fully in the extracurricular and co-curricular activities of the school.
- Be graded primarily based on achievement.
- Have access to their personal records as set forth in Board Policy 215. This policy also guarantees privacy and otherwise governs the collection, maintenance, and dissemination of pupil records.
- Determine their style of dress and personal expression while adhering to school dress code and guidelines.

STUDENT RESPONSIBILITIES

Minors are required by law to attend school until they are 18 years of age. Student responsibilities include regular school attendance, a conscientious effort to fulfill all academic requirements, and conformance to school rules and regulations. No student has the right to interfere with the education of their fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process and to:

- Be informed of all rules and regulations of student behavior and conduct themselves in accordance with these.
- Attend school daily and follow procedures for absences and make-up work.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by the Commonwealth of Pennsylvania and the Board of School Directors.
- Share the responsibility to maintain a safe environment for all students.
- Respect the rights of others, thus ensuring an environment conducive to learning.
- Be respectful of and exercise proper care in the use of public facilities and equipment.
- Assume personal responsibility for choices and decisions and to recognize and accept their consequences.
- Avoid inaccuracies in student publications and refrain from using indecent or obscene language.
- Dress and groom as to meet fair standards of safety and health and common standards of decency.
- Be aware of and comply with state and local laws.

STUDENT REGULATIONS

To preserve the optimum environment in which to deliver instructional services, certain student conduct and behaviors shall not be permitted while students are going to or returning from school, while on school property especially in classrooms, and/or participating in school activities. Conduct not permitted includes behaviors which:

- Distract students, disrupt class work, or provoke disorder.
- Invade the legal rights of others.
- Are abusive or injurious to members of the school community.
- Involve statements prejudicial to any group based on sex, religion, ethnicity, race, or sexual orientation.
- Involve the use of obscenities, or sexual or lewd themes.
- Are inflammatory to the extent that they might be expected to be harmful to the normal development of impressionable and less mature students.
- Involve the use of false statements or innuendoes which may subject any person to ridicule or injure a person's reputation.
- Advocate that any religious denomination, sect, political, or ideological points of view are preferable to another religious denomination, sect, political, or ideological points of view, other than that which might arise in a classroom discussion in an academic context.
- Involve 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.
- Involve 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.
- Have 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.



HABITS AND EXPECTATIONS FOR ACADEMIC SUCCESS

Springfield High School's academic expectations for students stem from the effort and responsibility of the administration, faculty, and staff to provide enriching learning opportunities that are engaging, authentic, innovative, and student-centered.

All courses are designed to prepare students for post-secondary education readiness by making a connection between content knowledge and skills, and their real-world applications.

Springfield High School students are encouraged, and ultimately responsible, to participate in their learning and take ownership of their education to become responsible and educated members of the Springfield and Morton communities.

Good habits of successful learning and achievement include:

1. **Preparedness** - Attending class on time, prepared with course materials, and completed at-home assignments and related readings to engage in and participate with feedback and good listening within the learning in each lesson.
2. **Resourcefulness** - Accessing course syllabi for specific information and teacher contact information, setting appointments, or communicating with school assigned guidance counselor with inquires and support, and/or academic progression and future college and career readiness preparation.
3. **Accountability** - Development of and accountability for checks on student email, Home Access Center (HAC), Canvas Course Shells, school announcements, and individual recording (or use of a planner) of assignments and due dates.
4. **Participation** - Reflecting on individual responsibility to contribute and engage bell to bell each day in maintaining the high and achievable expectations for all to achieve to their best potential. Recognizing that active participation requires being free from distractions that do not contribute to classroom learning experiences.
5. **Perseverance** - Assessing individual effort to engage in preparedness, resourcefulness, accountability, and respectfulness and applying the assessment of this effort to a plan of action to meet academic growth.
6. **Mindset and Motivation** – Fostering a mindset centered on the goal and purpose of educational opportunities and learning experiences. SHS students should strive to broaden and deepen their knowledge and skills, and their capacity to think, create, analyze, and express knowledge in meaningful ways. SHS strives to develop within each student motivation and a belief in oneself to envision goals and outcomes, and to develop and execute a plan to achieve those goals.

ACADEMIC INTEGRITY POLICY – CHEATING/PLAGIARISM

A student exhibits Academic Integrity when s/he appropriately demonstrates the consideration, respect, and proper acknowledgement of original work or works of others. Students are required to cite sources 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 acts of academic dishonesty. Acts of Cheating and Plagiarism are considered very serious.

When students are found to be in violation 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:

Academic Integrity Violation	1st Offense	2nd Offense
<p>Level 1: Typical Level 1 assignments might include, but not be limited to, homework, classwork, quizzes, and other assignments with minimal point value or weight.</p>	<p><i>Managed by teacher through: Parent notification, “0” credit or points issued for the assignment, and recorded in TAC/HAC.</i></p>	<p><i>All actions detailed in 1st Offense along with: Referral to administration for additional consequences as deem fit or necessary.</i></p>
<p>Level 2: Typical Level 2 assignments might include, but not be limited to, tests, quarterlies, major papers/projects, or other larger point assignments.</p>	<p><i>Parent notification, “0” credit or points issued for the assignment, referral for administrative action, and incident shared with any club, activity, or athletic coach or advisor.</i></p>	<p><i>All 1st Offense actions along with: academic review which may include loss of course credit and removal from course, and dismissal from any club or activity which may have academic or character requirements.</i></p>



ACADEMICS

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

1. Successfully complete and earn credit for courses as detailed in the table below.
2. Demonstrate proficiency on [Algebra , Biology, and Literature Keystone Exams](#).
 - a) Complete remediation courses and retake Keystone Exams for which students do not demonstrate proficiency on the Algebra I, Biology, and Literature Exams.
 - b) Satisfy alternative pathways for graduation requirements if not proficient on Keystone Exams.

CREDIT REQUIREMENTS TO EARN SPRINGFIELD DIPLOMA	
Core Requirements	Grades 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 (<i>minimum of 0.5 each year of enrollment</i>)	1
Total	16
Finance (<i>640A,640,958A,450,963,964,982</i>)	<i>credit values vary</i>
Elective Credits	
Primary Academy/Pathway	3
Miscellaneous Courses or Secondary Academy/Pathway (<i>TO MEET MINIMUM GRADUATION REQUIREMENTS</i>)	4 to 5
Minimum Graduation Credits Required	24
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 Home Access Center (HAC) feature of eSchoolPlus+ for reporting and viewing a student’s academic performance and attendance information. A student’s official grade will be recognized in HAC only and not recognized in other learning management systems like Canvas or Google Classroom. Information and instructions for HAC 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 in which the student is currently enrolled. 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. Interim progress reports are used by the athletics department to determine weekly eligibility to participate in contests.

Report Cards

Quarterly report cards will not be printed or sent home for Q1, Q2 and Q3. Parents and students are encouraged to use HAC (Home Access Center) to monitor student grades and progress. End-of-Year reports cards will be printed and mailed home.

GRADING PROCEDURES AND GPA CALCULATION

A student's course grade will be calculated 4 times per year at the conclusion of each Quarter. Each academic department has established grading guidelines for assignments. These guidelines will be communicated via the course syllabus. The grade determination is as follows.

Year Long Courses
Quarter = 25% each
Final Grade = (Q1 % Grade x .25) + (Q2 % Grade x .25) + (Q3 % Grade x .25) + (Q4 % Grade x .25)
Semester Courses
Quarter = 50% each
Final Grade = (Q1orQ3 % Grade x .5) + (Q2orQ4 % Grade x .5)

GPA Calculation
A student's GPA will be based on individual academic performance in College Preparatory, Honors and Advanced Placement courses. Honors and AP level courses are weighted 1.125 and 1.25 respectively. A student's GPA is determined by the following formula:
$\% \text{ Grade in Course} \times \text{Credit Value} \times \text{Weight Value} = \text{Quality Points}$
$\text{GPA} = \text{Sum of All Quality Points} / \text{Total Credits Attempted}$

HOMEWORK POLICY

Homework is designed to support the educational experience and is utilized to increase or reinforce a student's knowledge, ability and skill. Homework in the upper grades helps to develop a positive work ethic, academic independence, good study habits, academic perseverance, and assists in informing parents about academic courses of study and progress. *Homework should challenge students to think critically, to problem solve, and to make real world connections to foster lifelong learning.*

There are four types of homework: Before Instruction, After Instruction, Extension and Innovation.

- **BEFORE INSTRUCTION** is intended to help students *prepare* for upcoming lessons and classroom activities.
- **AFTER INSTRUCTION** is intended to *practice* and *review* concepts that were taught in the classroom lesson.
- **EXTENSION** is intended to *expand* upon concepts and lessons that were taught in the classroom through application and analysis.
- **INNOVATION** is intended to challenge students to be *inventive* and *resourceful* by asking students to develop their own ideas through evaluation and creativity.

Grading: The teacher-student interaction in class is primary and dynamic. Authentic assessments, projects, labs, etc. should comprise the majority of a student’s grade; therefore, homework assignments shall be worth **no more than 20% of the quarter grade**. Homework can be checked for completion and/or accuracy based on the nature of the assignment and the objectives of the lesson.

TYPICAL TIME COMMITMENT FOR HOMEWORK GRADES 9 TO 12

<p><u>Typical Homework Time Commitment</u> (not necessarily including preparation time for quizzes or summative assessments)</p>	<p><u>Occasional Additional Time Commitments**</u></p>
<ul style="list-style-type: none"> • <i>College Prep</i> students should expect 15-20 min per course per night. • <i>Honors</i> students should expect 20-25 min per course per night. • <i>Advanced Placement</i> students should expect 25-30 min per course per night 	<ul style="list-style-type: none"> ✓ Preparation for quizzes or summative assessments ✓ Short- or long-range projects <p><i>Effective time management on the part of the student is instrumental in minimizing the impact of these items on daily time commitments</i></p>

** Certain assignments may require additional time based upon a variety of factors.

** Performance based programs may require additional time throughout the year (concerts, musicals, Celebration of the Arts, etc.).

