



## SPRINGFIELD HIGH SCHOOL

49 W. Leamy Avenue  
Springfield, PA 19064  
Phone (610) 938 – 6100  
Fax (610) 938 – 6105  
[www.ssdcougars.org](http://www.ssdcougars.org)



# 2019-2020 School Year Student Handbook

The administration, teachers and staff welcome you to Springfield High School. This *Student Handbook* is intended to provide you and your parents with information about the educational program, extracurricular activities, regulations, and academic requirements at the high school.

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!

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Grade: 9 10 11 12

**TO REPORT AN ABSENCE, PLEASE EMAIL THE ATTENDANCE HOTLINE**  
**[shsattendance@ssdcougars.org](mailto:shsattendance@ssdcougars.org) or by phone 610-938-6110**

### **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](http://www.ssdcougars.org)

**SHS Administrative Staff**

Joseph A. Hepp – Principal

Monica M. Conlin – Assistant Principal

Anthony J. Simek – Assistant Principal

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 them for college or any post-secondary endeavor you 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

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

District Web Page <a href="http://www.ssdcougars.org">www.ssdcougars.org</a>	The GROWL Web Page <a href="http://www.the-growl.com">www.the-growl.com</a>	Home Access Center (HAC) <a href="http://www.ssdcougars.org">www.ssdcougars.org</a> HAC Login link
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**Springfield High School Period Schedules – Instructional Days**

Regular Period Schedule		
Period 1	7:30	8:22
Period 2	8:26	9:17
Period 3	9:21	10:12
Period 4	10:16	11:07
Period 5	11:11	12:41
<i>Lunch A</i>	11:11	11:41
<i>Lunch B</i>	11:41	12:11
<i>Lunch C</i>	12:11	12:41
Period 6	12:44	1:35
Period 7	1:39	2:30

GROWL Period Schedule		
Period 1	7:30	8:20
Period 2	8:24	9:13
<b>Period 3</b>	<b>9:17</b>	<b>10:17</b>
Period 4	10:21	11:10
Period 5	11:14	12:44
<i>Lunch A</i>	11:14	11:44
<i>Lunch B</i>	11:44	12:14
<i>Lunch C</i>	12:14	12:44
Period 6	12:48	1:37
Period 7	1:41	2:30

ACE/HR Period Schedule		
Period 1	7:30	8:16
Period 2	8:20	9:06
Period 3	9:10	9:56
<b>ACE/HR</b>	<b>10:00</b>	<b>10:28</b>
Period 4	10:32	11:18
Period 5	11:21	12:51
<i>Lunch A</i>	11:21	11:51
<i>Lunch B</i>	11:51	12:21
<i>Lunch C</i>	12:21	12:51
Period 6	12:54	1:40
Period 7	1:44	2:30

Two Hour Delay Period Schedule		
Period 1	9:30	10:01
Period 2	10:05	10:36
Period 3	10:40	11:11
<b>Period 5</b>	<b>11:15</b>	<b>12:45</b>
<b>Lunch A</b>	<b>11:15</b>	<b>11:45</b>
<b>Lunch B</b>	<b>11:45</b>	<b>12:15</b>
<b>Lunch C</b>	<b>12:15</b>	<b>12:45</b>
Period 4	12:49	1:20
Period 6	1:24	1:55
Period 7	1:59	2:30

## Springfield High School Period Schedules – Quarterly Assessments

Marking Periods 1 and 3 Quarterly Assessment Schedule		
<b>Period 1 Exam</b>	7:30	8:45
<b>Period 2 Exam</b>	8:50	10:05
Period 3	10:10	10:48
Homeroom*	10:53	12:23
Lunch A	10:53	11:23
Lunch B	11:23	11:53
Lunch C	11:53	12:23
Period 4	12:28	1:06
Period 5	1:11	1:49
Period 6	1:54	2:30

Marking Periods 1 and 3 Quarterly Assessment Schedule		
<b>Period 3 Exam</b>	7:30	8:45
<b>Period 4 Exam</b>	8:50	10:05
Period 5	10:10	10:48
Homeroom*	10:53	12:23
Lunch A	10:53	11:23
Lunch B	11:23	11:53
Lunch C	11:53	12:23
Period 6	12:28	1:06
Period 7	1:11	1:49
Period 1	1:54	2:30

Marking Periods 1 and 3 Quarterly Assessment Schedule		
<b>Period 5 Exam</b>	7:30	8:45
<b>Period 6 Exam</b>	8:50	10:05
Period 2	10:10	10:50
Homeroom*	10:55	12:25
Lunch A	10:55	11:25
Lunch B	11:25	11:55
Lunch C	11:55	12:25
<b>Period 7 Exam</b>	12:30	1:45
Period 3	1:50	2:30

Marking Periods 2 and 4 Quarterly Assessment Schedule		
<b>Day 1</b>		
Period 1	7:30	8:45
Period 2	9:55	10:10
Period 3	10:20	11:35
<i>11:35 Student Dismissal</i>		
<b>Day 2</b>		
Period 4	7:30	8:45
Period 5	9:00	10:15
<i>10:15 Student Dismissal</i>		
<b>Day 3</b>		
Period 6	7:30	8:45
Period 7	9:00	10:15
<i>10:15 Student Dismissal</i>		

***\*Please note the change to the MP 1 and MP 3 Exam Schedule where students report to HR for lunch periods.***

***This lunch schedule will be communicated closer to the end of MP 1. This time will also be used to facilitate Naviance, class meetings, and special assemblies.***

**SPRINGFIELD HIGH SCHOOL  
CERTIFICATED PERSONNEL and SUPPORT STAFF**

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

## INTRODUCTION

This handbook provides information concerning processes, procedures and rules in place at Springfield High School. It does not claim to cover every conceivable situation, but hopefully this handbook provides enough information so that students, parents and teachers will be able to logically determine the correct actions to take during the school year.

