

SPRINGFIELD HIGH SCHOOL
CALENDAR FOR SCHOOL YEAR 2009-2010

<u>August</u>	25	Students' First Day
<u>September</u>	7	Labor Day – No School
	25	Waiver Day – No School for Students
<u>October</u>	16	NEOEA Day – No School
	20	Late Start – 2 hour delay
	23	End of First Quarter – 43 Days
	29	Spring Hill & HS Report Card Pickup 4-7pm
<u>November</u>	3	Waiver Day – No School for Students
	5	Spring Hill & HS Conferences 4-7 pm
	26	Thanksgiving
	27	Thanksgiving Vacation
	30	Conference “Comp” Day – No School
<u>December</u>	21	Winter Vacation Begins
<u>January</u>	4	Classes Resume
	15	Teachers' Records Day – No School
	15	End of Second Quarter – 46 Days
	15	End of First Semester – 88 Days
	18	Martin Luther King Day – No School
	26	Late Start – 2 hour delay
<u>February</u>	15	Presidents' Day – No School
	23	Late Start – 2 hour delay
<u>March</u>	4	Spring Hill & HS Conferences 4-7 pm
	19	End of Third Quarter – 43 Days
	25	Spring Hill & HS Report Card Pickup 4-7pm
	30	Late Start – 2 hour delay
<u>April</u>	2	Spring Vacation Begins
	12	Classes Resume
<u>May</u>	31	Memorial Day – No School
<u>June</u>	3	Students' Last Day
	3	End of Fourth Quarter – 46 Days
	3	End of Second Semester – 89 Days
	4	Graduation

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SPRINGFIELD HIGH SCHOOL

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your guidance counselor or an administrator. This student handbook supersedes all prior handbooks. **Students will be held responsible for all information contained in this handbook.**

MISSION OF THE SCHOOL

The mission of Springfield High School is to provide a safe environment in which each student has sufficient opportunity to learn how to take intelligent, ethical action and to accomplish the goals of his/her educational program.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below:

Mr. William Stauffer, Superintendent of Schools

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 working days. The Compliance Officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

SCHOOL DAY

The school day begins at 7:30 a.m. School dismisses at 2:30 p.m. **Students not involved in a school-sponsored, after-school activity must be out of the building by 2:45 p.m.** Loitering in or around the building is not permitted. **If it is necessary to wait for transportation, students must wait by the athletic entrance to the high school gymnasium.**

ATTENDANCE

Attending school is both necessary and the law. State law requires school attendance until the age of eighteen (18). Students who do not maintain good attendance may fail, lose certain privileges, and/or have their parents taken to court. Springfield High School has an attendance policy to avoid these negative consequences. Unless a parent calls a student off by 8:30am, the school will send an absence/tardy call home.

Excusable Approved Absences The following are designated by the state as legitimate reasons for not being in school:

- 1) Personal Illness
- 2) Illness in the Family
- 3) Death of a Relative
- 4) Quarantine of the Home
- 5) Observance of Religious Holiday
- 6) Professional Appointments during the School Day

Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours to the extent possible.

No student may participate in or attend an after-school activity on a day that the student is not in school.

When no excuse is provided, the absence will be unexcused and the student will be considered truant. All absences will be treated as unexcused and subsequently changed to excused upon receipt of written documentation verifying a legitimate reason for not being in school. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance. **Excused absences without a professional note (i.e. medical, court, etc.) are limited to 7 days in a grading period.**

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork, such as labs or skill-practice sessions, cannot be made up and, as a result, may negatively impact a student's grade. Excused absences without professional notes are limited to 7 days in a grading period.

If an absence is unexcused or unauthorized, a student may not make up the work. Unexcused absences will lead to discipline consequences.

All Day and Half Day Unexcused Absence – Truancy from classes

(Note: this includes classes/days when a student is known to be truant as well as days or portions of days for which an acceptable reason excuse note is not provided.)

The following consequences are effective per semester

- 1st offense Friday School detention with a letter sent home.
- 2nd offense Two days OSS
- 3rd offense Five days OSS
- 4th offense Ten days OSS and referral to the superintendent for a pre-expulsion hearing.

No credit shall be given for schoolwork not completed as a result of truancy.

Academic Attendance Policy

A student must present a written note to his/her homeroom teacher in order to receive credit for any classroom work (homework, tests, etc.) missed during an excused absence. The note must be presented within two (2) school days of the absence. The homeroom teacher will then issue an excused absence verification slip (red slip) to be initialed by each of the student's teachers throughout the day. It is the student's responsibility to have the red slip initialed by each teacher in order for make-up work to be credited.

Dismissal During the School Day Students requesting to leave school early must complete an Early Dismissal (ED) application and return it to the office prior to 7:25 a.m. on the day the student needs to leave early. The application must be signed by the parent or have a note attached. An administrator will review the application and will grant or deny the requested application based on the reasons given for the request. Parents may be contacted to discuss the student's request.

Upon approval, the ED form will be placed on file for the student to pick up when leaving the building. If the request is denied the student will be notified. **No ED's will be approved if a current office card is not on file.**

In case of an emergency, a parent may call the office to request an ED (if the student is a driver) or come to the office to sign out the student. Please allow adequate time for the student to be located and called to the office. Class change time, lunch periods, and the end of the school day are times when it may take longer. **To better ensure that students attend and participate fully in all classes, requests for early dismissals should be kept at a minimum. A parent or**

professional note must be sent in upon return from an ED so that make-up work can be given.

