

**2018-2019  
SPRINGFIELD LOCAL HIGH SCHOOL  
STUDENT HANDBOOK**

**ALMA MATER**

GAY, MERRY AND STRONG, SING WE A SONG OF SPRINGFIELD HIGH TO THEE, O WORTHY ART THOU OF FAME. IN LANDS AFAR SHINETH A STAR SETTING BONDSMEN FREE BELOVED IS THY GLORIOUS NAME. BELOVED IS THY GLORIOUS NAME. SPRINGFIELD HIGH SCHOOL, SPRINGFIELD HIGH SCHOOL. HAIL TO THEE; HAIL TO THEE SPRINGFIELD HIGH SCHOOL, OH, SPRINGFIELD HIGH FOREVER, TO ALL OUR HEARTS SO DEAR. OUR COLORS BLACK AND ORANGE WILL BE LOVED BY FAR AND NEAR, LONG REIGN IN ROYAL SPLENDOR, OUR HEARTS SHALL BE THY THRONE, OH SPRINGFIELD HIGH FOREVER THOU REIGNEST ALONE.

**SCHOOL SAFETY** (See policy manual 8400 & School Website)

The Board of Education is committed to maintaining a safe and drug-free environment in all of the District's schools. The Board believes that school crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of School District personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

**MEMO FROM THE PRINCIPAL**

All school rules included in this handbook have been approved by the Board of Education and are designed to provide the best possible educational opportunities for all students. These rules are in effect when school is in session, at school sponsored activities on school property, and on school vehicles to and from school. The principal may take action including suspension or expulsion against any student who does anything not listed specifically in the handbook but causes a disruption in the educational process. The principal also reserves the right to amend any provision in this handbook, which he deems to be in the best interest of the student or the educational process. Notice: incoming and outgoing phone calls may be recorded.

**Warning:** There is a video surveillance camera on the premises. Personal information and activities are collected and recorded and used to maintain a safe and secure environment in school and on school district property and may be disclosed for law enforcement purposes.

For questions or concerns, please contact the Building Principal at 330 542-3626.

## EXPECTATIONS

We expect teachers and students to treat each other with respect and dignity. Faculty and staff are to be addressed as Mr., Mrs., Miss, Ms. or Coach. It is imperative that the teachers be in charge of the class and the educational process. Anything else would lead to poor educational opportunities for all. Therefore, insubordination or disrespect toward teachers, administrators, or other school personnel will not be tolerated.

<b>REGULAR BELL SCHEDULE</b>			
7:20			Breakfast
			Teachers Arrive
7:30			First Bell Rings
7:35			Tardy Bell
7:35	7:38		Homeroom
7:41	8:30		1st Period
8:33	9:23		2nd Period
9:26	10:16		3rd Period
10:19	11:09		4th Period
11:12	12:02		5th Period
12:02	12:32		A Lunch
12:35	1:25		6th Period Class
		OR	
12:05	12:55		6th Period Class
12:55	1:25		B Lunch

1:28	2:30		7th Period
Seniors may leave at 1:30			

**LUNCH PRICING**

**INT-HS Breakfast - \$2.00      INT-HS Lunch - \$3.00**  
**Chicken Basket - \$3.25      Adult Lunch - \$3.50**

**\*Students are not permitted to leave school to purchase lunch or to have food delivered from a vendor. Parents may drop off a child's lunch.**

TWO HOUR DELAY		
SCHEDULE		
9:20		Breakfast
9:30		
9:35		Tardy Bell
9:35	9:40	HR
9:43	10:15	1 <sup>st</sup>
10:18	10:53	2 <sup>nd</sup>
10:56	11:31	3 <sup>rd</sup>
11:34	12:09	4 <sup>th</sup>
12:09	12:39	5A
12:42	1:12	Class
12:12	12:42	Class
12:42	1:12	5B
1:15	1:49	6 <sup>th</sup>
1:52	2:30	7 <sup>th</sup>
Seniors must stay until 1:49		
Students will eat the same period as the 5th period teacher.		

**SPRINGFIELD LOCAL HIGH SCHOOL  
2018-2019 SCHOOL CALENDAR**

Tuesday, August 28, 2018	Teacher In-Service Day
Monday, September 3, 2018	Labor Day
Tuesday, September 4, 2018	Teachers' Report Day
Wednesday, September 5, 2018	Students' First Day
Thursday, October 11, 2018	Interim Reports
Friday, October 12, 2018	NEOEA Day
Friday, November 9, 2018	End of 1st Grade Period
Friday, November 16, 2018	Report Cards
Monday, November 19, 2018	HS/IS Parent Conferences 3:00-9:00 pm
Wednesday, November 21, 2018	Compensatory Day (No School)
Thurs/Fri/Mon, Nov. 22,23,26, 2018	Thanksgiving Recess
Friday, December 21, 2018	Interim Reports
Friday, December 21, 2018	Last Day of Classes before Christmas Recess
Thursday, January 3, 2019	Classes Resume
Monday, January 21, 2019	Martin Luther King, Jr. Day (No School)
Friday, January 25, 2019	End of First Semester, 2 <sup>nd</sup> Grading Period

Friday, February 1, 2019	Report Cards
Wednesday, February 13, 2019	IS/HS Parent Conferences 3:00-9:00 pm
Friday, February 15, 2019	Compensatory Day (No School)
Monday, February 18, 2019	Presidents' Day (No School)
Friday, March 1, 2019	Interim Reports
Friday, March 29, 2019	End of 3 <sup>rd</sup> Grading Period
Friday, April 5, 2019	Report Cards
Thursday, April 18, 2019	Last Day of Classes Before Spring Recess
Tuesday, April 23, 2019	Classes Resume
Friday, May 3, 2019	Prom (Early Release 1 PM)
Friday, May 10, 2019	Interim Reports
Monday, May 27, 2019	Memorial Day (No School)
Sunday, June 2, 2019	Commencement
Thursday, June 6, 2019	Last Day of Classes
Friday, June 7, 2019	Teachers' Last Day
Friday, June 14, 2019	Report Cards
Make-up days, if necessary:	June 10, 11, 12, 13, and 14

## **NON DISCRIMINATION**

Springfield Local High School will strive to provide the best possible educational program, faculty, facilities, cocurricular and extra-curricular programs without discrimination on the basis of color, national origin, race, sex, religion, or handicap. All notices, signs, schedules and other communications about school events must contain the following statement:

“In accordance with State and Federal law, the District will provide reasonable accommodations to persons with disabilities who wish to attend and/or participate in school events. Such individuals should notify the Principal if they require a reasonable accommodation.”