### STUDENT ATTENDANCE

#### Policy No. 204 Administrative Regulations

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

October 16 – PSAT 11	March 6 – Soph Hop
October 25 – Friday before Frosh Hop	Diversity Night - TBA
November 6, 7, & 8 – MP 1 Quarterly Exams	April 1, 2, & 3 – MP 3 Quarterly Exams
Powder Puff- TBA	April 17 – Junior Prom
December 14 – Friday before Snow Dance	May 6 thru May 17 – AP Examinations
SSDM Black-Light Dance - TBA	May 13 thru May 24 – Spring Keystone Exams
January 13 & 14 – Winter Keystone Exams	May 29 –Senior Prom
January 22, 23, & 24 – MP 2 Quarterly Exams	May 29, June 1 and 2 – Senior MP 4 Exams
February 28 – Friday before SSDM	June 11, 12, & 15 – MP 4 Quarterly Exams

#### **A. ABSENCE NOTIFICATION: New 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. Absences to inform the school that the student will not be in attendance are preferably received via email and must be sent on the day of absence. The attendance hotline email address is: [shsattendance@ssdcougars.org](mailto:shsattendance@ssdcougars.org). The email must include: the name and phone number of the parent or guardian reporting the absence, the student's name, grade, date of absence(s) and the reason. This email will serve as the written note confirming the student's absence in accordance with PA Attendance Laws and in lieu of the SHS Absence Card. Once received, an automated response confirming the receipt of the email will be returned to the sender's email account.
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. In addition, and in accordance with PA Attendance Laws, a signed written note is required for each phoned in absence(s). An approved SHS Absence Card 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 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. Excused Absences**

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

**State law requires a written explanation from the parent/guardian in each instance of school absence, lateness, or early dismissal.** Parents are requested to email or call the student's school prior to the start of the school day to report their child's absence. In the event an email or call is not received, an email communication will be sent to inform the guardian that the student is absent without proper notification.

### **2. Make Up Work**

Regardless of time submission, students should submit work for teacher feedback. Every student is expected to submit all assigned work; however, credit for assigned work is dependent on timely submission including consideration for absence from class.

- 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, make alternate arrangements with individual teachers. The same time line 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. Unexcused Absences

An unexcused absence is defined as any absence, partial or full day, for which the parent/guardian does not provide written proof of the reason of the absence, either a parent or medical note. 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 must submit a written absence note to the Student Services Office if the absence had been documented via parent or guardian **phone call** on the day of the absence. 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 we are required to alert parents/guardians. After the **fourth unexcused absence**, we are required to schedule a School Attendance Improvement Conference with the student and parents.
  - Pennsylvania Truancy Act 138 defines a student with **six or more unexcused absences** in one school year as habitually **truant**.
  - Pennsylvania law requires that a student who is habitually truant (**six or more unexcused absences**) must be referred to either an attendance program and/or to the County Children and Youth Agency. Habitual truancy may also result in a citation being filed against the parent in magisterial district court. Most importantly, regular school attendance is essential to academic success; therefore, habitual truancy may put a student at risk for academic remediation and/or grade retention.



## 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 either: (1) a school-based or community-based attendance improvement program and/or (2) the County Children and Youth Agency (CCYA) for services or possible disposition as a dependent child under the Juvenile Act

### Students with 10 Unexcused Absences

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

### Students with 12 Unexcused Absences

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

## 2. Missed Work Due to Unexcused Absence

The student will NOT be permitted to make up classwork or assignments, or receive credit for tests, quizzes, or work missed if the absence on the day in question is unexcused. Any make-up work turned in after the approved time period will receive teacher feedback but may not be eligible to receive credit.

## D. LATE ARRIVAL TO SCHOOL

Every late arrival to school will be UNEXCUSED unless the student comes to school with an acceptable excuse note from the parent or guardian. (See reasons listed in A.1)

### **\*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 7:25a.m. and a student is considered tardy when arriving after 7:30 AM. Below are the disciplinary guidelines for tardiness to school:*

- *Late to Period 1 or arrival to school after 7:30 AM*
  - *Students are to report directly to the Student Services Office – Room 120*
  - *Students will sign in and present any documentation for the reason for tardiness. The attendance clerk will make the determination if the tardiness is excused or unexcused*
  - *Consequences for tardiness range from detention to suspension depending on arrival time and frequency of tardiness*
  - *Failure to report to the Student Services when late to school will be considered insubordination and will result in additional consequences*
  - *Students who arrive late to school after a full period will be marked absent by period.*

- ***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.***

**\*\*EXCESSIVE LATE ARRIVAL TO SCHOOL - PROCEDURES AND ADMINISTRATIVE ACTIONS**

Students who accumulate more than 10 occurrence of lateness, excused or unexcused, must submit a doctor's note for each subsequent tardy to be considered excused.

***Excused Late Arrivals:***

- After ten (10) excused occurrences of lateness, the student will receive disciplinary action for each late arrival without a doctor's note.
  - Disciplinary action may include:
    - Conference with student
    - Parent Contact
    - Referral for counseling
    - After-School Detention
- After fifteen (15) excused occurrences of lateness, the student will receive disciplinary action for each late arrival without a doctor's note. Additional action will be taken as needed and a Truancy Elimination Plan may be created.
  - Disciplinary action may include any listed actions listed above and:
    - Referral to Secondary Learning Support Center (SLSC)
    - Loss of parking permit
    - Denial of privileges
    - Suspension from extra-curricular activities
    - Possible referral for Truancy

***Unexcused Late Arrivals:***

- Once a student has acquired three (3) unexcused occurrence of lateness within a marking period:
  - Disciplinary action includes:
    - Conference with student
    - Parent contact
    - Discipline Referral
    - Three (3) lunch detentions
- Once a student has acquired five (5) unexcused occurrence of lateness within a marking period:
  - Disciplinary action includes actions listed above and:
    - Two (2) additional lunch detentions
    - Parent conference with administrator and guidance counselor
    - Suspension from extra-curricular activities
- After a student has acquired seven (7) unexcused occurrences of lateness within a marking period:
  - Disciplinary action includes actions listed above and:
    - One (1) day immediate removal to the Student Learning Support Center (SLSC)
    - Two (2) after school detentions

- After a student has acquired ten (10) unexcused occurrences of lateness within a marking period:
  - Disciplinary action includes actions listed above and:
    - Three (3) days immediate removal to the Student Learning Support Center (SLSC)
    - Two (2) after school detentions

**E. ABSENCES AND TARDIES AS RELATED TO EXTRACURRICULAR ACTIVITIES**

1. In order 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. 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.

