

## **Introduction**

### **Welcome to Springfield Intermediate School**

On behalf of the faculty and staff of Springfield Intermediate School, we would like to welcome all students to the 2017-2018 school year.

We challenge each student to do the very best, both in and out of the classroom, and hope that every student will find this year interesting, challenging, and exciting.

We look forward to working with you during the coming year. Please note that the principal's office and guidance office are always open to both students and parents.

### **Springfield Local School District Mission Statement**

The MISSION of the Springfield Local School District, dedicated to education, is to guarantee that all students reach their maximum potential in academic, social, emotional, and physical development, by providing dynamic programs in a safe environment, delivered by a dedicated staff, in partnership with caring families and an involved community, leading us into our future.

### **The Intermediate School Philosophy**

The philosophy of an educational program is directed to assist the students in understanding themselves in order that they may better serve others.

It is our belief that the intermediate school can best do this by creating an environment, which will not force boys and girls into sophisticated activities beyond their years.

The intermediate school will help structure a student's education in his or her best interest. The school considers the student as a whole, and tries to develop his/her potential.

The intermediate school is concerned in helping the student learn how to live as well as how to make a living. Each child's physical, mental, moral, emotional, and social development must be considered.

## **The Springfield Intermediate School Mission Statement**

At Springfield Intermediate School, the staff, students, parents, and community members will work together as a team to foster intellectual, physical, and emotional development of every student. We will provide effective instructional leadership and learning experiences that will lead to the development of productive citizens and self-directed life long learners.

### **Objectives**

1. To educate all students to be good citizens and to accept the responsibilities of a citizen along with its privileges.
2. To help students adjust themselves to the world in which they live, cultivating an ability to understand people and races and to realize the importance of cooperative working and living.
3. To help students to understand their own capabilities and limitations, to develop themselves to the full extent of their abilities, and to have a pride in their abilities and accomplishments.
4. To develop good work habits: neatness, organization of work, and completion of all projects started.
5. To develop the power to think clearly and logically, and to express themselves accurately and concisely.
6. To help students develop opinions which they are able to defend and support with facts or to change and to evaluate the opinions of others through open-mindedness and critical thinking.
7. To keep channels of communication open between students' parents and teachers at all times.
8. To place the emphasis of athletics on sportsmanship and skill mastery of the sport, while still keeping academics as the major function of the school.
9. To motivate interest and desire for continual learning.
10. To provide educational and co-curricular opportunities to meet the needs of all students.
11. To improve decision making skills, whether the decision has to do with school, getting along with others, or saying "NO" to drugs.
12. To prepare students for their high school careers both academically and socially.

## Springfield Intermediate School Bell Schedule

	<b>5<sup>th</sup> &amp; 6<sup>th</sup> Grade</b>		<b>7<sup>th</sup> &amp; 8<sup>th</sup> Grade</b>	
Breakfast	7:15		7:15	
Teacher Arrival	7:20		7:20	
First Bell	7:25		7:25	
Tardy Bell	7:30		7:30	
Homeroom	7:30	7:37	7:30	7:37
1 <sup>st</sup> Period	7:40	8:30	7:40	8:30
2 <sup>nd</sup> Period	8:33	9:23	8:33	9:23
3 <sup>rd</sup> Period	9:26	10:16	9:26	10:16
4 <sup>th</sup> Period	10:19	11:09	10:16	10:46
Lunch:	11:09	11:39	10:49	11:39
5 <sup>th</sup> Period	11:42	12:32	11:42	12:32
6 <sup>th</sup> Period	12:35	1:25	12:35	1:25
7 <sup>th</sup> Period	1:28	2:30	1:28	2:30
/Channel One				
Teacher Dismissal	2:35		2:35	

## Two Hour Delay Time Schedule

	<b>5<sup>th</sup> &amp; 6<sup>th</sup> Grade</b>		<b>7<sup>th</sup> &amp; 8<sup>th</sup> Grade</b>	
1 <sup>st</sup> Period	9:40	10:15	9:40	10:15
2 <sup>nd</sup> Period	10:18	10:53	10:18	10:53
3 <sup>rd</sup> Period	10:56	11:31	11:26	12:01
Lunch	11:31	12:01	10:53	11:23
4 <sup>th</sup> Period	12:04	12:39	12:04	12:39
5 <sup>th</sup> Period	12:42	1:14	12:42	1:14
6 <sup>th</sup> Period	1:17	1:52	1:17	1:52
7 <sup>th</sup> Period	1:55	2:30	1:55	2:30