STUDENT RESPONSIBILITIES

- Dedicate time to complete homework outside of classroom time.
- Seek help or guidance when necessary.
- Record homework assignments and complete homework assignments on time to the best of your ability.

TEACHER RESPONSIBILITIES

- Assign meaningful and relevant work that reflects students’ needs and abilities.
- Provide ample time to complete assignments with consideration of the total homework demands from other courses.
- Balance daily homework requirements and larger project demands.

PARENT GUIDELINES

- Provide a place free of distractions for students to complete homework.
- Provide a time for students to complete homework.
- Provide information to the teacher about homework questions or concerns, and feedback regarding homework.
- Be an integral part of the learning process.

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 remain with their guidance counselor and homeroom.

HONOR AND DISTINGUISHED HONOR ROLL

Students earn Honor or Distinguished Honor recognition based on Quarter grades. The benchmark scores are as follows:

- Honor Roll – 84% to 93% in all courses each Quarter
- Distinguished Honor Roll – 94% to 100% in all courses each Quarter

NATIONAL HONORS SOCIETY

Requirements and Expectations for Membership for the 2024-2025 School Year

Students completing 10th or 11th grades who meet the following requirements are invited to complete an application packet in the Fall of their 11th or 12th grade school year for the next phase of the selection process for NHS.

1. A 95.0000 cumulative GPA at the conclusion of the prior school year (not rounded up).
2. Enrolled in at least ***three (3) credits*** of any combination of Honors Level, AP Level or Dual Enrollment courses each academic year each year of membership.

The application packet to be completed includes the following:

1. Two teacher evaluation forms from SHS teachers addressing the candidate's character and appropriateness for selection into NHS.
2. A letter of recommendation from an adult addressing the candidate's effectiveness as a leader.
3. 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.
4. To support their endeavors and provide evidence of leadership, character, and service, students are encouraged to be involved with three (3) or more different school-based or community based extracurricular activities. Students should submit a form detailing these activities and the specific responsibilities of, or tasks complete by, the student related to leadership, character, and/or service. These activities should be diverse and different and no more than two (2) in similar areas, e.g., sports, music, church, etc.

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 quarter, and uphold the character of an NHS student to continue their NHS membership.

Should a member be found to be in violation student code of conduct, especially Level 3 or Level 4 Incidents, the member may be dismissed from NHS. Prior to dismissal, the member would be offered a fair and impartial hearing.

ADDITIONAL HONOR SOCIETY OPPORTUNITIES

Springfield High School recognizes several other Honor Societies and encourages students to strive and apply for membership in as many of these for which they qualify. Additional honor societies include:

- | | |
|--|---------------------------------|
| ▪ National Art Honor Society | National English Honor Society |
| ▪ Rho Kappa Social Studies Honor Society | W.E.B. DuBois Honor Society |
| ▪ World Language Honor Society | National Business Honor Society |

Students are encouraged to contact the advisors (contained within this handbook) for requirements for membership in these honor societies.

STUDENT CODE OF CONDUCT AND EXPECTATIONS

EXPECTATIONS OF ACCOUNTABILITY FOR STUDENT CONDUCT

Our discipline philosophy is based on the belief that it is the responsibility of our students to behave and present themselves in a manner that aligns with and promotes a high-quality and productive learning environment.

Conduct and appearance should be such that they emulate an academic setting and are void of distractions or a blatant disregard for the rules and regulations of the school code of conduct.

To maintain a suitable learning environment, each student must strive to demonstrate self-control and behave in a manner that does not interfere with or detract from the educational process.

When a student fails to demonstrate self-discipline and engages in behavior counterproductive to the educational process, the student will be temporarily removed from the classroom or learning setting. Removal from any educational setting will result in disciplinary consequences and include parental notification and involvement.

ADMINISTRATIVE ISSUED CONSEQUENCES FOR CODE OF CONDUCT INFRACTIONS

- **Pass Restriction** – Students who violate hall pass procedures and privileges will be placed on pass restriction. Those on pass restriction will not be permitted to leave the classroom; thereby, remaining in the classroom throughout the instructional period. During the restriction period, students are not permitted to be in the hallways or stairwells except for passing time. Pass restriction is typically 3-5 days in duration for a first-time consequence.
- **Detentions** – Students will be given twenty-four-hour notice for administrative detentions. Detentions missed due to an absence or early dismissal will be rescheduled. Students will not be excused from serving a detention for work, rehearsal, practice, athletic events, etc.
 - Failure to report for an assigned detention will be considered insubordination and will result in more significant consequences, e.g., Level II infraction, additional detention time, and accumulated days toward loss of privilege with respect to co-curricular/extra-curricular events.
- **In-School Removal from the Educational Setting (LSC)** – Springfield High School has developed a learning support center for students whose disciplinary infractions do not warrant a complete exclusion from school. When assigned to LSC, students remain in this setting for the entire school day or a portion of the school day, including lunch. Work will be provided by classroom teachers. Students must turn in phones and other electronic devices to the room monitor. Students placed in the SLSC cannot participate in or be present at activities, contests, or events the day served.
 - Once a student has accumulated 5 days in the learning support center, each incident thereafter warranting placement in the learning support center may result in the issuance of Out of School Suspension.
- **Out of School Suspension** – A student may be suspended by building administration up to ten (10) consecutive days. No student may be suspended without being informed of the reasons for suspension and being given the opportunity to respond, thus affording the student his/her rights under due process. Parents will be immediately notified in writing of the suspension. If a suspension exceeds three days, the student and parents will be given the opportunity for an informal hearing. A suspension is an excused absence and as such the student is responsible for completing all course work requirements while suspended. This work is to be completed and submitted on or before the student's return to school. Students suspended out of school are not permitted to be on school property or to attend school

sanctioned events for the duration of the suspension. A suspension takes effect at the time of the infraction and concludes at the start of the school day, 7:25 AM, on the day the student returns from the suspension. If a student is suspended on a Friday and is expected to return to school on a Monday, he/she will be excluded from school related events until Monday at 7:25 AM, i.e., the student cannot be on property or participate in events occurring from Friday, 2:30 PM to Monday, 7:25 AM.

- **Expulsion** – An expulsion is an exclusion from school that exceeds 10 consecutive days. Expulsions are the outcome of a hearing in front of the board of school directors. Consideration for expulsion can result from a singular incident or the culmination of several disciplinary incidents. At this point, the school administration will have exhausted all approaches in attempting to correct the student’s misbehavior. The offenses or misbehaviors in this category may be of such a nature that their commission represents a violation of law, and they are subject to civil and/or criminal penalties.

HARASSMENT/BULLYING

Students are prohibited from harassing/bullying fellow students or school staff in any form when on school grounds, at school events, or on school furnished transportation. District personnel can only address behaviors or actions that take place during school hours or while the student attends school related events. Intervention measures and disciplinary consequences for violations of these expectations can include but are not limited to:

- Counseling
- Parental conference
- Loss of school privileges
- Exclusion from school-sponsored activities
- Suspension
- Change of schedule and/or transportation
- Expulsion
- Referral to law enforcement

As per Board Policy 252:

- Bullying shall mean any intentional electronic, written, verbal or physical act, or series of acts which occurs in a school setting and/or outside a school setting:
 1. directed at another student or students, school employee or volunteer,
 2. that is severe, persistent, or pervasive, and
 3. that has the effect of doing any of the following—
 - a. Substantially interfering with a student’s education,**
 - b. Creating a threatening environment, or**
 - c. Substantially disrupting the orderly operation of the school.**

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. Listed below are several definitions of bullying:

1. **Bullying** – A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other students (Olweus, 1986 and 1991). It is a negative action when someone intentionally inflicts, or attempts to inflict, injury or discomfort upon another.

2. **Direct bullying** – A negative action when somebody hits, pushes, kicks, pinches, or restrains another by physical contact. Direct bullying can also be carried out by words (verbally), by threatening, taunting, teasing, and calling names.
3. **Cyber-bullying** – All forms of cyberbullying by a student directed at another student, teacher, and/or other employee of the district violate this Policy 252. Cyberbullying includes, but is not limited to, the following misuses of technology, whether the technology is owned or leased by the district or by any other person or entity: harassing, unwelcome teasing, intimidating, threatening, or terrorizing the target by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website posting (including blogs).

Please consult the district website for the Board Policy BP 252 Bullying and Cyber-bullying

STUDENT DRESS CODE

Students at Springfield High School are expected to dress in clothing that is both conducive to the overall educational setting and promotes a positive academic atmosphere. It is each student's responsibility to attend school dressed in a manner that reflects good taste, a level of decorum, decency, and modesty in a commitment to present a positive reflection of the Springfield School District. This dress code also applies to field trips and extracurricular and co-curricular events and competitions.

Overall, SHS students have adopted this mindset and attend school with dress and attire suitable for an academic learning environment. However, there are instances where students deviate from these expectations. Listed here are more specific guidelines for student dress including items that are not permitted to be worn during the school day:

- All forms of hats, hoods, bandanas, and sunglasses are not permitted. The only exceptions to head covering are those which are worn for religious reasons.
- Clothing and accessories that suggest sexual references and/or refer to or promote alcohol, drugs, and violence are not permitted. Clothing must be free from images or depictions of weapons.
- Clothing and accessories that display inappropriate words, slogans, obscenities, convey double meanings or that are demeaning and/or degrading to genders or ethnicities are not to be worn.
- All shirts/tops must overlap the top of the lower garment, i.e., no exposed midriff area, and must cover all undergarments at all times. Tank tops must have a minimum 2-inch strap and must cover undergarments. Halter tops, crop tops, sports bras, and other similar athletic/active wear are not acceptable dress for the school day.
- All shorts and skirts must be of an appropriate length and fit to cover the lower torso to the mid-thigh and always cover all undergarments. Biker shorts, tight-fitting shorts, and other forms of athletic/active wear are not acceptable dress for the school day. Some styles of running shorts may also not be acceptable dress for the school day. As a general guide, the inseam of the shorts should be no less than 4 inches. As a general guide, dresses and skirts should extend to the mid-thigh.
- Sleepwear, pajamas, and slippers are not acceptable dress for school.
- 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.

