Springfield High School
Ohio STEM Designated School
International Baccalaureate® World School

STUDENT HANDBOOK
2017-2018

701 East Home Road
Springfield, Ohio 45503
937-505-4320
Main Office Fax: 342-4110
www.scasdoh.org
Our Heritage

Springfield High School

Springfield High School reopened in 2008, following a long history of public secondary education in Springfield. The earliest Springfield High School existed from 1855 – 1859, after which it was replaced by private high schools. A public high school education was again provided in 1867 and Central High School was constructed in 1875 to serve as Springfield’s high school. In 1911, a new Springfield High School was opened on South Limestone Street to serve the increasing population of Springfield. It served as Springfield High School until 1960, when it became Springfield South High School, after the construction of Springfield North High School on Home Road. The two schools were united in 2008 with the construction of a new Springfield High School to meet the needs of Springfield students.

High Schools & Athletic Facilities

On November 5, 2010, the Springfield City School District celebrated the heritage of our buildings and named athletic facilities. Local historians worked with the District to provide historical information for plaques dedicated at each location.

Evans Stadium

Construction of Evans Stadium began in 1935, following approval of an application for Works Project Administration (WPA) funds to build a stadium large enough to accommodate the crowds for Springfield High School football games. The new stadium was built for $95,000, to which the school athletic fund contributed $15,000. The stadium seated 7,000 people and was considered to be one of the best in the state. The stadium also included a one-quarter mile track with a 220-yard straightaway, as well as facilities for all field events.

Competed in 1936, Evans Stadium was named for Dr. Charles Wesley Evans, a highly respected physician for 64 years and member of the Springfield City Board of Education for sixteen years. Dr. Evans served as the President of the School Board for eleven years.

C. Duane Baker Way

C. Duane Baker served as Athletic Director of Springfield South High School from 1981 to 1995 with such distinction that the street adjacent to the main entrance to Evans Stadium, Wilson Avenue, was renamed C. Duane Baker Way.
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Welcome from the High School Administrative Team

Dear Students and Families,

We welcome you to Springfield High School (SHS). SHS is proud to be an Ohio STEM school and International Baccalaureate World School. We lead our region in offering students engaging opportunities to learn and prepare for success in and after high school. Our students can earn college credit – for free – via International Baccalaureate, Advanced Placement, Project Lead the Way sequences, and College Credit Plus options. They can explore their interests with an astounding array of elective courses. They can participate in multiple athletic teams, music, drama, art, and many student service organizations. They can build their college and career readiness in many ways, including participation in our successful internship program.

Springfield High School serves the educational needs of a diverse student population. Students attending Springfield High School have the unique benefit of one of the state’s newest and finest learning institutions with all the advantages of the most modern schools in the nation.

As you may know, the community has met in regular forums to improve school climate, student conduct and academic achievement. The staff of Springfield High School have worked to develop new ways of teaching and to improve our knowledge of the most effective methods for improving academic achievement. We expect every student to achieve at the highest levels.

This handbook serves to help each student understand the rules and procedures by which school abides. Please remember as you read this handbook, that rules and consequences may change as may be necessary and appropriate. Changes made to the handbook will be announced in our newsletters and on the school website. We look forward to another great year at Springfield High School.

Should you have any questions, please feel free to call the school at 937-505-4320, and we will be happy to help you.

Sincerely,

The High School Administrative Team
Please note that any violation of this policy manual is subject to disciplinary action, which may result in, but is not limited to, the following:

- Positive actions by teachers to inspire correct behavior
- Counseling by teachers, guidance counselors, administrators or other staff
- Parental conferences
- Denial of privileges
- Suspension or dismissal from class
- Referral to appropriate community agencies, including the courts
- Detentions and/or Isolated Learning Center (in-school suspension)
- Thursday and/or Saturday School
- Emergency removal
- Removal from extracurricular activities
- Out-of-school Suspension
- Expulsion from school by the Superintendent of Schools

**BRIEF HISTORY OF SPRINGFIELD CITY SCHOOL DISTRICT**

Organized education in Springfield can be traced back to 1806, to a school established by Nathaniel Pinkerd in a log cabin at Fountain and Main Street. In 1821, Clark County passed an act to create “free public schools.” In March 1834, the first high school was established. In 1896, the Springfield public schools began providing free textbooks. In 1911, a new Springfield High School was built on Limestone Street. By 1921, the enrollment in Springfield public schools was 10,312 students. In 1945, voters approved $4 million to purchase new school sites and erect new buildings and in the 1950s, many of the elementary and middle schools were enlarged to handle the growing enrollment. In 1960, Springfield North High opened, and Springfield High became Springfield South High. In 2000, Springfield voters approved $30 million to build new schools in partnership with the Ohio School Facilities Commission, which contributed approximately $134 million. Sixteen (16) new schools were built, with the final one, a re-consolidated Springfield High School, opening in September, 2008. Nearly 8,000 students, pre-K through 12th grade, are currently served in these state-of-the-art buildings.

**DISTRICT GOALS AND OBJECTIVES**

**VISION STATEMENT**

The Springfield City School district collaborates with its families and community partners to support college or career readiness and personal success for every student. Collectively we deliver a rigorous, opportunity-rich and student-centered education that inspires lifelong learning.
VALUES STATEMENT

Student-centered - We make every decision in the interest of student success.

Collaborative - All staff build inclusive relationships with one another and with our students, parents, and community partners. We communicate and support teamwork at all levels and across the district. We are all educational leaders.

Curious - All staff are engaged in continuous learning, seeking to do everything that we do better, and interested in improving ourselves. We engage and inspire our students.

Diverse - We respect and embrace the diversity of our students, our staff and the community.

PORTRAIT OF A SPRINGFIELD GRADUATE

A Springfield graduate is a lifelong learner who possesses college or career readiness, grit and a sense of pride in his or her achievements. He or she is prepared to function as an engaged member of society and has a strong sense of responsibility to his or her community.

SCHOOL COLORS, MASCOT AND ALMA MATER

The school colors of Springfield High School are gold, white, and blue, and our proud mascot is the wildcat. Our school song is as follows:

Above Mad River Valley,
So glorious to the view,
There stands our Alma Mater,
The Gold, White, and Blue.
You gave to us the knowledge
To last our whole life through.
For strength, truth, and honor,
The Gold, White, and Blue

NONDISCRIMINATION

The Board’s policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, citizenship status, religion, sex, economic status, age, military status, ancestry or disability.

The Board’s nondiscrimination policy applies to all personnel practices, such as the following: hiring, upgrading, promotion, demotion or transfer, recruitment and recruitment advertising, layoff or termination, discipline, rates of pay or other forms of compensation, selection for training, overtime, extracurricular activities and job assignments.
The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means including the use of electronic communications devices, of a climate of hostility or intimidation; or, the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

Employees or students who engage in discrimination of another employee or student shall be subject to disciplinary action.

Permission, consent or assumption of risk by an individual subjected to discrimination does not lessen the prohibition contained in this policy.

From the Springfield City School District Policy and Regulations File: AC

EQUAL EDUCATIONAL OPPORTUNITIES

All students of the District have equal educational opportunities.

Students have the right to be free from discrimination on the basis of race, color, national origin, citizenship status, religion, sex, economic status, marital status, pregnancy, age, disability or military status in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities; distribution of funds; academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity.

From the Springfield City School District Policy and Regulations File: JB

PROGRAMS FOR STUDENTS WITH DISABILITIES

The Board is committed to the provision of a free, appropriate public education for children with disabilities identified in accordance with applicable State and Federal laws, rules and regulations.

In keeping with the requirements of the Ohio Department of Education for compliance with the Ohio Operating Standards for Ohio Educational Agencies Serving Children with Disabilities, the Springfield Board has selected the narrative version of the Model Policies and Procedures, which is incorporated by reference into this policy.

Copies of these Model Policies and Procedures are available by contacting the Special Education Office at 505-2856.

From the Springfield City School District Policy and Regulations File: IGBA
### 2017-2018 School Year

### CALENDAR SUMMARY 2017-2018

**August 2017**
- 1 to 2: New Teachers' Apple Foundation Training
- 9 and 10: New Teachers Work Preparation Days
- 11: Professional Devt Day- No Classes
- 14: Optional Contracted Building Trade Day
- 15: All Teachers Work Preparation Day
- 16: SACC (Latch Key) School Year Opening Day
- 18: Students' First Day for Grades 7-12
- 19: Freshman Orientation
- 21: Students' First Day for Grades 10-12
- 22: Kindergarten Students' Last Name A-L only
- 23: Kindergarten Students' Last Name M-Z only
- 24: All Kindergarten Students Report
- 28: Labor Day- No Classes

**September 2017**
- 4: BALEGEDE program begins
- 11: Interims issued this week
- 25: Fall High School Commencement-SHS
- 29: Fall Break- No Classes

**October 2017**
- 12: Interims issued this week
- 13: Staff Development Day- No Classes
- 16: Winter Break- No Classes
- 22: Snow Day- Observed No Classes
- 23: Interims issued this week

**November 2017**
- 9: GCLPA tests- No Classes
- 15: Presidents' Day- No Classes
- 19: Graduation Project 3 days (45 students)
- 23: Ohio English Language Arts Testing
- 24: Ohio Graduation Tests (Grades 10-12)
- 28: Ohio Graduation Tests (Grades 10-12)

**December 2017**
- 9: Ohio Graduation Tests (Grades 10-12)
- 26: Ohio Graduation Tests (Grades 10-12)
- 27: Ohio Graduation Tests (Grades 10-12)
- 30: Spring Break- No Classes

**January 2018**
- 1: Spring Break- No Classes
- 8: Snow Day- Observed No Classes
- 9: Snow Day- Observed No Classes
- 10: Snow Day- Observed No Classes

**February 2018**
- 4: Grade Period 2 ends (44 students)
- 10: Graduation Project 3 days (45 students)
- 11: Snow Day- Observed No Classes
- 17: Snow Day- Observed No Classes
- 24: Snow Day- Observed No Classes

**March 2018**
- 4: Snow Day- Observed No Classes
- 10: Snow Day- Observed No Classes
- 16: Snow Day- Observed No Classes

**April 2018**
- 1: Snow Day- Observed No Classes
- 2: Snow Day- Observed No Classes
- 9: Snow Day- Observed No Classes
- 16: Snow Day- Observed No Classes
- 23: Snow Day- Observed No Classes

**May 2018**
- 1: Snow Day- Observed No Classes
- 14: Snow Day- Observed No Classes
- 21: Snow Day- Observed No Classes
- 28: Snow Day- Observed No Classes

**June 2018**
- 1: Snow Day- Observed No Classes
- 8: Snow Day- Observed No Classes
- 15: Snow Day- Observed No Classes
- 22: Snow Day- Observed No Classes

**July 2018**
- 1: Snow Day- Observed No Classes
- 8: Snow Day- Observed No Classes
- 15: Snow Day- Observed No Classes

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This calendar is prepared as a school year guide for parents, students, community, and staff. All dates are subject to change based on the availability of school days. No additional holidays are included. Any weather delays will be made up on the dates indicated and announced.
Springfield High School

701 East Home Rd
Springfield, OH 45503
937-505-4320

Lead Principal

Patrick Smith

Instructional Principals

Brentt Hogan  505-4329
Dee Thomas  505-4325

Principal of Student Affairs

Kathy Lee  505-4324

Dean of Students

Matthew Kohl  505-4335
Phil Laskey  505-4327
Jason Unger  505-4318

Athletic Director

Michael Dellapina 505-4319

Phone Numbers

Main Office  505 - 4320
Main Office Fax  342 - 4110
Athletic Office  342 - 4319
Athletic Office Fax  505 - 2992
Attendance  505-4322 or 505-4323
Discipline  505-4324 or 505-4321

SCSD Website: www.scsdoh.org

Please refer to our websites to access a copy of the student handbook and to obtain additional school information.
Cafeteria doors open at 7:00 a.m.
Breakfast from 7:00-7:15 a.m.
All doors open at 7:15 a.m.