Tardy Policy

Morning Tardiness

Drivers

The following consequences are effective per semester

1 – 4 warning

5 – 7 After-school detention

8 – 9 Friday School

10 + OSS and referral to the Summit County Attendance Officer and suspension of parking pass for the semester.

Note: vehicles not displaying a parking permit parked on school grounds will be subject to towing at the vehicle owner's expense. Drivers will not be refunded the price of the parking permit if their pass has been suspended for the entire academic year.

In addition, 10 or more tardies will result in a referral to Summit County Attendance Office for disposition. The student may also be referred to the building attendance review committee for possible loss of academic credit and/or referral to the superintendent for a pre-expulsion hearing.

Non-Drivers

The following consequences are effective per semester

1 – 4 warning

5 – 7 After-school detention

8 – 9 Friday School

10 + OSS and referral to the Summit County Attendance Officer

Tardiness to Classes

Each student is expected to be in his/her assigned location throughout the school day. During the school day, individual classroom teachers will monitor and manage student punctuality.

Vacations during the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, **the student must complete a Vacation Slip and have it approved by the Principal PRIOR to vacation in order for the absence to be excused.** Excused absences for vacation are limited to five school days. Vacation slips may not be submitted after the fact.

Make-up of Tests and Other School Work

Students who are excusably absent from school shall be given the opportunity to make up work that has been missed. The student should contact his/her teachers upon return to obtain assignments. It is the student's responsibility to complete all make-up work within the given time period.

Students will be given the number of days of excused absence within which to make up work. Allowable makeup work due to a suspension should be available to the teacher(s) upon return to school. If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses an OGT or other standardized test, the student should consult with the guidance office to arrange for taking the test.

LOCKER POLICY

In an effort to provide a safer and more efficient use of lockers, Springfield High School will issue a combination/key padlock to each student in homeroom on the first day of classes. Students will operate the locks with a combination, and school personnel will have a key to open locks for students in cases when combinations are forgotten or parents come to school to pick up work for a student.

Students will not be charged for the lock. The only cost that can be incurred is if the lock is lost, stolen or destroyed. Locks must be returned to the school on the student's last day of

attendance this year. **If a lock is not returned, is lost, or damaged, a fee of \$6.00 will be charged.** School personnel will remove locks not issued by the school that are placed upon lockers.

Lockers are the property of the Springfield Local School District and may be accessed by personnel.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, large sums of money, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. ***During physical education classes, students are instructed to have the teacher(s) lock valuables in the secure box/area provided in the gym area. Valuables are not to be left unsecured in the locker room. Students are encouraged to bring personal locks to use on physical education lockers.***

CELL PHONES/ELECTRONIC DEVICES

The use of cell phones, camera phones, electronic media players, pagers, text or data messengers, personal digital assistants, or any other electronic communications device is prohibited during the school day. **(The school day begins when the student enters the building.)** Never leave valuables unattended or in an unsecured location. The school assumes no liability for theft, loss or damage to personal property or electronic devices. Calculators used as a classroom tool should be identified clearly on the outside with the student's name. Record the serial number and keep it in a separate location. Digital cameras, capture devices, scanners, and most other wireless communications devices are strictly limited in their use as classroom instructional tools (such as yearbook, school newspaper...), and may be authorized by classroom teachers. Any electronic device that is observed in use during

the school day without authorization will be taken away and placed in the office.

IMPORTANT: We understand the importance and convenience of students being able to have cell phones for use before entering and after leaving school. Unfortunately, there have been recent trends to indicate the intentional misuse of electronic devices, and such actions have driven the need to enforce a more strict level of compliance. Regarding all electronic devices: There is **NO EXPECTATION OF PRIVACY** regarding data or information stored on electronic devices as it has been shown that such items have been used to compromise test security, take or transmit images which are not allowed in school, or have the potential to infringe upon the rights of others. If confiscated, the school administration may exercise its right to inspect the device and may investigate or discipline students if such devices contain objectionable material, or that which is believed to be in violation of school rules. This includes text messages, stored images, or any other information deemed inappropriate, including music with vulgar or obscene language. Severe violations may also be used as evidence in criminal investigations and turned over to police. Students should use good judgment in bringing such devices to school. Severe penalties may be imposed for violations.

Laser pointers and other electronic devices present their own set of problems. Laser pointers can cause eye injury and are absolutely prohibited from use or possession in school, except by adults authorized to use them. Any device that has been altered or used in a manner inconsistent with its intended purpose may be taken away. In severe cases, a single violation may result in the permanent forfeiture and loss of the item and significant consequences. Students must comply with any request to turn over a device believed to have been used or which may be used to disrupt the business of education.

Cell phone use is prohibited during the school day – from the time the student enters the building until after the 2:30 p.m. bell rings. Cell phones must be stored and **TURNED OFF** during the school day. Cell phones may be used after school hours.