The administration reserves the right to the final determination on the appropriateness of school dress. Students not adhering to these guidelines will be removed from the school setting until such time as appropriate attire is secured.

RESPONSIBLE USE OF ELECTRONIC DEVICES

Springfield High School Administration, in conjunction with District Administration and in adherence with Board Policy 237, has established the following guidelines to encourage the responsible use of personal electronic devices.

Encouraging and expecting responsible use mean establishing guidelines and regulations for inappropriate or prohibited use of personal electronic devices. Students are expected to adopt and adhere to these guidelines and regulations.

- Students are responsible for safeguarding their property if they choose to bring it to school. The school district is not liable for the loss or damage of any electronic device brought to school by a student.
- Students **are** permitted to use electronic devices before and after school, between classes, and **in the cafeteria** during lunch.
- Students are permitted to listen to music with the use of earbuds or headphones **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, or interferes with the ability of others to hold a conversation.

The following are the guidelines and regulations for prohibited use of electronic devices:

- Electronic devices include, but are not limited to cellular phones, smart watches, headphones, all forms of in-ear listening devices, tablets, personal game systems, or personal laptops.
- Students are not permitted to use their own personal computers, iPads, or tablets during the school day.
- **The access or use of electronic devices is strictly prohibited:**
 - **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,**
 - **during homeroom, and**
 - **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.**

- Use of portable speakers is not permitted 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) 938-6100, 6101 or 6106.

Any student found to be in violation of these rules will have the electronic device confiscated.

Faculty, staff, and administration are permitted to confiscate and retain electronic devices because these devices interfere with the educational process. Devices will be returned at the end of the school day. Repeat offenses may require the device be picked up by a parent/guardian.

Failure to comply with a request will be considered insubordination which will result in further disciplinary action.

INTERNET, ELECTRONIC MAIL AND NETWORK RESOURCES ACCEPTABLE USE POLICY

For more information about Springfield High School's technology program, please visit the [SSD Technology webpage](https://www.ssdcougars.org/district/district-departments/technology) on the school district's website, <https://www.ssdcougars.org/district/district-departments/technology>.

The detailed SSD Acceptable Use Policy for grades 9-12 can be found here: <https://www.ssdcougars.org/district/district-departments/technology/electronic-device-program-overview/grades-9-12>

SSD ACCEPTABLE USE POLICY (AUP) FOR TECHNOLOGY OVERVIEW

- To comply with a federal law ([CIPA](#)), schools must use technology that blocks or filters internet access (content filter, firewall, etc.).
- The Springfield School District reserves the right to log, monitor and review internet, email, and other network use of each student.
 - There is no expectation of privacy or confidentiality when using school district technology.
 - A Google Drive or other storage areas are considered like a school locker.
- Students must respect the rights of others to a polite and courteous technology environment. General school rules and policies for behavior and communicating apply when using a school district technology.
- Chromebooks, email, and use of the internet are intended to support and enhance the educational experience and are only to be used for education purposes. Inappropriate activity while using school district technology may result in disciplinary consequences.

TOBACCO USE, NICOTINE DELIVERY SYSTEM AND 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 the 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.

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.

INFRACTIONS OF TOBACCO USE, NICOTINE DELIVERY SYSTEM, and VAPING

Leveled offenses and consequences for students who violate Board Policy #222.

Tier 1	Possession of vaping device(s) or vaping paraphernalia	<ul style="list-style-type: none"> ▫ Item(s) confiscated and not returned. ▫ Immediate removal from school or detained in SLC for remainder of the school day. ▫ One (1) full day of out of school suspension. ▫ Smoking cessation session with school nurse or designee ▫ Students failing to attend session(s) with school nurse will be issued a \$25 fine. ▫ Repeat violations escalate to Tier 2 or higher.
Tier 2	Repeated Tier 1 Offenses Possession of multiple items or use of vaping device	<ul style="list-style-type: none"> ▫ Immediate removal from school or detained in SLC for remainder of the school day. ▫ Two (2) days of Out of School Suspension ▫ \$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. for a period of 14 days following the date of the infraction
Tier 3	Repeated violations of Tiers 1 or 2 Offenses Distribution or sharing of a vaping device	<ul style="list-style-type: none"> ▫ Immediate removal from school or detained in SLC for remainder of the school day. ▫ Three (3) days Out of School Suspension ▫ \$50 fine ▫ Loss of extra-curricular privileges, including but not limited to, dances, athletic contests, participation in clubs/activities, field trips, etc. for a period of 28 days following the date of the infraction. ▫ Repeat violations of Tiers 1, 2, and 3, escalate to Tier 4.
Tier 4	Possession of narcotics (THC, CBD oils, etc.) Repeat violations of Tiers 1, 2 or 3 Offenses	<ul style="list-style-type: none"> ▫ Immediate removal from school or detained in SLC for remainder of the school day. ▫ Five (5) days Out of School Suspension ▫ Informal Hearing with District Administration ▫ Loss of extra-curricular privileges, including but not limited to, dances, athletic contests, participation in clubs/activities, field trips, etc.

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:

1. The referred student is removed from the classroom or activity setting to an administrator’s office or the nurse’s office.
2. 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.
3. 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.
4. 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.

1. 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.
 - It will be the responsibility of the administrator, or teacher in charge if not during the school day, to decide whether a student is “under the influence”.
 - If a student is found to be under the influence, police will be notified.

The student will 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.

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.
2. Any student who possesses drug-related paraphernalia shall be suspended for 3 days. Further offenses will result in 3–10-day suspensions. Police will be notified.
3. 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 may 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

STUDENT CODE OF CONDUCT OFFENSES AND CONSEQUENCES TABLE

The guidelines outlined in the School Discipline Code represent typical and anticipated consequences for violations of the Student Code of Conduct. However, the sequence and consequences may be modified if, in the judgment of an administrator, alternative or additional actions will serve the best interest of the student and/or school environment.

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 resolved within the classroom at the teacher level. However, some behaviors, especially repeated behaviors, require the intervention of school administration. Most Level 1 Offenses will be recorded in eSchool as part of the student’s discipline record.

<i>Offense</i>	<i>Examples</i>	<i>Anticipated Consequences</i>
Excessive Lateness	<ul style="list-style-type: none"> ▫ Tardiness to School ▫ Tardiness to Class 	<p align="center">Verbal Reprimand</p> <p align="center">Classroom Pass Restriction</p> <p align="center">Confiscation & retention of electronic devices or other prohibited items</p> <p align="center">Teacher Detention</p> <p align="center">Removal from class</p> <p align="center">Parent Contact</p> <p align="center">Detention</p> <p align="center">In School Removal from Educational Setting</p>
Cutting Assigned Period or Detention	<ul style="list-style-type: none"> ▫ Cutting Teacher Detention ▫ Cutting Administrative Detention 	
Disruptive in Class		
Dress Code Violation	<ul style="list-style-type: none"> ▫ Violations of Dress Code 	
Obscenities	<ul style="list-style-type: none"> ▫ Offensive Language (conversational) 	
Leaving Assigned Area w/out Permission	<ul style="list-style-type: none"> ▫ Pass Violation 	
Inappropriate Behavior - Non-Instructional	<ul style="list-style-type: none"> ▫ Use of electronic devices in instructional setting ▫ Running in hallways ▫ Public Displays of Affection 	
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 	
Other	<ul style="list-style-type: none"> ▫ General misconduct 	

STUDENT CODE OF CONDUCT OFFENSES AND CONSEQUENCES TABLE (continued)

LEVEL 2 – 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. All Level 2 Offenses will be recorded in eSchool as part of the student’s discipline record.

<i>Offense</i>	<i>Examples</i>	<i>Anticipated Consequences</i>
Excessive Cutting of Assigned Period	<ul style="list-style-type: none"> ▫ Chronic Class Cutting ▫ Excessive unexcused tardiness 	<p>Consequences continue to escalate based on the severity of behavior.</p> <p>No Credit for Assignments</p> <p>Confiscation</p> <p>Detention</p> <p>Parent Conference</p> <p>Parent Contact and Written Notification</p> <p>In School Removal from Educational Setting</p> <p>OSS</p> <p>Superintendent Notified</p>
Insubordination	<ul style="list-style-type: none"> ▫ Defiance ▫ Refusal to comply with reasonable direction ▫ Cutting assigned administrator detention ▫ Ordering food delivery during the instructional day 	
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 	
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 	
Acts of Academic Dishonesty	<ul style="list-style-type: none"> ▫ Cheating ▫ Plagiarism ▫ Forgery 	
Safety Violations	<ul style="list-style-type: none"> ▫ Leaving school w/o permission ▫ Opening or propping an entrance or exit door at any time. 	
Minor Altercation	<ul style="list-style-type: none"> ▫ Verbal or physical 	
Other	Chronic Level 1 Infractions	

STUDENT CODE OF CONDUCT OFFENSES AND CONSEQUENCES TABLE (continued)

LEVEL 3 – Acts directed against persons or property, and which may seriously endanger the health and safety of others. Actions criminal in nature will be reported to Local Law Enforcement for disposition in addition to school-based consequences. Severe conduct violations may result in a recommendation for expulsion. Restitution of property and damages will be made when the situation warrants. All Level 3 Offenses will be recorded in eSchool as part of the student’s discipline record.