**MONDAY, TUESDAY, THURSDAY, FRIDAY SCHEDULE**

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<td>8:14 a.m.</td>
<td>2nd Period</td>
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<td>9:06 a.m.</td>
<td>3rd Period</td>
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<tr>
<td>9:58 a.m.</td>
<td>4th Period</td>
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<td>10:50 a.m.</td>
<td>5th Period (A)</td>
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<td>11:20 a.m.</td>
<td>5th Period (B)</td>
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<tr>
<td>11:50 a.m.</td>
<td>5th Period (C)</td>
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<tr>
<td>12:20 p.m.</td>
<td>6th Period</td>
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<td>1:12 p.m.</td>
<td>7th Period</td>
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**WEDNESDAY SCHEDULE**

(if there is a 2-hour delay, we will use that schedule – no Focus period)

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<tbody>
<tr>
<td>7:15 a.m.</td>
<td>Lockers</td>
</tr>
<tr>
<td>7:22 a.m.</td>
<td>1st Period</td>
</tr>
<tr>
<td>8:04 a.m.</td>
<td>2nd Period</td>
</tr>
<tr>
<td>8:46 a.m.</td>
<td>3rd Period</td>
</tr>
<tr>
<td>9:28 a.m.</td>
<td>Focus Period</td>
</tr>
<tr>
<td>10:20 a.m.</td>
<td>5th Period (A)</td>
</tr>
<tr>
<td>10:50 a.m.</td>
<td>5th Period (B)</td>
</tr>
<tr>
<td>11:20 a.m.</td>
<td>5th Period (C)</td>
</tr>
<tr>
<td>11:54 p.m.</td>
<td>4th Period</td>
</tr>
<tr>
<td>12:36 p.m.</td>
<td>6th Period</td>
</tr>
<tr>
<td>1:18 p.m.</td>
<td>7th Period</td>
</tr>
</tbody>
</table>

**2 Hour Delay Schedule**

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:15 a.m.</td>
<td>Lockers</td>
</tr>
<tr>
<td>9:22 a.m.</td>
<td>1st Period</td>
</tr>
<tr>
<td>9:54 a.m.</td>
<td>2nd Period</td>
</tr>
<tr>
<td>10:26 a.m.</td>
<td>3rd Period</td>
</tr>
<tr>
<td>10:58 a.m.</td>
<td>4th Period</td>
</tr>
<tr>
<td>11:30 a.m.</td>
<td>5th Period (A)</td>
</tr>
<tr>
<td>12:00 p.m.</td>
<td>5th Period (B)</td>
</tr>
<tr>
<td>12:30 p.m.</td>
<td>5th Period (C)</td>
</tr>
<tr>
<td>1:00 p.m.</td>
<td>6th Period</td>
</tr>
<tr>
<td>1:32 p.m.</td>
<td>7th Period</td>
</tr>
</tbody>
</table>

**Assembly Schedule**

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:15 a.m.</td>
<td>Lockers</td>
</tr>
<tr>
<td>7:22 a.m.</td>
<td>1st Period</td>
</tr>
<tr>
<td>8:14 a.m.</td>
<td>2nd Period</td>
</tr>
<tr>
<td>9:06 a.m.</td>
<td>3rd Period</td>
</tr>
<tr>
<td>9:58 a.m.</td>
<td>4th Period</td>
</tr>
<tr>
<td>10:50 a.m.</td>
<td>5th Period (A)</td>
</tr>
<tr>
<td>11:20 a.m.</td>
<td>5th Period (B)</td>
</tr>
<tr>
<td>11:50 a.m.</td>
<td>5th Period (C)</td>
</tr>
<tr>
<td>12:20 p.m.</td>
<td>6th Period</td>
</tr>
<tr>
<td>12:45 p.m.</td>
<td>7th Period</td>
</tr>
<tr>
<td>1:10 p.m.</td>
<td>Assembly</td>
</tr>
<tr>
<td>2:00 p.m.</td>
<td></td>
</tr>
</tbody>
</table>
GENERAL INFORMATION

POSITIVE BEHAVIOR INTERVENTION and SUPPORT (PBIS)
Springfield City Schools participates in a District-Wide Positive Behavior Intervention and Support Program. This program establishes positive rewards for student behavior while establishing interventions to address inappropriate behavior. Each school has a building level PBIS team that is supported by a District level team. PBIS is a framework for systems to identify needs, develop strategies, and evaluate practices on the way toward success. The goal of PBIS is to establish an environment that supports the adoption and sustained use of evidence-based practices.

GUIDANCE AND COUNSELING
- Students are assigned to counselors alphabetically. The counselors provide career and educational information, help with personal and/or scholastic problems, and generally assist in helping students function at their best in high school. Students can schedule to meet with their counselor by filling out a request form available in the counseling offices. A counselor will be available in situations needing immediate attention.

WITHDRAWALS
If you must withdraw from Springfield High School, it will be necessary for you to notify your counselor ahead of time so that necessary forms can be completed. When withdrawing from school, you must return all books, technology and any other materials furnished by the school, pay all fees due, and fulfill any discipline or other obligations due. If you fail to withdraw properly, your grades and credits you have earned may not be recorded or sent to your new school. It is necessary for students who are minors to have a parent/guardian present at the time of withdrawal.

VISITORS
- The board encourages parents and other citizens of the district to visit classrooms to observe the work of the schools and to learn what the schools are doing.
- To ensure that no unauthorized persons enter buildings, all visitors must first report to the school office to receive authorization to visit elsewhere in the building. (This policy does not apply when parents have been invited to a classroom or assembly program.)
- Unauthorized persons are not permitted in school buildings or on school grounds. School administrators are authorized to take appropriate action to prevent such persons from entering buildings and loitering on the grounds.
- It is required that all visitors register in the main campus office prior to making a visit.
- Former students of Springfield High School who have not graduated or who are attending another school will not be permitted to visit unless special arrangements are made.
- We do welcome shadow visits by students who are planning to attend Springfield High School. Visitors must have a note from a parent and current school of attendance. Arrangements must be made with the lead principal at least three days in advance.
- Visitors should make appointments in advance of their visit by contacting the lead principal.

DELIVERIES FOR STUDENTS
Deliveries of gifts or food from parents, friends or others are not permitted during the school day. Any deliveries will be held in the main office until the end of the student school day.
ACCESS TO STUDENT RECORDS
Pursuant to the provisions of the Federal Family Educational Rights and Privacy Act of 1974 (PL 93-380), the following policy shall be in effect concerning access to student records:
1. Access to a student’s records by a student shall not be granted if the student is less than 18 years of age.
   a. In this case, access must be made through the parents, who must complete a form provided by the counselor.
2. If the student is 18 or older, or is attending college (university, technical school, etc.), access to the student’s records shall be granted.
   a. In this case, the student may complete the form provided by the counselor.
3. Access and interpretation shall be granted within a reasonable amount of time upon request.

THE CLINIC
Springfield High School has a health clinic with a nurse available. If a student becomes ill during the day, they may visit the nurse with a clinic pass provided by any staff member. Students should not leave class for non-urgent problems. If there is a health problem that might necessitate a discussion of some length, then an appointment should be made so that time can be allotted. Unless it is an emergency, the clinic is closed to walk-ins during 5th (when scheduled administration of medication occurs) and 7th periods. Please remember names and numbers given on your Emergency Medical Authorization are the only ones used for emergency situations. Completed and signed Emergency Medical Authorization Forms are due by the end of the first full week of school.

MEDICATION
Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following:
1. The school nurse or an appropriate person appointed by the board supervises the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
2. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician’s order.
3. The school nurse or other designated individual must receive and retain a statement that complies with state law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
4. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
5. No employee who is authorized by the board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute “gross negligence or wanton or reckless misconduct.”
6. No person employed by the board is required to administer a drug to a student except pursuant to requirements established under this policy. The board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.
INHALERS FOR ASTHMA
Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student’s school is a participant. In order for a student to possess the inhaler, he/she must have written approval from the student’s physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

EPINEPHRINE AUTO INJECTORS
Students are permitted to carry and use an epinephrine auto injector (epi-pen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epi-pen extends to any activity, event or program sponsored by the student’s school or activity, event or program in which the school participates.
Student possession of an epi-pen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

STORAGE OF MEDICATION
All medication, including non-prescription and prescription, needs to be left with the school nurse and shall be accompanied by a physician’s order. Students are not permitted to carry medication with them. All medication must be in its original container, and the appropriate forms must be completed by the physician and parents. It is the responsibility of the student to arrange with the nurse when medication will be taken. All medicine must be removed from the clinic prior to the end of the school year.

HEALTH SERVICES
The purposes of the school health program are to help meet the needs of the students with special health problems (diabetes, asthma, etc.), to initiate care for students who become ill or injured at school, to assist in the placement of students with exceptional needs, and to provide health counseling. The clinic is open all day except the last period of the day. During this period, the nurse is available for emergencies only.

Parents carry the primary responsibility for their child. If a student is ill before school starts, parents must make a decision whether to send him or her to school. Students who become ill during the day may not leave the building without written permission from the nurse or, if she is not available, from the counselor or attendance office.

Because of the large number of students to be served, there may be times when it is necessary to return a student to class without being seen. No student with an urgent problem will be returned to class. The nurse is available immediately after school to schedule conferences with parents and/or students.

EMERGENCY MEDICAL AUTHORIZATIONS (EMA)
Each student is required to turn in a completed EMA at the beginning of every school year by the end of the first full week of school. Any medical problems that the student has should be noted on this form. Please list the names and numbers of anyone you want contacted in the event of an illness, injury or emergency during school hours. More than one number is very helpful. Please report any changes during the year to your student’s academy office.

IMMUNIZATIONS
An up-to-date shot record is required. No student will be permitted to remain in school for more than 14 calendar days, unless written evidence is presented to the school showing compliance with Ohio Department of Health requirements.
SPRINGFIELD HIGH SCHOOL MEDIA CENTER

Springfield High School Library Media Center (LMC)

SHS Library Media Center Goals and Objectives:

The SHS Library Media Center staff believes that a dynamic, effective, student-centered and learning-centered library media program is an integral part of the total educational program of the school. We believe the library media center plays an important role in educating our students to become socially responsible, independent, information literate, lifelong learners. We also believe in our role as instructional partners in learning and teaching and in providing information access and delivery.

Visiting the Library Media Center & Choice of Behavior

- Students are welcome to visit the Library Media Center with a pass from a teacher, with a class or at lunch when the library is open.
- Choose behaviors that allow the both students and the SHS Library Media Center reach our goals.

Entering and Exiting the Media Center

- Students must sign in when arriving and out when leaving.

Use and Return of Materials

- The librarian works very hard to stock the library with materials the students both want and need to read to have a positive experience. Treat the books and materials with care, and return them in a timely manner so others may use them.
- The library staff has the right to limit the number of books a student can check out depending on the number of overdue books and/or library fines a student has.

Fees and Fines:

- A bill will be generated for a book that is significantly overdue.
- As with any school fee, library fines need to be paid prior to graduation. If any school fee is not paid, a student may not receive their diploma and any transcript request may be denied until all fees and fines are paid and the school account is cleared.

SUMMER SCHOOL

During the summer, Springfield City Schools provides a variety of courses to their students for the purpose of enhancing their course work or making up deficiencies. Information is posted each spring on the SCSD website.

FIRE, TORNADO, LOCKDOWN AND DISASTER DRILLS

As required by Ohio law, Springfield High School will conduct a series of fire and tornado drills throughout the school year. These drills serve a two-fold purpose:
1. to provide for immediate safety response within the building should a situation occur
2. to help students become accustomed to orderly and immediate responses should such an event occur in other buildings

Fire warnings will be signaled by the sounding of the fire bell or by flashing lights. Tornado warnings will be announced over the school’s PA system and the sounding of the Tornado Alarm System.

Exact procedures for evacuation will be explained by the teachers in each room. Such occasions demand immediate response, absolute quiet, and that students remain orderly throughout the drill. Your attention and cooperation during such drills may save your life and the lives of others. An all-clear tone will sound signaling the end of the fire or tornado drill. In the event of a power failure, an air horn will be used.
SPRINGFIELD-CLARK CAREER TECHNOLOGY CENTER (CTC)
The vocational education programs at the CTC are available to qualified Springfield High School students at the end of their sophomore and junior years. Students interested in attending the CTC must complete an application process in the spring of their sophomore or junior year. For detailed information regarding the programs available at the CTC, students should contact their counselor.

In order to facilitate student transfers between Springfield High School and the CTC, the following procedures will be followed:

Students entering the CTC
The CTC will accept students from the home school up to ten days after the beginning of the CTC school year, provided the student presents a completed application, a transcript of completed courses (if available), and that an opening exists in the vocational program that the student has selected.

If students who have been accepted at the CTC change their mind prior to the date listed on the application, the following steps should be followed in order to re-enroll at their local high school:
1. Notify the career center at 325-7368 ext. 113 that they will not be attending the career center.
2. Call the local high school and schedule an appointment with their counselor to prepare a class schedule.

Students who begin school at the CTC may transfer back to their local high school under the following guidelines:
1. Students are required to attend the CTC for a one-week trial period (five school days).
2. The final decision to return to the local high school must be made on or before the tenth day of school at the CTC.

Students may withdraw from the CTC by following the guidelines and procedures set by the CTC.