1st offense : Failure to follow the cell phone guidelines will result in confiscation of the phone. **A student is expected to hand the cell phone to the staff member, refusal to do so will result in a separate insubordination offense. Cell phones will only be returned to parents; they will not be returned directly to students.**

2nd offense: of the cell phone policy constitutes Insubordination/Refusal to Follow School Rules (Code of Conduct #23) resulting in a three day out of school suspension. Further offenses will result in increased suspension days.

CODE OF CONDUCT

A major component of the educational program at Springfield High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors Each student shall be expected to:

- abide by national, state, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

Seniors who are suspended more than two times during the school year may be excluded from senior activities and participation in graduation ceremonies.

School Dress Code

General Guidelines: *applies to both the school day and all school events including evening awards programs and performances.*

Clothing must be worn as designed.

The following may not be worn: revealing or see-through clothing, clothing with tears (a tear is defined as an opening in the material that exposes skin or undergarments); clothing promoting alcoholic beverages, tobacco products, illegal chemicals, violence, and obscene topics.

Writing on clothing – must be school appropriate (as discussed in this Handbook); **shorts/skirts/pants may not have writing across the seat of the garment.**

- **Skirts** – must naturally fall **below** the student’s fingertips with arms extended at side (this should be no shorter than mid-thigh). Slits in skirts and dresses are to be no higher than mid-thigh. Form fitting or spandex material is not permitted.
- **Shorts** – will be no shorter than below extended fingertips/mid-thighlength and are to be worn with no undergarments showing when seated.
- **Pants** – are to be secured with underwear covered even when seated. Oversized clothing that compromises the safety of students is not permitted. Pajama bottoms or flannel material pants are not permitted. No holes anywhere on the pants.
- **Tops/blouses** – must naturally fall **below** the waistline of pants, skirts, or shorts **when hands are raised above the head** and be long enough to tuck inside the waistband even when seated. It should not be necessary to pull, stretch, or tug at a top to make it cover the waistband when sitting or standing.

1. If sheer or "see through", the top/blouse must have another item of clothing to provide coverage of items designed to worn as an undergarment.
 2. Tank tops, narrow strap tops or dresses must have a covering – the area from the neck to shoulder must be covered. Revealing cleavage, tube tops, halters or bare midriffs are not permitted.
 3. Muscle T's, or low-cut armhole shirts(i.e. NBA shirts) may not be worn without an undershirt with sleeves.
 4. Clothing may not have obscene, sexual undertones or inappropriate messages (i.e. "double meaning" messages such as *Coed Naked T-shirts, Playboy, FBI – female body inspector, Up Yours, etc.*)
- **Foot apparel** – designed for street wear must be worn at all times. Items such as slippers and cleats are not permitted.
 - **Studded accessories or chains** – such as those attached to wallets or chokers are not permitted. This includes rings or jewelry with sharp points or surfaces.
 - **Sunglasses and Head coverings** – such as hats and/or bandannas are not permitted to be worn inside the school unless approved by the principal, a physician, and/or the school nurse. These items are to be removed when entering the school and placed in lockers. They are not to be carried around all day.
 - **Outdoor coats, jackets and gloves** – are not to be worn in the building. These must be stored in the student's locker. Students who believe the building is too cold should wear sweaters/sweatshirts.
 - **Jewelry** - belts, necklaces, bracelets, and rings that could produce injury if they come in contact with another student may not be worn (i.e. sharp metal such as studs, chains, etc.)

Springfield High School expects students to voluntarily comply with the dress code. Failure to comply with the dress code guidelines is considered insubordination and will be treated as such. **The school administration shall enforce these guidelines and reserves the right to make the final decisions regarding the dress code.** The following are procedures for violations of the dress code:

1st offense: Students will be sent to the main office. Student will change clothes, will be sent home to change his/her clothes, or remain in ISS for the day. Inappropriate accessories will be confiscated. Parents will be contacted. Time spent outside of the classroom to deal with dress code issues is unexcused time.

2nd offense: Same as 1st offense. In addition, student will be assigned an after school detention.

3rd offense: Same as 1st offense. In addition, student will be assigned Friday School and further offenses will result in suspension.

Students who are representing Springfield High School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, majorettes, and other such groups.

Care of Property Students are responsible for the care of their own personal property. The school will not be responsible for lost, damaged, or stolen personal property. Valuables such as jewelry, large sums of money, or irreplaceable items should not be brought to school. Non-educational, electronic devices (hand-held games, cassette radios/tape/CD players, pagers, cellular telephones, etc.,) are not to be brought to school. The School will confiscate such items and return them to the student's parent(s).

Damage to or loss of school equipment and facilities wastes taxpayer's money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

Food and Beverages Students are not to take food and beverages past or beyond the cafeteria nor have any in the

halls. Food and beverages may be permitted in an individual classroom only when done so as part of a planned classroom activity.