## 2017-2018 Springfield Local School District Calendar

Monday, August 28, 2017	5 <sup>th</sup> Grade Orientation	
Tuesday, August 29, 2017	Teacher In-Service Day	
Monday, September 4, 2017	Labor Day	
Tuesday, September 5, 2017	Teacher Report Day	
Wednesday, September 6, 2017	Students' First Day	
Monday, September 18, 2017	PTO/Intermediate School Open House (7:00-8:30 P.M.)	
Thursday, September 28, 2017	Student Picture Day	
Friday, October 13, 2017	NEOEA Day (No Classes)	
Friday, November 10, 2017	End of First Grade Period	
Friday, November 17, 2017	Report Cards	
Monday, November 20, 2017	HS/IS Parent Conferences (2:30-8:30 p.m.)	
Wednesday, November 22, 2017	Compensatory Day (No School)	
Thurs/Fri/Mon, November 23,24,27	Thanksgiving Recess	
Friday, December 22, 2017	Last Day of Class before Winter Recess	
Monday, January 3, 2018	Classes Resume	
Monday, January 15, 2018	Martin Luther King, Jr. Day (No School)	
Friday, January 26, 2018	End of First Semester- 2 <sup>nd</sup> Grade Period	
Friday, February 2, 2018	Report Cards	
Thursday, February 15, 2018	HS/IS Parent Conferences (2:30-8:30 p.m.)	
Friday, February 16, 2018	Compensatory Day (No School)	
Monday, February 19, 2018	Presidents' Day (No School)	
Friday, March, 29 2018	End of Third Grade Period	
Thursday, March 29, 2018	Last Day of Classes before Spring Recess	
Wednesday, April 4, 2018	Classes resume	
Friday, April 6, 2018	Report Cards	
Friday, May 4, 2018	Early Dismissal for Prom at 1:00 p.m.	
Monday, May 28, 2018	Memorial Day (No School) Wednesday,	
Thursday, June 7, 2018	Last Day of Classes for Student	
Friday, June 8, 2018	Teachers' Last Day	
Sunday, June 3, 2018	Commencement	
Friday, June 15, 2018	Report Cards	
Make up days, if necessary: June 11, 12, 13, 14, 15 (With Teacher In-Service Following Students' Last Day)		
1 <sup>st</sup> Grade Period	Sept. 6-Nov. 10, 2017	Interim Reports October 12, 2017
2 <sup>nd</sup> Grade Period	Nov. 13-Jan. 26, 2018	December 22, 2017
3 <sup>rd</sup> Grade Period	Jan. 29- March 29, 2018	March 2, 2018
4 <sup>th</sup> Grade Period	April 2-June 7 2018	May 15, 2018

## II – CURRICULUM

### Course Offerings 2017-2018

<u>5<sup>th</sup> Grade</u>	<u>6<sup>th</sup> Grade</u>	<u>7<sup>th</sup> Grade</u>	<u>8<sup>th</sup> Grade</u>
Language/Reading Writing	Language/Reading Writing/Ext. Response	Language/Reading Math	Language /Reading Communication/ Performance
Math	Math	Pre-Algebra	Math

Science Social Studies Physical Education Choir	Science Social Studies Physical Education Choir	Science Social Studies Physical Education Choir	*Integrated Math I Science Social Studies Health/Physical Education Choir Instrumental Music
Instrumental Music Library Skills	Instrumental Music Library Skills/ Tech Lab	Instrumental Music Keyboarding	General Music Art Career Connections
Health/DARE		Life Skills/Career Directions	

### Grades

The following grading scale was adopted beginning the 1999-2000 school year for the Intermediate and Elementary schools:

99-100 = A+	80-82= C+	O= Outstanding Progress
95-98= A	76-79= C	S= Satisfactory Progress
92-94= A-	73-75= C-	U= Minimal Progress or Unsatisfactory
89-91= B+	70-72= D+	
86-88= B	66-69= D	
83-85= B-	63-65= D-	
	62 & below=	U

### Interpretation of Grades

An attempt is made at all times to evaluate the progress of students in the best possible manner. The following grading system has been devised for that purpose.