After the tenth day of school students are obligated to complete the year at the CTC.

CTC Credits
1. Students attending the CTC shall receive credit on the semester basis for English, History, Government, Science, and Math. Credit for vocational programs will be granted on a yearly basis. Credit will be granted upon the successful completion of coursework with a 70% or above average.
2. Those students attending the CTC half-day and returning to Springfield High School must complete requirements pertaining to American History and Government.
3. Those students attending the CTC for their senior year only must complete a full year of American History.

SCHEDULING AND SCHEDULE CHANGES
Ample time is given each spring for students to consider the courses they will take the next year. We suggest that students work with their parents and counselor in choosing those subjects that will be best for their future, as well as those which meet the requirements for graduation.

Naviance is a college and career software platform that provides students with college planning and career assessment tools. Counselors, use the information on Naviance to help students decide on the correct classes for their life after high school. The Career Cluster Survey, in Naviance, is an assessment that students take, which identifies the specific Career Cluster the students’ interests meet. When scheduling, counselors will also discuss the pathway (path of courses) they feel would be most advantageous for students to take, in order to meet their goals, immediately after high school.

Should there be an error in your schedule, please call or visit the Counselor’s Office as soon as possible so that arrangements can be made to correct the mistake.

All schedule changes must be completed by the end of the tenth day of each semester for semester classes. Year-long classes may only be changed during the first ten days of the school year. A grade of a withdraw failure (WF) will be recorded for each class that is dropped after the ten-day time frame.
GRADING PERIODS AND COURSE CREDIT
The school year is comprised of 4 grading periods. Each grading period will be 9 weeks in length. Two grading periods equal one semester. Class credit may be assigned at the end of each semester. Credit may also be awarded through summer school or as a result of other available educational options.

The student must receive a passing grade each semester to receive credit for a course.

GRADE-LEVEL CLASSIFICATION
It is normal practice for students to be classified by grade. The following will serve as guidelines for these classifications. Students will not have mid-year grade level changes unless graduating early. Students should make every possible effort to assure that they are meeting these levels of progress toward graduation.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Credits Required</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>5.00</td>
<td>High school entry, core credits in Math, Science, Social Studies, and English, and one elective</td>
</tr>
<tr>
<td>Sophomore</td>
<td>10.00</td>
<td>Core credits in Math, Science, Social Studies and English, and two electives</td>
</tr>
<tr>
<td>Junior</td>
<td>15.00</td>
<td>Credits in Math, and English, two credits in Science and Social Studies and three electives</td>
</tr>
</tbody>
</table>

INTERIM PROGRESS REPORTS
Interim progress reports are designed to notify parents of their student’s progress in the middle of each grading period. These reports give parents an opportunity to discuss their student’s progress and develop strategies for success in their classes before the final grade is reported. At the teacher’s discretion, additional reports may be sent home when a student is not working up to his/her potential, or when other concerns arise.

PROGRESS BOOK
Because interim report grades are not final, parents are highly encouraged to monitor their student’s progress and attendance by accessing the district grading program, ProgressBook. Students are also encouraged to monitor their own progress using the login provided to them at the beginning of each school year. Access is available through the school website and login information is available to parents by calling the school and requesting access. Parents can contact the school for their own password to Progressbook so that parents can check their student’s progress.

GRADE CARDS
The final grade for each quarter will be reflected on the grade card. Written notification in the form of interim reports or other teacher communication will be sent informing parents if a student is in danger of failing a class. Grade cards will be sent home with students after each quarter of the year. The exact dates that the quarters end are located on the school calendar.

GRADING SCALE FOR HIGH SCHOOL PROGRESS REPORTS AND GRADE CARDS
The following scale for grades nine through twelve shall be used:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>99-100</td>
<td>Outstanding</td>
</tr>
<tr>
<td>A</td>
<td>95-98</td>
<td>99-82</td>
</tr>
<tr>
<td>A-</td>
<td>93-94</td>
<td>D+</td>
</tr>
<tr>
<td>B+</td>
<td>91-92</td>
<td>D</td>
</tr>
<tr>
<td>B</td>
<td>87-90</td>
<td>D</td>
</tr>
<tr>
<td>B-</td>
<td>85-86</td>
<td>F</td>
</tr>
<tr>
<td>C+</td>
<td>83-84</td>
<td>Failing</td>
</tr>
</tbody>
</table>

I=Incomplete S=Satisfactory U=Unsatisfactory WF=Withdrawn-Failing

15
CREDIT FLEX
Credit flex allows students the opportunity to earn high school credits outside the classroom. Examples include but are not limited to internships, end of course test out options, projects and student-directed work. The following deadlines apply:

<table>
<thead>
<tr>
<th>Course Term</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Year and Semester 1</td>
<td>September 5, 2017</td>
</tr>
<tr>
<td>(Incoming Freshmen Only)</td>
<td></td>
</tr>
<tr>
<td>Semester 2</td>
<td>December 5, 2017</td>
</tr>
<tr>
<td>Full Year, Summer, and Semester 1</td>
<td>May 15, 2018</td>
</tr>
<tr>
<td>Full Year or Semester Courses</td>
<td>February 13, 2018</td>
</tr>
<tr>
<td>(Seniors Applying for Alternative Pathway Only)</td>
<td></td>
</tr>
</tbody>
</table>

Please consult with your school counselor for the application and more information.

EQUIVALENCY FOR ADJUSTED COURSES

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
<th>AP/IB LEVEL I (1.25 OF BASE)</th>
<th>COLLEGE-GENERAL-BASIC LEVELS II, III, and IV (BASE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>5.41</td>
<td>4.33</td>
</tr>
<tr>
<td>A</td>
<td>5.00</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>4.59</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>4.16</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.75</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>3.34</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.91</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.50</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>2.09</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.66</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.25</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.84</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

- To determine class rank, weighted grade scale is used.
- You may receive an “I” on your grade slip if your work is incomplete for medical reasons. If you receive an “I”, this means that you must complete all necessary work within two weeks or the teacher will submit an “F” for your final grade.

EXAM EXEMPTION
Springfield High School does not offer exam exemptions.

HOMEWORK
Homework is assigned to help the student become more self-reliant, learn to work independently, improve the skills which have been developed and complete certain projects such as the reading of worthwhile books and the preparation of research papers. Homework assignments also afford a way for parents to acquaint themselves with the school program and their own children’s educational progress.

Homework is considered practice and it should therefore not account for more than 15% of a student’s grade, except as may be determined jointly by a teacher and principal, or as otherwise provided for by law, rule or regulation. However, students may be assigned a project that requires work outside of the classroom going beyond regular homework and would not be accounted for as homework.
Students who enroll in honors, Advanced Placement, or International Baccalaureate courses may be assigned summer work to complete prior to taking the course. This work is meant to prepare students for the upcoming school year’s curriculum. Summer work is due the first full day of school and a formal assessment may be given over the content. The summer assignment will be part of the first quarter grade.

**CLASS RANK**

There are many students who achieve academic excellence. To encourage more students to enroll in rigorous coursework, the Board desires to reward the outstanding academic achievement of all students who achieve academic excellence. All Springfield High School students will be recognized for their outstanding scholarly achievements. Effective with the graduating class of 2009, the following class rank will be established and printed on the diploma for each student who achieves as follows:

- 4.17 or higher GPA “Valedictory Scholar”
- 3.84 – 4.16 GPA “Salutatory Scholar”
- 3.49 – 3.83 GPA “Scholar”

**DETERMINATION OF VALEDICTORIAN AND SALUTATORIAN**

The determination of the Campus-Wide Valedictorian(s) and Salutatorian(s) shall be based upon the student’s final cumulative earned weighted grade point average (GPA). This determination will be based upon a calculation of such following the final grades of the student’s final year of high school. This calculation includes all courses taken for high school credit, regardless of whether the courses were taken while the student was in middle school or high school, with the following stipulations:

- This calculation is separate from and will not be used to determine any student’s class rank or grade point average (GPA), other than the Campus-Wide Valedictorian and Salutatorian. This determination will first take effect for the Graduating Class of 2018.
- Springfield City School District (SCSD) middle school students taking high school-level courses from teachers with the proper high school licensure may receive the grade(s) and credit(s) earned.
- Grades from all students (SCSD and non-SCSD) should be on the official transcript presented to Springfield High School.
- The following students may be required to take a mastery exam(s) in the relevant subject area(s):
  - Students desiring transfer and application of credits from non-SCSD institutions.
  - Students desiring to take courses out of sequence, and at a higher level. Example: An incoming freshman desiring to take the third year of a World Language.
- An 80% score is the required minimum passing score for all mastery exams. A score of at least 80% satisfies requirements for placement in courses taken out of sequence, and for graduation.
- Students may choose whether to accept the mastery exam grade(s) as part of the calculation to determine valedictorian/salutatorian status. Passage of the mastery exam(s) will still satisfy placement and graduation requirements, regardless of whether the grade(s) is/are applied to the calculation.
- Upon completion of the mastery exam(s) and reporting of the score(s), students must choose whether to accept the grade(s). If the student chooses to accept the grade(s), the grade(s) will then be reported on the transcript.

**REQUIREMENTS FOR GRADUATION**

The Board desires that its standards for graduation meet or exceed the minimum standards of the Ohio Department of Education as well as State law and, further, that our high school compares favorably with other high schools in the state that are recognized for excellence.
The requirements for graduation from high school are as follow:

<table>
<thead>
<tr>
<th>District Minimum</th>
<th>Statutory Graduation Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Arts</td>
<td>English Language Arts</td>
</tr>
<tr>
<td>4 units</td>
<td>4 units</td>
</tr>
<tr>
<td>History and government, including one-half unit of</td>
<td>History and government, including</td>
</tr>
<tr>
<td>American History and one-half unit of American</td>
<td>one-half unit of American</td>
</tr>
<tr>
<td>Government</td>
<td>Government</td>
</tr>
<tr>
<td>1 unit</td>
<td>1 unit</td>
</tr>
<tr>
<td>Social Studies</td>
<td>Social Studies</td>
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<tr>
<td>2 units</td>
<td>2 units</td>
</tr>
<tr>
<td>Science, with inquiry-based lab experience,</td>
<td>Science, with inquiry-based lab</td>
</tr>
<tr>
<td>including one unit each in Physical Science and</td>
<td>experience, including one unit</td>
</tr>
<tr>
<td>Life Sciences and one unit in Chemistry, Physics or</td>
<td>each in Physical Science and</td>
</tr>
<tr>
<td>other physical science, Advanced Biology or other</td>
<td>Life Sciences and one unit in</td>
</tr>
<tr>
<td>life science, Astronomy, Physical Geology or other</td>
<td>Chemistry, Physics or other</td>
</tr>
<tr>
<td>earth or space science</td>
<td>physical science, Advanced</td>
</tr>
<tr>
<td>3 units</td>
<td>Biology or other life science,</td>
</tr>
<tr>
<td>Math, including one unit of Algebra II or its</td>
<td>Astronomy, Physical Geology or</td>
</tr>
<tr>
<td>equivalent</td>
<td>other earth or space science</td>
</tr>
<tr>
<td>4 units</td>
<td>4 units</td>
</tr>
<tr>
<td>Health</td>
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</tr>
<tr>
<td>½ unit</td>
<td>½ unit</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Physical Education</td>
</tr>
<tr>
<td>½ unit</td>
<td>½ unit</td>
</tr>
<tr>
<td>Electives *</td>
<td>Electives **</td>
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<tr>
<td>5 units</td>
<td>5 units</td>
</tr>
<tr>
<td>Total</td>
<td>Total</td>
</tr>
<tr>
<td>20 units</td>
<td>20 units</td>
</tr>
</tbody>
</table>

The statutory graduation requirements also include:

1. student electives** of any one or combination of the following: foreign language, fine arts (must complete two semesters in any of grades 7-12 unless following a career-technical pathway), business, career-technical education, family and consumer sciences, technology, agricultural education or additional English language arts, math, science or social studies courses not otherwise required under the statutory graduation requirements;

2. units earned in social studies shall be integrated with economics and financial literacy and

3. passing all state-required examinations.
Summer School

Summer school credits are accepted toward graduation, provided that administrative approval has been given prior to registration for the course.

Educational Options

High school credit is awarded to students who successfully complete Board-approved educational options that count toward the graduation requirements and subject area requirements.

College Credit Plus and Postsecondary Enrollment Options

Credit is awarded for courses successfully completed at an accredited postsecondary institution. High school credit awarded for a course successfully completed under College Credit Plus, or where applicable the former Postsecondary Enrollment Options Program, counts toward the graduation requirements and subject area requirements of the District. If a course comparable to the course successfully completed is offered by the District, then comparable credit for the completed equivalent course is awarded. If no comparable course is offered, the District grants to the student an appropriate number of credits in a similar subject area.