**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 to the Student Services Office before 7:30 a.m. The card must be filled out completely. 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 Student Services 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.

**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.

### \*EXTENDED ABSENCES

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

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

### 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, Concerts, talent shows
- 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, 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

<b>Date</b>	<b>Event</b>	<b># of Days</b>
Frosh Dance	October 26 <sup>th</sup>	4 days
<b>Snow Dance</b>	<b>TBD</b>	<b>7 days</b>
Thon	February 29th	12 days
Soph-Hop	March 6th	12 days
Junior Prom	April 17th	15 days
Senior Prom	May 29th	17 days

**HALL PASS PROCEDURE**

Students must have a hall pass, signed by their teacher, or school assigned pass with lanyard anytime they will be in the halls during instructional time. Students are required to use the sign-out log in each classroom before leaving the classroom with the pass.

**TRANSPORTATION AND LOITERING**

The SHS Administration is aware that many students walk home or utilize transportation other than district busses 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 may wait on school property on the front steps of HS until such time as their transportation arrives. 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.

### 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.

### ACADEMIC PROGRAMMING

In order 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. Students that do not demonstrate proficiency on the Algebra I, Biology, and Literature Exams will be scheduled into remediation courses.

<b>Graduation Credit Requirements by Grade Level</b>	
<b>Department</b>	<b>9-12</b>
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
Finance ( <i>640, 958A, 963, 964, 981</i> )	0.5
Core Requirements	16.5
Elective Credits	
<b>Primary Academy/Pathway</b>	<b>3</b>
Miscellaneous Courses or Secondary Academy/Pathway ( <i>TO MEET MINIMUM GRADUATION REQUIREMENTS</i> )	4.5
<b>Minimum Graduation Credits Required</b>	<b><u>24</u></b>
Miscellaneous Courses or Secondary Academy/Pathway ( <i>ABOVE MINIMUM GRADUATION REQUIREMENTS</i> )	4
<b>Possible Earned Credits</b>	<b>28</b>

### ONLINE GRADE MONITORING

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

### INTERIM PROGRESS REPORTS

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

### REPORT CARDS

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

## GRADING PROCEDURES AND GPA CALCULATION

A student's course grade will be calculated 4 times per year at the conclusion of each marking period. Each academic department has established grading guidelines for assignments. These guidelines will be communicated via the teacher's syllabus. The grade breakdown for marking periods, midterm and final exams is as follows:

### Year Long Courses

Marking Period                      25% each

Final Grade = (MP1 % Gr x .25) + (MP2 % Gr x .25) + (MP3 % Gr x .25) + (MP4 % Gr x .25)

### Semester Courses

Marking Period                      50% each

Final Grade = (MP1 % Gr x .5) + (MP2 % Gr x .5)

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:

% Grade in Course x Credit Value x Weight Value = Quality Points

GPA = Sum of All Quality Points/ 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 Innovative.

- **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 Expectations Grades 9 to 12:

Typical Homework Time (not necessarily including preparation time for quizzes or summative assessments)	Occasional Additional Time Commitments**
College Prep students should expect 15-20 min per course per night Honors students should expect 20-25 min per course per night Advanced Placement students should expect 25-30 min per course per night	<ul style="list-style-type: none"> <li>✓ Preparation for quizzes or summative assessments</li> <li>✓ Short or long range projects</li> </ul> <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 a 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.

**NATIONAL HONORS SOCIETY**

Students completing 10<sup>th</sup> and 11<sup>th</sup> grade at the conclusion of the 2018-2019 SY meeting the following requirements will be considered for membership and will be invited to complete an application packet in the Fall of 2018 SY for the next phase of the selection process for NHS.

1. A 95.0000 Cumulative GPA at the conclusion of the prior school year
2. Enrolled in at least three Honors Level or AP Level or College in the High School courses (290, 390,690, 990) for the entirety of the 2017-2018 SY



The application packet to be completed includes the following:

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

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

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

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

**ACADEMIC INTEGRITY POLICY – CHEATING/PLAGIARISM**

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

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

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

## **STUDENT RIGHTS, RESPONSIBILITIES and REGULATIONS**

### **STUDENT RIGHTS**

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

- A free and appropriate education from the time they enter school until they reach the age of twenty-one.
- A learning environment which enhances individual growth, a positive self-image, self-respect and respect from others.
- Express ideas and opinions freely and respectfully, provided that the exercise of this right does not interfere with the rights of other students, encourage unlawful activity, threaten immediate harm to the school or community, or interfere with the educational process.
- Participate fully in the curricular and co-curricular activities of the school.
- Be graded primarily on the basis of achievement. Exceptions to this practice may be as a result of the Attendance Review as outlined in Attendance Policy #5113.
- Have access to their personal records as set forth in Board Policy #5125. This policy also guarantees privacy and otherwise governs the collection, maintenance, and dissemination of pupil records.
- Determine their style of dress, provided that they do not dress in such a way as to disrupt classes or interfere in any way with the educational process or create health or safety hazards. Clothing which depicts or encourages violence, encourages the use or abuse of alcohol and illegal drugs, or depicts or implies immoral sexual conduct will not be permitted. Certain clothing may be required for specific classes such as shop and gym, for example, or for co-curricular activities.