## **CAREER BASED INTERVENTION (CBI)**

To enter the program all requests must be made and be approved prior to the start of the school year. After the beginning of the school year students will only be placed into the program by the referral of the Principal, Guidance Counselor or a Teacher.

## **GRADUATION REQUIREMENTS**

The State of Ohio or the Springfield Local Board of Education prescribe the following as the minimum course areas and credit distribution required for receipt of a high school diploma in this school district:

English	4.00
Social Studies	3.00
Mathematics	4.00
Science	3.00
Health	0.50
Physical Education	0.50
Electives (Business, Foreign Language, Family & Consumer Science)	5.00
*Other Requirements (Fine Arts, included within 5 electives)	1.00
	<b>20.00</b>

**Total**

It is the responsibility of each student to make sure that all requirements and credits for graduation are met and all Ohio Graduation (End of Course Test) requirements. Board Policy will determine participation in graduation. It is within the authority of the administration that any student may be prohibited from participating in any of the graduation ceremonies or other events traditionally held involving graduation. There is no constitutional right to attend graduation exercises or related events. The students can be given any earned diploma separately or by mail. Ohio administrators may suspend students from any extra-curricular activities, including proms, graduation exercises, commencement ceremonies, class trips, and other activities for student code of conduct violations.

**REGULAR DIPLOMA**

Students must pass the State of Ohio’s test requirements and achieve 20 academic credits at SLHS.

**HONORS DIPLOMA**

Students must meet seven out of eight criteria including:

- 1) Earn 4 units of English
- 2) Earn 4 units of Math, (including Algebra II)
- 3) Earn 4 units of Science, including Chemistry and Physics
- 4) Earn 4 units of Social Studies
- 5) Earn either 3 units of one language or 2 units each of two foreign languages.
- 6) Earn one unit of fine arts
- 7) Possess an overall grade point average of 3.50 on a four-point scale up to the last grading period of the senior year
- 8) A composite score of 27 on the ACT or a score of 1210 on the SAT

**REGISTRATION POLICY**

1. Freshman, sophomore and junior students must enroll **in at least six classes or more each semester (except students enrolled in SB140)**, which will lead to at least 5.5 credits earned per year.

2. Schedule changes are made in August, a letter will be mailed denoting dates and times for classes to come in; freshman, sophomores etc... All requests must be approved by the guidance counselor or the administration. **No schedule change will be made in the fall**, students will be granted three days after the beginning of the second semester to make a schedule change.

3. Occasionally a student is misplaced in a particular course. A change will be made to accommodate such a situation during the first two weeks of school with approval of the teacher, parent and guidance counselor. A student who drops a course after the first week of school may only add a Study Hall and will receive a "WF" (withdraw/failure) or both grades which will be calculated into the GPA and appear on the report card. Exception – Spanish 1 can be dropped any time prior to the end of the first grading period with a "W".

#### **EDUCATIONAL OPTIONS (CC+, Credit Flex, Tiger Digital Academy - On-line Education etc...)**

Parents and students are advised that summer school for credit recovery and college courses (CC+) may be accepted for graduation requirements if prior approval by the principal or designee has been granted.

You cannot take coursework to "get ahead, or out of sequence without prior administrative approval. Other educational options such as CC+, credit flexibility, on-line education, educational travel, and mentor programs are permitted in accordance with Board Policy. For more information, please reference the high school web site @[www.springfieldK12.oh.us](http://www.springfieldK12.oh.us) and ask your guidance counselor or principal for details. Application must be made prior to **April 1<sup>st</sup> of the preceding school year.**

#### **COLLEGE CREDIT PLUS (CC+)**

Eligible students who are interested in taking college courses for both college and high school credit (tuition free) must see the counselor by the end of February to begin the application process. Grades from college courses completed will be added to the high school transcript and are counted toward the grade point average or class rank. Students are responsible for meeting all minimum requirements set forth by the State of Ohio or the Springfield Local Board of Education at their home school. In addition, students must meet eligibility requirements and deadlines put forth by post-secondary institutions (ACT scores, dates, GPA etc...) All students in The College Credit Plus Program agree to adhere to the applicable laws, rules, responsibilities and expectations included in Ohio Revised Code Chapter 3365 and policy 2271 in the rules filed by the Ohio Department of Education. Please reference the high school web site @[www.springfieldK12.oh.us](http://www.springfieldK12.oh.us) for additional details.

#### **CONDUCT AND SCHOLASTIC STANDARDS FOR PARTICIPATION IN ALL EXTRA-CURRICULAR ACTIVITIES**

Our school district believes that participation in extra-curricular activities is a privilege available to those students who have first completed their classroom assignments and obligations. **In order to be eligible to participate in any extra-curricular activities, students in grades nine through twelve must be passing the previous grading period in subjects that earn a minimum of 5 units of credit toward graduation during the year and obtain a minimum of a 1.0 GPA.** Students who do not meet these scholastic requirements shall be excluded from participating in extracurricular activities for the next grading period.



At the end of the next grading period, if ineligible students have passed the required number of courses, they will be permitted to participate in extra-curricular activities again the following grading period. Athletes and other students who represent the school in extra-curricular activities should demonstrate proper conduct at school and in the community. Students may be excluded from participation in extra-curricular activities.

\*For NCAA eligibility requirements reference [www.NCAAClearinghouse.net](http://www.NCAAClearinghouse.net)

### GRADING SYSTEM AND REPORT CARDS

1. Letter grades will be used for a student's grade for all coursework.

Scale

92-100 A    83-91 B    73-82 C    63-72 D    0-62 F

F = below 63%, failing, no credit                      WF = withdrawn, no credit

1. Incomplete - work is to be made up within two weeks of the end of the grading period.

2. Semester and Final Grades – For a full year course the final grade will be an average of the four nine week periods and a Final Exam equal to 20% of the final grade. If a student receives three failing marks, that student fails the course for the year. For a semester class the grade will be an average of the two nine week grading periods and an exam equal to 20% of the semester grade. Two failing grades in a semester course, which includes the final exam grade, will result in failing the course.

3. Exams – Failure to report for an exam without **prior notice and administrative approval will result in a 0.**

4. Report Cards Grade reports will be sent out four times a year and will include a letter grade. Any students or parents who have questions regarding course grades should consult with the teacher, then the principal if necessary. The office will withhold report cards if course fees or library fines are not paid.

5. Honor Roll Each nine weeks our school will recognize students who qualify for two honor rolls all A's and all A's and B's. All subjects with letter grades will count in determining the honor roll and students must have a minimum of four classes earning four credits to be considered for the honor roll.

6. Academic Hall of Fame Students who make the honor roll the first three nine weeks will qualify for the Academic Hall of Fame. Students selected for the Academic Hall of Fame will be invited to a breakfast and a group picture will be taken.