Correspondence Courses

High school courses offered through correspondence courses are accepted for credit toward graduation only when they meet the following criteria.

1. Credits earned in correspondence schools directly affiliated with state universities are evaluated by the school administration for students who wish to qualify for graduation from high school.
2. Credits earned from correspondence schools not directly affiliated with an accredited college or university may not be applied toward graduation.
3. Credits earned from schools that have been established primarily for correspondence study, rather than an institution primarily for residence study, are not accepted toward graduation.

Physical Education Exemption

A student who, during high school, has participated in interscholastic athletics, marching band or cheerleading for at least two full seasons is not required to complete any physical education courses as a condition to graduate. However, the student is required to complete one-half unit, consisting of at least 60 hours of instruction, in another course of study.

Junior Reserve Officer Training Corps (JROTC) Exemption

A student who has participated in JROTC for at least two full school years is not required to complete any physical education courses as a condition to graduate. In addition, the academic credit received from participating in JROTC may be used to satisfy the one-half unit of Physical Education and completion of another course is not necessary for graduation.

Community Service

Students must complete 60 hours of community service prior to graduation. All community service provisions must be completed prior to graduation. High school principals, with the approval of the superintendent, may modify or waive the community service requirement. Participation in extracurricular or co-curricular activities does not count towards the community service requirement.
Graduation Requirements Opt Out

The District does not offer students the ability to participate in the Opt Out program.

EARLY GRADUATION
Students who intend to graduate prior to the scheduled graduation date of their class must declare to their counselor their intention to graduate by the week preceding first semester final exams. If petition for early graduation is approved, the student will be moved to senior status for the second semester and will graduate in the spring of that year, provided that all requirements have been met. At the time the student is transferred to the senior class, class rank, awards, and honors will be dictated by the current senior class, not by the student’s prior class.

ONLINE LEARNING OPPORTUNITIES
Some students will choose to take courses online as a way to either recover credits or advance their credits. Springfield High School offers 2 platforms to complete their online learning experience, Plato and Gradpoint. For Seniors: Seniors will have all courses needed for graduation added to their Plato/Gradpoint schedule. All classes for seniors will be entered into DASL, our student information management system, at the time of enrollment into the Plato/Gradpoint courses. Seniors taking Plato/Gradpoint courses will have until the next to last day of senior exams to complete all work. All grades for seniors will be entered when senior grades are due. If a senior is not finished, it will be entered in DASL as an F. Any exceptions to this rule must be approved by the high school administrative team.

MIDDLE SCHOOL CREDIT
Student work successfully completed prior to the ninth grade is applied towards graduation credit if the course is taught by a teacher holding a license valid for teaching high school and is designated by the Board as meeting the high school curriculum requirements.

Students who wish to earn high school credit for a course(s) taken at the middle school must take the applicable exam(s).

● An 80% score is the required minimum passing score for all exams. A score of at least 80% satisfies requirements for placement in courses taken out of sequence, and for graduation.

● Students may choose whether to accept the exam grade(s) as part of the calculation to determine valedictorian/salutatorian status. Passage of the exam(s) will still satisfy placement and graduation requirements, regardless of whether the grade(s) is/are applied to the calculation.

Semester exams are not averaged together.

CALCULATION OF GRADE POINT AVERAGES FOR THE ALTERNATIVE PATHWAY TO GRADUATION*
For those students seeking the Alternate Pathway to Graduation, the Springfield City School District takes the position that for every course that a student retakes due to a failing grade, the new grade shall replace the old grade. Courses that are not the same, yet within the same content area, shall be averaged together. (Note: potential college athletes should consult with their counselor regarding state and national rules and regulations).

This requirement may also be changed by the General Assembly and the Governor of the State of Ohio, and thus new graduation requirements may be added. We will provide updates to families via our website when those changes, or other changes, are finalized.

STUDENT ACCELERATION
The board believes that all students, including advanced learners, should be challenged and supported to reach their full potential. For many advanced learners, this can best be achieved by affording students access to learning experiences more commonly provided to older peers. Among these experiences are early entrance into kindergarten, whole-grade or content area skipping, and early graduation from high school.
Any student residing in the District may be referred by a teacher, administrator, gifted education specialist, guidance counselor, school psychologist or a parent or legal guardian of the student to the principal of his/her school for evaluation for possible accelerated placement.

Copies of this policy and referral forms for evaluation for possible early entrance, whole-grade acceleration, individual subject acceleration, and early high school graduation are on the district web site and made available to District staff and parents at each school building. The principal of each school building or his/her designee solicits referrals of students for evaluation for possible accelerated placement annually, and ensures that all staff he/she supervises are aware of procedures for referring students for evaluation for possible accelerated placement.

NATIONAL HONOR SOCIETY: Springfield High School, Chapter 2138

Purpose: National Honor Society is a nation-wide organization with its headquarters in Washington D.C. Springfield High School was granted a charter in 1938 and is empowered to elect junior and senior members. The purpose of the National Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Springfield High School.

Membership
Selection for membership is based upon scholarship, leadership, character, and service.

Scholarship
In order to qualify for consideration by the National Honor Society Faculty Selection Council for membership, juniors and seniors must have a cumulative grade point average of 3.50 in academic subjects and have fulfilled any state testing requirements for graduation through the first semester of their junior/senior year respectively.

Leadership, Character, and Service
After qualifying scholastically, the candidate is rated by the teachers, counselors, and sponsors of school activities for Springfield High School and a discipline/attendance summary is run for each student. After the candidate is rated by these teachers, according to leadership, character, and service, the National Honor Society Faculty Selection Council determines his/her election to membership.

Activities
A student must have participated in at least two extracurricular activities during the previous year as well as in the current year. At least one activity each year should involve no academic credit. The following list gives examples of activities that will fulfill this requirement.

1. Active membership in any service or academic club.
2. Active membership in Student Council, Spirit Board or class officer.
3. Participation in interscholastic sports.
4. Participation in classes that require extra-curricular performances or many hours of after-school participation, such as band or choir (participation in only one such activity each year is acceptable for National Honor Society requirements).

COLLEGE AND CAREER READINESS
Springfield High School believes that in order to properly prepare our students for their futures we must help students develop the work habits, behaviors, and mindsets that affect success in college, career, and life. These skills must be demonstrated through a focus on a comprehensive rigorous course of studies that enables students to graduate fully prepared for the challenges that lie ahead. Students are encouraged to work with their counselor and teachers to ensure that they are selecting courses and activities that help them prepare for success after high school.

To further ensure our students have mastered the skills necessary to succeed in college or in a career, Springfield City School District is able to offer the following programs to students who have a signed CareerConnectED consent form. Some of these opportunities are available to students at SHS and from home, and some are available after school hours.
and during the summer at the CareerConnectED Center at 700 S. Limestone Street. More information is available at www.GetCareerConnectED.org.

Naviance: An online, comprehensive college and career readiness solution that helps align a student’s strengths and interests to college and career goals. Students can take surveys to discover individual strengths and learning styles, create course plans, explore college and career options, and apply to colleges via a link to the Common Application.

EPIC CampusReady Survey: Students in 8th and 10th grade take the CampusReady survey to learn what knowledge and abilities associated with college readiness they currently possess and then create a plan that supports increasing their college and career readiness skills going forward.

Internship Program: This program allows students to work with community partners in order to gain real-world experience in the workplace. Students can learn new skills, make important contacts, and “test drive” a potential career.

The internship program will assist students with:
- Job readiness training: All internship applicants are required to complete 10 hours of job readiness training to learn the skills necessary to apply for and work as an intern.
- Resume and interview preparation: Interns work with industry experts to create a resume and prepare for the interview process. We will also help match your interests and skills with internship opportunities that are right for you.
- Orientation and certification: Once selected into the program, interns will participate in a week-long orientation program to provide additional training and the opportunity to earn certifications in Customer Service, Occupational Health and Safety (OSHA), and ACT WorkKeys® (a test and certification of the level of academic achievement related to job readiness).

The Dome and CareerConnectED Center: Springfield City School District owns and operates The Dome, at 700 S. Limestone Street. The entrance on the north side of the building, marked CareerConnectED is the main entrance to an exciting variety of afterschool and summer programs that are available to students from Springfield High and, through the support of a state grant, also available to students from other Clark County high schools.

Among the spaces of great interest to high school students at The Dome:
- Springfield City School Districts’ John Legend Theater, which offers workshops in sound and light operations and other technical theater skills.
- YOUniverse Springfield, digital media lab with audio recording studios, 3D printing, graphic design, sewing, cameras, photo and video editing, virtual reality equipment, video gaming, painting, t-shirt production, and more.
- MakerSpaces including ReCycle, our bike shop; a woodshop; welding lab; and a fabrication lab with a laser engraver and CNC router.
- Digital Badging, via the LRNG platform, supports learning anywhere and anytime, and provides a way for students to have their learning validated by earning a digital badge. Badges can help students demonstrate skills they have mastered and they can unlock unique and new opportunities.

These spaces are staffed by well-trained mentors who offer workshops and special events, but are also available to help and support students who are directing their own learning and developing useful skills. These spaces are typically open Monday- Thursday from 2:30 PM until 7 PM, and often on Saturday mornings. Visit www.TheDomeSpringfield.org or www.GetCareerConnectED.org to learn more.

COLLEGE REQUIREMENTS
Many colleges require specific courses in addition to the state requirements for high school graduation. We suggest that students review the recommendations listed below as they consider which courses to complete before high school graduation. Specific college information can be obtained from the counselor or the college website.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4.00</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3.00</td>
</tr>
</tbody>
</table>
Mathematics 4.00 credits, including Geometry, Algebra I, and Algebra II (or its equivalent)
Science 3.00 credits, including one physical & one biological science
Foreign Language 2.00 credits
Fine or Performing Arts 1.00 credit

COLLEGE APPLICATION PROCESS
When applying to schools, it is in your favor to have a good school record, be active in school and community affairs, and have a good attitude toward others. Counselors will be responsible for providing transcripts, upon student request, in a sealed envelope for the student to include in the college application package. With the addition of Naviance this process can be and sometimes must be submitted electronically. A signed record release form must accompany the first request along with the Activity Sheet to aid the counselors in completing recommendations if required. The first final transcript is free. A fee will be charged for all final additional transcripts. A minimum of five (5 working) days’ notice must be given when a transcript is requested. Students requesting teacher recommendations should provide teachers with a stamped addressed envelope to send when completed. Students using Naviance and the Common Application have the ability and are required to submit these recommendations electronically. Students should plan ahead so that teachers have sufficient time to prepare recommendation letters. It is the student’s responsibility to meet all deadlines and allow ample processing time. It is also the student’s responsibility to check grammar, spelling, and the overall appearance of his/her application.

TIMETABLE FOR COLLEGE ADMISSION PROCESS

**Freshman Year***
1. Meet with counselor to obtain login information for Naviance.
2. Select high school curriculum to meet requirements of colleges on preliminary list.
3. Get to know your counselor.

* Each year, students and parents/guardians will work with staff members (particularly administrators and counselors) to complete or update the EPIC survey and the Naviance tool, both of which will offer detailed college and career guidance to assist in scheduling and post-secondary planning.

**Sophomore Year***
1. Review and revise high school curriculum to meet requirements of colleges on preliminary list.
2. Sign up for the PLAN test (P-ACT) given in the fall.
3. Review list of colleges of interest and add or delete based on new knowledge. Consider distance from home, size of college, in state or out, religious or public, liberal or conservative, and do not forget cost.
4. In February, schedule courses for 11th grade with college requirements in mind.

**Junior Year***
1. Register for the P-SAT in October.
2. Begin narrowing list of colleges to those of greatest interest according to individual academic, artistic, athletic, social and environmental needs.
3. Begin drafting autobiographical essays for use on college applications.
4. Ask a few teachers if they would write letters of recommendation for you when needed.
5. Contact the SHS AP/IB Coordinator to register for applicable AP or IB tests, and register for SAT II tests if appropriate.
6. Give counselor a list of all the activities in which the student has participated in both in school and out of school. He/she will need this for the counselor recommendation.
7. Sign up to take the SAT and ACT, check dates listed. The ACT is provided to all juniors during the regular school day free of charge by the state of Ohio.
8. Visit the first choice of colleges. If possible, visit second and third choices
Senior Year*
1. Retake the ACT and/or the SAT if scores were not reflective of ability.
2. Consider applying for “early admission” if appropriate.
3. Apply to 3-5 final choice schools.
4. Attend the Financial Aid Night and other related events with parents/guardians.
5. Apply for qualifying scholarships. Regular updates can be found on Naviance or through the counselors.
6. Be aware of the deadlines for applications and paperwork of any kind.
7. By September 1, request the FAFSA application from the counselor, go online at www.fafsa.ed.gov.

NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST FOR JUNIORS
This test is given in October of each year. Its purpose is threefold: to give experience in testing and testing procedures, to furnish a prediction score for college planning, and to qualify for scholarship aid through the National Merit Program.

This test provides the junior student with some insight into his/her performance on college testing. The result of the National Merit Scholarship Qualifying Test (NMSQT) portion of the test determines eligibility for the National Merit Scholarship program.

2017-2018 AMERICAN COLLEGE TESTING PROGRAM (ACT)
This test consists of 4 subtests: English, Mathematics, Reading, and Science. Colleges may use the ACT results for admission, placement, or scholarship purposes. Most state universities in Ohio require this test.

1. The ACT has a writing and non-writing component, most colleges and universities would like you to take both parts of the test.
2. It can take weeks for the ACT and SAT scores to arrive at the colleges and universities. Take the tests at least one month before scholarship deadlines to ensure the scores get there by the deadline.
3. Most students should plan to take these tests at least two times: once as a junior and once at the beginning of their senior year.
4. Be sure to get enough sleep and have a good breakfast prior to the test to maximize scores.
5. Be sure to take the appropriate test (ACT/SAT) required by the university or college of interest.

<table>
<thead>
<tr>
<th>ACT test dates</th>
<th>Registration Deadline</th>
<th>(Late Fee Required)</th>
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<tr>
<td>Test Date</td>
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<tr>
<td>October 28, 2017</td>
<td>September 22, 2017</td>
<td>September 23- October 6, 2017</td>
</tr>
<tr>
<td>December 9, 2017</td>
<td>November 3, 2017</td>
<td>November 4-17, 2017</td>
</tr>
<tr>
<td>February 10, 2018</td>
<td>January 12, 2018</td>
<td>January 13-19, 2018</td>
</tr>
<tr>
<td>April 14, 2018</td>
<td>March 9, 2018</td>
<td>March 10-23, 2018</td>
</tr>
<tr>
<td>June 9, 2018</td>
<td>May 4, 2018</td>
<td>May 5-18, 2018</td>
</tr>
</tbody>
</table>

SAT test dates

| Test Date               |                       |                                 |
|-------------------------|-----------------------|                                 |
| Test Date               |                       |                                 |
| November 4, 2017        |                       |                                 |
| December 2, 2017        |                       |                                 |
| January 20, 2018        |                       |                                 |
| March 10, 2018          |                       |                                 |
| May 5, 2018             |                       |                                 |
| June 2, 2018            |                       |                                 |

SAT II SUBJECT TESTS
These tests are designed to assess knowledge in a certain subject and to measure the ability to solve problems that have to do with certain subjects. These tests are made to sample that which is taught in a wide variety of schools, rather than in a specific school with a particular curriculum or way of teaching. Certain selective colleges/universities require SAT II subject test.
Many colleges require their applicants to take from 1 to 3 achievement tests in addition to the Scholastic Aptitude test. Some colleges may specify one or more of the tests their applicants must take, but most colleges give you some choice.

The College Board offers 1 hour achievement tests in Biology, Physics, Chemistry, English, Composition, French, German, Hebrew, Latin, Russian, Spanish, Intermediate Math, Advanced Math, American History, Social Studies, European History, and World Cultures.

SCHOLASTIC APITUDE TEST (SAT)
This test is designed to measure knowledge in basic verbal and mathematical ability acquired both in and out of school. It tests the ability to reason rather than remember facts. The verbal section addressed the ability to read with understanding, and the mathematics section tests the ability to reason mathematically. Colleges may use this test for admission, placement, or scholarship purposes. Many private universities both in Ohio and out of state require this test.

INTERNATIONAL BACCALAUREATE, ADVANCED PLACEMENT, AND OTHER OPTIONS TO EARN COLLEGE CREDIT
Springfield City School District is the area leader in offering its students many options that may result in students earning college credit. Springfield High School’s counselors and our dedicated IB/AP/College Options Coordinator can share the most up-to-date information with students. We urge students and their families to review the most up-to-date information to determine which options are best for them. A brief summary of what we offer, and key rules of these programs are listed as follows:

INTERNATIONAL BACCALAUREATE PROGRAM
This internationally recognized program is available to students in their junior and senior years. Most courses are two years long, although several are one year long. They are taught by specially trained and certified SHS teachers. During each course, students complete various projects/papers/presentations and at the end of each course, students also sit for examinations that are prepared by the IB Organization and are graded by IB personnel throughout the world. Students may earn a certificate in each course, and/or a full IB Diploma (7 certificates) in addition to their SHS Diploma. Colleges throughout Ohio, the U.S., and the world grant credit to students who complete IB courses with high enough scores. The required scores vary by college and by course. Springfield High requires each student who is enrolled in an IB Course to complete the class projects and to take the IB tests. SHS will pay for the costs of all IB testing for its students. IB examinations are only offered during the student’s junior and senior year. If students do not complete all projects and tests, their grade will be recalculated on the non-weighted scale.

ADVANCED PLACEMENT
Advanced Placement (AP) courses are developed by the College Board and are generally considered equivalent to one semester of a college course. The curriculum of each course is certified by the College Board and the courses are taught by SHS teachers. All SHS students in AP courses must take the exams, at SHS expense, or will lose the weighting of class grade. AP exams are written and graded by the College Board, and offered at SHS in May. (Students may elect to take AP exams even if they have not taken the corresponding AP Course; however, extensive self-study would be required and students who have not taken the AP course must pay for their test costs.) Students who score well enough on the AP exams are typically awarded college credit; in public universities in Ohio, a score of 3 (on a scale of 1-5) results in credit, but some colleges have different requirements. Deadlines apply and will be strictly enforced. Please check with your counselor or the College Credit Options Coordinator for information regarding these deadlines. Test fee waivers are available to SHS students who qualify for free or reduced lunch.

To receive a weighted grade in an IB or AP class, a student must sit for and complete the end of course examination and must complete all projects, papers, and portfolios required for external validations.

COLLEGE CREDIT PLUS (CC+)
State law provides for student participation in the College Credit Plus (CCP) program for the purposes of promoting rigorous academic pursuits and exposing students to options beyond the high school classroom. Therefore, eligible 7th
through 12th grade students may enroll at any public college/university and any participating nonpublic college/university on a full- or part-time basis and complete nonsectarian, non-remedial courses for transcripted high school and/or college credit. The District is required to notify all 6th through 11th grade students and their parents about the College Credit Plus program.

To participate in CCP, a student must apply to, and be accepted by, a participating college in accordance with the college’s established procedures for admission. The student also must meet the college’s established standards for admission and course placement, including any course specific capacity limits. The student and his/her parent also must sign a form acknowledging receipt of the required counseling and understanding of their responsibilities under the program.

**Specifics:**
College Credit Plus offers general education classes that you normally take during your freshman and sophomore years in college. You can choose a variety of classes, as well as the delivery mode.

CCP classes can be offered in several ways:
- At your own high school, taught by a high school teacher.
- At your own high school, taught by a college professor.
- At the college campus.
- Online, taught by a college professor.

**Eligibility:**
Beginning with the 2015-2016 school year all Ohio public high schools and public colleges and universities are required to participate in CC+. Each student must meet certain course completion or test score requirements to show you are academically ready for college classes. To get started, each student must complete the CC+ Letter of Intent to Participate form, by the deadline of April 1st, which can be found at [https://www.ohiohighered.org/ccp](https://www.ohiohighered.org/ccp)

Then, meet with your academy counselor to discuss what the best option for you is. For example, “College Credit Plus is not for every student . . . some students want to go to a private university or an Ivy League school, and Advanced Placement or International Baccalaureate classes are probably going to be the best route for them. Those are the types of conversations that students and families need to have with school counselors” . . . Steve Gratz, Ohio Department of Education.

For more information: [http://www.ohiohighered.org/node/5557](http://www.ohiohighered.org/node/5557)

From the Springfield City School District Policy and Regulations File: IGCH-R (Also LEC-R)

**STUDENT CONDUCT**
The Board of Education of the Springfield City School District requires that each student in the city school system conduct himself/herself in accordance with the standards of good school citizenship prescribed by the Board, its principals and teachers, commensurate with the grade and maturity level of the student. The Board will not tolerate any interference or disruption of the classroom instructional process or the safe and orderly environment and operation of the school that is caused by the misconduct of any student. The Board will give full support to principals, teachers and other school staff in requiring good conduct and good school citizenship of every student.

School discipline is the minimal level of order and control necessary for a school to achieve an effective climate for learning. The best type of discipline is self-discipline. The school staff must foster in students growth toward full self-control and self-discipline by striking a proper balance between internal controls (i.e., student self-directed) and external controls (i.e., rules, limits, boundaries set and enforced by school officials), and a balance between graduated student freedom and excessive regimentation in each classroom as well as in the school as a whole.

The Board believes that discipline, or good citizenship, is primarily a teaching function of the school staff and secondarily an administrative function of principals. Discipline must be taught, and it can and must be learned by students. Thus the roots of a well-disciplined school lie in what is learned by students in the total school environment, including the curriculum, classroom instruction, and the behavior of other students in classroom and non-classroom areas. The examples and attitudes of the adults in the building influence significantly the behavior and citizenship of students. When
good citizenship instruction provided in graduated fashion at each grade level and in every course does not produce good conduct on the part of some students, principals should provide reinforcement and support to teachers by applying other positive and corrective disciplinary measures to referred students.

The Board believes that quality teaching, consistently experienced by students in all their classes and courses, as well as a positive climate in the school as a whole, will produce interested, motivated, involved, successful learners, and will, as a result, reduce the incidence of student misconduct.

The Board understands that interest, involvement and assistance in a supportive role with their own children is not only an obligation of parents/guardians/custodians but also a necessary condition to the success of teachers and principals in bringing about good conduct and good school citizenship on the part of students. To this end, the Board will expect parents to play their full, responsible role in guiding their children and cooperating with school staff members.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. Students are also subject to discipline, as outlined in the Student Code of Conduct, for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process. The Superintendent/designee develops regulations that establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents receive, at the beginning of each school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the Student Code of Conduct and the fact that any violations of the Student Code of Conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the Student Code of Conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances.

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

**STUDENT IDENTIFICATION BADGES**
Students are expected to carry their school-issued ID and be able to produce it upon request. Failure to display your school-issues ID upon request may result in progressive discipline. Replacement IDs will cost $2.00.

**LOCKERS AND SECURITY OF PERSONAL PROPERTY**
Each student will be assigned a locker where they may keep books and personal items. School officials maintain the right to examine lockers if there is reason to believe that an illegal, harmful or dangerous article is contained in it. If you bring a valuable object to school for use in a classroom presentation or display, we suggest you leave it in the office for safe storage, as we cannot be responsible for belongings missing from a locker. Lockers are not to be shared.
HALL PASSES
Those who travel the halls at times other than during regular class change must have written permission from a staff member or have a correctly documented pass. This permit, signed by the teacher, shows the time and destination of your errand. You will be allowed to go only to the destination marked on the permit by the most direct route. Some students, because of special duties assigned to them, have the privilege of a special corridor permit. If you are the holder of such a permit, it is to be used only for the purpose intended. Students caught without a valid pass may receive a Saturday School.

During a specified time period within the first ten minutes of the start or end of each period hall passes should not be permitted. This initial no hall pass period is referred to as the freeze period. Hall sweeps will be used at random times during the year to make sure students are in their classes.

STUDENT RELATIONSHIPS AND PUBLIC DISPLAYS OF AFFECTION (P.D.A.)
High school students are expected to control their emotions in school. This means that kissing and other public displays of affection are inappropriate and not permissible.

RESTROOMS
The restrooms are centrally located on each floor. Smoking is not permitted and is a violation of state law. Anyone caught violating this law or vandalizing the restrooms will be penalized and face a possible suspension and financial restitution.
Loitering and horseplay is not permitted in and around the restrooms. Students must use the appropriate restroom and they are not permitted in staff restrooms.

CAFETERIA
The cafeteria is extremely busy during each half-hour lunch period, so student cooperation is important. Students are to be seated after they go through the line. Students are required to leave books and book bags on the lunch tables before entering the lunch line. Students are expected to be quiet and respectful in line and proceed in an orderly manner. Loitering around the lunch line area is prohibited. Students are required to properly dispose of all of their trash.

Restaurant food is not permitted to be brought in or dropped off in the cafeteria. All food or beverages are to be consumed in the cafeteria; food and drinks should not be taken out of the cafeteria.