#### A= (92-100)

The student is more than meeting the demands of the teacher. His/her work is on time and of excellent quality. The student shows mastery of the subject matter. He/she has the ability to carry the job through and exerts a positive influence on the class. (Excellent Progress)

#### B= (83-91)

The work is of above average quality and the required work is done well. The student meets the demands of the teacher and exerts a positive influence on the class. (Above Average Progress)

#### C= (73-82)

The student does satisfactory work. The work is on time and is of average quality. The student is showing achievement. (Satisfactory Progress)

#### D= (63-72)

The student is not doing all of the assigned work, is dependent on others, is inconsistent, or uncertain. Work is below average but shows some evidence of growth. (Slow Progress, Improvement Needed)

U= (62 & below)

Underachievement, with little growth taking place. Student shows a lack of interest and/or irregular attendance and attention. (Minimal Progress, Unsatisfactory)

### **Homework and Makeup Work**

In the event your child should miss two consecutive days of school due to illness, you may call the school office and arrange to have his/her assignments sent home. An individual assignment sheet will be circulated to each of your child's teachers, and we will get any necessary books, materials, etc., from his/her locker. You may pick these items up in the office, or we will send them home with another student, if you prefer. Since our teachers are conducting classes during the day, we must require 24-hours' notice for homework assignments in order that the teachers have adequate time to prepare individual assignments. Your child will be given the number of days absent plus one day to complete any missed assignments. **It is the student's responsibility to see that the work is handed in to the teacher.**

### **Honor Roll**

Each nine weeks our school will recognize students who qualify for one of two honor rolls – all A's or all A's and B's. All subjects with letter grades will count in determining the honor roll. Minuses have no effect in calculating the honor roll.

### **Interim Reports**

Interim reports are mailed to the parents of every student in the middle of the each grading period. Interim reports will be sent to the parents of every student each grade period regardless of academic progress.

### **Student Progress**

Note to Parents: At no time should you be in doubt about your child's progress. If you have any questions, please contact your child's teacher, the guidance counselor, or the principal immediately.

#### Report Cards Will Go Home On

November 14, 2014

February 6, 2015

April 10, 2015

June 12, 2015 (Mailed)

#### Parent – Teacher Conference Days

November 24, 2015

February 11, 2016

#### Interim Reports Will Go Home

October 15, 2015

December 18, 2015

March 4, 2016

May 6, 2016

### **Tracking**

*Students are grouped in reading and math based upon academic ability determined by teacher recommendation, standardized achievement tests, OAA scores, and past performance. This will be*

*noted in the student's permanent folder and recorded on the grade card to the parent. We ask parents to notify the guidance department if you feel your child has been placed in the wrong academic group.*

### **III – SERVICES**

#### **Academic Assistance**

You may always seek extra help from your teachers if you do not understand an assignment or if you have been absent and need help making up work that was missed. Arrange a conference with your teacher when it is most convenient for both of you before, during, or after school.

#### **Cafeteria**

The school cafeteria serves a nutritious lunch at a reasonable cost. The menu is published monthly and posted in each classroom. Children who prefer to carry a sack lunch may do so. Breakfast is available beginning at 7:15 each morning for any student wishing to purchase breakfast.

**Prices for 2017/2018 School Year: Lunches - \$3.00, Chicken Basket - \$3.25, Breakfast - \$2.00**

Springfield Local Schools are required to furnish free or reduced cost lunches to children whose family meets low income requirements. Applications can be requested from the office at any time. All applications are confidential.

#### **Clinic**

If you become ill or injured coming to school or during school, you should report to the office immediately to see if first aid treatment might be necessary. Every accident in the school building, on the school grounds, at a practice session, or at athletic events must be reported to the person in charge and to the office.

In instances where a student must take medication during the school hours, the following procedures will be followed:

1. A form must be completed and signed by the student's parents authorizing school personnel to administer the medication as instructed by the attending physician. This includes the administration of non-prescription medication such as aspirin or cough drops.
2. A form must be completed and signed by the attending physician for all prescription drugs.
3. A form is initialed by the authorized person dispensing the medication.

#### **Conferences**

Close cooperation between the home and school is very important for the success of each of our students. Intermediate school teachers have a working period during the day for preparing lessons and meeting with students or parents. When you would like to arrange a conference with a teacher or all grade level

teachers, you may call the school office at 330-542-3624 or send a note directly to the teacher.

The Springfield Local Schools have two days (Fall and Winter) set aside for parent-teacher conferences. Parents will be notified well in advance to take advantage of those opportunities. Parents and teachers appreciate hearing from each other about students performing admirably, as well as those having problems.

### **Emergency Medical Authorization**

It is extremely important for the school to have accurate information in our files concerning your child's medical history. It is necessary that we have your authorization for emergency treatment should your child become injured or ill while under school authority. Please notify the school office of any changes of phone numbers or address to aid us in case of emergency.

### **Guidance**

Counseling service is available to all students. The general purpose of guidance in the Intermediate School is to assist each student's development: academically, socially, morally, and emotionally.

School problems and other concerns may be shared with the school guidance counselor or your teachers. Appointments may be made by requesting a pass from your teachers, the office personnel, or the guidance counselor.