No beverage cups or open containers purchased elsewhere or brought from home may be brought into the building. Students will be required to throw away any opened drink container they bring in.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly." Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

The following chart provides a list of major areas that could result in disciplinary action. An explanation of each behavior and possible consequences follows the chart. **The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.**

In accordance with the Ohio Revised Code 3313.661 and its provisions as adopted by the Springfield Local Board of Education, a violation of any of the following rules may result in disciplinary action, including: noon, after-school, or Friday After School Detentions; In-School suspensions (SAC) out of school suspensions; and expulsion from school. The length and type of suspension will be determined by the severity and frequency of rule violations. Students suspended are not permitted to participate or to attend co-curricular or extra-curricular activities

for the duration of the suspension. These rules apply to all Springfield Local Schools' functions. **Violations of driving rules and regulations may result in a loss of driving privileges.**

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

(Organized by Rule Number)

1. Use of Drugs The School has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity--possession, sale, use, or distribution--involving drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This includes non-alcoholic beers and wines, steroids, and the like. Any such activity will be reported to the local law enforcement officials.

Many drug abuse offenses are also felonies. The following actions will be taken when the appropriate administrator or other authorized person finds that there is reasonable certainty to believe that a student has been using or has been in possession of drugs/alcohol (a finding of reasonable certainty will be reached upon the consideration of all of the circumstances and evidence of the incident):

First Offense

- a) the student will be suspended and immediately removed from the premises;
- b) the parents will be notified;
- c) choice: 5-day suspension plus an approved assessment and follow-up of assessment recommendations, or 10-day suspension;
- d) a parent conference will be held before the student is re-admitted to school;

- e) in every case, the alternative will include the signing of a no-use/abuse contract by the student and the parent/guardian;
- f) failure to apply with the above alternative will result in application of the remaining days of suspension.

Second Offense

- a) the student will be removed from the premises;
- b) there will be a mandatory assessment if the student chooses not do so during the first offense;
- c) a 10-day suspension;
- d) a parent conference will be held;
- e) possible recommendation for expulsion.

The use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

2. Use of tobacco Smoking and other tobacco uses are a danger to a student's health and to the health of others. The School prohibits the use, possession, sale, or distribution of any form of tobacco on school property during school time or at any school activity after school. This prohibition also applies to students while riding school buses. An Ohio law requires that the police be notified of any tobacco violations by minors (under 18 years old).

Students who are found possessing or using tobacco (smoking, chewing, and/or snuff) on school grounds will be given the following consequences:

- 1st offense 3 days OSS
- 2nd offense 5 days OSS
- 3rd offense 10 days OSS and referral to the superintendent for a pre-expulsion hearing.

3. Student disorder/demonstration Students will not be denied their rights to freedom of expression. However, the disruption of any school activity will not be allowed, and the expression may not fringe on the rights of others. If a student or students feel there is need to organize some form of demonstration, they are encouraged to contact an administrator to discuss the proper way to plan such an activity.

4. Possession of a weapon A weapon includes conventional objects like guns, pellet guns, knives, club type implements or explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to, chairs, padlocks, pens, pencils, jewelry (including chains), etc. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion.

5. Use of an object as a weapon Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for Civil action. This violation may subject a student to expulsion and possible permanent exclusion.

6. Purposely setting a fire Anything, such as fire, that endangers school property and its occupants will not be tolerated. Such action will subject the student to a recommendation for expulsion.

7. Physically assaulting a staff member/student/person associated with the District Physical assault on a staff member, student, or other person associated with the District, which may or may not cause injury, will not be tolerated. Assault on a staff member may result in charges being filed and may subject the student to expulsion. This shall include inciting and/or encouraging others to fight or hit. **Fighting will not be tolerated.**

8. Verbally threatening a staff member/student/person associated with the District

Any verbal or written statement, drawing or non-contact action and/or gesture that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault as will profanity directed toward a staff member.

9. Extortion Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law.

10. Gambling Gambling includes casual betting, betting pools, organized-sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.

11. Falsification of schoolwork, identification, forgery; Cheating/Academic Dishonesty Forgery of hall/bus passes and excuses as well as misuse of IDs are forms of lying and are not acceptable. This includes misuse of lunch tickets. Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others' assignments, quiz or test answers, and plagiarism. Students who violate this policy will receive zero credit for assignments or work involved. Subsequent cheating offenses could lead to loss of credit for the course. Discipline consequences may be assigned.

12. False alarms and false reports Under O.R.C. 2909.07, no person may move, deface, damage, destroy, or otherwise improperly tamper with any safety device or its covering. Safety device is defined in the statute as fire alarm, fire extinguisher, fire hose, fire axe, any fire escape, emergency exit, or any other device, apparatus, or equipment intended for protecting or preventing the safety of persons or property. A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank is a

dangerous stunt that is against the law. Violations will be reported to the Police.

13. Explosives Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Violations will be reported to the police and may result in a recommendation for expulsion.

14. Trespassing Although schools are public facilities, the law does allow the school to restrict access on school property. When a student has been removed, suspended, expelled, or permanently excluded, the student is not allowed on school property without authorization of the Principal.

15. Theft Students caught stealing will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value that is not needed for learning to school. The School is not responsible for personal property.

16. Disobedience/Insubordination/Disrespect School Staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as a parent would. This applies to all staff in a position of authority, not just teachers assigned to a student. If given reasonable direction by a staff member, the student is expected to comply.

17. Damaging property Vandalism and disregard for school property will not be tolerated. Students damaging school property will be financially responsible for repair/replacement of the property.