### **STUDENT RESPONSIBILITIES**

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

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

## **STUDENT REGULATIONS**

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

- Interferes with appropriate discipline on school premises.
- Distracts students, disrupts class work, or provokes disorder.
- Invades the legal rights of others.
- Is abusive or injurious to members of the school community.
- Involves statements prejudicial to any group on the basis of sex, religion, ethnic group, race, or sexual orientation.
- Involves the use of obscenities or sexual or lewd themes.
- Is inflammatory to the extent that it might be expected to be harmful to the normal development of impressionable and less mature students.
- Involves the use of false statements or innuendoes which may subject any person to ridicule or injure his/her reputation.
- Involves the advocacy or encouragement of the use of any substances or materials which have been reasonably determined by the principal to constitute direct and substantial hazard to the health or safety of students or providing any information as to availability of such materials.
- Involves the advocacy of the violent overthrow of the United States Government or the violation of official school policy, administrative regulations, or Federal, state, or local laws.
- Has as a significant purpose, the sale of commercial products or services, or the solicitation of funds by non-school organizations, or which involves the promotion of a non-school organization.
- Is in violation of the school rules of individual school.

## **STUDENT CODE OF CONDUCT AND EXPECTATIONS**

### **DISCIPLINE PHILOSOPHY**

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

### **CONSEQUENCES FOR CODE OF CONDUCT INFRACTIONS**

- |  |
|--|
| <ul style="list-style-type: none"><li>▪ <b>Pass Restriction</b> – 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 with the exception of passing time. Pass restriction is typically 3-5 days in duration for a first time consequence.</li></ul> |
|--|

- **Detentions** – Students will be given twenty-four hour notice for administrative and teacher detentions. Student will be excused from a detention based on the attendance guidelines for absences and early dismissal from school; such detentions 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 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 (SLSC)** – Springfield High School has developed a learning support center for students whose disciplinary infractions do not warrant a complete exclusion from school. On the scheduled date, students must report to Room 159 by 7:30 am. Students who arrive late without an excuse between 7:30 and 8:15 will need to make up the time during detention on the same day: students arriving after 8:15 on their scheduled day will serve an additional day. Students may bring a lunch or may purchase a basic meal from the cafeteria. Any In-School Removal time missed due to approved early dismissals will need to be made up. Teachers provide assignments to students for work missed during the days assigned to the learning support room. Students must turn in phones and other electronic devices to the room monitor. Students are permitted to use their student issued Chromebook/Laptop as long as it is used appropriately – for school work only. Students may not communicate with other students and must raise their hand to ask a question. There will be three opportunities for students to use the restroom. Failure to comply with the expectations of the classroom will result in losing credit for the day and/or additional consequences. Students placed in the SLSC cannot participate in or be present at activities, contests or events the day served. At dismissal, students are expected to leave school property. *\*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 for no more than 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. 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. Parents will be notified of the suspension immediately. If a suspension exceeds three days, the student and parents will be given the opportunity for an informal hearing. 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** – At times during the school year, student misbehavior may necessitate action on the part of the School Board. 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.

**STUDENT CODE OF CONDUCT**

The guidelines outlined in the School Discipline Code represent expected 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 I** – Misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual teacher but sometimes require the intervention on the part of school administration. The Assistant Principal will assign Administrative Detentions.

<i>Offense</i>	<i>Examples</i>	<i>Possible Consequences</i>
Excessive Lateness	<ul style="list-style-type: none"> <li>▫ Tardiness to School</li> <li>▫ Tardiness to Class</li> </ul>	Verbal Reprimand Classroom Pass Restriction Confiscation & Retention of Electronic Devices or other prohibited items Teacher Detention Removal from class to Student Services Office Conduct Referral Parent Contact Detention In School Removal from Educational Setting
Cutting Assigned Period or Detention	<ul style="list-style-type: none"> <li>▫ Cutting Lunch Detention</li> <li>▫ Cutting Teacher Detention</li> <li>▫ Cutting Administrative Detention</li> </ul>	
Disruptive in Class		
Dress Code Violation	<ul style="list-style-type: none"> <li>▫ Violations of Code (p.21)</li> </ul>	
Obscenities	<ul style="list-style-type: none"> <li>▫ Offensive Language (conversational)</li> </ul>	
Leaving Assigned Area w/out Permission	<ul style="list-style-type: none"> <li>▫ Pass Violation</li> </ul>	
Inappropriate Behavior - Non Instructional	<ul style="list-style-type: none"> <li>▫ Use of electronic devices in instructional setting</li> <li>▫ Running in hallways</li> <li>▫ Public Displays of Affection</li> </ul>	
Inappropriate Use of Computer or Electronic Devices or Listening Devices	<ul style="list-style-type: none"> <li>▫ Non-approved use during prohibited times</li> <li>▫ Violation of Acceptable Use Policy</li> </ul>	
Other	<ul style="list-style-type: none"> <li>▫ General misconduct</li> </ul>	

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

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

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

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

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

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



## **Harassment/Bullying:**

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

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

Behavior is clearly harassing when:

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

Bullying is a form of harassment and can be carried out by a single individual or by a group. The target/victim of bullying can be a single individual or a group of students. The behavior can be either overt or covert in nature utilizing various methods of communication. For example, the term cyber-bullying is being used to describe bullying behavior which occurs on the Internet. The term bullying should not be used when there is a mutual confrontation between two students or groups of students. 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. Indirect bullying – Making faces or dirty gestures, intentionally excluding someone from a group, spreading rumors, or refusing to comply with another person’s wishes.
4. Cyber-bullying – Using electronic device mediums such as but not limited to computers, cell phones and pagers to bully others through methods such as posting comments or pictures on blogs or websites, text messaging, instant messaging, and email. This cyber-bullying behavior is not to be confused with terroristic threats, which can be communicated through similar methods.
5. Relational aggression – Describes behavior which can undermine or destroy relationships and is often used when identifying “female” bullying. However, it should be noted that both genders can engage in direct or indirect bullying, and it can be either physical and/or psychological in nature.