### **Insurance**

Student insurance is available at a nominal cost and is optional. Applications for this insurance are issued at the beginning of the school year. If you are under this plan and are injured, you are to pick up a claim form from the office. This form must be completed by your parents and presented to your doctor or the hospital. The school merely acts as a medium in supplying the insurance and assumes no liability either for the injury or the subsequent negotiations with the company.

### **Lockers**

Each student will be assigned a locker; all personal items and books, when not in use, are to be kept there. The care of this locker is your responsibility. There should be absolutely no writing on the inside or outside of your locker. Periodic inspections will be made by teachers to see that they are kept neat and orderly.

You are responsible for any articles missing from your locker; however, an all out effort will be made to eliminate theft and vandalism. Each locker will have a combination lock for the student's use and protection. **It is your responsibility to keep your locker locked when not in use.** If your combination lock is damaged, you will be fined the cost of the lock and have your locker privileges revoked. Do not tamper with another locker or give your combination to others. **YOUR LOCKER MAY BE SEARCHED BY SCHOOL PERSONNEL AT ANY TIME.**



### **Lost and Found**

Intermediate school students frequently lose or misplace books and wearing apparel. Misplaced items that are marked with the student's name are usually returned to the owner. Items without names are difficult to return. Therefore, we encourage you to clearly mark your personal items.

If you find lost articles, you are asked to take them to the office where they may be claimed by the owner. If this is not done, it is regarded as theft.

### **Media Center**

The Library/Media Center offers a wide variety of informational literacy and technology services for students and teachers. The collection includes reference, fiction and nonfiction books, and magazines. It is open during the entire school day. The Library computers have the complete Microsoft Office suite and an Internet connection on them. The web address of the SLIS online book catalog is: [access.infohio.org/opac/SPRI/SPMS/](http://access.infohio.org/opac/SPRI/SPMS/) and can be accessed from any computer or device with an Internet connection. The free MAC app for the SLIS online catalog is BookMyne and can be downloaded to any Apple device from the Apple Store.

### **Pictures**

Springfield Intermediate permits a school photographer to take individual pictures of students and staff. Many parents like to keep a pictorial record of their children as they grow. The photographer provides a picture of each student for the yearbook and the permanent record folder, as well as other services free to the school for the privilege of taking the pictures. Parents are under no obligation to buy these pictures.

### **P.T.O.**

We have an active PTO involved with the Intermediate School. All parents and teachers are urged to join and become active members. The membership drive is held during the first part of the school year. Interesting and informative meetings are planned and presented by the program committee.

### **School Closing**

In the event of severely inclement weather or a mechanical breakdown, school (or the starting time) may be delayed. The same conditions may also necessitate early dismissal. School closings will be announced between the hours of 6:00 A.M. and 7:30 A.M. on stations WKBN, WFMJ, WQXX, and WHOT. If no report is heard, it may be assumed that the school will be in session. Arrangements with your child should be made in advance for potential early dismissal: such as, how your child is to get into the house, if they are to call a parent to notify them when they arrive home, or what the house rules are (do's and don'ts).

## **IV – EXTRA CURRICULAR ACTIVITIES**

### **Athletic**

Intermediate students compete with other schools as member of the Inter-County League. Our school is a member of the Junior Division of the Ohio High

School Athletic Association and is governed by their rules and regulations. Students may try out for those teams but numbers accepted must be limited because of equipment requirements and of coaching limitations. 7<sup>th</sup> and 8<sup>th</sup> grade athletics include:

<u>Boys</u>	<u>Girls</u>
Football	Volleyball
Cross-country	Cross-country
Basketball	Basketball
Track	Track
	Cheerleading
Academic Challenge	Academic Challenge

### **5<sup>th</sup> and 6<sup>th</sup> grade Intramurals**

Boys and girls who wish to learn the beginning skills of basketball may do so by participating in the intramural program. It takes place in either January or February.

### **Student Council**

The Student Council is a service organization elected from the student body and dedicated to the welfare of the school and promoting school spirit. Students are nominated from each 7<sup>th</sup> and 8<sup>th</sup> grade homerooms. One representative and one alternate representative are elected from each 7<sup>th</sup> and 8<sup>th</sup> grade homerooms. The Student Council meets each month under the supervision of the Student Council advisor.

### **School Yearbook**

Our school yearbook, "Tiger's Tail", is an interesting and informative publication. A large group of students cooperatively work to produce, promote, and sell our yearbook.