Outside lunch privileges in the courtyard area are only permitted for seniors unless approved by an administrator. Students who become disruptive in the cafeteria will be assigned to an isolated lunch area or receive a lunch detention and will receive an office referral for possible additional disciplinary action.

FOOD AND DRINKS
Students may not bring outside food or drinks (including water) into the building, classes or media center. Food and drinks cannot be sold at any time during the day in competition with food service. There are vending machines available inside the building.
FOOD SERVICES MANAGEMENT/FREE AND REDUCED-PRICE FOOD SERVICES
The Board operates a food service program in its schools. Food is prepared on-site in each elementary, middle and high school.

Food services include breakfasts and lunches in all schools through participation in the National Child Nutrition Programs. The Ohio Department of Education, Office for Safety, Health and Nutrition, in partnership with the United States Department of Agriculture, administers the National Child Nutrition Programs through the National School Lunch, School Breakfast, Special Milk, After School Care Snack and Government Donated Food (Commodity) Programs among others.

As required for participation in the National Child Nutrition Programs, the Board agrees that:

1. To be eligible for reimbursement and government-donated foods, participating schools and agencies must prepare and serve meals that meet federal nutrition requirements.

2. The reimbursable meal must be priced as a unit and available to all students regardless of their ability to pay.

3. Meal service for lunch must be between 10:00 a.m. – 2:00 p.m.

4. Schools may choose one of four menu-planning options: Nutrient Standard Menu Planning (NSMP), Assisted NSMP, Traditional or Enhanced. A computerized nutritional analysis using USDA approved software is required to use NSMP. Traditional and Enhanced patterns are planned using minimum quantities of milk, meat or meat alternate, vegetables and/or fruits, grains and breads.

5. Any student under age 21 who is enrolled in an eligible school or RCCI may participate.

6. Additional benefits may be available to a student when his or her guardian submits a Free and Reduced Price School Meals Application. Based on the household size and income, the student may be eligible for meals free or at a reduced price. Schools may charge no more than 40 for a reduced-price lunch, 30 for a reduced-price breakfast. Schools set their own prices for meals served to students who pay the full meal price (paid full-price); though they must operate their meal services as non-profit programs.

7. A District Wellness Program is in place and enforced.
   a. The food services staff cooperates with the principals of the schools in matters essential to the proper functioning of the food services program. The responsibility for control of students using the cafeteria rests with the building principal.

All prices set for school breakfasts, lunches and milk are subject to Board approval, except for a-la-carte food prices. The Food Services Supervisor sets these prices without Board approval.

All students are expected to eat lunch at school and may not leave school grounds during the lunch hour, except as permission having been granted by the principal. Students are permitted to bring their lunches from home and to purchase milk and incidental items.

School lunch funds and other food service funds are kept in a special account. The District provides for at least one employee, who has received instruction in methods to prevent choking and has demonstrated an ability to perform the Heimlich maneuver, to be present while students are being served.

Students with Special Dietary Needs

At the beginning of each school year, or at the time of enrollment, parents are responsible for providing written communication of any special dietary needs of their child, including food allergies, to the District. Students with special dietary needs that qualify as disabilities under law are provided reasonable accommodation.
Substitutions to regular school meals provided by the District are made for students who are unable to eat regular school meals due to a qualifying dietary need when that need is certified in writing by the student’s physician. Substitute meals are provided in the most integrated setting appropriate to the special needs of the student.

The nature of the student’s qualifying dietary need, the reason this need prevents the student from eating regular school meals (including foods that must be omitted from the student’s diet), and the specific diet prescription along with the needed substitution must be specifically stated in the physician’s statement. The District, in compliance with the USDA Child Nutrition Division guidelines, provides substitute meals to food-allergic students based upon the physician’s signed statement.

The District develops and implements administrative regulations for the management of food-allergic students. Such regulations include, but are not limited to, school-wide training programs regarding food allergy education, staff development regarding food allergy identification and management, allergy emergency drills, strategies for the identification of students with life-threatening food allergies and the management skills including avoidance measures, designation of typical symptoms and dosing instructions for medications.

From the Springfield City School District Policy and Regulations File: EF/EFB

**ELECTRONIC SURVEILLANCE**

Students may be under electronic surveillance on the grounds or in a vehicle while on the property of the Springfield City Schools. Such surveillance is designed to insure the safety and control of students. Videotaping is done occasionally within classrooms.

**DRESS EXPECTATIONS**

Students are reminded that certain dress is not acceptable at Springfield High School. We believe that proper attire fosters positive behavior and a healthy school climate. The following dress code applies to all students; dress expectations will be enforced:

1. Clothing and accessories will not be distracting or disruptive.
2. Clothing and accessories will not interfere with the rights of others.
3. Clothing and accessories will not be vulgar, suggestive, or offensive.
4. Clothing and accessories will not advertise or promote the use of alcohol, tobacco, drugs, gangs or weapons.
5. Clothing and accessories will not disrespect ethnic, cultural, gender, sexual, or religious differences.
6. Clothing will not be comprised of pajamas or resemble undergarments.
7. Clothing will not expose the midriff, undergarments or inappropriate body parts.
8. During school hours, no hats, bandanas, hoods, or non-religious head coverings are to be worn inside the building.
9. Appropriate shoes must be worn at all times. Slippers are not permitted.
10. Shorts and skirts must extend to a length at or below one’s fingertips with arms hanging naturally at one’s side. Underclothes should not hang out of pants/shorts. Rips and/or tears in pants or shorts must also be lower than the fingertips with arms hanging naturally at one’s sides.
11. Pants must fit properly around the waist, have a belt, and be free of holes.
12. Straps on shirts should be at least three fingers in width and “low cut” shirts are not permitted.
13. Sagging pants are not acceptable.
● Students are asked to manage appropriate dress at home to prevent uncomfortable and potentially embarrassing conversation at school.
● It is understood that not all unacceptable attire (such as pajamas and muscle shirts) can be listed or described here.
● Building administrators will make the final decision regarding the appropriateness of clothing and accessories.
● Students will be required to change if their clothing or appearance violates the dress code. Violators will have an opportunity to call home for appropriate attire to be delivered and will be placed in ILC until the issue is resolved.
● A second or repeated violation may result in further disciplinary action.

DANCE EXPECTATIONS
Dances are social events sponsored by the school and all school rules apply to these events. This includes but is not limited to: wearing proper attire; not using or possessing drugs, alcohol or tobacco; being respectful; not using profanity; refraining from excessive displays of affection; dancing properly; and complying with chaperone, staff and administrative requests. Once a student leaves the event, reentry will not be permitted.

Guests from outside the school are permitted to attend dances or other social events under certain conditions. Guests must complete a dance permission slip including a signature of a parent and administrator from their home school (when applicable) along with providing proper identification. Only one guest is permitted per student and no middle school students or individuals over the age of 20 are permitted. Any Springfield High School student inviting a guest must accompany them to the event. Administrators must approve guest requests to attend school sponsored social events.
The school prom is a dance for juniors and seniors. Freshmen are not permitted to attend prom, and any sophomore attending as a guest must complete the required permission slip and meet the requirements. Beginning with the 2017/18 school year, new eligibility requirements will put in place for those wanting to attend dances or be considered for nomination to Homecoming/Prom Court at Springfield High School.

1. Students may have no suspensions in the current school year.
2. Students with 10 or more unexcused absences in the current school year will not be permitted.
3. Students earning 2 or more Fs on the most recent interim or report card will not be permitted.

Students may also be denied the privilege to attend a dance based on other school behaviors or removed from a dance without a refund for not complying with these expectations.

Exceptions: On rare occasions, exceptions to these provisions will be made. Impacted stakeholders will need to confer with the school leadership team on an individual basis in order to pursue an exception.

TRAFFIC
All safety rules prescribed by the Springfield Police Division and the school will be obeyed. All vehicles parked on school property are subject to be searched at any time. Students are not to sit in parked vehicles nor are students permitted to loiter in the parking area. Any violation of these rules or operating a vehicle in any manner that could in any way injure a person on school grounds or school access roads shall result in loss of parking privileges. If you park in the parking lot, the school is not responsible for damaged caused by signs that may have fallen over. When dropping off/picking up students, the procedure is to use the driveway that goes in front of the school. This driveway sits between the staff parking lot/bus loop and the student parking lot. Drivers are NOT permitted to drop off/pickup students in either the bus loop or the staff parking lot.

PARKING PERMITS
Parking permits must be obtained to park in the parking lot. Failure to obtain and display your assigned parking permit may result in the towing of the vehicle. Seat belts must be worn at all times while on school property.

TEXTBOOKS
Textbooks may be issued to students. That book is to be returned to the teacher at the completion of or withdrawal from the course. STUDENTS MUST PAY FOR BOOKS THAT ARE NOT RETURNED. Students losing a textbook may be issued one replacement book (if it is available) and be responsible for both books. Students should not be responsible for more than two books per class at any given time.

TELEPHONE
No student is permitted to use the school phone at any time during school hours unless the student has permission from a staff member. Classroom phones are for teacher use only.

LOST AND FOUND
Found items should be turned in to the main office so that they may be placed in the "lost and found". At the conclusion of each semester, unclaimed items may be thrown away or donated to a charitable organization.

SKATEBOARDS
No skateboards are to be used on school property.
ELECTRONIC DEVICES
Cell phones, i-Pods, CD players, radios, and other electronic devices may compromise the learning environment and academic integrity. We understand the changing nature of electronic communications and the complexity of using such devices in the school setting. We believe it is part of our mission to teach the proper use of electronic devices in an educational setting rather than to prohibit use of such devices altogether. Therefore, students may use personal electronic devices in the cafeteria and non-academic hallways during the school day as well as on the school buses. Students may only use personal electronic devices in academic areas/settings at the direction of – and with the explicit permission of – the teacher. Areas where electronic devices are prohibited will be clearly marked. For purposes related to health, safety and welfare, and to hear directions of staff members, students are expected to remove headphones, headsets, earbuds etc., in the hallways.

Students who violate the electronic devices policy by using cell phones, headsets, ear buds, or other devices in restricted areas will be subject, but not limited to any and all existing school disciplinary policies for class disruption, disrespect, insubordination, harassment, bullying and causing panic. Video and audio recordings on school district property without prior written consent from school administration are strictly prohibited. Appropriate disciplinary action will be taken for all violations of electronic device usage. The administration reserves the right to confiscate cell phones and other electronic devices for repeated or serious violations of policy and hold them for the student to pick up at the end of the day (first offense) or for the parent to pick up (additional violations).

Failure to comply with a staff member’s request concerning electronics is a serious infraction (insubordination) and will result in additional disciplinary measures.

The Springfield City School District is not responsible for lost or stolen electronic devices and may not initiate investigations into lost or stolen electronic devices.

TECHNOLOGY
1:1 Policy
Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction and the way they approach student learning in order to incorporate the vast, diverse, and unique resources available. The Springfield City School District Board of Education provides technology so that students may acquire the skills and knowledge to learn effectively and live productively in the 21st century. The electronic device issued to a student is like any other teaching and learning tool provided to the student by the Springfield City School District. Students are expected to show proper use and respect for the device.

Please refer to the Student Laptop Agreement and Acceptable Use Policy in package of forms provided to each student at the beginning of the school year.

HAZING
Hazing of students as a part of an initiation to a student organization is forbidden. Hazing is defined as an action causing physical or mental harm or an action that has substantial risk of causing physical or mental harm. Students and staff members are to report any such activities to the administration immediately.

STUDENT TRANSPORTATION ON SCHOOL BUSES
The School Board furnishes transportation in compliance with state law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus and after the student leaves the bus at the end of the school day. Behavior on the way to and from school as well as at the bus stop is governed by school disciplinary policy and subject to penalties.
Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for suspending transportation services to any student once proper procedures are followed.

The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges only for a period of up to one school year. The only due process required is notice to the student and parent of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator’s decision is final.

The Board’s policy regarding bus-riding privileges must be posted on school buses and made available to students. After Board approval, regulations regarding conduct on school buses, as well as general information about the school transportation program, are available to all parents and students.

- Students must have their ID to board the bus and must display it to the bus driver upon request.
- Students who violate the policies of the school or fail to abide by the necessary procedures are subject to denial of bus privileges, including suspension/removal from the school bus.

**Transportation Expectations:**
1. Remain at designated drop off/pick-up/bus stop areas;
2. Enter and exit the bus orderly;
3. Sit in assigned seats;
4. Keep hands and head inside the bus at all times;
5. Remain quiet at railroad crossings;
6. Use appropriate language;
7. Use quiet voices
8. Keep the bus clean;
9. Do not eat/drink/smoke on the bus;
10. Do not write on the siding or seats;
11. Do not scratch or rip the seat covers;
12. Be at your stop on time;
13. Protect personal, school, and bus property;
14. Follow district, school and transportation rules while waiting at the drop off/pick-up/bus stop areas and while riding the bus;
15. Communicate problems to driver/school personal;
16. Arguing and fighting is prohibited.