18. Persistent absence or tardiness/Truancy. Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Penalties can range from detention to suspension to expulsion to a referral to court and/or revocation of the student's driver's

license. Persistent tardiness and/or truancy may result in a loss of driving privileges to school.
(Refer to Attendance on p.4-7 for details)

19. Unauthorized use of school or private property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action.

20. Aiding or abetting violation of school rules If a student assists another student in violating any school rule, s/he may be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

21. Public Displays of affection Students demonstrating affection between each other is personal and not meant for public display and is not acceptable school behavior. Violations will result in disciplinary measures.

22. Possession of electronic equipment Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, I-pods, mp3 players, portable TVs, pagers, cellular telephones, electronic games, cameras and the like (this list is not meant to be exhaustive). The property will be confiscated and disciplinary action may be taken. A parent/guardian may be called to pick up the item(s).

23. Violation of individual school/classroom rules Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the School.

24. Disruption of the educational process Any actions or manner of dress that interfere with school activities disrupt the educational process and are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

25. Harassment/Use of Racial and/or Ethnic Slurs. The School believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students, members of the staff, or any other individuals, is not permitted. Sexual harassment and use of racial or ethnic slurs is prohibited. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. **Students are encouraged to report problems or incidents of harassment to any of the following individuals: guidance counselor, assistant principal, principal.**

26. Possession of a firearm Federal law requires that any student who brings a firearm on school property is to be expelled from school for a period of one year. A firearm, under the Federal law, is defined as:

- any weapon (including a starter gun) which will or is designed to or may be readily converted to expel a projectile by action of an explosive;
- the frame or revolver of any such weapons; or
- any firearm muffler or firearm silencer.

27. Hazing and intimidation Performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm will not be tolerated. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

28. Profane, Indecent, Inappropriate or Obscene Language The use of written or verbal profanities, or indecent, inappropriate or obscene language will not be tolerated. This shall include the use of obscene gestures, pictures, signs, or clothing.

29. Computer Usage Use of computers is a privilege which requires responsible student actions. Damage to or misuse of computers will not be tolerated. Any student found using the computer, E-mail, or the Internet, et.al., to transmit/receive profane, obscene, threatening messages, etc., will lose all computer privileges and, depending on the severity of the offense, may be suspended/recommended for expulsion with notification of the action submitted to proper authorities. (Additional guidelines developed by the district and posted in the school will be followed.)

Criminal Acts Any criminal acts taken at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime) when school rules and the law are violated. Certain criminal acts may result in permanent exclusion.

DISCIPLINE

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school sponsored events and on transportation provided by the School. In some cases, a student can be suspended from transportation provided by the School for infractions of School bus rules.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two (2) types of discipline are possible, informal and formal.

INFORMAL DISCIPLINE

Informal discipline takes place within the school. It includes:

Writing assignments; Change of seating or location; No Pass List Lunch-time, pre-school or after-school detention; In-school restriction; Friday School

Detentions A student may be detained before school or after school by a teacher or an administrator, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

If a student is not present for a detention, other than for absence, Friday After School Detention is assigned.

Friday After-School Detention will be in session from 2:35 p.m. until 4:00 p.m.

Students who are assigned Friday After School Detentions are expected to serve the detention. **Failure to serve Friday After School Detention will result in the following:**

1st offense 1 day OSS
2nd offense 2 day OSS.
3rd offense 5 days OSS.
4th offense 10 days OSS and referral to the superintendent for a pre-expulsion hearing.

Specific rules for the safe and orderly operation of the Friday After School Detention will be provided for the student upon his/her arrival at Friday School.

Transportation to and from Friday After School Detention shall be the responsibility of the student.

No Pass List An administrator may place a student on the No Pass List for violating the Student Code of Conduct. Students assigned to the No Pass List will not be permitted to leave class on a pass. An office escort will be used for emergency purposes.

FORMAL DISCIPLINE

Formal discipline removes the student from the School. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, expulsion for up to

eighty (80) school days, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed. Suspension from co-curricular and extra-curricular activities may not be appealed.

Students being considered for suspension, expulsion, or permanent exclusion are entitled to an informal hearing with the building administrator prior to removal at which time the student will be notified of the charges and given an opportunity to make a defense.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules. This is especially true for infractions involving drugs, alcohol, tobacco use, hazing, or harassment.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

DUE PROCESS RIGHTS

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

Suspension from School When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing, of the reason for and the length of the suspension. The suspension may be appealed, within ten (10)

days after receipt of the suspension notice, to the Superintendent of Schools. The request for an appeal must be in writing. Students assigned OSS (Out of School Suspension) has an **opportunity to make up missed assignments for only three days suspension per academic year**. Students forfeit the opportunity to make up missed assignments once they have gone beyond the three allotted days.

Calamity Days (i.e. weather related closing): When school is closed due to the weather or for other unforeseen reasons, all activities are cancelled. Suspension days will be forwarded and must be served after school reopens.

A student suspended from school is not to be on any property belonging to the Springfield Local School District during the term of the suspension; this would include the junior high, intermediate and elementary schools. In addition, during the time of suspension the student is not permitted to attend any school sponsored activities. Failure to comply will result in additional days of suspension.