## **V – SCHOOL POLICY**

### **Assemblies**

Assemblies are regularly scheduled and are designed to be an entertaining, educational experience. They provide an opportunity to learn formal audience behavior. Regardless of the program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television, and movies, the performers are conscious of their audience. These rules listed on the next page should be obeyed:

1. Talking, whispering, whistling, stamping of feet, and booing are unacceptable. Yelling is appropriate only at pep assembly.
2. Do not take books or coats to the assembly unless instructed to do so.
3. Proceed to the assembly area quietly and promptly. Find your seat as quickly as possible.
4. When the chairperson of the assembly asks for your attention, give it to him/her immediately.

5. Be courteous to the performers and to your neighbors. Do not use intervals of applause or the time between numbers to start conversations.
6. Applaud in keeping with the occasion. Applause should be generous and courteous. Never applaud during or after a devotional assembly.
7. Do not leave the assembly until dismissed.

### **Attendance Procedures**

Regular attendance at school is necessary to gain the maximum benefits from school. Frequent absences will almost surely result in academic problems.

When you are not able to come to school, **a parent must call the school office (330-542-3624) before 7:30 A.M.** to report the absence and the reason. If the absence is to be for an extended period of the time, the reason can be given and it will not be necessary to call each day.

**Ohio law requires that after any absence, students are to bring a note from the parents stating the days of the absence and the reason for the absence**, and bring it to the main office. Failure to follow this procedure will result in disciplinary action. **Notes and doctors' excuses must be submitted within 48 hours.** After 12 days of absence, any absence with the exception of a doctor's excuse or court appearance will be considered UNEXCUSED.

#### **Ohio law lists the following as reasonable excuses for student absence from school:**

1. Personal illness (A doctor's note is required when absences become excessive).
2. Serious illness in the family requiring the student's presence.
3. Quarantine of the home.
4. Death of a close relative.
5. Needed at home, because of parental absence.
6. Observance of religious holidays.
7. Emergencies as judged by school authorities.

Consistent and uninterrupted student attendance is recognized as an extremely important contributor to successful academic achievement. Parents and students are, therefore, strongly encouraged to schedule family vacations at such time as not to interfere with the regularly adopted school calendar. For the purpose of this policy, a family vacation is defined as a vacation where the student participated with one or more of his/her parents or permanently court-appointed guardians. If there is no alternative to a family scheduled vacation during the time school is in session, the school will make every effort to cooperate. Absences due to family vacations may be honored if requested in writing by the parent or guardian at least two (2) weeks in advance. The student's records shall be marked "Absent", but he/she will have an opportunity to make up work missed provided it is done in a manner and time frame as prescribed by the building principal.

#### **Busing**

**Students are not permitted to ride a different bus to and from school.** The bus driver is in complete charge of the bus. Bus routes and bus schedules are established by Mrs. Brothers, the transportation supervisor (330-542-3626). A few basic rules are posted on each bus and **STUDENTS ARE EXPECTED TO**

**COMPLY.** The bus rules and discipline policy on the school bus are listed below:

**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 people.
9. Smoking, eating and drinking are not permitted on 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 damages 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, loud talking or horseplay 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:
  - 1<sup>st</sup> incidence of student misconduct: Driver talks to student
  - 2<sup>nd</sup> incident: Student referral mailed to parent
  - 3<sup>rd</sup> incident: Student suspended from transportation privileges for one day
  - 4<sup>th</sup> incident: Student suspended from transportation privileges for three (3) days
  - 5<sup>th</sup> incident: Student suspended from transportation privileges for five (5) days
  - 6<sup>th</sup> incident: Student suspended from transportation privileges for ten (10) days.

**Cafeteria Rules and Regulations**

1. Never run up or down stairs.
2. Do not purchase any food items if time does not permit you to eat them in the cafeteria. Students are forbidden to take any food or candy from the cafeteria into the intermediate school or playground areas.

3. Anyone cutting or permitting cutting in the line will be placed at the end of the line.
4. Lunchroom workers and custodians will be shown **respect at all times**.
5. You are responsible for cleaning up your eating area, which includes table and floor.
6. After eating you are to leave the cafeteria and go to your assigned area (Gymnasium, playground, or blacktop area behind school).
7. Anyone caught stealing food or money from the cafeteria or other students will be punished.
8. All students will use the restrooms in the high school (1<sup>st</sup> floor only). Restrooms are not to be used for loitering or any other type of misconduct.

### **Care of School Property**

Students should not mark school furniture, walls, ceilings, floors, or equipment with pen, pencil, paint, shoes, or any other instrument. Do not tamper with fire alarms, fire extinguishers or any electrical system. Anyone who willfully destroys school property through vandalism, arson, or who creates a hazard to safety of our students will be referred to the proper law enforcement agency.