For questions, please contact the Transportation Department at 505-2850

From the Springfield City School District Policy and Regulations File: JFCC (Also EEACC)
DISCIPLINARY POLICY

GENERAL STATEMENT OF DISCIPLINE POLICY
The following statement on discipline is taken directly from the Policy Manual of the Springfield City Board of Education:

PUPIL’S RESPONSIBILITY
All pupils of whatever age, when entering the public schools, will be expected and required to conform to the rules and regulations thereof, and to render obedience and respect to their teachers. They shall be required to observe the customary rules of courtesy and politeness; and to pay a careful regard to whatever may contribute to good order and decorum as established by the acceptable standards of the schools and community. The Superintendent of Schools and the school principals shall be authorized to use their own judgment in regard to what is to be interpreted as contributing to good order and decorum.

PARENTS’ RESPONSIBILITY
It is recognized that discipline is the primary responsibility of the parents and that the influence of the home will be reflected in the conduct of the pupils while attending school. The behavior of students attending our schools shall reflect standards of good citizenship demanded by members of a democratic society. It is the parent’s obligation by teaching an example, to develop in the child good behavior habits, as well as proper attitudes toward the school.

SCHOOL RESPONSIBILITY
It shall be the school’s responsibility to provide experience that will influence the behavior of the students so that they will become better citizens. Policies and measures of discipline shall be employed to establish respect for authority and to maintain favorable study conditions free from distractions and misbehavior.

JOINT RESPONSIBILITY
The parents and the school must strive for an environment in which desirable behavior is encouraged through discipline of a positive, rather than a negative type. Self-discipline (recognizing and accepting the responsibilities of one’s actions) shall be one of the important ultimate goals of the home and school. Respect for the rights of others shall be encouraged; and opportunities shall be made available for pupils to develop ideals, interests, habits, and skills, which will provide training in self-discipline and good citizenship. The following are selected quotations from the Revised Code of Ohio. These are supplemented by other laws, as well as ordinances of the City of Springfield.

Section 2923.021 of the Revised Code of Ohio states:
“No person shall sell, exhibit for sale, or carry on or about his/her person any knife fitted with a mechanical device for automatic release of the blade, opening the knife and locking the knife in the open position, commonly known as a switch or automatic spring knife.”

Section 2901.20 of the Revised Code of Ohio states:
“No student or person in attendance at a public, private, parochial, or military school, college, or other educational institution shall conspire to, or engage in, hazing or committing an act that injures, frightens, degrades, disgraces, or tends to injure, frighten, degrade, or disgrace a fellow student or person attending such institution.”

Students and/or adults violating these laws will be subject to the disciplinary measures of the school and/or immediate referral to local enforcement agencies for proper disposition according to law. Students who participate in group action, including such activities as walk-outs, sit-ins, etc., which in any way adversely affects the normal operation of the educational program or school activities will be subjected to established disciplinary policies of the school, including suspension and the possibility of expulsion and/or immediate referral to local enforcement agencies for proper disposition according to law.
The Springfield Board of Education believes school attendance to be a privilege, as well as a right, carrying with it the responsibilities of good citizenship and acceptable behavior. All students, when entering Springfield High School shall be expected and required to conform to the rules and regulations thereof, and to render obedience and respect to their teachers. Personal appearance or actions, which reflect upon the school that are detrimental to the proper order or operation within the school shall not be permitted.

**Students who violate the policies of the school, or fail to abide by the necessary procedures, are subject to the disciplinary policies of the Springfield Board of Education, and are as follows:**

- Positive actions by teachers to inspire correct behavior
- Counseling by teachers, guidance counselor, administrators or other staff
- Parental conferences
- Denial of privileges
- Suspension or dismissal from class
- Referral to appropriate community agencies including the courts
- Detentions and Isolated Learning Center (ILC)
- Saturday School
- Thursday School
- Emergency removal
- Removal from extra-curricular activities
- Out-of-School Suspension
- Expulsion from school by the Superintendent of Schools.

Students are reminded that it is the prerogative of any teacher to keep students after or before school for disciplinary reasons, extra help, or conference. Students may be asked to sign a “return after or before school” slip upon request of the teacher. Refusal to sign such a slip will result in a more serious penalty. Students failing to report will receive their penalty from the appropriate disciplinarian, unless cleared prior to leaving school by a school administrator.

**DUE PROCESS**

The staff and administration of Springfield High School are well aware of the rights possessed by students as prescribed by law. Every effort will be made to insure that those rights will be protected through reasonable and judicious action. Most but not all of the responsibilities of students are included in the disciplinary section of this handbook and, from that section, students can become aware of areas over which the school can and does exercise control, and what the expectations of the school are with regard to behavior and conduct.

**DUE PROCESS IN SUSPENSIONS OR EXPULSIONS**

The following procedures shall be followed in any cases of suspension or expulsion:

1. The student shall be informed of the offense and possible discipline.
2. The parents or guardian shall be informed as soon as possible and are invited to appear at the school for a personal conference with the student, the principal, and any necessary people to present the situation. In some cases, the parent will be required to come to the school for a conference.
3. If the parents or guardian cannot immediately appear, the student shall be “excused” from school until they can be present. During this time period, the discipline shall be postponed and the student will be able to make up any work if he/she is not guilty or if a satisfactory solution is reached.
4. The excused period will be no longer than 24 hours unless there are extenuating circumstances acceptable to the school. Failure of the student and parent or guardian to appear will be considered a waiver of the right to appeal. This waiver will constitute an acceptance of the discipline and the excused time period will then become part of the suspension period.
5. If the conference is obtained, the situation shall be presented, all evidence brought for, and the principal shall then render decision and discipline.
6. If the parent(s) or guardian(s) is not satisfied, appeal is open to the Board of Education.
7. The student has the right to counsel at an expulsion hearing.
INTERROGATIONS AND SEARCHES
The District has responsibility for the safety, control and management of the students during the school day and hours of approved extracurricular activities. In the discharge of that responsibility, the District may search the person or property of a student, including but not limited to, student owned and/or operated motor vehicles, motorcycles and bicycles parked on school property or at school-sponsored activities held off school grounds, desk, lockers, other storage areas and/or articles carried upon their persons. These searches may take place with or without the student’s consent, whenever the District reasonably suspects that the search will discover evidence of a violation of the law or school rules and regulations. All searches will be conducted in such a manner as to aid in the educational process, preserve discipline and good order, and to promote the safety and security of persons and their property within the area of the school’s responsibility.

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to randomly search any locker and its contents as the administrator believes necessary. This policy will be posted in every building.

The Superintendent may authorize the use of canines trained in detecting the presence of drugs and/or drug paraphernalia. The canines may be used in the school facilities and on school grounds, including student lockers and parking areas. The use of the dogs may be unannounced and random. If a trained canine alerts on a particular locker, vehicle, article(s) carried by a student or other container, reasonable suspicion to search that locker, vehicle, article or container shall be deemed to exist under this policy.

Additionally, while discharging its responsibility the school administration is to make an effort to protect each student’s rights with respect to interrogations by law enforcement officials. Interrogations of students by law enforcement agencies and other authorities not directly associated or assigned to the District are extremely disruptive to a student’s educational process. Further, such interrogations may impact student and/or parental rights. Therefore, a determination whether to allow such interrogation will be made by school administrators on a case-by-case basis. The administration has developed District regulations to be followed in the case of searches and interrogations.

SUSPENSION
Suspension is for those students who fail to comply with school rules by repeated violations and/or negligence. It also applies to violation of those rules in which suspension from school is the prescribed discipline. While suspended, the student must stay off school grounds and is not permitted to participate in or attend any school activities, on or off school grounds. Classroom assignments missed by a student suspended from school may be made up at the discretion of school administrators. Participation in extracurricular and co-curricular activities is a privilege, not a right; therefore, additional consequences may be imposed regarding participation in co-curricular and extracurricular activities.

EXPULSION
Expulsion is for those students who, because of improper conduct, indicate a lack of responsibility or exhibit incorrigibility, are excused from attendance at school. When a student is expelled, his enrollment at the school is terminated pending the results of the hearing. The student under expulsion is not permitted on school grounds and is not permitted to participate in school functions and activities. The student has a right to counsel at an expulsion hearing.

SCHOOL SAFETY AND RESPECT
It is vital that the school learning and social environment is safe and respectful. Students who violate or threaten the safe and respectful environment of the school will face disciplinary consequences, possible removal from the classroom, and be subject to suspension from school.
NO SCHOOL, NO DRIVE BILL HOUSE BILL 204 - “NO SCHOOL, NO DRIVE” BILL.

Springfield High School Schools will be implementing this bill for the following circumstances:

1. Whenever a student is suspended or expelled from school in accordance with O.R.C. 3313.66 for the possession of alcohol or drugs, the Superintendent may notify the registrar of motor vehicles and the juvenile judge of the county of the suspension or expulsion. After receiving such notification, the registrar of motor vehicles is required to suspend the temporary instruction permit or driver’s license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or license. Driving privileges may be restored once the Superintendent notifies the registrar that the student has satisfied any conditions established by the Superintendent.

2. When the Superintendent receives information that a student of compulsory school age has withdrawn from school, the Superintendent must, within two weeks after the withdrawal, notify the registrar of motor vehicles and the juvenile judge of the county in which the school district is located. Such notification is not necessary if a student has withdrawn because of a change of residence or the student is enrolled in and attending, in accordance with school policy, an approved program to obtain a diploma or its equivalent.

3. The Springfield City Board of Education authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student’s driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 10 consecutive days, or a total of at least 15 days during a semester or term.

Springfield High School students electing to attend a commercial driving school shall request an SF-470 Principal’s Release Letter prior to their enrollment in the commercial driver training school course.

SMOKING AND DRINKING

The rule for smoking and drinking on school property or at school-related functions is simple: DO NOT. Smoking and drinking or related evidence of intoxicating beverages is inconsistent with the educational philosophy of the school and is a violation of state law. As such, they are then strictly prohibited. See Board policy JFCG, JFCH, JFCI

The current law for smoking under the age of 18 states:

School administrators will issue students smoking on school property under the age of 18 a court citation. The court citation states you will appear in court and pay a $100.00 fine.

OFF SCHOOL GROUNDS AUTHORITY AT SCHOOL RELATED/SPONSORED ACTIVITIES

These school-related or school-sponsored activities are considered an extension of the regular school day, and, as such, all regular school rules shall be observed. It is a student’s privilege to participate or attend these activities; therefore, he/she must accept the responsibility of abiding by all school rules when he/she does participate or attend the activity. Any event or activity in the name of Springfield High School must have administrative approval and proper faculty supervision.

ACADEMIC DISHONESTY

Academic dishonesty is a serious violation that is counter to the purpose and aims of Springfield High School. Instances of academic dishonesty include cheating and plagiarism.

I. Cheating is defined as copying the work of another; willfully supplying answers either written, verbal, or nonverbal on tests, quizzes, or projects; or using resources such as notes, calculators or copies of test/quizzes without teacher approval.

II. Plagiarism: the appropriation of imitation of the language, ideas, and thoughts of another author, and representation of them as one’s original work.

A. Verbatim use of a quote or quotes without quotation marks or documenting the source.
   1. Use of another’s idea without acknowledging the source.
   2. Submission of work prepared by another person and passing it off as one’s own.
Examples are but not limited to the following:
   a. written papers including stories, poems, essays, and/or research papers.
   b. artwork
   c. tests/quizzes
   d. projects
   e. sources obtained using electronic devices
   f. reports from online computer services
   g. audio/visual reports or tapes
   h. musical arrangements or sheet music

B. Submission of work copies from ideas taken from computer services or the web without crediting the source.
   1. Willfully allowing another student to copy his/her work, disk, files, etc.
   2. Copying from or re-submitting a paper without teacher consent, for which credit has been previously earned.
   3. Manipulating, destroying, damaging, or interfering with any academic work of another student.
   4. Illegally accessing a computer or computer program data file.
   5. Accessing a teacher’s edition of a textbook or other teacher materials without consent.

III. Consequences
   A. Documented cases of academic dishonesty for freshmen will result in the following:
      1. The student will receive no credit (0) for the assignment.
      2. The incident will be noted as a matter of record.
      3. The incident will involve both parent/guardian and counselor. Parent/guardian is to be notified by the teacher. Effect on Membership in Academic Organizations
         A. Notations in the student’s cumulative folder that will prohibit membership in National Honor Society.
         B. Disciplinary action within the National Honor Society - if the student is currently a member - using national guidelines for removal and/or disciplinary action.
         C. Ineligibility for any academic distinction.