<i>Offense</i>	<i>Examples</i>	<i>Anticipated Consequences</i>
Criminal Trespass	<ul style="list-style-type: none"> ▫ Entering school grounds/school building outside of permitted hours and/or without approved reason 	<p align="center">Consequences continue to escalate based on the severity of behavior.</p> <p align="center">Parent Conference</p> <p align="center">Parent Contact and Written Notification</p> <p align="center">OSS</p> <p align="center">Superintendent Notified</p> <p align="center">Police Referral</p>
Reckless Endangerment	<ul style="list-style-type: none"> ▫ Provoking Violence ▫ Antagonizing 	
Bullying/Harassment/Intimidation	<ul style="list-style-type: none"> ▫ Harassment – Bullying/Intimidation ▫ Harassment – Sexual, Ethnic or Religious ▫ Violation of privacy to include photos, and 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 3	<ul style="list-style-type: none"> ▫ Possession or observed use or distribution of vaping devices, vaping paraphernalia and/or nicotine distribution devices. ▫ 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 3 Issues	<ul style="list-style-type: none"> ▫ Theft ▫ Vandalism ▫ Bus Violations ▫ Driving Violation 	

STUDENT CODE OF CONDUCT OFFENSES AND CONSEQUENCES TABLE (continued)

LEVEL 4 – 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. All Level 4 Offenses will be recorded in eSchool as part of the student’s discipline record.

<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. OSS Superintendent Notified Police Referral
Possession and/or Distribution of Unauthorized Item(s) – Level 4	<ul style="list-style-type: none"> ▫ Possession of drugs, alcohol, weapon(s), or related items 	
Level 4 Issue	<ul style="list-style-type: none"> ▫ Chronic Level 2 and 3 infractions ▫ Bomb Threats ▫ Activating false fire alarms or arson 	

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.

1. 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.

2. 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.

3. 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 limited 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.

4. 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.

STUDENT ATTENDANCE

Policy No. 204 Administrative Regulations

When considering the scheduling of personal matters and absences from school, the following dates should be avoided as they require student attendance either for testing or for participation in school wide events:

September 22 to 23 -- Freshman Dance October 10, 12 and 13 -- PSAT 11 NMSQT October 20 to 21 -- Homecoming Dance Oct 30 – Nov 3 -- Quarter 1 Exams November 6 - Powder Puff Game September 17 to 18 -- Sophomore Dance December 15 to 16 -- Snow Dance January 9 and 11 -- Winter Keystone Exams January 17, 18 and 19 -- Quarter 2/Sem 1 Exams	March 8 to 9 -- Junior Prom March 18 – 22 -- Quarter 3 Exams April 5 to 6 -- THON April 19 to 20 -- Senior Prom May 6 – 17 -- AP Examinations May 14 and 15 -- Spring Keystone Exams May 31, June 3 and 4 -- Sr. Quarter 4/Sem 2 Exams June 7, 10 and 11 -- Quarter 4/Sem 2 Exams
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A. ABSENCE NOTIFICATION: Email Procedures for Reporting Student Absence

The following procedures will be adhered to in administering the Springfield School District's attendance procedures regarding absences. Failure to comply with these requirements will result in the absence being coded as unexcused (see below for more details) and Pennsylvania Laws governing attendance will be applied accordingly (please see below).

1. The preferred method of communication to inform the school of an excused absence, late arrival or early dismissal is via email. The attendance reporting email address is: shsattendance@ssdcougars.org. The email must include: the name and a phone number of the parent or guardian reporting the absence, the student's name, grade, date of absence(s) and the reason for the absence, late arrival or early dismissal. 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.
2. Absences can also be phoned into the Attendance Hotline (610) 938-6110 to inform the school that the student will not be in attendance. However, in accordance with PA Attendance Laws, a signed written note or email is required to accompany absences reported on the phone. The note or email must include the following information: 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 note must be submitted within 3 days of return from an absence.
3. 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).
4. Students who accumulate 10 absences whether excused or unexcused must submit a doctor's note for subsequent absences to excuse the absences. 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).
5. 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.

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

NOTE: Parents/guardians will be notified in writing of if or when a student's attendance record becomes concerning or reaches the level of non-compliance with compulsory attendance codes.

B. EXCUSED ABSENCES

1. 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 the Springfield Schools may be excused temporarily from school attendance for the following reasons:
 - a) Sickness
 - b) Quarantine
 - c) Death in the immediate family
 - d) Inclement weather that would endanger the health of the child or make roads impassable
 - e) 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.
 - f) Student educational workshop/seminar/visit (college visit, student presentation, etc.) with the approval of Administration:
 - Failure to receive prior approval for such trip may result in the absence from school being regarded as unexcused
 - Advanced approval required
 - Student must be in good academic standing and attendance
 - It is the student's responsibility to make up completely any required assignments missed during such a trip.
 - It is also the student's responsibility to submit all assignments to the appropriate teacher upon return to school.
 - g) Extended Absences – PLEASE SEE BELOW FOR THESE GUIDELINES
 - h) For other exceptional reasons with the approval of Administration
2. **Make Up Work** - Students should submit work for teacher feedback regardless of timing of submission. Every student is expected to submit all assigned work; however, credit for assigned work is dependent the reason for the absence, i.e., excused or unexcused, and on the timely submission of the work.
 - a) Students will be permitted to make-up work missed during periods of excused absences only. Students should make prior arrangements with teachers prior to field trips.
 - b) Students will be permitted one (1) school day for each day of excused absence to make-up schoolwork missed during the period of absence. For absences in excess of five (5) school days, students must make alternate arrangements with individual teachers. The same timeline applies to homework.
 - c) Students who do not make-up work in the approved time period will forfeit the right to receive academic credit for work missed during the period of absence. Any make-up work turned in after the approved time period will receive teacher feedback but may not be eligible to receive credit.
 - d) Any student whose absence is unexcused or who cuts a class shall have no opportunity to receive academic credit for work assigned during those periods of absences.

C. UNEXCUSED ABSENCES

1. 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 for the absence, either a parent or medical note. Conditionally, the reason for the absence must align with those reasons listed above in section B.1.

It is important for parents 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:

- a) Oversleeping
 - b) Missing the bus
 - c) Babysitting
 - d) Shopping
 - e) Participating in private hobbies, lessons, or non-school sponsored activities/competitions
 - f) Studying for an examination or preparing a term paper
 - g) Habitual car problems/typical traffic patterns
 - h) Family vacations that are not pre-approved or exceed the excused five (5) days
 - i) Unauthorized or unsubstantiated college visitations
- Students who are absent have three (3) school days after their return to school to submit a written absence note to the attendance office. Failure to submit the written note will result in that absence permanently coded as unexcused.
 - In accordance with the updated Pennsylvania Truancy Act 138, a student with **three unexcused absences** is considered truant, and the school is required to alert parents/guardians. After the **fourth unexcused absence**, the school is 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.
2. **Missed Work Due to Unexcused Absence** - Students should submit work for teacher feedback regardless of timing of submission. Every student is expected to submit all assigned work; however, credit may not be awarded for assigned work turned in after an unexcused absence.

D. LATE ARRIVAL TO SCHOOL

1. Every late arrival to school will be UNEXCUSED unless the student comes to school with an acceptable excuse note from the parent or guardian. (See reasons listed in B.1)
2. ****Late Arrival to School Procedures*** - *Being on time is an important skill valued in all areas of society including post-secondary institutions and businesses. The school day begins at 7:25 AM and a student is considered tardy when arriving after 7:30 AM. Below are the disciplinary guidelines for tardiness to school:*
 - a) Late to Period 1 or arrival to school after 7:30 AM
 - i. Students are to report directly to the Main Office upon arrival.

- ii. 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.
 - iii. Consequences for tardiness range from detention to suspension depending on arrival time and frequency of tardiness.
 - iv. Failure to report to the main office when late to school will be considered insubordination and will result in additional consequences.
 - v. Students who arrive late to school after a full period will be marked absent by period.
3. ***For special after school/weekend functions students must be present at school the entire day. Some of these events include: Dances, Athletic Contests, Concerts, etc. Announcements will be made prior to these events to remind students of this expectation.***
4. **EXCESSIVE LATE ARRIVAL TO SCHOOL - PROCEDURES AND ADMINISTRATIVE ACTIONS** - Students who accumulate more than 10 occurrences of lateness, excused or unexcused, must submit a doctor's note for each subsequent tardy to be considered excused.
- a) **Excused Late Arrivals:**
 - i. After ten (10) excused occurrences of lateness students are required to provide a doctor's note. Any student arriving late without a doctor's note will be marked as unexcused and will receive consequences per the unexcused late arrival procedures outlined in this handbook.
 - b) **Unexcused Late Arrivals:**
 - i. **Three (3) unexcused occurrences of lateness** each Quarter will result in:
 - 1. Conference with student
 - 2. One (1) after school detention
 - 3. Parent contact
 - ii. **Five (5) unexcused occurrences of lateness** each Quarter will result in:
 - 1. Conference with student
 - 2. Two (2) after school detentions
 - 3. Parent contact
 - iii. **Seven (7) unexcused occurrences of lateness** each Quarter will result in:
 - 1. Parent conference
 - 2. Three (3) after school detentions
 - iv. **Nine (9) unexcused occurrences of lateness** each Quarter will result in:
 - 1. Conference with parent, administration, and guidance to develop a School Attendance Improvement Plan (SAIP)
 - 2. Loss of parking permit
 - 3. Denial of privileges
 - 4. Suspension from extra-curricular activities and/or athletics
 - 5. Possible referral for truancy

E. ABSENCES AND TARDIES AS RELATED TO EXTRACURRICULAR ACTIVITIES

- 1. To participate in or attend any after-school activities (sports practices or contests, play rehearsals or performances, concerts, proms, etc.), a student must be in attendance during the **entire** school day on which that activity takes place.
- 2. An unexcused absence on the day prior to a weekend or holiday activity will cause the student to be excluded from participating in any extracurricular activity during that weekend or holiday.
- 3. Emergency situations must be cleared with the appropriate school administrator.