If we do have SAC this year. SAC (In-School Suspension)

The number of days a student may serve SAC is limited to six per semester. Once a student has reached six days of SAC, violations of the student code of conduct that warrant SAC will automatically transfer into Out of School suspensions (OSS). Students who are disruptive, disrespectful, disobedient, or insubordinate while serving SAC will automatically be assigned three days Out of School suspension. Once a student has been removed from SAC for disciplinary reasons, any further violations of the Student Code of Conduct warranting SAC will automatically transfer into Out of School suspension (OSS) for the remainder of the academic year.

Expulsion from School When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents. A formal hearing is scheduled with the Superintendent of Schools, during which the student may be

represented by his/her parents, legal counsel and/or by a person of his/her choice.

Within ten (10) days after the Superintendent notifies the parents of the expulsion, the expulsion can be appealed, in writing, to the Board of Education. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled. Expulsion for certain violations may result in revocation of a student's driver's license.

Permanent Exclusion When a student, 16 years of age or older, is being considered for permanent exclusion, it is possible that s/he may never be permitted to return to school anywhere in the state of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- any possession or involvement with a deadly weapon;
- drug trafficking;
- murder, manslaughter, assault or aggravated assault;
- certain sexual offenses;
- complicity in any of the above crimes.

The process is formal and will usually follow an expulsion and the proper notification of the parents. Springfield High School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it may not be appealed. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Principal.

Discipline of Students with Disabilities Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

STUDENT DISCIPLINE CODE
PROBABLE DISCIPLINARY ACTIONS

BEHAVIOR	DISCRETIONARY	RESTRICT	SUSPEND	EXPEL
1. Drugs (use, possession, or distribution)			X	
(Sale)				X
2. Tobacco (use, possession)			X	
3. Disorder/demonstration	X			
4. Possession of a weapon				X
5. Use of an object as a weapon			X	
6. Purposely setting a fire				X
7. Physical assault (staff/person/district personnel)				X
(student)			X	
8. Verbal assault staff person/district personnel)			X	
(Student)	X			
9. Extortion			X	
10. Gambling	X			
11. Falsification of schoolwork, ID, and/or forgery	X			
12. Setting false alarms/false reports			X	
13. Explosives			X	
14. Trespassing		X		

BEHAVIOR	DISCRETIONARY	RESTRICT	SUSPEND	EXPEL
15. Theft			X	
16. Disobedience/ insubordination/disrespect	X			
17. Damaging school property	X			
18. Persistent absence or tardiness	<i>According to the attendance policy</i> X			
19. Unauthorized use of school or private property	X			
20. Aiding and abetting violation of school rules	X			
21. Engaging in displays of affection	X			
22. Possession of electronic equipment	X			
23. Violation of individual school or classroom rules	X			
24. Violation of bus rules		X		
25. Disruption of the educational process	X			
26. Harassment	X			
27. Possession of a firearm				X
28. Hazing and intimidation	X			
29. Language (profane, indecent, inappropriate, obscene)	X			

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure

contact. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. Non-custodial parents should provide the Guidance office secretary with contact information and request that report cards, Interim reports, etc. be mailed to them unless there is a court order barring this action.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from an administrator.

Adult students (age 18 or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students **must have a current emergency/office card, signed by a parent or guardian, and filed in the office.** A student may be excluded from school until this requirement has been fulfilled. Office cards are included in the first-day packet; please return the forms/cards promptly. If a student does not have an office card on file, an early dismissal application can not be approved. A parent must come into the office to complete an office card and then sign out the student. **For safety reasons, a student will only be released to the persons listed on the office cards.**

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the School office. **All medications, prescribed and non-prescribed, are to be delivered to the office and taken only with adult supervision.** Students needing to **carry asthma medicine** with them may do so if the physician documentation form is on file in the office. The administration is available to discuss the procedure for medications and treatments. No medications or medical treatments are to take place in school without the proper form on file in the nurse's office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or to the office. If medical attention is needed, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

By state law, public schools are not permitted to pay hospital or medical costs for students injured at school.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.

The **Medication Request and Authorization Form 5330 F1** must be filed with the building principal before the student will be allowed to begin taking any medication during school hours.

All medications must be registered with the principal's office.

Medication that is brought to the office will be properly secured. Medication should be conveyed to school directly by the parent; a two to four (2-4) week supply of medication is recommended. Medication should not be sent to school or brought to school by a student. The only exception to this involves those students who must carry an asthma inhaler with them. These students must file a physician documentation in the office in order to carry the inhaler on his/her person. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student.

WITHDRAWAL FROM SCHOOL

No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parents or legal guardian. **A student who withdraws from school shall be reported to the Bureau of Motor Vehicles for suspension of their driver's license, if he/she is under the age of 18.**

STUDENT RECORDS

Many student records are kept by the teachers, counselors and administrative staff. There are two basic kinds of records-- directory information and confidential records.

Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information, in writing, to the Principal. (Complete and return the Opt Out Form found in the back of handbook.) **Directory information includes:** a student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; and awards received.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio Law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. The School must have the parents' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the School with copies of records made by non-school professional agencies or individuals.

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor.

If a review of records is wanted, please contact the principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the District's programs and facilities.

The Springfield Local School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Director of Special Services.

Parents who believe their child may have a disability that substantially limits major life activities of their child should contact the Director of Special Services or the high school principal.