7. **After school tutoring – Math tutoring is available twice a week from 2:30 – 3:30 p.m. Dates will be announced.**

### GRADE POINT AVERAGE AND CLASS RANK

**Underclassmen:** Grade point average and class rank will be computed at the end of each year.

**Seniors:** All seniors will be given a copy of their school transcript at the beginning of the school year and should see the counselor if any errors need to be corrected. Preliminary computations for college/scholarships will be done at mid-year or after 3<sup>rd</sup> nine weeks depending on the date of submission.

\*\*A cumulative GPA will be run at the end of the 3<sup>rd</sup> marking period in your senior year to determine Valedictorian, Salutatorian, Top Seniors (no more than 10 who qualify), and Honor's Diplomas for Graduation. The cumulative GPA is based on previous years' grades plus grades earned 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> nine weeks of your senior year. Grades for all courses, including CC Plus, will count toward GPA, Class Rank, and to qualify for Valedictorian, Salutatorian, or Senior Top 10 recognition. (Students

enrolled in CC Plus may substitute equivalent college coursework for required Springfield courses to be eligible for Valedictorian, Salutatorian, and/or Senior Top Ten recognition.) Students engaged in CC Plus coursework are to provide written documentation of grades for report card purposes when 1<sup>st</sup> semester courses are complete and if in a second semester course, prior to the close of the third marking period at Springfield Local. Failure to do so in a timely manner will make you ineligible for this academic honor. Any students with the same grade point average will have the same class rank, but only the Top Seniors (no more than 10) will be recognized for commencement.

\*\*A Final Transcript with the final grade point average and class rank will be sent at the end of June to the college/school of your choice and to your home.

**To qualify for Valedictorian, Salutatorian, or Senior Top Ten Recognition (formally called Top Ten), students must take the following courses:**

- \*4 Units of Social Studies (Honors World, American, (Global/US I & II) AP American History and Government)
- \*4 Units of Honors English (Honors 9-11 and AP English)
- \*4 Units of Math (Algebra I, Advanced Algebra I, Geometry, Algebra II, Advanced Algebra II, Statistics and Math Analysis)
- \*3 Units of Science (Biology, Chemistry, and Physics)
- \*4 Units of the Same Foreign Language

Students must also maintain a Cumulative 3.5 grade point average. No more than 10 seniors will be recognized each year. If less than 10 seniors meet the qualifications, then only that number which meets the qualifications will be recognized. Thereafter, the ranking will be determined by GPA.

#### **ATTENDANCE POLICY**

The attendance procedures described below are designed to encourage good regular attendance by all students for good academic performance; poor attendance may result in poor academic performance. Students and parents are accountable for all matters pertaining to good regular attendance. Failure to do so may result in denial to participate in extracurricular activities by the administration.

##### **1. Call-Off Procedure**

- Parents are required to call the school before 8:00 AM if their son/daughter is going to be absent.
- If no contact is made, the attendance secretary will contact the parent.
- In order for absences to be considered excused, it is the responsibility of the parents and students to follow up the phone call with written documentation. Written documentation (parent notes, doctor excuses, etc.) must be submitted to the office within 2 school days of the absence (3 P.M.) (verification of a timely receipt is the parents, students or guardians responsibility) Failure to do so will result in an unexcused absence.
- Please note that a physician's diagnosis is to be on file in the cases of chronic or long-term illness.

## 2. Excused Absence

- All doctor appointments and court appearances are considered an excused absence with the proper documentation.
- Parents may also excuse a child's absence for up to 10 days of the school year for the following conditions: Absences from school will include but are not limited to personal illness, illness in the family, funerals, religious holidays, vacation, or quarantine.
- After 10 days of parent excused absences, any absence with the exception of a doctor's excuse or court appearance will be considered unexcused.

### College Visit Procedure

- Parents and students must fill out a college visitation form which can be found in the main office.
- The request must be submitted 3 days prior to the visit.
- Seniors are permitted 2 college visits and juniors are permitted 1 college visit. (This is in addition to the 10 day rule)

## 3. Extended Absence (includes vacation etc...)

Parents wishing to excuse their child for more than 3 consecutive days must adhere to the following guidelines:

- Parents and students must fill out an extended absence request form which can be found in the main office.
- The request must be submitted 3 days prior to the date of absence. Failure to do so will result in an unexcused absence.
- The student is required to make-up all assignments in accordance to policy.
- See form for other guidelines.

4. Upon returning to school, students must report to the office with their agenda.
5. Excessive Absence—In accordance with HB 410 students will be referred to juvenile court for truancy if they exceed 42 or more hours in one school month or 72 or more hours in a school year. Students 18 years of age, or older, may be withdrawn for non-attendance.

6. Early Dismissal Procedure—Parents wishing to excuse their child early must adhere to the following guidelines:
  - Students should report to the office between 7:00-7:30 AM with note and agenda.
  - Upon early dismissal the student must sign out in the office.
7. Tardy
  - Students arriving late must report to the office with their agenda.
  - All tardiness is considered unexcused unless accompanied by a doctor or court excuse within 2 school days (3 P.M.) (verification of a timely receipt is the parents, students or guardians responsibility)
8. Make-Up Work
  - No credit will be granted for work missed during an unexcused absence including tardiness. Schoolwork missed will count as “0”.
  - Credit will be given for make-up work during an excused absence. Students are responsible for requesting and completing missed assignments. This applies except for long-term assignments, tests and quizzes announced in advance (more than two days).
  - To earn credit for missed assignments during an excused absence for illness, students will have the amount of days absent plus one to complete and turn in assignments.
  - When on school sponsored field trips, or approved extended absence, **work is due when the student returns to class.**
9. Extracurricular Activities
  - Students must be in school four consecutive periods to participate in an extracurricular activity that day, including practices or rehearsals.
  - Students are not eligible to participate in extracurricular activities when absent unless prior administrative approval has been granted.

**Absence Progression**

Sign In 7:35-11:09 = Tardy (**On the 3<sup>rd</sup> Tardy, disciplinary action will follow per Student Handbook**)

Sign In After 11:09 = Full Day Absence

Sign Out Before 11:09 = Full Day Absence

Sign Out After 11:09 = ½ Day PM Absence (with a note)

## **DRESS CODE**

### **A. Expectations**

1. Students should dress in a manner that does not detract from the educational process. Any attire or accessories that attract attention or cause a disruption are not acceptable. School administrators reserve the right to make recommendations for changes in the dress and grooming of students.
2. All clothing must be properly sized and worn in such a manner not to expose any undergarments. Bottoms must be worn at or above the hip.
3. Shorts and skirts will be worn at a length of 3 inches or less above the knee. The administrator will have the final say as to the appropriateness of the attire. Shorts may be worn from the start of the school year until October 15<sup>th</sup> and not worn again until April 15<sup>th</sup>.
4. Females wearing sleeveless tops must have at least a 2-inch shoulder seam with normal size armholes. Males are not permitted to wear sleeveless shirts.
5. Hair must be clean and well groomed. Mustaches and beards must be clean and kept neatly trimmed.
6. Coaches, lab teachers, or activity advisors may require additional dress, appearance, or safety guidelines.