F. EXTENDED ABSENCES

1. 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:
 - a) The Extended Absence Form, which clearly explains the educational value and/or educational experiences of the trip, is completed and submitted to the Attendance Office **10 school days*** prior to the trip to allow for ample time to review student records.
 - b) 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.**
 - c) Extended Absences may not interfere with Quarterlies Assessments, Keystone Exams, Advanced Placement Testing and PSAT testing.
 - d) 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.
 - i. Students must be passing a minimum of 75% of their credit load.
 - ii. 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.
 - e) 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).
 - f) 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.
 - g) 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 schoolwork missed during the absence and possible truancy.

G. TRUANCY

1. Frequent or prolonged absence, without satisfactory reason, or willful violation of the compulsory attendance laws, shall be handled in conformity with the procedures stated in the Pennsylvania Truancy Act 138.

HALL PASS PROCEDURE

Students must have an approve pass anytime there are in the halls during instructional time. Students are required to include accurate information about the activity, departure, and destination locations on their hall pass. Students must only be out of the classroom on a pass for an amount of time that is reasonable for the task and destination indicated on the pass. The school may use various forms of passes including software-based pass systems, e.g., eHallPass.

PA ACT 138 UNEXCUSED ABSENCE THRESHOLDS AND OUTCOMES

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 a school-based or community-based attendance improvement 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
- Student referred to Child Guidance Attendance Program
- Student must be referred to CCYA (if it was not done at 6 unexcused absences)

ONLINE ATTENDANCE MONITORING

The Springfield School District utilizes Home Access Center (HAC) for reporting and viewing a student’s attendance information. Students and parents/guardians can access the HAC link on the district web page.

EARLY DISMISSAL

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 card or note to the Main Office before 7:30 a.m. If this early dismissal request is due to a medical or dental appointment, additional documentation from the medical office must be provided.

Students report to the Main Office to sign out. Parent/Guardian sign out Main Office.

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.

TELEHEALTH APPOINTMENTS

Many doctors now offer telehealth appointments for improved convenience. Due to space, privacy, and supervision limitations, SHS is not able to facilitate telehealth appointments in the school building. Telehealth appointments should be treated as any other medical appointment for the purpose of school attendance, and the excused early dismissal procedures should be followed.

NURSE DISMISSALS

In response to recent situations involving students calling their parents/guardians to pick them up from school during the school day prior to being seen by the nurse, administration deems it necessary to detail and clarify the following:

In an effort to maintain student attendance at school, please do not plan to pick your child up from school unless you've received a phone call from the school nurse or an administrator. Any time a student leaves from school without prior notice and approval, the student's absence from school will be marked as "unexcused" and the student will not be permitted to make up any assigned work from the missed periods. This is also applicable to times when the school nurse determines the student is in good health, but the parent/guardian still decides to remove the child from school. In this case, if a parent provides a doctor's note within one (1) day, the absence will be marked "excused". All doctor's notes must be sent to the Student Services office.

TRANSPORTATION AND LOITERING AFTER DISMISSAL

The SHS Administration is aware that many students walk home or utilize transportation other than district buses to get home. Students who walk home are required to be off school property at dismissal, 2:30 PM, and begin walking home. Students who are picked up should proceed to the Rolling Road lot and await their ride. In the event of inclement weather, students will be permitted to wait in the lobby but must remain in view of the main office and surveillance equipment. If a student(s) does not comply with these expectations, they lose this privilege and will be required to leave school property at dismissal. Failure to comply with this request or continued acts of disruptive/disrespectful behavior will result in disciplinary consequences.

Students may not remain in the building after school hours unless participating in a school sponsored activity. Students may only access locations of the building related to the school sponsored activity.

PARTICIPATION IN CO-CURRICULAR/EXTRACURRICULAR ACTIVITIES AND SPECIAL EVENTS ATTENDANCE, CONDUCT, AND ACADEMIC PERFORMANCE

In order to participate in any after-school activities (such as athletic practices or contests, play rehearsals or performances, choir rehearsals or concerts, dances or proms, etc.), each student must meet with the following expectations:

- Students must be present in school all day the day of the event or activity, or preceding if the event or activity occurs on a weekend
 - Students suspended out of school or placed in SLSC the day of the activity, or prior for weekend activities, are prohibited from attending or participating in the event or activity.
 - Students must be in good academic standing.
 - Athletic and Club participation have strict academic guidelines for eligibility. Daily attendance reports are shared with the Athletics/Activities Office and policies for participation will apply.
 - Ticket purchase for dances or events will require students to be in good academic standing. This includes passing all courses to be eligible to purchase tickets for Senior Prom.
- *** Emergency situations or extenuating circumstances must be cleared with SHS administration at least three (3) days in advance when possible.

Student participation in extra-curricular, special events and functions throughout the school year is a privilege and, at the discretion of the administration, these privileges can be revoked at any time. A student's attendance record, detention time, and suspension time do impact these privileges and as such will be taken into consideration prior to the date of the event(s). Examples of these events are:

- Dances
- Special Events, i.e. Powder Puff, STW Performances, THON, Concerts, talent shows
- Frosh Fest, Soph Hop, Jr. Prom, Sr. Prom, Post Prom
- Senior Party
- Commencement

As a general guideline, if the total number of days for these attendance/discipline infractions amounts to approximately 10% of the school year at the time of the event or meets or exceeds the threshold for being considered habitually truant (12), the student will be excluded from participation in the event. Administration reserves the right to determine participation at extra-curricular activities based on students' disciplinary records over the course of the year (detentions, suspensions).

- Failure to attend an assigned administrative detention equates to 1 day
- 3 detentions equates to 1 day
- 4 or more consecutive periods in the SLSC equates to 1 day
- Special considerations may be made if a student has a suspension of 2 or more consecutive days for a single incident

Date	Event	# of Days
Freshmen Dance	September 23 rd	2
Homecoming Dance	October 21 st	3
Powder Puff Game	November 6 th	5
Snow Dance	December 16 th	7
Soph-Hop	October 18 th	8
SSDM Black Light Dance	January 26 th	9
Junior Prom	March 9 th	10
Dance Marathon	April 6 th	12
Senior Prom	April 20 th	13

STUDENT SERVICES

BUS TRANSPORTATION AND CONDUCT

Bus transportation is provided for students who live beyond a one-and-a-half-mile radius of the school. All eligible students are issued and must carry a bus pass which must be presented at the driver's request. Policy 218(a) states that the Student Discipline Code applies to students using Springfield School District transportation. In addition, the transportation privileges may be suspended for incidental or continued acts of misconduct while using the transportation system. Loss of riding privileges may increase in duration depending on the number and type of infractions incurred by the student.

CAFETERIA

The SHS Cafeteria is one of the few areas of the building that is common to all students. That being said, each student has a responsibility to do their part in maintaining the cleanliness and orderliness of the cafeteria, especially tables and chairs. Students are expected to be courteous and reasonably quiet while in line and eating. Students are responsible for ensuring their table and area is clean at the end of

lunch and chairs are left in an orderly fashion. Students are assigned to a lunch period and are expected to report promptly to the cafeteria and remain in the cafeteria during the entire lunch period. While in the cafeteria, students must be seated and are not permitted to stand to eat. Students must sit in the chairs as they are arranged and cannot move or add chairs to other tables. Not reporting to lunch or leaving the lunch area without permission is equivalent to cutting class.

Students are to bring their lunch to school or have it dropped off by parent/guardian. Food deliveries to school from outside restaurants or food delivery apps like uber eats are not permitted. These deliveries will be turned away from the main office. If students are caught having food delivered to a door or entrance, the food will be confiscated and the student will face disciplinary consequences, likely suspension. These actions place the safety and welfare of students and staff in jeopardy.

COUNSELING

The goal of the Guidance Department is to promote and enhance the learning process. To this end, the counseling staff offers a wide range of programs and services designed to facilitate student growth in the areas of academic, career, and personal/social development. Students meet with their counselors to discuss concerns in an atmosphere of confidentiality.

Program offerings include:

- Academic counseling, course planning and course selection
- Individual and group counseling
- Four-year planning
- Post high school planning
- Career counseling and information
- Parent and teacher communication and conferences
- Achievement and college admissions testing
- Computer assisted guidance information
- Referral services to outside agencies

LEARNING MATERIALS CENTER - LMC

The LMC is the center for resource materials. You may borrow books, audiovisual materials, and equipment from the LMC and use magazines, electronic databases and reference materials. The LMC is open for use by students from 7:15 to 3:15 every day during the school year. The LMC is a place for quiet study, leisurely reading, research, and work. The following rules will be observed when using the LMC:

- Enter and exit at the main door only.
- Sign in at the front desk.
- Provide pass to LMC faculty/staff.
- Books may be borrowed for two weeks and may be renewed if not reserved by another student. Desk reserve materials may be borrowed for a period of one week, unless otherwise specified. Reference, audiovisual materials and magazines do not circulate.
- Students will be charged late fines for overdue materials. Books are \$.05/day and all other materials are \$.10/day.