STUDENT FEES, FINES AND CHARGES

Springfield High School charges specific fees for various activities and courses. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit. Class fees are to be paid in the high school office. Report cards will be held for any fees owed.

Workbooks, novels, etc. are sold in the high school office daily.

Specific course fees may be found in the registration and curriculum guide available from the guidance office.

Fees may be waived in situations where there is financial hardship by contacting the Principal's office.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Failure to pay fines, fees, or charges may result in the withholding of report cards and credits.

MEAL SERVICE

The School participates in the National School Lunch Program and makes lunches available to students for a fee of \$2.75. Ala Carte items are also available. Students may also bring their own lunch to school to be eaten in the School's cafeteria. **No student shall be allowed to leave the school premises during the lunch period or to make arrangements for prepared meals to be delivered to the School.**

Applications for the School's Free and Reduced-Price Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the principal.

FIRE AND TORNADO DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornados is different from the alarm system for fires and consists of the sounding of five (5) short tones or blasts of an air horn.

EMERGENCY CLOSINGS AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

WAKR 1590, WONE 97.5, WQMX 94.9, K105, WKDD 98.1, WNIR 100/TV29, WTAM 1100, WHBC 94.1, WGAR 99.5, WJW-TV Channel 8.

School closings will be announced by the school phone system.

Parents and students are responsible for knowing about emergency closings and delays.

VISITORS

In order to properly monitor the safety of students and staff, and not disrupt the school day, visitors are not permitted in the building while classes are in session. Any visitor found in the building shall be reported to the office. If a person wishes to confer with a member of the staff, s/he should call for an appointment in order to prevent any inconvenience.

Visitors are required to sign in at the main office and wear an identification badge if they are moving about the building. Students may not bring visitors to school, including babies and pre-school children.

GRADES

Springfield High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The School uses the following grading system:

93 to 100 = A = Excellent achievement
85 to 92 = B = Good achievement
77 to 84 = C = Satisfactory achievement
70 to 76 = D = Minimum-Acceptable achievement

F = Failure I = Incomplete M = Medical

A student may not receive credit based upon a review of the student's attendance and upon the recommendation of the school's Intervention Assistance Team. The team will use a guideline of seven (7) unexcused absences in a grading period/fourteen (14) unexcused absences in a semester as a benchmark for review.

GRADE POINT AVERAGE

To calculate a grade point average (GPA), assign a weighted point value to each course grade and divide by the total number of attempted credits. For partial-credit courses, use the fractional value of the grade. For example, a half-credit course with an earned grade of C would be $0.5 \times 2 = 1$. Then, add this to the other grades earned for total points earned. This total is then divided by the total credits attempted for the GPA.

For purposes of grade calculations:

A = 4 points (3.5 - 4.00 average), B = 3 points (2.5 - 3.49 average),

C = 2 points (1.5 - 2.49 average), D = 1 point (0.5 - 1.49 average),

F = 0 points (0.0 - 0.49 average).

* A 0.5 average may receive the higher or lower grade (D or F) at the discretion of the teacher.

A semester grade is calculated by assigning each of two (2) grading periods as 40% of the semester grade and the exam as 20% of the semester grade. **A student must earn a passing grade in two of the three to receive credit for the semester.**

Students shall receive a report card at the end of each 9-week period indicating their grades for each course of study for that portion of the academic term. Interim reports are mailed during each of the 9 week grading periods.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

WEIGHTED ACADEMIC POINT SYSTEM

It is recognized that the AP courses in our curriculum are much more difficult than other courses. Students enrolled in these courses are asked to do more demanding work. It is not the school's intent to penalize students who are taking a more challenging schedule, but to encourage them by using the following weighted system. Weighted grades would be used to determine class ranking, as well as eligibility for honor and merit rolls.

<u>Normal Grading Scale</u>	<u>Weighted</u>
<u>Grading Scale</u>	
A = 4.00	A = 5.00
B = 3.00	B = 4.00
C = 2.00	C = 3.00
D = 1.00	D = 2.00
F = 0.00	F = 0.00

Courses using the Weighted Grading Scale include: AP U.S. History, AP Government, AP Calculus, and AP English.

The students who take courses that have weighted grade points will have their class ranking determined using the following formula to calculate GPA:

$$\text{GPA} = \frac{\begin{array}{l} \text{\# of credits} \\ \text{at grade level} \end{array} \times \begin{array}{l} \text{GPA for} \\ \text{unweighted grades} \end{array} + \begin{array}{l} \text{quality points} \\ \text{for weighted courses} \end{array}}{\begin{array}{l} \text{\# of credits to be} \\ \text{at grade level} \end{array} + \begin{array}{l} \text{\# of credits for} \\ \text{weighted courses} \end{array}}$$

PROMOTION, PLACEMENT, AND RETENTION

Completing required coursework, earning the necessary credits, and passing all required parts of the Ohio Graduation Test (OGT) determine a student's progress toward graduation and receiving a diploma. A student is only promoted when the necessary requirements are met. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance office and a counselor will be available to answer any questions. Credit requirements for grade placement are:

Credit Requirements for grade placement:

Grade 9	Promotion or assignment from 8 th or 9 th
Grade 10	5.25 high school credits earned
Grade 11	10.50 high school credits earned
Grade 12	15.75 high school credits earned

GRADUATION REQUIREMENTS

Normally, a student will complete graduation requirements in four years. In order to receive a diploma and participate in graduation ceremonies, a student will need to pass all parts of the Ohio Graduation Test, meet the school requirements for basic course work, and earn the total number of minimum

credits. Students need a minimum of 21 credits to graduate. Students on an I.E.P. will continue to take the Ohio graduation Test until his/her senior year. If one or more parts have not been passed by that time, the I.E.P. team will meet to make a decision about exempting the student from the parts not passed. Specific course requirements may be found in the registration and curriculum guide, available in the Guidance office.