### **B. Items Not Permitted**

Book bags are to be kept in your locker, or in the classroom at the discretion of your teacher.

Bare feet, shoes with cleats or spikes

Bare midriffs, tank tops, tube tops, low cut tops that expose cleavage, halter tops, or transparent garments, pajamas or like garments, or clothing which is suggestively improper or indecent,

Any apparel with excessive holes, tears, frayed edges, or which has been cut off

Excessively soiled clothing

Any article which could injure other students or damage school property

Sunglasses unless prescribed by a physician

Hats (except on days permitted)

Coats or heavy jackets must be left in hall lockers.

Hair styles that cause an educational distraction.

***\*Clothing that bears statements, slogans, images or insignia that harass, threaten, intimidate, demean, suggest violence, or sexual innuendo, sexually suggestive contents, and that creates a reasonable risk of substantial interference with the educational process is not permitted.\****

***"Clothing, jewelry, tattoos, or other personal items which specifically or generally contain, promote, glorify, or refer to alcohol, drugs, tobacco, profane, vulgar, or lewd symbols or slogans, gangs or cults, antisocial, or harassing behavior, hate, violence, death, suicide, gore, and/or blood shall not be worn or displayed."***

### **TORNADO DRILL**

A tornado drill will be held each spring. Designated safe areas will be posted in each classroom. All students and staff should proceed to safe areas of the building as rapidly and orderly as possible. Avoid all walls of glass, windows, doors, and areas containing trophy cases or other fixtures of glass.

### **FIRE DRILLS**

Fire drills will be held periodically. Exits to be used and fire drill rules are posted in each room. When the fire alarm sounds, all lights should be turned out and all windows and doors should be closed. All students should exit quickly and quietly and move as

directed. Everyone must leave the building during a fire drill and go to the edge of school property, beyond the parking lot. Students should remain with your class so teachers may check roll. Classes should not return until the all-clear signal is given.

### **BUS RULES**

1. The driver is in complete charge and must be obeyed.
2. Remain seated while the bus is in motion.
3. Be on time at the designated loading zone (five minutes prior to scheduled stop).
4. Enter the bus single file and go immediately to a seat and be seated.
5. After entering and until leaving the bus, keep head, hands, and arms inside the bus at all times.
6. Do not litter the bus or throw anything from the bus.
7. Keep books, packages, coats, and all other objects out of the aisle.
8. Students are to be courteous to the driver, to other bus riders, to chaperones and to all other persons.
9. Smoking, eating, and drinking are not permitted in the bus.
10. The bus is not considered to be the proper place for playing cards or other games.
11. The offender will pay for any damage done to bus equipment.
12. Students must not tamper with the bus or any of its equipment.
13. Yelling, cursing, obscene language, scuffling, and fighting are forbidden on the bus.
14. Any action, or loud talking, or horseplay including the use of cell phones while entering, exiting, and riding the school bus that might distract the driver is forbidden.
15. In case of an emergency, the directions of the bus driver are to be followed.
16. Do not get up to leave the bus until the bus has stopped and get off only at your own stop.
17. Cross the road, when necessary (at least ten feet in front of the bus), only after the driver signals that it is safe.
18. Be alert to the danger signal from the driver.
19. The driver is not to discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from school officials.
20. Penalties for infractions a student who becomes a behavioral problem on the bus may face disciplinary action or be suspended off the bus.
21. Students are not permitted to ride any other school bus than the one assigned to them unless **prior** written authorization is granted with the school administration.

### **DRIVING TO SCHOOL**

1. Students will not be granted permission to drive to school until they submit a driving application, driver's license, and proof of insurance to the office.
2. Students must display their driving permit card at all times on the front mirror or dashboard.
3. Students are not permitted to loiter in a parked car, or visit or use their cars during the school day.
4. Students on an athletic team or squad must ride the school bus to athletic contests.
5. Parking is restricted to the designated student area in front of the school. Students may not park in the teacher parking area and must be facing Route 170.
6. Students who drive recklessly or at an excessive speed will face disciplinary action and may have their driving privileges revoked.
7. A new Driving Application must be completed each school year.
8. Students may be issued a citation for each offense of the above and may lose their

- driving privilege for a part of the year or the balance of the school year.
9. Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of such automobile at any time a search is requested by the school administration. Failure to comply with a reasonable search will result in disciplinary action.
  10. The ORC number 4513.263 requires all drivers and passengers to wear their seatbelts. The Springfield Local Board of Education has adopted this state law as a requirement for students receiving a parking permit at SLHS.

### **WORK PERMIT**

Ohio law requires students fourteen through seventeen who have jobs during the school year to have a work permit (not required for summer jobs). Students who get a job should get a work permit in the office, have parents, your employer, and your physician complete the form, and return it to the office. A copy of the work permit will be mailed to the employer. Students may apply for work release if they have a work permit, are a junior or senior who have a good attendance record, passed all subjects the previous grading period, are enrolled in at least six classes. The student must complete a work permit application signed by a parent, the employer, and the physician and return it to the guidance office for approval.

**It may take up to a week to forward ( Board Office) and process your application for a work permit.**

### **LOCKERS**

Students should use lockers assigned by homeroom teachers. Decorations on the outside of the lockers are prohibited. **All lockers are property of the Board of Education and may be searched at any time.** Students must keep lockers locked and are responsible for any damage to them.

### **MEDIA CENTER**

The primary function of the high school media center is to serve as a place of study and as a source of reference materials for class assignments. It is not to be used as a convenient escape from study hall. Students may report to the media center when they have study hall or when a teacher authorizes them to do so. They must report directly to the center, sign in at the checkout desk, and be in their seats by the time the tardy bell rings. Students must remain in the center for the entire period, and students are permitted to use the facility one period a day.

**The use of the media center is a privilege, which can be limited; disruptive students may be sent back to study hall, and/or receive disciplinary action for misconduct.** Books can be checked out for 2 weeks, and renewed for an additional 2 weeks (as long as no one else has placed a hold on the book). Vertical file materials, audiovisual software, and back issues of magazines can be checked out overnight. Reference books, newspapers, and current magazines do not circulate and are only for library use.