MEDICAL EXAMINATION PROCEDURES

The physical well-being of all students is a chief concern of the high school. A complete physical examination is given to all eleventh grade students. In lieu of the school's examination, a student may have a physical examination completed by another doctor. Yearly screening tests to check height, weight, and vision will be performed on all other students. State law requires all students in the 11th grade complete a physical examination. If a student does not have this examination completed, as per state guidelines, they may be excluded from school until such examination is administered.

PARKING AND DRIVING

Parking in a school lot is a privilege offered to only Juniors and Seniors. Students must register their vehicles at the time of purchase to secure a parking permit for \$15. 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.

Student parking is only permitted on public streets or with a permit in the Student Parking Lot (corner of Rolling Rd. and Leamy Ave.). Students may not park in other lots around the school or in the St. Francis parking lot.

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 Attendance/Discipline 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. A copy of the signed approval form must be submitted to the Attendance/Discipline Office for our records.

PHYSICAL EDUCATION UNIFORMS

All students enrolled in Physical Education are required to buy and wear an approved Springfield HS physical education uniform which consists of a t-shirt and pair of shorts. Long sleeve shirts and pants are also approved wear. In addition, students must wear socks and sneakers. To prevent loss of uniforms, clearly mark both the shirt and shorts with your name with a permanent marker.

STUDENT ASSISTANCE PROGRAM

Purpose of the team is: to provide support for hurting, discouraged, disconnected or troubled students in a confidential manner and to connect them with the appropriate resources to provide them with the best possible help removing the barriers to school success. We are concerned with areas that affect a student's behavior, attendance, health and academics. SAP is not a disciplinary process but rather is designed to help students with issues such as: grief, anger, stress, depression, suicide, eating abnormalities, drug and alcohol issues (either personal, in the family or involving a friend). If you or a friend needs help, students can make a referral by talking to any teacher, counselor or administrator.

WORKING PAPERS

Anyone aged 14 through 17 are required to secure an "Employment Certificate". To obtain working papers, a student must:

1. The application for working papers must be filled out and signed by a parent/guardian in the main office. The work permit will also be supplied at this time.
2. The student's birth certificate, passport, or baptismal certificate must be presented as proof of age.
3. The student presents the work permit to the employer after being hired.
4. The permit is valid until the student is 18 years old. After that, it is no longer required.

EXTRA-CURRICULAR AND CO-CURRICULAR ELIGIBILITY AND PARTICIPATION RULES

The following is an abridgment of the rules of the Pennsylvania Interscholastic Athletic Association (P.I.A.A.) and regulations established by Springfield High School. In order to participate on any team, the following regulations must be followed.

1. A medical examination and permission card signed by the parents are required; such an examination must be completed within six weeks prior to the start of practice.
2. Senior High age limit is 19 before September 1.
3. Ninth grade limit is 16 before September 1.
4. A student must be in full attendance the day of a contest, or, in the case of Saturday games, the day before a contest. Furthermore, if a student has an unlawful tardiness the morning after a game, that student will not be permitted to practice or compete on the day of the tardiness.
5. A student cannot participate in athletics:
 - A. After twelve semesters beyond sixth grade (2 per year).
 - B. After four seasons of any sport from the ninth grade.
 - C. After completing the work of grades nine, ten, eleven and twelve, inclusive.
6. Academic regulations require that students be passing 75% of all credit bearing subjects to be eligible to participate in competitions. Grades are evaluated on a cumulative basis from week to week to establish removal or reinstatement of eligibility for the following week. At the end of any nine-week report period, students who have not achieved passing grades in at least three full-credit subjects will become ineligible for the first 15 school days of the succeeding grading period, commencing with the day report cards are issued.
7. At the end of the school year eligibility for the fall athletic season is to be determined by using final grades, rather than grades for the fourth quarter.
8. A new student whose parents move to Springfield from another community may immediately participate in athletics, if the transfer was not for athletic reasons.
9. If a student has been attending another school, but his parents reside in Springfield and the student enrolls at SHS, this student may participate in athletics providing his enrollment in Springfield High School is for academic reasons.
10. A pupil who has been absent from school twenty or more days during a semester becomes ineligible until he/she has been in attendance a total of sixty school days following his/her twentieth day of absence.

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 an extra- or 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.

EXTRA-CURRICULAR AND CO-CURRICULAR CLUBS AND ACTIVITIES SPONSORS

Chess Club – Mr. Boerth

Chess club meets once a week for an hour and provides students an opportunity to learn or practice their chess skills. It is structured based on the desires of the participating students. Time is generally spent with free play between students to develop their skills. More advanced members can study and practice specific openings and defenses. Chess is a game that is easy to learn but very hard to master and provides students with an opportunity to not only learn chess but also develop executive functioning skills in a fun environment.

Clay Club – Mr. Bohlen

Clay Club is for students with a deep passion for creating original 3D artwork. Members research, design, and create one of a kind, original ceramic artworks. Through teacher demonstrations, independent research, and LOTS of hands-on experience, students will learn a wide range of Ceramic making skills, tools, materials, and techniques. Students may focus on creating Functional Pottery and/or Sculptural Ceramic projects. Previous experience working with clay is not required. Clay Club meets once a week after school in Mr. Bohlen's room B128.

Color Guard – Mr. Stanford Point of Contact

Color guard is an extra-curricular group that provides the overall visual to the Springfield High School Marching Band through the use of routines and dances using flags and other props. Routines are taught to color guard members by a color guard instructor during our two weeklong summer band camp and once a week rehearsals that happen through the later summer and early fall. The color guard performs along with the band at all football games, band shows, community parades, and other events. Color guard members also are afforded the same opportunities as other band members including trips and potential scholarships. Colorguard is open to students in grades 9-12 and no previous experience is required. Anyone interested can contact Mr. Stanford at mark.stanford@ssdcougars.org

Community Service Club – Mrs. Barber

The Community Service Club is designed to provide service opportunities to student at Springfield High School. Each active student member is asked to complete a minimum of 10-15 hours per quarter. Students record their hours at the end of each quarter on the Community Service Canvas Page. Opportunities for students are post on the Canvas Page and have included but are not limited to volunteering at other schools in the district for events, local charity and church groups, Springfield Youth Club, Greater Philadelphia Area events like CHOP Walk Run, SSDM, and MLK Day events. Active students may also use activities outside of the posted volunteer list. This is a great club where students who are looking to share their abilities in the act of being of assistance to someone in need.

SSDM – Steve Stefani Dance Marathon Mrs. Barber & Mrs. Rudzki

The SSDM branch of the charitable giving student group works to fund raise for pediatric cancer research and family support and all proceeds from these efforts are donated to the Four Diamonds Organization affiliated with the Penn State Health System and Hershey Medical Center. Student led committees contribute the success of this program coordinating several fund-raising events culminating in the Dance Marathon in the Spring.

Delco Hi-Q - Mr. Hermann & Mrs. Tanner

Delco Hi-Q is the nation's oldest continuous academic quiz bowl competition. From a total of twelve students on the team eight members compete in a Jeopardy-style competition. Contests take place on stage before an audience in two rounds, against two other schools. Each round consists of questions from predetermined topics and students earn points for each correct answer of their own, with additional points earned as pick-up points from competing teams. Topics include literature, geography, history, science, current events, and sports. Practices are scheduled after school once per week from September through February. During practices the twelve members compete for one of the eight positions on the stage-team. Each Hi-Q season includes a practice competition in November, followed by three official competitions between December and February. Frequently, our school also competes in the semi-finals during early

<p>March. A significant amount of independent preparation is expected outside of the whole group meetings. This includes work during the summer preceding the competition season.</p>
<p>DuBois Honor Society – Mr. Coreas The mission and program of the DuBois Honor Society will be implemented through local chapters that will operate under a national standard outlined in the organization's constitution, but it will do so in a manner that is effective and appropriate to meet the needs of each local community and constituency, variety, cultural sensitivity, ingenuity, and resourcefulness are strongly encouraged.</p>
<p>Dungeons and Dragons - Mr. Kalinsky DnD Club description is as follows: "The Dungeons & Dragons Club of Springfield is designed to introduce new players to the game of D&D, as well as provide a challenging campaign for returning players. The club meets every Monday and Friday after school until the session is over (Generally 5:30pm). However, players will be allowed to join ONLY the Monday OR Friday session, to accommodate for player volume. Throughout the school year, players will develop their characters and navigate the year's campaign with the other club members. D&D Club members will combine elements of strategy, improvisation, social skills, and critical thinking to tell the story of the player and the party as they make their way through the year's campaign. The D&D Club of SHS opens it's doors to new and veteran players alike, offering anyone a chance to explore the world of D&D and make some unlikely allies along the way."</p>
<p>FBLA – Future Business Leaders of America – Mr. Massimi & Mrs. Gill Future Business Leaders of America, Inc. (FBLA) is the largest business Career and Technical Student Organization in the world. Each year, FBLA helps over 230,000 members prepare for careers in business. FBLA inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences. As a member of FBLA, students will have a chance to compete in areas of business, technology, and communications. Students will have to opportunity to participate in leadership conferences at the Regional, State and National level. The experiences obtained at these conferences goes far beyond the competition as the students learn professionalism in networking with students around the region, the state, and the country.</p>
<p>Educators Rising - Ms. Hostetter Educators Rising is an organization for students interested in exploring potential careers in the field of education. Our main objectives are to support teachers and to learn about the various career opportunities in education. To achieve these goals, we co-sponsor a school supplies drive for teachers in Philadelphia, and we prepare students to become tutors through our partnership with the Springfield Literacy Center. The club meets twice a month, from 2:55-3:30 p.m. on Mondays, throughout the school year. All interested students are welcome to attend.</p>
<p>GSA – Gay, Straight Alliance – Belton and Mr. Zubert The Springfield High School GSA (Gay + Straight Alliance) seeks to foster a safe social forum for LGBTQ+ youth and their allies, nurturing a generation of LGBTQ+ youth leaders. The SHS GSA cultivates connections, leadership skills and opportunities; inspiring youth leaders to advance equity - in terms of sexuality, race and gender - and social justice in our school communities through conscious engagement and effective action.</p>
<p>Jazz Band - Mr. Stanford Jazz Band is an extra-curricular musical ensemble composed of saxophones, trombones, trumpet, and rhythm section: bass, guitar, piano, drums, and mallet/aux. percussion. This group aims to offer students an opportunity to learn and perform America's art form, jazz, through both sheet music and improvisation. The group meets weekly and spends rehearsals preparing for upcoming concert performances and community events. The group performs at local jazz festivals, Jazz Under the Stars, Celebration of the Arts, and other community events. The group's musical repertoire focuses on the styles of big band jazz, blues, funk, rock, and other contemporary genres. Those interested in joining jazz band should contact Mr. Stanford at mark.stanford@ssdcougars.org</p>