It is the student's responsibility to maintain contact with his/her counselor to insure that his/her graduation requirements are being met.

POST-SECONDARY ENROLLMENT

Any student in grades 9-12 may enroll in a post-secondary program providing s/he meets the requirements established by law and by the District. Any interested student should contact the guidance office to obtain the necessary information.

EARLY GRADUATION

Students who intend to graduate in three years, or at the end of their 11th grade year, must satisfy specific requirements. These requirements are detailed in the Curriculum Guide and are available in the Guidance office.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the proficiency tests and graduation. Individual classroom teachers will establish homework policies.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy.

Unless excused from meeting requirements by the I.E.P. team, each student will be expected to pass all parts of the Ohio Graduation Test (OGT) in order to receive a diploma and participate in graduation ceremonies. These tests are given twice a year, in late October and early March. Students only need to retake those parts of the test they do not pass. Make-up dates are scheduled, but unnecessary absences should be avoided. Summer intervention classes will be provided. 11th and 12th grade students who attend these classes may also take the OGT in July.

The Ohio Graduation Test is aligned to academic content standards. Students will begin taking the OGT in March of their 10th grade year.

Testing the week of October 26, 2009

Grade 11 & 12: Ohio Graduation Tests (all five tests)

Testing the week of March 15, 2010

Grades 10 – 12: Ohio Graduation tests (all five tests)

Testing the week of June 14, 2010

Grades 10 – 12: Ohio Graduation Tests (all five tests)

College entrance test information may be obtained from the Guidance Office. **The PSAT will be given on Wednesday, October 14, 2009 at Springfield High School during the school day.** This is the only time during the school year that this test is given on our site.

The fee for the 2009-10 PSAT/NMSQT is \$14.00. The College Board makes fee waivers available to schools for juniors from low-income families who cannot afford the test fee. See your counselor for more information about fee waivers.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the Guidance staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing those services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. Springfield High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Springfield High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The School has many student groups that are authorized by the School. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member. A listing of these groups may be obtained from the office.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional, worthwhile activities. A listing of these activities is also available from the office.

All students are permitted to participate in the activities of their choosing as long as they meet the eligibility requirements.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be

obtained from the Principal. The application must verify that the activity is being initiated by students; attendance is voluntary, that no school staff person is actively involved in the event, but supervision is provided, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-district sponsored organization may use the name of the school or school mascot.

HALL PASSES

In order to be in the hallway a student must have a hall pass. There is a log of hall passes in this planner that will be used to monitor student use of passes. An after-school detention will be assigned for students in the hall without a pass. Student may be put on a no-pass list if passes are misused or overused.

TRANSPORTATION

Self-Transportation to School Driving to school is a privilege which can be revoked at any time

Springfield High School and the Springfield Local Board of Education assume no responsibility for privately owned vehicles and their contents. Students driving to and from school do so at their own risk.

The following rules shall apply for students driving to school:

- students shall complete the Student Vehicle form 5515 F1 and provide their driver's license;

- parking lot speed is ten (10) miles per hour;
- the student must obtain a parking permit from the office, paying a fee of \$4.00 for the entire school year;
- if a student's parking permit is revoked/suspended, no fees will be refunded.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student;

- students are not to be in their car or in the parking lot during the time classes are in session, unless the student has prior approval for an early dismissal;
- when the school provides transportation, students shall not drive to school-sponsored activities;
- students who are habitually tardy to school or chronically truant may have their parking permit and driving privileges revoked

Parking permits will be issued first to students in grade 12, then grade 11, then grades 10 and 9. A limited number of parking spaces are available. The parking permit issued must be displayed at all times the vehicle is on school property, while school is in session. Failure to obtain or display a parking permit may result in the car being impounded, the cost of which will be paid by the student or parent/guardian.

Parking is provided as a convenience and privilege; the administration retains the right to examine the contents and/or search a car parked on school property with reasonable suspicion.

If a student driving to school is habitually tardy or chronically truant, he/she will be subject to the school's tardy policy for drivers.

Handbook Signature Page

After reading this handbook, please sign in **both** areas below.
The bottom portion will be detached and kept on file at
Springfield High School

Student Name/Signature

_____ I have
received and am responsible for complying with the
expectations set forth in this handbook.

Parent Name/Signature

_____ I am
aware that my child has received and is responsible for
complying with the expectations set forth in this handbook

Issuing Teachers Name/Signature

Student Name/Signature

_____ I have
received and am responsible for complying with the
expectations set forth in this handbook.

Parent Name/Signature

_____ I am
aware that my child has received and is responsible for
complying with the expectations set forth in this handbook

Issuing Teachers Name/Signature