A fine of 2 cents per day for the days the library is open will be charged for all overdue materials. Students are also financially responsible for lost or damaged materials. Replacement cost or cost to repair damage will be charged for these materials. Report cards will be withheld for fines that are not paid or materials that are not returned.

**Register online for the ACT:** Go to [WWW.actstudent.org](http://WWW.actstudent.org) or see your counselor.

### **CLINIC AND MEDICATION POLICY**

Students who are ill at school should come to the office and request to go to the clinic in the rear of the office. Students should sign into the clinic **and may stay only one period**. In case of serious illness or injury, the school nurse and parents will be contacted. Students will not be permitted to go home unless a parent or guardian comes to the school. Any medication (prescription drug or overthecounter medicine) will not be administered at school unless the medication is delivered to the high school office in its original labeled container and must be accompanied by the parent's and doctors written request for its administration. Medications will be kept in the main office and must be taken in the office or clinic.

### **VISITOR POLICY**

Anyone that is not a staff member or student must obtain a visitor pass from the office to be in the building.

### **TEACHER AIDE PROGRAM**

Students interested in serving as a teacher's aide during a study hall must be in good standing. The student, parent, supervising teacher, and guidance counselor or administrator must sign an application. Applications must be submitted to the Guidance Office no later than end of the 2<sup>nd</sup> week of each semester to be considered.

### **MAHONING COUNTY CAREER AND TECHNICAL CENTER (MCCTC)**

Springfield students who attend the MCCTC must follow all school rules at Springfield and the MCCTC.

### **STUDENT WITHDRAWAL FROM SCHOOL**

If a student under 18 quits attending school regularly and is not enrolled in an approved program to obtain a diploma or its equivalent, the superintendent will notify the registrar of motor vehicles and the juvenile judge and driving privileges may be denied until the student reaches 18.

### **DANCE RULES**

1. Our dances are open to enrolled Springfield high school students only. Middle school students are not permitted to attend high school dances.
2. Student **guests** must present a school profile (from their school) with proper contact information including name, address, and phone #, two days prior to the dance. \*individuals whom are not currently in high school and 20 years of age or under, must present a valid driver's license and proof of insurance, two days prior to the dance.
3. All students must arrive within onehalf hour of the time the dance begins and not leave until onehalf hour before the dance ends without permission of parents and a school administrator.
4. All students must take a breathalyzer test before entering the dance and may be asked to be retested any time during the dance.
5. Proper dress is required and dress guidelines will be announced.
6. Loitering in restrooms or the parking lot is not permitted.
7. Students who behave inappropriately will be removed from the dance.
8. Inappropriate dancing will not be permitted.
9. Chaperones (faculty members, SRO, & police) will supervise students at dances. Chaperones will notify the administrator on duty of any student misconduct.
10. All school policies are in effect at school dances, and subject to school discipline. Students who are suspended or expelled cannot attend dances.



### **PROM RULES**

1. Prom is a school-sponsored activity. Both students and guests must adhere to all rules and regulations pertaining to school dances.
2. This is a prom for the seniors hosted by the juniors; as such, freshmen and sophomores can attend only if they are escorted by juniors and seniors.
3. Guests (those not from Springfield Local High School) must be approved by the administration prior to purchasing a ticket.
4. Both students and guests will be subject to a sobriety test which they must pass in order to be admitted to prom events.
5. All guests must be 21 years of age or under.
6. The selection of prom court is based on a point system for participation in Junior Class activities such as Homecoming, fund-raisers, etc. The Junior Class will then vote for a prom king and queen among the five top achievers in both sex groups.
7. All students attending the prom banquet **must attend the promenade**.
8. The attire is formal (long gowns for women, tuxedos for men) to semi-formal (a cocktail length dress for women and a suit and tie for men). Note: men must wear socks. Attire must be worn during the entire dance.
9. Juniors and Seniors may attend the dance without a date.
10. Tickets are available up to the date indicated (Generally three weeks prior to prom). Extensions may be given with the Prom advisor's approval for justifiable reasons only.
11. Tickets are non-refundable, however, students may sell their tickets to other Juniors or Seniors.
12. A maximum of three (3) promenade tickets per person attending prom will be available at the time a student purchases his/her prom ticket. We will not refuse admission to anyone who pays at the door providing it does not violate our fire code.
13. Seating is predetermined by students when they purchase their ticket.
14. Students must go directly to the banquet following the promenade.
15. Students may not leave the banquet facilities at any given time, for any given reason without approval from the Prom Advisor, or Principal and without being escorted by a chaperone.

### **SPRINGFIELD LOCAL SCHOOLS COMPUTER USE POLICY**

Computer use at Springfield Local Schools is encouraged and is available to students for educational purposes. The school retains the ownership of all hardware and software. The school reserves the right to inspect, copy, and/or delete all files and records created or stored using school owned computers.

### **RULES FOR COMPUTER USE**

1. Springfield Local School District computers are for authorized users only. Every student must have a signed acceptable use policy on file in the school library before using computers.
2. Students should use school computers for educational purposes only. The use of this computer is a privilege; any misuse will not be tolerated! Students are not permitted to make any changes that alter the visual, physical, or programmable state of technology. This includes computer hardware, software, and related technology equipment (cameras, printers, mass storage devices, etc.). Students are not permitted to download and/or install any files or software without explicit instructions from a teacher. Students are restricted from downloading, hosting, and storing personal music.
3. Students using this computer system without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel. In the course of monitoring individuals improperly using this system, or in the course of system maintenance, the activities of

authorized users may also be monitored. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials.

4. Students shall not use or alter another person's password, files, or directories. Students aiding teachers are restricted to using only the program selected by the teacher.
5. Students shall not attempt to establish contact with restricted technologies. This includes but is not limited to: network proxies, non-approved blogging sites, unauthorized databases, Bluetooth devices, satellites, cellular communications, infrared devices, other physical and non-physical points of contact.
6. There shall be no eating or drinking at computers.
7. Abusive language, vulgarity, profanity, sexual innuendo, obscenity, or other inappropriate language or graphic (including quoting another source) is strictly prohibited.
8. E-mail messages relating to or in support of illegal activities will be forwarded to the authorities.
9. Students should not reveal their own or anyone else's personal information while on the computer.
10. Any portable technology a student brings into Springfield Local School District is under scrutiny of school teachers and administration. All current acceptable use policy language applies to such technologies, and such technologies can be seized and searched at any given time while on school property. The use of these technologies and the information kept on them should be used for educational purposes only. Booting computers and loading programs from these devices is prohibited. Such technologies include but are not limited to cell phones, personal data assistants (PDAs), and any mass-storage device including CDs, DVDs, memory sticks, thumb drives, etc.
11. Students are permitted to bring their personal computers, I-PAD, etc... to school.