### **Cell Phone and MP3/I Pod Use Policy**

**Cell phones are to be used only after school to contact parents. During the school day they must be locked in student's locker and turned off. Music devices are not to be used during the school day.**

\*Enrollment in Integrated I requires a minimum score of stanine 8 in the 90<sup>th</sup> percentile or higher on the Iowa Algebra Aptitude Test, an A average in 7<sup>th</sup> grade math, teacher and principal recommendation.

## **SPRINGFIELD LOCAL INTERMEDIATE SCHOOL DISCIPLINE POLICIES & PROPOSED 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 Intermediate 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, 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, and referral to the administration.

### **Minor Infractions**

Those incidents and items initially deemed to be minor in nature shall be dealt with in the form of a detention, these issues include those mentioned above and additional items which follow but are not inclusive to, such as; classroom disruption, being in a non-designated area, use, possession of contraband, public display of affections deemed inappropriate by faculty and administration, use of personal music devices such as CD players and/or ipods, etc... 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 the aforementioned actions have been found to be unsuccessful. Students may accumulate 10 detentions (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 and may result in criminal charges being filed.

Step 3 – **Saturday School** – Upon receiving his/her 10<sup>th</sup> detention the student is assigned a Saturday School (as well as serving the detention that was originally assigned). Saturday School will then be assigned for every detention given from that point.

Step 4 – **In-School Suspension** – After receiving his/her 6<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 fifteen.

Step 5 – **Out-of School Suspension** – When a student reaches 15 days of I.S.S. he/she automatically receives 1 days of O.S.S.

## **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: 5-10 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, sold as drugs, or inferred by the seller or buyer to be mind-altering substances or illegal drugs. Also included is the possession or use of drug apparatus. The penalty for violation of this policy:

1<sup>st</sup> Offense shall be 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.

2<sup>nd</sup> Offense will be a 10-day out of school suspension with a recommendation to the superintendent that said student be expelled from Springfield Local Intermediate School and charges filed with the police department.

**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 PRODUCTS IN SCHOOL OR ON PROPERTY**

1<sup>st</sup> Offense: 1 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 item intended or capable of inflicting death or injury and designed or Specially adapted for use as a weapon; this includes any explosive or incendiary device.

1<sup>st</sup> Offense: 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**

Any act that implies intent to harm or create unrest (includes threats & hoaxes which) may cause evacuation

1<sup>st</sup> Offense: 5-10 day Out of School Suspension with a recommendation for Expulsion. ( for up to one (1) year).

**7. DESTRUCTION OF SCHOOL OR PERSONAL PROPERTY**

1<sup>st</sup> Offense: Up to 5 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: 3-5 days Out of School Suspension, with a recommendation for expulsion and charges filed with the police.

**8. HAZING/HARASSMENT**

Hazing, threatening, intimidating, causing or attempting to cause mental or physical injury or harm to any student, employee or any other person.



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, or sex.

**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.

**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 high school, intermediate school or elementary school at 330-542-3624 and leaving a message at extension 1234.

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: 1 to 3 days Out of School Suspension.  
3<sup>rd</sup> Offense: 3 to 5 days of Out of School Suspension  
Subsequent: 5-10 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: 1 day Out of School Suspension  
2<sup>nd</sup> Offense: 3 days Out of School Suspension.  
3<sup>rd</sup> Offense: 5-10 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: 1-2 days Out of School Suspension  
Subsequent: 3-5 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: 1-3 days Out of School Suspension

3<sup>rd</sup> Offense: 3 to 5 days Out of School and a possible expulsion hearing.

## **12. THEFT**

1<sup>st</sup> Offense: 1-3 days In School or Out of School

2<sup>nd</sup> Offense: 3-5 Days Out of School

Subsequent: 5-10 days Out of School

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

Includes falsifying any school document, or parent's signature.

1<sup>st</sup> Offense: Saturday School

2<sup>nd</sup> Offense: 1 to 3 days In School Suspension

Subsequent: 2 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**

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.

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

2<sup>nd</sup> Offense: 1 day out

3<sup>rd</sup> Offense: 2 days out

## **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: 3 days of In 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 ISS or 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 an arrival at school.

##### **3 free days tardy per Semester**

4<sup>th</sup> Offense: Detention

5<sup>th</sup> Offense: Saturday School

6<sup>th</sup> Offense: One day I.S.S.

7<sup>th</sup> Offense: 3 days I.S.S.

Subsequent: 1 Saturday for every tardy

#### **20. TARDY TO CLASS**

1- 4 tardy to class - Detention

5- 8 tardy to class – Saturday School

One day of I.S.S.

#### **21. TRUANCY**

Being absent from school, & class, or leaving school property without permission.