<p>National Art Honor Society - Mr. Mann</p> <p>The National Art Honor Society provides national recognition and opportunities for students who exhibit outstanding scholarship in the visual arts, and for their teachers. In this time of uncertainty and potential isolation, connecting and acknowledging outstanding visual arts students is more imperative than ever. Participation in NAHS provides your students, faculty, school, and community with invaluable benefits—including peer recognition, leadership growth opportunities, college and career preparation, recognition of your art program, and so much more.</p>
<p>National English Honor Society - Dr. Brett</p> <p>The National English Honor Society (NEHS) is the only international organization exclusively for secondary students who, in the field of English, merit special note for past and current accomplishments. 12th grade students who have earned an 85 or higher in AP Language & Composition and currently have an 85 or higher in AP Literature & Composition will be invited to apply for admission into the NEHS. Interested students must be advocates for English language arts at Springfield High School. The application process includes the NEHS application form, a google form, the submission of a writing piece, and submission of membership dues. The NEHS Induction Ceremony is held in the fall of senior year. As an honors society, NEHS creates a space to celebrate students who have taken the most academically rigorous English language arts courses offered by the district.</p>
<p>National Honor Society - Mrs. Tanner</p> <p>The Springfield Chapter of the National Honor Society recognize and encourage academic achievement while also upholding the original ideals of the National Honor Society established in 1921. Refer to membership guidelines and standards in the student handbook.</p>
<p>PJAS - Mr. Schmidt & Mr. Walheim</p> <p>PJAS or Pennsylvania Junior Academy of Sciences is a club where students complete independent scientific, psychological, and/or mathematical research. They then analyze their results to present their findings at a regional competition in hopes of qualifying for the state meet. The club meets once a week, has one Saturday competition typically held at SHS or at ETR, and attends the state meet each May at Penn State University Main Campus where students get to stay in dorms, present to the state judges, and interview for potential scholarships.</p>
<p>REACH – Respecting Ethnic and Cultural Heritages – Mr. Coreas</p> <p>To promote and celebrate inclusivity, diversity, and multiculturalism, and to foster understanding among the diverse ethnic groups at SHS/Morton/Springfield Communities</p>
<p>Reading Olympics – Mr. Reimund and Mr. Allen</p> <p>Reading Olympics is a club for anybody who loves to read. The DCIU runs a trivia competition based on a selection of books, which is held one night in the spring at a designated school in Delaware County where teams from many schools compete against each other and themselves. In this club, you will be asked to read books from that list and discuss with the group to prepare for the competition. Reading Olympics celebrates the joy of reading throughout the year. We have one meeting a month to check in on your reading selection and to make sure the group has read all of the books, so we can achieve a blue ribbon, the highest honor, as a team at the competition.</p>
<p>Rho Kappa Social Studies Honor Society - Mr. Brophy</p> <p>A Rho Kappa National Social Studies Honor Society provides national recognition for outstanding students, and encourages an interest in, understanding of, and appreciation for the social studies.</p> <p>Rho Kappa Social Studies Honor Society is the only national organization for high school juniors and seniors that recognizes excellence in the field of Social Studies. Students are accepted into the Rho Kappa Social Studies Society on an overall GPA criterion and demonstrated excellence in the Social Studies discipline. The school year 2023-24 will begin Springfield High School’s inaugural chapter in this prestigious society. This is an academic recognition society which includes an appropriate induction ceremony and the expectation that members will adhere to principles and values of the Rho Kappa National Honors Society.</p>

<p>Science Olympiad - Mr. Hermann</p> <p>The Science Olympiad is the nation's premier STEM competition. Students work with partners to prepare for competition in a selection from among 23 events across all science disciplines. Emphasis is placed on hands-on engagement, lab techniques, research & study skills, and problem solving. The competition team consists of 15 students; this group receives support from 3-5 additional students who serve as research and engineering assistants. SHS participates in at least one invitational tournament in the winter followed by the southeast regional competition in the spring. Practices are held twice each week from October through March wherein members collaborate, research, study, build, and experiment following the guidelines provided by the national Science Olympiad standards.</p>
<p>Sea Cougars – Underwater Robotics Team - Ms. Sheehan & Mr. Schaffer</p> <p>The culminating experience for the Sea Cougars is to compete our underwater ROV through various obstacles and missions at Temple University. We work all year-long designing our sea perch craft to meet the mission of each years theme, which is then judged by Naval Engineers. The team uses the Engineering Design Process and various hands-on techniques to execute the design, including electronics/soldering, 3D printing and modeling and PVC manipulation. The team competes and presents their engineering notebook, formal presentation and operation of the craft. The team meets once a week from October – April to learn new techniques and collaborate on the final design.</p>
<p>Sonder Online Lit Mag - Mrs. Zubler</p> <p><i>The Springfield Sonder</i> is a literary magazine created online and digitally published, featuring a variety of short stories and poetry. Students meet weekly to craft, revise, and format their pieces to strengthen their creative writing skills and gain experience collaborating with peers. Together, the Lit Mag team uses a program called Canva to graphically design their writings while keeping in mind the idea of organizing cohesive spreads and color themes. Once complete, editions of the Lit Mag are published online and made available to students in hopes that viewing the work of peers creates a sense of understanding and community. In addition to putting together online editions, our meetings occasionally include group writing games and mini-lessons on writing elements and format. Those interested in art, photography, graphic design, and writing will find a role in our work that is fitting to their hobbies and skills.</p>
<p>Spri-Hian – Newspaper - Mr. Cianfrani</p> <p>The <i>Spri-Hian</i> is a student-run newspaper established in 1932 and has been published by Springfield School District with a purpose to inform and entertain the student body of Springfield High School. The <i>Spri-Hian</i> aims to be the voice of its readership and to provide an online forum for students to express their vetted opinions. In order to make the paper more easily accessible, the online newspaper was launched in 2018.</p> <p>A student-run newspaper creates the opportunity to practice and value responsible journalism. Occasionally, student journalists will encounter controversial issues students are obligated to exercise responsible journalism with integrity and objectivity. The <i>Spri-Hian</i> is committed to providing an in-depth analysis of events going on throughout Springfield High School and throughout the world.</p> <p>The content of the <i>Spri-Hian</i> is a decision that is the responsibility of the student staff with the aid of the advisor. Student journalists are responsible for creating original content for the <i>Spri-Hian</i> and will not publish any material deemed libel, slanderous or misleading. The writers of the <i>Spri-Hian</i> will do thorough research in order to ensure original and factual content for all articles.</p>
<p>Springfield Buddies - Mrs. Damato</p> <p>Springfield Buddies Club is a student-run friendship club, which creates buddy pairs between students with and without disabilities. Best Buddies helps to create an inclusive school climate for students and a community culture of acceptance. The Springfield Buddies program consists of students in the Life Skills and SAILL program along with students in the general education</p>

<p>population. The club does different activities throughout the year out in the community outside of school hours. They also get together during the school day for different events and meetings.</p>
<p>STW-Springfield Theatre Workshop - Ms. Scalies Springfield Theater Workshop (STW) brings students together to foster a love and appreciation for theatre arts. From on stage to behind the scenes, students will have a transparent view of bringing a performance to life. Theatre encompasses a broad spectrum of skills. STW is for you if you have an interest in any of the following: singing, dancing, acting, construction, painting, scenic art, graphic design, video editing, photography, sound design, lighting design, costume design, hair design, stage management, stage crew, directing, choreography, music directing, piano accompaniment, social media, house management, treasurer, and more!</p>
<p>Stage Crew – Mr. Steinke Members of the stage crew will learn and practice the fundamentals of stage production. Participation in stage crew includes building and painting sets, managing props and costumes, stage lighting and sound engineering. Major events for the crew include the fall and spring theater productions, winter and spring talent shows, and all music concerts. At the stage crew manager’s discretion, stage crew members may be invited to participate in lighting/sound engineering at any event that takes place on the high school stage. The stage crew is an integral part of the theater program in Springfield. We help the actors and other student groups look and sound their best while putting on annual events.</p>
<p>Student Council/Student Government - Mr. R. Nelson Springfield High School Student Government consists of an Executive Council, which represents that student body as a whole, and five Class Officers for each grade level who assist the Class Advisors in organizing activities as well as serving as student representatives for their grade level. Student Council also organizes events such as Homecoming Week, seasonal pep rallies and student Spirit Weeks.</p>
<p>Treble Makers - Mr. Zubert (audition only) Treble Makers is an extracurricular vocal ensemble. This group aims to offer students another musically enriching opportunity outside of our curricular offerings at SHS. The group meets weekly and spends rehearsals preparing for upcoming concert performances and community events. The focus of this group is on music of the popular and contemporary genres including but not limited to pop, Broadway, and jazz. Those interested in joining Treble Makers must audition and should see Mr. Zubert for more information.</p>
<p>Ultimate Frisbee - Mr. Walheim Springfield Ultimate Frisbee is the club team for the sport of Ultimate Frisbee. NO EXPERIENCE NEEDED TO JOIN!!! The team practices and competes against teams across the greater Philadelphia regions in games and tournaments at both the JV and Varsity levels as well as male, female, and co-ed teams.</p>
<p>World Language Honor Society - Mrs. Ward For the WLHS, based on a review of transcripts, students are invited to participate based on their grades and their level in the language. Spanish- Students in Spanish 4 or AP are invited to participate based on a 90% or higher average in all their Spanish classes and an 84% or higher cumulative average. (This is based on the National chapter requirements) German- Students are invited to participate based on their 90% or higher average after German 2. Students who accept the invitation to participate are inducted into the WLHS and are required to tutor students during homework club.</p>
<p>Yearbook – Scrivener - Mr. Piombino The Scrivener Yearbook Club is dedicated to capturing and commemorating the defining moments of each academic year. Comprising students from grades 9 to 12, including photographers, writers, editors, and designers, the club collaboratively produces the annual yearbook. This ensures a comprehensive documentation of school events, achievements, and the diverse student experience. The group meets 2-3 times a month throughout the school year.</p>