#### **PENALTY FOR MISUSE OF TECHNOLOGY**

The penalty for misusing technology may include but is not limited to loss of computer privileges and disciplinary action from the administration.

#### **PUBLICATION POLICY**

Publications such as the student newspaper, literary magazine, and yearbook are connected to the overall school program and are subject to editorial control by the school's authorities.

#### **ACADEMIC LETTER**

All students who earn an Academic Letter must have a GPA of 3.5 at the end of the third grading period. Awards will be given at the awards assembly in May.

Rewards:

First year – certificate

Second year – chenille letter

Third year – pin

Fourth year – plaque

Each year that a student earns a 3.5 GPA he/she will advance to the next level. This will hopefully encourage new students to our district or current students to strive for academic success.

#### **CRITERIA FOR MEMBERSHIP IN NATIONAL HONOR SOCIETY**

To be scholastically eligible for membership in the Springfield Local High School National Honor Society, juniors or seniors who have completed at least one semester at

Springfield must have at least a 3.25 cumulative point average from the freshman year to the time when averages are calculated by the faculty advisor. All academic subjects are included. An A carries four (4) points; a B, three (3) points; a C, two (2) points, and a D, one (1) point.

In addition to scholastic eligibility, juniors and seniors are required to complete 25 and 35 documented community service hours respectively: Service is defined as "time spent freely helping to improve ones' community or school, performed through a verified organization." A supervising adult who can attest that the service has been completed must document hours. One must have both scholastic point average and required community service to be considered for selection to National Honor Society.

After averages are calculated, each scholastically eligible student receives an activity sheet to list his/her leadership and service activities in and out of school. Students are instructed to list any circumstances that prevent them from participating in extra-curricular activities, (for example, illness of a parent which requires the student being needed at home.)

These activities and comments are summarized by the faculty advisor and a survey is prepared for faculty members who rate the candidates in the categories of service, leadership, and character. On the survey, the criteria for judging character are listed:

- 1) demonstrates the highest standards of honesty and reliability
- 2) meets pledges and responsibilities to the school promptly
- 3) cooperates with school regulations
- 4) demonstrates concern for others
- 5) wants to do the "right" thing in most situations

Character is not based on mere personality or on minor incidents unless they are repeated so as to indicate a definite pattern of behavior.

The rating system is one (1) through four (4), with one being lowest and four highest. A five-member faculty council appointed by the principal uses the averages to determine selection. The faculty council then reviews the procedure and verifies that the selection process was correctly followed.

#### **DISCIPLINE/DISMISSAL POLICY FOR NATIONAL HONOR SOCIETY**

A National Honor Society member must maintain the standards for membership in order to retain it. Any member who falls below the standards, which were the basis for his/her election, shall be promptly warned and given a one nine-week probation period to rectify the problem. If the problem is not resolved at the conclusion of the probationary period, the member will be dismissed. The chapter advisor monitors the members for compliance with obligations. A variety of disciplinary measures can be taken by the faculty council and advisor, with dismissal reserved for flagrant and chronic offenders.

#### **DIRECTORY INFORMATION NOTICE**

(FERPA) Family Educational Rights and Privacy Act

A school may disclose directory information to anyone, without consent, if it has given parents general notice of the information it has designated as "directory information"; the right to opt out of these disclosures; and the period of time they have to notify the school of their desire to opt out.

Regarding student records, federal law requires that “directory information” on my child be released by the District to anyone who requests it unless I object. This objection must be filed, in writing, within ten school days of the time this handbook was given to your child. Directory information ordinarily includes the following:

Student’s name  
Address and telephone number  
Dates of attendance and graduation lists  
Date and place of birth  
Photographs (School events or extracurricular activities)  
Honor and awards received in school  
Participation in officially recognized activities and sports, including gender, height and weight.

## **SPRINGFIELD LOCAL HIGH SCHOOL DISCIPLINE POLICIES & SEQUENCE OF DISCIPLINARY ACTION**

A well-defined and enforced student code of conduct is essential for students to have a good learning environment and to enjoy their rights to a quality education. Our code will serve as a guide for behavior, encourage the development of self-discipline, and foster cooperative citizenship in our students. All of these elements are essential in establishing a positive learning environment and ensure the instructional program is not unduly disrupted. Here are the steps in stages that teachers will take to correct misconduct at Springfield Local High School.

**Step 1 – Classroom Expectations & Conduct** – The general code of student conduct is intended to address student behavior generally unacceptable in all cases with a uniform discipline policy.

Teachers are responsible for establishing classroom rules, course policies, and general classroom management, and school supervision of students, examples being, (i.e. – homework, make – up work, etiquette, inappropriate language, talking, chewing gum, forgetting books, pencils, etc...) Disciplinary action teachers may take include the following: verbal reprimands, special assignments that are constructive, classroom detentions, oral or written notification to parent(s), a conference with the student &/or parent or both, loss of class privileges, loss of classroom participation points and referral to the administration.

### **Minor Infractions**

Those incidents and items initially deemed to be minor in nature shall be dealt with at the discretion of the teacher in the form of a detention, such issues being those mentioned above and additional items which follow but are not inclusive to, such as; classroom disruption, possession of contraband, public display of affection deemed inappropriate by faculty and administration. Please be aware that the discipline policy is progressive in form and the accumulation of detentions, and offenses results in consequences that increase in severity.

**Step 2 – Detention** – The teacher will assign a detention, when one of the aforementioned actions have been found to be unsuccessful. Students may accumulate 4 detentions in reference to a disciplinary infraction (in one school year) before moving to Step 3.

## **Major Infractions**

Obviously, those offenses deemed to be of a serious nature will result in the implementation of any of the following disciplinary actions including the imposition of a social suspension from extracurricular activities at the discretion of the administration and may result in criminal charges being filed.

**Step 3 – Saturday School** – Upon receiving his/her 5<sup>th</sup> detention the student is assigned a Saturday School. Saturday School will then be assigned for every detention given from that point.

**Step 4 – In-School Suspension** – After receiving his/her 4<sup>th</sup> Saturday School, the student will be assigned 3 days of In-School Suspension. I.S.S. will then be assigned for every Saturday School given from that point. The maximum number of ISS days is twelve.

**Step 5 – Out-of School Suspension** – When a student reaches 12 days of I.S.S. he/she automatically receives 3 days of O.S.S. for every subsequent offense. Any student receiving an out of school suspension will not be permitted to make up any missed assignment, test, quiz, or project due during the course of this suspension.