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

## Student Dress Code

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

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

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

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

1. Clothing and accessories that degrades or demeans others; suggests sexual references and/or refers to or promotes alcohol, drugs, and violence are not permitted to be worn in school.
2. Clothing and accessories that display inappropriate words, slogans, obscenities, double meanings or that are demeaning and/or degrading to genders or ethnicities, may not be worn in school.
3. Clothing with excessive holes, tears, or rips (especially to the point where undergarments are visible) is not permitted.
4. Hats, bandanas, hoods, (along with other types of head wear) and sunglasses are not to be worn while students are in the building. Head coverings for religious purposes are permitted when administration is notified.
5. ***ALL skirts, dresses, shorts must be at least a fingertip or longer along the edges of the entire garment.*** All SHS sports team uniforms may be subject to the dress code at the discretion of the school administration.
6. Excessively tight fitting shorts, pants, or dresses are not permitted to be worn as stand-alone items. This includes **spandex, tights and some styles of leggings.**
7. Yoga pants and leggings, as compared to looser fitting exercise pants or sweat pants, are permitted to be worn in school at the discretion of the school administration, with the understanding that they are not permitted to be excessively tight or see through.
8. ***All shirts/tops must have a shoulder strap of at least 2 inches wide, must cover a student's chest and extended underarm/torso area or cleavage, meet the top of the lower garment, i.e. no exposed midriff area, and must cover all undergarments at all times. The garment edge should be near the collar bone.*** All SHS sports team uniforms may be subject to the dress code at the discretion of the school administration.
9. See-through clothing is not permitted to be worn.
10. Sleepwear, pajamas (**including look-alike items**), blankets, and slippers are not permitted.
11. **Pants, shorts and skirts** must be worn at the waist and cover all undergarments.
12. 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.
13. Any other clothing, jewelry, **spikes/chains**, excessive make-up or face paint, etc..., that detracts from the educational environment and/or jeopardizes the health and safety of students may not be worn.

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

### **Responsible or Prohibited Use of Electronic Devices**

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

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

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

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

- Students **are** permitted to use electronic devices before and after school, between classes, and in the cafeteria during lunch.
- Students are permitted to listen to music with the use of ear buds or head phones during lunch time only and only in the cafeteria. However, the volume level of the music must not be disruptive or so loud that it prevents the student from hearing announcements, bells or alarms.
- Use of portable speakers is not permitted during at any time during the school day.
- In the event a parent must speak to their child during the school day, we ask that the parent contact the Student Services Office at (610) 938-6109 or 6106.

- **Any student found to be in violation of these rules will have said device confiscated. Faculty, staff and administration are permitted to confiscate and retain electronic devices. Failure to comply with a request will be considered insubordination and consequences will be issued.**

### **Tobacco Use/Nicotine Delivery System/Vaping**

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

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

The Board prohibits tobacco use and vaping and the possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

The Board prohibits tobacco use and vaping and the possession by students at school-sponsored activities that are held off school property.

The school district may initiate prosecution of a student who possesses or uses tobacco or vaping in violation of this policy.

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

## Infractions of Tobacco Use/Nicotine Delivery System/Vaping

Leveled discipline consequences for students who violate Board Policy #222 are specified in the below chart.

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

## **Drug and Alcohol Abuse Policy**

Any student receiving a referral for any drug or alcohol violation will be automatically referred to the SAP Team. The Board of School Directors recognizes that drug and alcohol abuse constitutes a serious threat to the well-being of the children and of the community. It is the intent of the High School staff and administration to assure, as is reasonable, a drug and alcohol free learning environment. All High School Staff have been instructed to be alert for students under the influence of drugs and other illegal substances and immediately report suspicious student behavior. In order to determine whether or not that student is “under the influence”, the following process will take place:

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

## **School Search and Seizure**

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

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

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

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

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

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

#### **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 limiting to having made observations in plain view, the student shall be notified and given the opportunity to be present for the inspection of the interior of the vehicle. However, when there is reason to suspect that the student vehicle contains any substance, object or other material which poses an immediate threat to the health, safety and welfare of the school population, the student vehicle may be searched without prior notice, without student consent, and without a search warrant.

### **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 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 table 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. Not reporting to lunch or leaving the lunch area without permission is equivalent to cutting class.

### **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 in the Student Services Office (Room 120) to secure a parking permit for a \$5 deposit. Violations of parking regulations outlined on the Student Vehicle Registration, violations of rules outlined in the Student Handbook and/or poor driving practices considered to be reckless, unsafe, or discourteous will bring about possible fines and/or restrictions of the driving privileges. The operation of any motor vehicle in a manner which violates local or state laws will be reported to the Springfield Police Department. Parking in the student parking lot without a permit or parking in an undesignated parking space will result in the issuance of a \$25 fine for each occurrence. Fines must be paid in the Student Services Office (Room 120) within 5 calendar days with cash or check.

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

### **Physical Education Uniforms**

All students enrolled in Physical Education are required to buy and wear a Springfield physical education uniform which consists of a t-shirt and pair of shorts. In addition, student must wear socks and sneakers. Uniforms may be purchased in the Main Office. 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 marking period.
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.

## **Drug and Alcohol Violation Regulations Governing Participants' Conduct in Co-Curricular Activities** (Reference Board Policy #122.1)

Listed below are the general rules and regulations governing individual conduct for any participant in co-curricular activities in Springfield School District. Co-curricular participants include students of all interscholastic athletic teams, students involved in intramural athletics, members of our band and orchestra, members of enacted student offices (class officers, student council members, etc...) and any member of any team, club, activity, publication, or group sponsored by and/or associated with Springfield School District and its individual schools. If a student has had no violations within one calendar year of his/her first, then the next violation past that date will again be considered the student's first violation and will be dealt with accordingly.