Springfield High School PIAA District 1 Athletic Teams		
FALL ATHLETIC TEAMS	WINTER ATHLETIC TEAMS	SPRING ATHLETIC TEAMS
<u>Cheerleading</u> <u>Cross Country</u> <u>Field Hockey</u> <u>Football</u> <u>Girls' Tennis</u> <u>Golf</u> <u>Soccer</u> <u>Volleyball</u>	<u>Wrestling</u> <u>Swimming/Diving</u> <u>Winter Track</u> <u>Basketball</u>	<u>Baseball</u> <u>Lacrosse</u> <u>Softball</u> <u>Boys' Tennis</u> <u>Track</u>
Springfield High School Student Athletic Club Teams		
	<u>Winter Track</u> <u>Ice Hockey</u> <u>Bocce</u>	<u>Ultimate Frisbee</u>

SPRINGFIELD HIGH SCHOOL FACULTY AND STAFF

<p><u>Language Arts</u> Chris Allen Aidan Brett Rob DiCristino Mike Cianfrani John Gildea-Walker Catherine Hostetter Collin LeNoir Kyle Quartermus Drew Reimund Danielle Yoka Deidre Zubler</p>	<p><u>Social Studies</u> Michael Brophy Scott Holloway Pawel Kalinsky *Seth Kampf Christian Milz Rob Nelson Steve Pratt Mark Schmidt Brittney Firestone Daniel Staiber Kevin Steinke</p>	<p><u>Science</u> David Baker Janet Barber Thomas Boerth George Celona Jacqueline Falcone Logan Ford Martyna Habdas Rob Hermann Philip Lee Trinity Pellegrin Rebecca Rudzki Natalie Tanner</p>	<p><u>Mathematics</u> Chris Britton Maria Cuozzo Louis D'Alonzo William Harley Patrick Heaney Luke Jiorle Stephanie Lewis Nick McCann Joe Pizzica Danielle Udovich *Matthew Walheim</p>
<p><u>World Languages</u> Bergen Bycoskie Giovanni Coreas Jennifer Gilrain Dawn McDonnell Francis Ward Kevin Williams</p>	<p><u>Learning Support</u> Fonda Akins Nick Campbell Jen D'Anjolell Sarah Damato Lauren DiBlasi Brooke Ferguson Lauren Four Stephanie Lucas Elizabeth Morrison Marie Murtha Lovada Ott</p>	<p><u>TV & Video</u> <u>Production</u> David Jurkiewicz <u>Comp. Apps/Bus. Ed.</u> Cynthia Gill *Seth Kampf Eric Massimi Jason Piombino *Matthew Walheim <u>Art</u> Chris Belton Carson Bohlen Michael Mann Dina McLeer</p>	<p><u>Music</u> Risa Cullen Mark Stanford Michael Zubert <u>Applied Engineering & Innovative Tech</u> Jim Conlin Brandon Schaffer Jamie Sheehan</p>
<p><u>Family & Consumer Sciences</u> Patricia Delaney Dennis Shook</p>		<p><u>Health/Physical Education</u> Dawn Blair George Caroulis Brian Francis Jeff Smith</p>	
<p><u>Guidance</u> Kelly Pedrotty Hilary Campbell Connor Chang Ivy Harris Jessica Houser Kendra Campbell - College & Career</p> <p><u>Medical</u> Jaime Szwarc & Christa Oakes</p> <p><u>Social Workers & Psychologist</u> Allison Moyer & Eileen Robus Dustin Richard & Elizabeth Switzer</p>	<p><u>Secretaries</u> Rachel McCusker - P Carol Connelly - M Chrissy Lusch - M Michelle Roberts - M Lisa Marie Noll - Gu Christine Sulpizio - Gu</p> <p><u>Building and Student Supervision</u> Norm Nelson Roe Vecchione Kyle Long</p>	<p><u>Learning Assistants</u> Denice Campbell Ronnita Hampton Laurie Hull Rachel Karas Kimberly Kilgore Susan McCarthy Katie McGinnis Denise Riddle Nadia Tarik Christine Worley</p> <p><u>Athletics/Activities</u> Tom Lemieux Susan Trella Jim Bollinger & Monty Weitzel (Trainers)</p>	

Springfield High School Guidance and Counseling Office Personnel			
Counselor	Grades 9-10	Grade 11	Grade 12
Kelly Pedrotty - 610-938-6269 kelly.pedrotty@ssdcougars.org	A-Da	A-Cla	A-De
Hilary Campbell - 610-938-6267 hilary.campbell@ssdcougars.org	Db-Hz	Df-Hud	Df-Ke
Ivy Harris - 601-938-6271 ivy.harris@ssdcougars.org	I-Mi	Kim-Pek	Kf-Ph
Connor Chang – 610-938-6216 connor.chang@ssdcougars.org	Mj-Rz	Cli-De, Hu-Ke, Pe-Phi, and Ti-Zh	---
Jessica Houser - 610-938-6268 Jessica.houser@ssdcougars.org	S-Z	McC-Tho	Pi-Z
Guidance Office Secretaries			
Lisa Noll – 610-938-6266 Lisa.noll@ssdcougars.org	Counselor Secretary and Main Desk		
Christine Sulpizio – 610-938-6265 Christine.sulpizio@ssdcougars.org	College and Career Counselor Secretary		

BELL SCHEDULES

Regular Period Schedule			GROWL Period Schedule			ACE/HR Period Schedule			½ Student & Act 80 Day Schedule		
Period 1	7:30	8:21	Period 1	7:30	8:20	Period 1	7:30	8:16	Period 1	7:30	7:53
Period 2	8:25	9:16	Period 2	8:24	9:13	Period 2	8:20	9:05	Period 2	7:57	8:19
Period 3	9:20	10:11	Period 3	9:17	10:06	Period 3	9:09	9:54	Period 3	8:23	8:45
Period 4	10:15	11:10	Period 4	10:10	11:14	Period 4	9:58	10:43	Period 4	8:49	9:11
Period 5	11:10	12:40	Period 5	11:14	12:44	Homeroom	10:47	11:21	Period 5	9:15	9:37
<i>Lunch A</i>	11:10	11:40	<i>Lunch A</i>	11:14	11:44	Period 5	11:21	12:51	Period 6	9:41	10:03
<i>Lunch B</i>	11:40	12:10	<i>Lunch B</i>	11:44	12:14	<i>Lunch A</i>	11:21	11:51	Period 7	10:07	10:30
<i>Lunch C</i>	12:10	12:40	<i>Lunch C</i>	12:14	12:44	<i>Lunch B</i>	11:51	12:21			
Period 6	12:44	1:35	Period 6	12:48	1:37	<i>Lunch C</i>	12:21	12:51			
Period 7	1:39	2:30	Period 7	1:41	2:30	Period 6	12:55	1:40			
						Period 7	1:44	2:30			

Quarter 2/Semester 1 and Quarter 4/Semester 2 Assessment Schedule								
Day 1			Day 2			Day 3		
Period 1	7:30	8:45	Period 4	7:30	8:45	Period 6	7:30	8:45
Period 2	8:55	10:10	Period 5	8:55	10:10	Period 7	8:55	10:10
Period 3	10:20	11:35	<i>10:10 Student Dismissal</i>			<i>10:10 Student Dismissal</i>		
<i>11:35 Student Dismissal</i>								

SPECIAL SCHEDULES								
Pep-Rally Schedule			Keystone Testing Schedule Day 1			Keystone Testing Schedule Day 2		
Period 1	7:30	8:09	Testing	7:30	10:30	Testing	7:30	10:30
Period 2	8:13	8:52						
Period 3	8:56	9:35						
Period 4	9:39	10:18						
Period 5	10:22	11:52						
<i>Lunch A</i>	10:22	10:52	Period 1	10:30	11:16	Period 4	10:30	11:16
<i>Lunch B</i>	10:52	11:22	Period 5	11:20	12:50	Period 5	11:20	12:50
<i>Lunch C</i>	11:22	11:52	<i>Lunch A</i>	11:20	11:50	<i>Lunch A</i>	11:20	11:50
Period 6	11:56	12:36	<i>Lunch B</i>	11:50	12:20	<i>Lunch B</i>	11:50	12:20
Period 7	12:40	1:20	<i>Lunch C</i>	12:20	12:50	<i>Lunch C</i>	12:20	12:50
<i>1:20 - 1:40 call downs to Pep-Rally</i>			Period 2	12:54	1:39	Period 6	12:54	1:39
Pep Rally	1:40	2:30	Period 3	1:43	2:30	Period 7	1:43	2:30