1<sup>st</sup> Offense: 1 to 2 Saturdays

2<sup>nd</sup> Offense: 3 days of I.S.S.

3<sup>rd</sup> Offense: 5 days of I.S.S.

#### **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: 1 to 3 days of Out of School Suspension

2<sup>nd</sup> Offense: 3-5 days of Out of School Suspension

3<sup>rd</sup> Offense: 5-10 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. CELL PHONES/ I Pods**

1<sup>st</sup> Offense: Device is confiscated given to principal and returned only to parent/guardian

2<sup>nd</sup> Offense: Same as 1 plus a Detention

3<sup>rd</sup> Offense: Same as 1 plus a Saturday Detention

#### **DETENTION SCHEDULE**

**Morning Detention** –7:00-7:30AM *Monday through Friday*

**Afternoon Detention**- 2:30-3:00PM *Monday through Friday*

**\*\*\* All Detention are held in the office conference room**

#### **Dances**

All rules of conduct and behavior that are in effect for the normal school day will be in effect at any dance. At least two faculty members shall chaperone each party or dance. Any faculty member present will be responsible for the general conduct and the pupils' care of property. In return, the pupils recognize that the chaperones are doing them a favor in making their dance possible.

Once a student leaves an activity, they may not enter again. Generally speaking, the same rule that applies to classroom dress will apply to dances.

#### **Dress Code**

While in school, you should be properly dressed for the school academic day. Certain types of clothing, while perfectly appropriate for casual dress, have no place in the serious business of the classroom. Your attention to rules of moderation, good taste, and personal cleanliness will insure that your appearance is acceptable anywhere. Due to the fact that styles and trends tend to change quickly, it is difficult to be all-inclusive in the code; therefore, it is somewhat general in nature. Items not included will have to be taken on an individual basis and will be referred to the office. [Any item that creates a disruption of the learning process will be deemed inappropriate.]

Items, which are **NOT** acceptable, include bare midriffs, low necklines, and see-thru tops. If the top **CANNOT** be tucked into slacks or if it does not extend below the belt line, the top **CANNOT** be worn to school. Tee shirts with drug, beer, liquor, or with tobacco advertisements are not permitted. Clothes printed with obscene (sexual) or gang connotations are not permitted.

Tank tops are **NOT** permitted; however, sleeveless tops will be permitted if the top was made in that fashion and the sleeves were not obviously cut off. [Width of the shoulder straps on sleeveless tops must be at least two inches] Female students should take care to wear appropriate clothing under loose fitting sweaters so that modesty can be maintained.

Skirts, which are deemed to be too short in length to maintain a modest appearance, are considered inappropriate for school. The hem of the skirt or should be at least three inches above the knee. Capri pants are acceptable.

Shorts may not be shorter than at least three inches above the knee. Shorts must be of appropriate length independent of layering. Sofee cheerleading shorts and yoga pants are not permitted. The summer dress code will be in effect until [October 15 and after April 15. If the weather conditions are extremely warm in either October or April, the principal can notify the students as to extensions of the summer dress code.] Announcements will be made notifying students of this change in the dress code. **The principal retains the right to discontinue this privilege if students are not complying with requirements.**

Spandex biker shorts or slacks are not to be worn to the classroom (except under cheerleader uniforms). Blue jeans with holes or slits are not permitted. [Pants or shorts must be worn at the waist]. Shoes and sandals without socks are permitted, but [bare feet are not permitted]. Sandals must have a strap across the back of the foot. Clogs, “soap” shoes, or flip-flops are not permitted along with shoes with cleats.

Accessories such as gloves, hats, sunglasses, nose rings, [wallet chains, neck chains or ropes, spiked collar or bracelets], etc. which are not usually thought of a normal indoor dress and are worn as a fad or draw attention to one’s self will not be permitted. Outside jackets and coats should not be worn to class unless that are part of an outfit or unless it is in the winter months and it is cold in the classrooms. Wearing of clothing inside out in not permitted unless it is announced as a special day permitting such wearing of clothes.

Painted faces or sprayed-on hair coloring are not permitted except during Halloween or PANDA week-long activities.

**Hair dyed colors other than normal human colors is not permitted.**

### **Early Dismissal from School**

If it is necessary for you to take your child out of classes early due to an appointment or an emergency, please send a note or phone the office stating the time you will be picking up your child. For your protections, you must report to the office and sign your child out. Students are not permitted to leave the school grounds at any time during the day without permission from the school office. (Please make every effort to schedule appointments other than during school hours.)