## **STUDENT CODE OF CONDUCT MAJOR OFFENSES**

### **1. ASSAULTING A STAFF MEMBER**

Striking, pushing or threatening a staff member

1<sup>st</sup> Offense: 10-day suspension, recommended expulsion and charges filed with the police.

### **2. ASSAULT AND/OR FIGHTING, STRIKING, KICKING A STUDENT**

1<sup>st</sup> Offense: 1-3 days Out of School and parent contacted by the principal

2<sup>nd</sup> Offense: 3-5 days Out of School suspension and charges filed with the police.

Subsequent: 10 days Out of School suspension and recommended expulsion.

### **3. ALCOHOL AND DRUGS**

**A. Possession or Use:** No student shall possess, consume or show evidence of having consumed, or offer for sale or provide any alcoholic beverages or illegal drugs while in the school building, on the school grounds or at any school activity. This policy includes counterfeit substances which are thought to be drugs, prescription/otc drugs, or drugs inferred by the seller or buyer to be mind-altering substances. Also included is the possession or use of drug paraphernalia. The penalty for violation of this policy:

1<sup>st</sup> Offense: Immediate 10 day Out of School Suspension for a minimum of 5 days to a maximum of 10 days and, held in abeyance until student contact and participation with a chemical dependency agency. Charges may be filed.

2<sup>nd</sup> Offense: 10 day Out of School Suspension with a recommendation to the superintendent that said student be expelled from Springfield Local High School and charges filed with the police department. Suspension of a temporary instruction permit or a driver's license may also result. Charges may be filed with the police.

#### **B. Distribution or Sale:**

1<sup>st</sup> Offense: 10 day Out of School Suspension with recommended action for expulsion. Charges filed with the police.

### **4. USE AND OR POSSESSION OF TOBACCO OR LIKE (e-cigarettes, nicotine, vaping etc... PRODUCTS IN SCHOOL OR THEIR USE ON SCHOOL PROPERTY**

1<sup>st</sup> Offense: 2 days Out of School Suspension

2<sup>nd</sup> Offense: 3 days Out of School Suspension (charges may be filed)

Subsequent: 5 days Out of School Suspension (charges may be filed)

### **5. DEADLY WEAPON (S) / DANGEROUS ITEMS**

Possession or use of any instrument, device, or object intended for inflicting death or injury and designed or specially adapted for use as a weapon; this includes any incendiary device(s) such as a lighter.

1<sup>st</sup> Offense: Up to a 10-day Out of School Suspension, possible recommendation for expulsion and charges may be filed with the police

2<sup>nd</sup> Offense: 10-day Out of School Suspension, recommendation for expulsion and charges filed with the police.

#### **6. INDUCING PANIC/JOKING VIOLENCE**

Any act that implies intent to harm or create unrest (includes threats & hoaxes).

1<sup>st</sup> Offense: Up to a 10 day ISS or Out of School Suspension with a recommendation for Expulsion. ( for up to one (1) year).

#### **7. DESTRUCTION OF SCHOOL OR PERSONAL PROPERTY – VANDALISM**

1<sup>st</sup> Offense: Up to 10 days I.S.S or Out of School Suspension and restitution.

2<sup>nd</sup> Offense: Up to 10 days I.S.S. or Out of School Suspension and restitution

3<sup>rd</sup> Offense: 10 days Out of School Suspension, with a recommendation for expulsion and charges filed with the police.

#### **8. NON-DISCRIMINATION/HARASSMENT, BULLYING, HAZING**

##### **How to Report**

Students, parents, or guardians may file a written or verbal complaint of suspected harassment, intimidation, bullying, and hazing with any school staff member or administrator. The written complaint shall be promptly forwarded to the building principal or his/her designee for review and proper action.

Students may also report any form of bullying or harassment anonymously by calling the Springfield Local School District Anonymous Bullying and Harassment Tip-Line at 330-542-3626 and leaving a message at extension 1234.

##### **Definitions**

##### **Non-Discrimination/Harassment**

Harassment is defined as “annoying, incessant, critical attacks on another person”. These can be but are not limited to gestures, comments, or actions which tend to demean another person on the basis of age, color, creed, national origin, disability, gender or sexual orientation.

Intimidation by threats of or actual physical violence; the creations by whatever means, including the use of electronic communication devices, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be understood to convey hatred, contempt, or prejudice, or to have the effect of insulting or stigmatizing an individual.

##### **Bullying**

Intentional written, verbal or physical act that a student has exhibited toward another particular student more than once, the behavior both causes mental or physical harm to the other student and is of a sufficiently severe, persistent or pervasive nature that it creates an intimidating, threatening, or abusive educational environment.

##### **Hazing**

Any act or coercing of another, including the victim to perform any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

#### **Sexual harassment**

Sexual harassment is defined as “unwelcome physical contact, sexually explicit language or gestures, indecent exposure, uninvited or unwanted sexual advance, or an offensive overall environment including the use of vulgar language, the presence of sexually explicit photographs or other materials, and the telling of sexual stories.”

This section includes any conduct which has the purpose and effect of interfering with an individual’s performance or creates an intimidating, hostile, or offensive environment.

1<sup>st</sup> Offense: 1 - 3 Days I.S.S. or 1 to 3 days of Out of School Suspension  
2<sup>nd</sup> Offense: 3 - 5 days Out of School Suspension.  
3<sup>rd</sup> Offense: 5 - 10 days of Out of School Suspension  
Subsequent: 10 days Out of School Suspension with a recommendation for expulsion

#### **9. BLATANT DISRESPECT AND DISOBEDIENCE**

Verbal disrespect or obscene gestures toward school personnel.

1<sup>st</sup> Offense: 3 - 5 days Out of School Suspension  
2<sup>nd</sup> Offense: 5 - 10 days Out of School Suspension.  
3<sup>rd</sup> Offense: 10 days Out of School Suspension, with a recommendation for expulsion.

#### **10. INSUBORDINATION / FAILURE TO COMPLY**

Unwilling to submit to authority. A student shall not disregard or refuse to obey reasonable directions given by school personnel.

1<sup>ST</sup> Offense: 3 days of I.S.S.  
2<sup>nd</sup> Offense: 3 - 5 days Out of School Suspension  
3<sup>rd</sup> Offense : 5-10 days Out of School Suspension

#### **11. DISRUPTION OR INTERRUPTION OF THE ORDERLY SCHOOL PROCESS I.E. HORSEPLAY**

A student shall not by use of inappropriate actions cause material disruption or obstruction to the educational process including all curricular and extra-curricular activities.

1<sup>st</sup> Offense: 1-2 Saturday Schools and/or 1-3 days of In School or Out of School Suspension  
2<sup>nd</sup> Offense: 3 - 5 days Out of School Suspension  
3<sup>rd</sup> Offense: 5 - 10 days Out of School and a possible expulsion hearing.