**Drug and Alcohol Policy** – Please note that the penalties refer to any violation of the Drug and Alcohol policy including drinking, using illegal substances, being in possession of alcohol or illegal drugs, and/or being in the vicinity of others who are using alcohol or illegal substances. (Open container policy; being present at a party when others are using illegal substances; transporting illegal substances in an automobile; etc. ... ) Also note that offenses are cumulative, and the discipline is stricter for multiple offenses. We expect our students to do the right thing. Participants in co-curricular activities are expected not to indulge in the consumption, possession, or distribution of alcohol or any illegal substance. They are further expected to not be in attendance at any affair or activity in which alcohol or any illegal substance is being used or even presented with the possible intent of use. We expect our students to leave such affairs and activities immediately. Failure to leave such an activity will result in disciplinary action under this policy and may be cause for the student to be legally arrested and/or given a citation under the 'Open Container Provision' of current alcohol and drug laws.

1. **Investigative Procedure** – Whenever a report comes to the attention of any member of the Springfield School District, it shall be reported to the Athletic Director and/or an assistant principal. Such reports will be investigated and verified by the athletic director and/or assistant principal. Every effort will be made to verify the truthfulness of each report, and the investigation will be done in a timely manner. The coach/sponsor of the activity shall be informed. After proper verification, the athletic director and/or assistant principal will make a final presentation of all evidence to the principal. The decision of the principal will be the final determination of whether a violation has occurred. The athletic director and/or assistant principal shall notify the parent and the coach/sponsor of the action taken. The coach/sponsor of the activity will meet the student involved. The appropriate discipline will be administered immediately.
2. **In-Season Rules** – The 'season' starts with the first day of practice or participation and ends with the last contest, meeting, or practice, whichever is the later date. When a participant is suspended for the number of weeks indicated, the participant may not participate in the activity until the suspension is completed. In the case of a student involved in interscholastic sports, the student must still report to practice, but may not travel, or in any way take part in contests or scrimmages for the duration of the suspension.
  - a. **First Offense** – The co-curricular participant will be suspended from the participation for a period of two weeks from the day the coach/sponsor informs the student at the suspension. The student must also agree to attend appropriate counseling related to the infraction. Failure to do so will result in suspension from co-curricular for the remainder of the year.
  - b. **Second Offense** – The student will be suspended for a period 90 calendar days from the day the coach/sponsor confronts the student and informs the student of the suspension. The coach/sponsor must confront the student as soon as he/she is made aware of the violation. The student must also agree to attend counseling related to the infraction. Failure to do so will result in suspension from co-curricular activities until such time as the student gets the appropriate counseling.

- c. **Third Offense** – On the third offense, a student will be banned from any further participation in co-curricular activities. An educational and counseling program will still be made available to the student, but he/she will not be reinstated for co-curricular participation for one calendar year.
  
- 3. **Out of Season Rules** – ‘Out-of-season’ encompasses the remainder of the year. When a participant is suspended for the number of the weeks indicated, the participant may not participate in the activity until the suspension is completed. When a violation is committed ‘out-of-season’ the suspension begins during the next regularly scheduled season the student was going to participate. Students may not go out for other new activities to avoid serving the suspension as intended. The suspension will be served at the start of the next scheduled season. The student may not now decide to go out for a new activity in-between his/her normal season to serve his/her suspension unless he/she indicated, in advance, his/her intention to participate in that activity for the first time. In the case of a student involved in interscholastic sports, the student must still report to practice, but not dress, may not be on or around the bench area, may not travel, or in any way take part in contests or scrimmages for the duration of the suspension.
  - a. **First Offense** – The coach/sponsor must confront the student as soon as he/she is made aware of the violation. The student will be suspended from participation for a period of two weeks from the beginning of the activity. The student must also agree to attend appropriate counseling related to the infraction. Failure to do so will result in suspension from co-curricular activities for the remainder of the school year.
  - b. **Second Offense** – The student will be suspended for a period of one calendar year from the day the coach/sponsor confronts the student of the suspension. The student must also agree to attend appropriate counseling related to the infraction. Failure to do so will result in suspension from co-curricular activities until such time as the student seeks and satisfies the appropriate counseling.
  - c. **Third Offense** – On the third offense, a student will be banned from any further participation in co-curricular activities. An educational and counseling program will still be made available to the student but he/she will not be reinstated for co-curricular participation.

### **Possession, Use, or Distribution of Tobacco (Smoked or Smokeless), and Vaping or Vape Related Items**

#### **1. In-Season Rules**

- a. **First Offense** – The student will be suspended from the participation for a period of one week from the day the coach/sponsor confronts the student and informs the student of the suspension. The coach/sponsor must confront the student as soon as he/she is made aware of the violation. The student must also agree to attend appropriate counseling related to the infraction. Failure to do so will result in the suspension from co-curricular activities for the remainder of the school year.
- b. **Second Offense** – The student will be suspended from participation for a period of two weeks from the day the coach/sponsor confronts the student and informs the student of the suspension. The coach/sponsor must confront the student as soon as he/she is made aware of the violation. The student must also agree to attend an appropriate smoking counseling program. Failure to do so will result in suspension from co-curricular activities for the remainder of the year.
- c. **Third Offense** – The student will be suspended for the remainder of the activity or thirty days from the date of the suspension, whichever is greater. The student must also agree to attend appropriate counseling related to the infraction. Failure to do so will result in suspension from co-curricular activities for the remainder of the school year.