### **Fire Drills**

Fire drills are required by Ohio Law, so that you will be familiar with the procedure in times of emergency. Every individual is required to vacate the building when the fire alarm is sounded. Your teacher will instruct you as to the proper procedure and route to exit the building during the first week of school. Please keep the following items in mind during all drills:

1. Follow instructions
2. Do not talk
3. Do not push
4. Stay in line with your class
5. Walk at a moderately fast pace
6. Please be cooperative
7. Return to class in an orderly manner

## **Hall Passes**

Students are not permitted in the halls during class periods unless you are accompanied by a teacher, or have a hall pass from an authorized staff member.

## **Homeroom**

In homeroom, general business is conducted such as taking accurate attendance and lunch count, filling out school reports, collecting fees, viewing of Channel One and making announcements.

## **RULES FOR TECHNOLOGY USE**

1. Springfield Local School District computers are for authorized users only.
2. The use of this computer is a privilege; any misuse will not be tolerated! Do not change the cursor, background, or any Internet or other program settings! Doing so may result in loss of computer privileges and detention, suspension, or expulsion! This computer is not to be used to play games or listen to music. Kazaa, AOL, MP3s and other similar sites are not allowed. Do not download and/or install any files or software without explicit instructions from a teacher.
3. Protect YOUR data, keep your password secure by logging off the computer when you step away.
4. Individuals 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.
5. 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.
6. Students shall not damage or alter any computer hardware or software and/or related technology equipment (digital cameras, printers, etc).
7. 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.
8. Students shall not attempt to establish computer contact with restricted computer software or unauthorized databases.
9. There shall be no eating or drinking at computers (including suckers).

10. Abusive language, vulgarity, profanity, sexual innuendo, obscenity, or other inappropriate language (including quoting another source) is strictly prohibited.
11. School computers are to be used only for educational purposes only.
12. E-mail may be read or sent any time beyond class time and messages should not be meaningless or retaliatory. Messages relating to or in support of illegal activities will be forwarded to the authorities.
13. Never reveal your personal address or phone number while on the computer.
- 14. Use of your own personal computer and memory devices is not allowed on the school's network.**
15. Every student must have a signed acceptable use policy on file in the school office before using computers.

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

May include but is not limited to: loss of computer privileges and detention, suspension, or expulsion.

#### **Student Valuables**

You, not the school, are responsible for your personal property. All students are cautioned not to bring radios, cameras, bikes, large amounts of money, or other valuables to school. You are to keep track of all your valuables, especially glasses and watches. If it is necessary to bring large amounts of money, you are encouraged to leave it in the office for safe-keeping. Do not leave valuables in your locker, in the locker room or in the gym.

#### **Study Hall Rules**

1. Study hall is an assigned class, and all students must report on time.
2. Attendance will be taken daily. Students who want to be released from study hall must present a pass at the beginning of the period. Passes for longer than one day will not be honored without prior approval. Passes brought to study hall will be honored at the study hall supervisor's discretion.
3. Students are expected to bring work to study or read and will not be permitted to play cards, games, or sleep.
4. Only one student (one boy or one girl) at a time will be permitted to use the restroom. This privilege should not become a habit or be abused.
5. Library privileges will be granted at the discretion of the study hall supervisor.
6. Students will not be permitted to study together without the approval of the study hall supervisor.

### **Tardy to School**

A student is considered tardy if he/she arrives at school after 7:30A.M. (Arriving after 11:09 will be considered a ½ day absence). When arriving late to school, you must report immediately to the office with a note from home stating the reason for the tardiness. You will be given a tardy slip, which will admit you to class. It is the responsibility of the student to make up any work he/she missed.

### **Tornado Drills**

When a tornado warning is received or a tornado has been sighted, the signal to move to your tornado drill area will be a 15-30 second continuous signal along with the P.A. notification. If there is a sudden power failure, the warning will be issued by word of mouth along with numerous short blasts from an air horn.

The student nearest to the door will lead the class, single file, to the nearest shelter area designated by the teacher. **Absolute silence must be observed.** Your classroom teacher will instruct you as to when it is safe for you to return to class.

### **Use of Copy Machine**

Students are **NOT** permitted to use the copier machines.

### **Use of Telephones**

The office telephones may be used by students, only in **emergency situations**, with the **permission** from adults in the office. **All phone calls may be recorded or traced.**

### **Fees**

All students are charged a \$15.00 course fee to cover the cost of consumable workbooks and other miscellaneous supplies.

### **MEMO FROM THE PRINCIPAL**

The principal retains the right and privilege to issue penalties for acts of discipline not specifically stated herein and to alter any penalties, as he considers as necessary. Furthermore, the principal reserves the right to amend any provision in this Handbook, which he deems to be in the best interest of the educational process.