#### **12. THEFT (RESTITUTION) Charges may be filed with the police**

1<sup>st</sup> Offense: 1-3 days In School or Out of School Suspension  
2<sup>nd</sup> Offense: 5 Days Out of School Suspension  
Subsequent: 10 days Out of School

#### **13. FORGERY / UNAUTHORIZED USE, PUBLICATION , OR DISTRIBUTION OF MATERIALS**

Includes falsifying any school document or parent’s signature or posing as a parent through a phone conversation.



1<sup>st</sup> Offense: Saturday School  
2<sup>nd</sup> Offense: 1 - 3 days In School Suspension  
Subsequent: 3 days Out of School Suspension

#### **14. GROSS PROFANITY AND/OR OBSCENITY**

Profanity or Obscene Gesture used in school or during school functions.

1<sup>st</sup> Offense: Saturday School  
2<sup>nd</sup> Offense: 3 days of I.S.S.  
Subsequent: 5 days of I.S.S.

#### **15. CHEATING/PLAGIARISM /ACADEMIC DISHONESTY**

A student will not be involved in any form of cheating on school assignments. This pertains to you using another student's work or allowing another student to use your work. (no academic credit is awarded)

1<sup>st</sup> Offense: 1-2 days I.S.S. (1 = homework, or quiz, 2 = test or major project)  
2<sup>nd</sup> Offense: 1 Saturday Detention = homework, or quiz (2 days OSS = test or major project)  
3<sup>rd</sup> Offense: 3 days OSS (2 = homework, or quiz, 3 = test or major project)

#### **16. FAILURE TO ATTEND DETENTION (ON TIME)**

1<sup>st</sup> and Subsequent Offenses: Saturday School

#### **17. FAILURE TO SERVE SATURDAY SCHOOL**

1<sup>st</sup> & Subsequent Offenses: 2 days Out of School Suspension

#### **18. ENDANGERING THE SAFETY OF STAFF AND/OR STUDENT**

A student shall not involve a student, staff member, visitor, or employee of the board in an incident that is detrimental to their health, safety and well being.

1<sup>st</sup> Offense: 1-2 Saturday Schools and/or 1-3 days Out of School Suspension.  
2<sup>nd</sup> Offense: 3-5 Out of School Suspension  
3<sup>rd</sup> Offense: 5 days Out of School and/or expulsion hearing.

#### **19. TARDINESS**

Tardy violations apply to a late arrival at school.

**(See Attendance Policy p. 9 #8 & p. 10 for details)**

**2 days of tardiness are granted per semester, without the imposition of a disciplinary consequence. (Once again no academic credit is awarded when tardy to school)**

3<sup>rd</sup> Offense: Detention  
4<sup>th</sup> Offense: Saturday School  
5<sup>th</sup> Offense: One day I.S.S.  
6<sup>th</sup> Offense: 3 days I.S.S.  
Subsequent: 1 Saturday for every tardy

#### **20. TARDY TO CLASS WITHOUT A PASS**

Arriving late to class

1<sup>st</sup> Offense: 1- 4 tardy to class - Detention  
2<sup>nd</sup> Offense: 5- 8 tardy to class – Saturday School

3<sup>rd</sup> Offense:: One day of I.S.S.

### **21. TRUANCY**

Being absent from school, and class, or leaving school property or class without authorization (legitimacy) from school personnel or in accordance with school procedures and policy. Students who do not arrive in class within 5 minutes of the bell are considered truant.

- 1<sup>st</sup> Offense: 1 - 2 Saturdays
- 2<sup>nd</sup> Offense: 3 days of I.S.S.
- 3<sup>rd</sup> Offense: 5 days of I.S.S.
- Subsequent: 10 days Out of School Suspension

### **22. GROSS AND/OR CONTINUAL MISCONDUCT**

A student shall not disrupt the educational process nor repeatedly fail to comply with the school rules.

- 1<sup>st</sup> Offense: 3 - 5 days of Out of School Suspension
- 2<sup>nd</sup> Offense: 5 days of Out of School Suspension
- 3<sup>rd</sup> Offense: 10 days of Out of School Suspension with a recommendation for expulsion

### **23. DRESS CODE**

A student may be placed in ISS at the discretion of the administrator if the problem cannot be immediately rectified.

- 1<sup>st</sup> Offense: 1 Detention
- 2<sup>nd</sup> Offense: Saturday School
- 3<sup>rd</sup> Offense: 1-3 days I.S.S.
- 4<sup>th</sup> Offense: 3 days Out of School Suspension

### **24. ELECTRONIC DEVICES**

Use of certain electronic devices is permitted in Springfield Local High School as described below. Electronic devices are classified as **disruptive and cell phone** devices. Permissibility of each type of electronic device is described as follows:

#### **DISRUPTIVE ELECTRONIC DEVICES**

1. Electronic devices are to be used at the discretion of school personnel and in a manner that does disrupt or interrupt the educational process.
2. The misuse of permissible electronic devices in a manner distracting to other students or school personnel is not allowed. The misuse of electronic devices includes, but is not limited to:
  - a. Use of any electronic device in a classroom or other area of Springfield High School not authorized by school personnel. Include listening to video or audio without headphones or earbuds.
  - b. Use of headphones/earbuds at a volume level that disrupts the educational process.
  - c. Videotaping or taking photographs of staff or students, without their knowledge or consent.
  - d. Use of any device or website to create a fake/false social media account, posing as another person during school hours

#### **CELL PHONES**



TI-84 Calculator Rental	\$30.00
Intro to FCS	\$5.00
<b>*Course Fees are applied for consumable items</b>	<b>*Does not include Library Fees</b>

## **Weekly Detention Schedule**

**Morning Detention** – 7:00 – 7:30 AM *Monday through Friday*  
**(Every day in the High School Office)**

**Afternoon Detention** – 2:30 – 3:00 PM *Tuesday and Thursday*  
**(In the assigned teacher’s room or High School Office)**

### **When to Serve!**

#### **Detention assigned on a Monday:**

Students may serve the detention on Tuesday morning, Tuesday afternoon, or Wednesday morning.

#### **Detention assigned on a Tuesday:**

Students may serve the detention on Tuesday afternoon, Wednesday morning or Thursday morning.

#### **Detention assigned on a Wednesday:**

Students may serve the detention on Thursday morning, Thursday afternoon or Friday morning.

#### **Detention assigned on Thursday:**

Students may serve the detention on Thursday afternoon, Friday morning or Monday morning.

#### **Detention assigned on Friday:**

Students may serve the detention on Monday morning, Tuesday morning or Tuesday afternoon.