- d. **Fourth Offense** – The student will be suspended for a period of one calendar year from the day the coach/sponsor confronts the student and informs the student of the suspension. The coach/sponsor must confront the student as soon as he/she is made aware of the violation. The student must also agree to attend appropriate counseling related to the infraction. Failure to do so will result in suspension from co-curricular activities until such time as the student gets the appropriate counseling.
  
2. **Out of Season Rules** – The 'season' starts with the first day of practice or participation and ends with the last contest, meeting, or practice, whichever is the later. Out of season encompasses the remainder of the year. When a participant is suspended for the number of weeks indicated, the participant may not participate in the activity until the suspension is completed. When a violation occurs out of season, the suspension begins during the next regularly scheduled season the student was going to participate. Students may not go out for other new activities to avoid serving the suspension as intended. The student may not now decide to go out for a new activity in between his/her normal season to serve his/her intention to participate in that activity for the first time. In the case of inter-scholastic sports, the student must still report to practice, but may not dress, may not be in or around the bench area, may not travel, or in any way take part in contests or scrimmages for the duration of the suspension. Please note the penalties are the same for out of season smoking and tobacco violations.
  - a. **First Offense** – The coach/sponsor must confront the student as soon as he/she is made aware of the violation. The student will be suspended from the participation for a period of one week from the beginning of the activity. The student must also agree to attend appropriate counseling related to the infraction. Failure to do so will result in suspension from co-curricular activities for the remainder of the school year.
  - b. **Second Offense** – The coach/sponsor must confront the student as soon as he/she is made aware of the violation. The student will be suspended from participation for a period of two weeks from the beginning of the activity. The student must also agree to attend appropriate counseling related to the infraction. Failure to do so will result in suspension from co-curricular activities for the remainder of the school year.
  - c. **Third Offense** – The coach/sponsor must confront the student as soon as he/she is made aware of the violation. The student will be suspended from the participation for a period of thirty days from the beginning of the activity. The student must also agree to attend appropriate counseling related to the infraction. Failure to do so will result in suspension from co-curricular activities for the remainder of the school year.
  - d. **Fourth Offense** – The coach/sponsor must confront the student as soon as he/she is made aware of the violation. The student will be suspended from the participation for a period of one calendar year. The student must also agree to attend appropriate counseling related to the infraction. Failure to do so will result in suspension from co-curricular activities for the remainder of the school year.

**Notification of Disciplinary Action for Co-Curricular and Extracurricular Programs**

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

**EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES**

Amnesty International <i>TBD</i>	Clay Club <i>Ms. Belton</i>	Cougar Service Club <i>Mrs. Gurenlian</i>
Dance Marathon <i>Mrs. Barber /Ms. Luff</i>	Delco Hi-Q <i>Mr. Hermann/Mrs. Tanner</i>	DuBois Honor Society <i>Mrs. Akins</i>
FBLA <i>Mrs. Gill/Mr. Massimi</i>	FEA -Future Educators of America <i>Mrs. Delaney/Ms. Freed</i>	GSA <i>Ms. Belton/Mr. Trout</i>
Literary Magazine (Lit Mag) <i>Mrs. Zubler</i>	Treble Makers <i>Mr. Zubert</i>	Mock Trial <i>Mrs. Rubley</i>
Marching Band/Color Guard <i>Mr. Stanford</i>	National Art Honor Society <i>Mr. Mann</i>	National English Honor Society <i>Dr. Brett</i>
National Honor Society <i>Mrs. Tanner</i>	COUGAR Ambassadors <i>Ms. B. Smith</i>	PJAS <i>Ms. Lewis/Mrs. Barry</i>
R.E.A.C.H. <i>Mrs. Akins</i>	Reading Olympics <i>Mrs. Kirby</i>	Science Olympiad <i>Mr. Herman/Mr. Conlin</i>
Sea Perch <i>Mrs. Tanner/Mr. Ash</i>	SADD <i>Mrs. Barber</i>	Spri-Hian <i>Mr. Cianfrani</i>
Stage Manager/Crew <i>Mr. Fullen</i>	STW <i>Mr. Henry</i>	Student Council <i>Mr. Nelson</i>
World Language Honors Society <i>Mrs. Ward</i>	<i>Springfield Buddies</i> <i>Mrs. Morrison</i>	Yearbook <i>Dr. Brett</i>

<b>FALL AHTLETIC TEAMS</b>	<b>WINTER ATHLETIC TEAMS</b>	<b>SPRING ATHLETIC TEAMS</b>
<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>Ice Hockey</u> <u>Wrestling</u> <u>Swimming/Diving</u> <u>Winter Track</u> <u>Cheerleading</u> <u>Basketball</u>	<u>Baseball</u> <u>Lacrosse</u> <u>Softball</u> <u>Boys' Tennis</u> <u>Track</u>



## INTERNET, ELECTRONIC MAIL AND NETWORK RESOURCES ACCEPTABLE USE POLICY

### Purpose:

Internet access, electronic mail (E-mail) and network resources are available to all students in the Springfield School District for educational and instructional purposes and other purposes consistent with the educational mission of the district. Use of the Internet and E-mail network is a privilege. This Acceptable Use Policy establishes guidelines for such use with Internet and E-mail along with which comes the availability of material that may not be considered appropriate in a school setting. The district cannot regulate and monitor all the information received or sent by persons who use the Internet or E-mail; and the district cannot ensure that students who use the Internet or E-mail will be prevented from accessing inappropriate materials or sending/receiving objectionable communications. To the extent practical, steps shall be taken to promote the safety and security of users of the district's network, specifically, as required by the Children's Internet Protection Act (CIPA).

### Procedures:

**A. Monitoring.** The Springfield School District reserves the right to log, monitor and review Internet, E-mail and other network use of each user. This logging, monitoring and review may be conducted without cause and without notice. Each user of a district's computer by the use thereof agrees and consents to such logging, monitoring and review and acknowledges that he/she has no right or expectation of confidentiality or privacy with respect to Internet, E-mail or other network usage. Network storage areas may be treated like school lockers. Network administrators may review student files and communications to maintain system integrity and ensure that students are using the system only for appropriate purposes. Users should expect that files stored on the district's servers or computers will not be private. The district does maintain archives of all E-mail messages for a minimum of six months.

**B. Filter.** The Springfield School District will employ the use of an Internet filter (the "Filter") as a technology protection measure pursuant to the Children's Internet Protection Act, blocking shall be applied to visual depictions of materials deemed obscene or child pornography, or to any material deemed harmful to minors. The Filter may be disabled by the network administrator at the workstation level for use by an adult administrator or teacher for bona fide research or other lawful purposes. The Filter may not be disabled for use by students or other minors for any reason.

**C. Access Agreement.** All students who use the Internet, E-mail and other network facilities must agree to and abide by all conditions of this policy. Each user must sign the district's Internet, E-mail and Network Access Agreement ("Agreement"), which is attached to this Policy as Appendix A. In the case of a student, the student's parent(s)/guardian(s) must sign the Agreement and the Parent's or Guardian's Agreement which can be found in Appendix B. Students may not use the district's computers for access to the Internet or for E-mail without the approval or supervision of a teacher or district staff member.



### **Acceptable Use Policy:**

A. **Prohibitions.** Use of the Internet, E-mail and network technology must be in support of the educational mission and instructional program of the district and in accordance with this policy and the Children's Internet Protection Act. With respect to all users, the following are expressly prohibited:

- Use for inappropriate or illegal purposes.
- Use in an illegal manner or to facilitate illegal activity.
- Use for commercial, private advertisement or for-profit purposes.
- Use to infiltrate or interfere with a computer system and/or damage the data, files, operations, and software or hardware components of a computer or system.
- Hate mail, harassment, discriminatory remarks, threatening statements and other antisocial communications on the network.
- The illegal installation, distribution, reproduction or use of copyrighted software.
- Use to access, view or obtain material that is pornography or child pornography.
- Use to transmit material likely to be offensive or objectionable to recipients.
- Use to obtain copy or modify files, passwords, data or information belonging to other users.
- Use to misrepresent other users on the network.
- Use of another person's E-mail address, user account or password.
- Loading or use of unauthorized games, programs, files, music or other electronic media.
- Use to disrupt the work of other persons (the hardware or software of other persons shall not be destroyed, modified or abused in any way).
- Use to upload, create or attempt to create a computer virus.
- The unauthorized disclosure, use or dissemination of personal information regarding minors.
- Use for purposes of accessing, sending, creating or posting, materials or communications that are: Damaging to another's reputation, abusive, obscene, sexually oriented, threatening, contrary to district policy on harassment, harassing, or illegal.
- Use which involves any copyright violation or for the copying, downloading or distributing copyrighted material without the owner's permission, unless permitted in accordance with district policy.
- Use to invade the privacy of other persons.
- Posting anonymous messages.
- Use to read, delete, copy or modify the E-mail or files of other users or deliberately interfering with the ability of other users to send or receive E-mail.
- Use while access privileges are suspended or revoked.
- Any attempt to circumvent or disable the Filter or any security measure.
- Use inconsistent with Network etiquette and other generally accepted etiquette.

B. **Students.** Student users (and any other minors) also:

- Shall not use the system to access inappropriate materials or materials that may be harmful to minors.
- Shall not engage in any form of Cyber Bullying
- Shall not disclose, use or disseminate any personal identification information of themselves or other students.
- Shall not engage in or access chat rooms or instant messaging without the permission and direct supervision of a teacher or administrator.

C. **Etiquette.** Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- Be polite. Do not become abusive in messages to others.
- General district rules and policies for behavior and communicating apply.
- Use appropriate language. Do not swear or use vulgarities or other inappropriate language.
- Do not reveal the personal addresses or telephone numbers of others.
- Recognize that E-mail is not private or confidential.
- Do not use the Internet or E-mail in any way that would interfere with or disrupt its use by other users.
- Consider all communications and information accessible via the Internet to be private property.
- Respect the rights of other users to an open and hospitable technology environment, regardless of race, sexual orientation, color, religion, creed, ethnicity, age, marital status or handicap status.

D. **Security.** Security on any computer system is a high priority especially when the system involves many users. Each user is required to report any security problems to the System Administrator. The problem is not to be demonstrated to other users.

#### **Consequences of Inappropriate Use**

The user (student) shall be subject to appropriate discipline including permanent expulsion in the case of students, in the event any one or more provisions of this policy is violated. In addition to disciplinary procedures, the user shall be responsible for damages to equipment, expenses to investigate and recover from any act of hacking and damages to systems or software resulting from deliberate or willful acts. Illegal activities or use (for example, intentional deletion or damage to files or data belonging to others; copyright violations; etc.) may be reported to the appropriate legal authorities for possible prosecution. The district reserves the right to remove a user account from the network to prevent unauthorized or illegal activity.

The use of the Internet and E-mail is a privilege, not a right. District administrative staff, along with the system administrator, will deem what is appropriate and inappropriate use and their decision is final.

#### **Other Issues**

##### **A. Disclaimer.**

The Springfield School District makes no warranties of any kind, whether express or implied, for the service it is providing. The district is not responsible, and will not be responsible, for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruption. Use of any information obtained through the use of the district's computers is at the user's risk. The district disclaims responsibility for the accuracy or quality of information obtained through the Internet or E-mail.

##### **B. Charges.**

The Springfield School District assumes no responsibility or liability for any charges incurred by a user. Under normal operating procedures, there will be no cost incurred.

##### **C. Software.**

A student may not download or install any commercial software, shareware, or freeware onto network drives or disks, unless he/she has the specific, prior written permission from a teacher or administrator.

# FIRST FLOOR