BULLYING
Bullying is repeated, intentional written, verbal or physical acts that a student has exhibited toward another particular student. Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No students are permitted to plan, encourage or engage in any bullying activities.

GANG-RELATED ACTIVITY
Because the presence of gangs and gang-related activities can cause a substantial disruption of, or material interference with, the learning process and other school activities by arousing fear, alarm, resentment, anger, hostility or violence, thereby creating an intimidating, threatening or distracting school environment, and because the presence of gangs and gang-related activities in the schools and at school sponsored activities has a substantial impact on the Board’s ability to provide for the safety and welfare of students, staff and visitors, and because existing policies prohibit students from engaging in conduct or speech which is disruptive, intimidating or threatening, and because the Board of Education has determined that more detailed policies are necessary to clarify that disruptive activities on the part of any student, including gang members, will not be tolerated, the Board of Education hereby acts to prohibit disruptive, threatening and intimidating gang related conduct as follows:

DEFINITIONS:
   A “gang” is defined as any group of two or more persons whose purposes include the commission of illegal acts or which supports the commission of illegal acts by its members.
   A “school sponsored activity” includes any activity in which the Board may be legally liable for the safety and welfare of those participating or attending, including, but not limited to, interscholastic or intramural athletic events, school social events such as dances and proms, theater productions and
variety shows, vocal and instrumental competitions and any other interscholastic competitions, club meeting, club activities, class trips, field trips and any other event sponsored, approved, organized or paid for, in whole or in part, by the Springfield City Schools.

PROHIBITED ACTIVITY
1. No student on, or about, school property or at any school sponsored activity shall wear, possess, use, distribute, display or sell any clothing, medallions or other jewelry, emblem, badge, patch, symbol, insignia, sign, tattoo (whether permanent or temporary), scar or mark, haircut, or other things which identify a gang or which are evidence of membership or affiliation in any gang or which otherwise disrupts the academic process.

Any student who wears, possesses or displays any article in violation of this section of the policy will be immediately ejected from school grounds or school activities until such time as the offensive article is removed or disposed of or until the tattoo, scar, or other mark is removed or appropriately covered with clothing or otherwise so as not to be visible. Students may return to school or school activities only if accompanied by a parent or guardian. Students who fail to return to school by the end of the next school day will be suspended. Students who distribute or sell any article prohibited by this section shall be suspended.

Repeated violations of any part of this section will result in further suspension or expulsion.

2. No student on, or about, school property or at any school sponsored activity shall engage in conduct, or use any speech, whether verbal or nonverbal (gestures, hand signals, handshakes, etc.,) showing membership or affiliation in a gang when such conduct or speech is intended to cause disruption or when one knows or has reason to know that such conduct or speech arouses fear, alarm, resentment, anger, hostility or violence.

Any student who violates this section of the policy shall be immediately ejected from the school or school-sponsored activity and will be permitted to return only when accompanied by a parent or guardian. Students who fail to return to school by the end of the next school day will be suspended. Repeated violations of this section shall result in immediate suspension or expulsion.

3. No student on, or about, school property or at any school-sponsored activity shall use any speech or commit any act or omission which is disruptive, intimidating or threatening or which tends to arouse fear, alarm, resentment, anger, hostility or violence, including, but not limited to, the following gang related activity:
   a. soliciting or recruiting others for membership in any gang or soliciting others for participation in gang activities;
   b. requesting any person to pay for protection or intimidating or threatening any person;
   c. assaulting any student or school employee or visitor (whether during school or school sponsored activity or on the way to or from school or school sponsored activity) or inciting others to act with physical violence;
   d. distributing or copying any gang related material on school property or at school sponsored activities;
   e. marching, congregating, massing together with the intent to disrupt or intimidate or when one has reason to believe that such conduct will arouse fear, alarm, resentment, anger, hostility or violence. Such meetings or congregations are contrary to the purposes of the educational institution and will be considered trespassing. Trespassers will be prosecuted.
   f. placing any gang related graffiti on the school or school property or on the property of others during school sponsored activities;
   g. committing any other illegal act or other violation of school district policies.
Students who violate any of the provisions of this section of the policy will be subject to disciplinary action up to and including suspension or expulsion. Repeated violations will result in expulsion. Furthermore, students will be prosecuted to the fullest extent of the law for any criminal conduct, including but not limited to, any trespassing, vandalism or assault in violation of this section.

**EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES:**
Any student who violates this policy will be barred from representing the school as a member of an athletic team or as a participant in any extracurricular or co-curricular activities for up to ninety school days following the violation.

**PHILOSOPHY OF DISCIPLINE**

**DISCIPLINE HAS BEEN DEFINED AS...**
...“controlled behavior to develop within an individual responsibility for his/her own actions in accordance with socially accepted conduct.”

The Handbook for Students & Parents is intended to be used as a resource guide for school administrators, students and parents. The handbook is divided into a range of consequences in order to demonstrate that student discipline is “progressive” and that the aim is always to eliminate the inappropriate behavior. Additionally, the District adheres to the concept that behavioral issues should be addressed in a positive manner whenever possible. All disciplinary consequences do not bear a “one to one” relationship with a disciplinary infraction. School administrators will always need to rely on their individual discretion when dealing with consequences for students. Parents and students may sometimes feel that consequences are “not fair” or that one student is punished more than another student. From a procedural perspective, school administrators attempt to do the best job possible with the resources and time available to them. Every effort is made to interview all students involved, to provide every student with reasonable “due process” and to render consequences that are both fair and reasonable. Please bear this in mind when you challenge disciplinary consequences.

**Behavior Management**

There can be no statements on discipline without some mention of sound basic principles of good classroom management without some discourse on a realistic and relevant curriculum - without indication of the responsibilities of everyone who plays a part, directly or indirectly, in the instruction program - or, without references to the forces, institutions and people who share in developing the minds and personalities of young people. It is an over-simplification to expect that overt acts of disruption and violence can be dealt with effectively by a list of prescriptive punishments. Effective solutions must address themselves to the causes and the climate of unacceptable behavior in addition to suggestions of punitive remedies.

**Schools and Society**

Schools reflect the society in which they exist. A society characterized by increasing numbers of violent crimes, growing incidents of drug abuse, widespread permissiveness, and greater emphasis on citizen rights rather than citizen responsibilities can expect to witness increasing incidents of violence in its schools. Social institutions do not exist in a vacuum. They are part of a society and are influenced and affected by changes taking place in society.

**School’s Responsibility**

Schools are also agents for change in our society. We must see to it that each student learns through school experiences to recognize the essential worth of each individual and to respect rights - to adjust personal desires to the welfare of the schools - to own work honestly and fairly - to establish high standards of personal integrity - and to achieve and feel personal satisfaction in group success. The achievement of these ideas represents an awesome responsibility for the schools.
Shared Responsibility
While society can assume that schools should accept their share of accountability for citizenship training, it must be recognized from the outset that schools cannot do the job alone. The influence of the family, community and preschool training of children cannot be minimized. Parents cannot evade the important role they play in the development of the behavioral characteristics of their children. The parent is the child’s first teacher and remains the most important teacher throughout the formative years. A school program in citizenship training, however well-intentioned and directed, could never approach the degree of influence which a parent has on a child. If this influence over character development and self-control is neglected, the school’s task becomes much more difficult. HOWEVER,...when the objectives of the school and the family are mutually consistent, the task of the school becomes more obvious to the pupil.

Safe Schools
Springfield City School District remains committed to the goal of safe schools and an orderly process of instruction. Our goal is that everyone - members of the Board of Education, central office personnel, school administration, teachers, parents and students - assume his or her share of responsibility toward attainment of that goal. To do otherwise would be a great disservice to the students of Springfield City Schools.

TEACHER RESPONSIBILITIES/RIGHTS

**TEACHERS SHOULD:**
- develop and enforce a Classroom Management Plan that is approved by the building administration
- utilize their Classroom Management Plan prior to referring a student to the office
- recognize some behaviors should be classroom managed rather than office managed
- be guided by professional ethics in relationships with others
- inform parents about academic progress and conduct of students
- show concern and respect for each student
- plan and conduct effective and motivational instructional strategies
- utilize intervention programs and strategies to ensure student success
- develop and apply creative and engaging lessons to improve student learning and increase on-task behaviors
- manage classroom routines that contribute to instruction, a well-ordered classroom and the development of civic responsibility
- be sensitive to the behavior of students and alert to changes that require additional assistance for the student
- know and enforce the rules courteously, consistently and fairly—deal with misconduct quickly, firmly and impartially
- handle behavior problems according to established practices
- report undesirable school situations to the principal promptly
- take advantage of opportunities for academic growth at all levels
- report any suspected abuse or neglect to proper authority/agency

**TEACHERS HAVE THE RIGHT TO:**
- require a reasonable standard of orderly behavior in the classroom
- have the respect of students, their families, fellow staff members and the school administration
- use reasonable force, if necessary, to protect him/herself, another teacher or student*
- continue to receive regular salary when absent from school as a result of such assault
- protection against any loss of, damage to, or destruction of personal property as a result of any assault/battery during school activities
- support and assist in the maintenance of control and discipline in the classroom

Teachers have the right to protect themselves or another teacher or student from physical assault or injury.
Teachers shall have the Board’s assistance in any assault case while the teacher is performing his/her assigned duties. That Board assistance shall consist of:

1. Notifying the proper authorities (police or sheriff) once the incident has been reported to the building principal and Superintendent.
2. Consultation by the Board’s attorney with the teacher in outlining the teacher’s legal rights and alternative courses of action.
3. Any student(s) committing an assault and/or battery on a teacher shall be immediately suspended by the administrator in charge. The administrator shall then present the facts and his/her recommendations to the Superintendent for final action.

PARENT RESPONSIBILITIES/RIGHTS

PARENTS SHOULD

- assume responsibility for their child’s prompt and regular school attendance
- recognize that, in matters relating to the discipline and conduct of the schools, the teacher stands in relation to the parent or guardian to the child
- instill in the child respect for the law, for lawful authority, for the rights of others, and for private and public property
- talk with their child about school activities; share with their child and with teachers an active interest in report cards and in school progress
- safeguard the physical and mental health of their child and be responsible for periodic health examinations as required by law
- attend individual and group conferences and special school programs
- plan the time and place for homework assignments; provide necessary supervision
- cooperate with the school in fulfilling recommendations made and in carrying out disciplinary actions taken in the best interest of their child

PARENTS HAVE THE RIGHT TO:

- know that disruptive action of a few will not interfere with the opportunity of the majority for academic and social growth
- be granted reasonable access to all school records pertaining to their child
- be given the opportunity to confer with their child’s teacher and/or principal regarding academic placement, progress, and social adjustment
- share in the activities of the school parent involvement groups
- share in their child’s right to due process procedures in matters of disciplinary actions
- be notified of their child’s violation of school rules and regulations

STUDENT CODE OF CONDUCT

General Guidelines for Discipline

SHS is committed to providing students with an environment that promotes learning unfettered by disruptive student conduct. This Code of Conduct is developed to provide students with an understanding of SHS’s expectations of proper student behavior and to provide guidelines for evaluating inappropriate behavior and administering discipline. SHS expects all students to maintain high standards of behavior, to treat others with respect and dignity, and to follow these and all school rules and directives.

The Student Code of Conduct policy applies to all students and will be in effect on school grounds, while riding school transportation, during all curricular and/or extracurricular activities in any location, and at all times during school-related trips or activities. In addition, the provisions of this Code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, or if the act affects the operation of the school. This Code also applies to any student misconduct, regardless of where it occurs, directed at a district official or employee, or on the private property of that official or employee.
It is not possible to foresee every potential problem and list all the forms of behavior that would be unacceptable in the school environment. As such, the following are examples of infractions of rules and conduct that will result in disciplinary action, up to and including possible expulsion or permanent exclusion from the District. Because this list is not exhaustive, teachers and the administration have the authority to determine what conduct is unacceptable and to assign any punishment deemed appropriate for any offense. Administrators will use reasonable judgment when administering this policy and determining appropriate discipline.

Allegations of student misconduct and rule violations will be investigated and/or addressed in a fair and consistent manner commensurate with the seriousness of the offense. The teacher/administrator has the discretion to determine the appropriate degree of discipline. The administration will use its judgment when investigating misconduct, interpreting school rules, and implementing consequences based on the circumstances. The administration reserves the right to assign and establish procedures in areas were precedent has not been set.

The severity of the disciplinary action may vary based on the frequency and/or seriousness of the offense or conduct, the age and maturity of the student, the student’s attitude and degree of cooperation, and any other aggravating or mitigating circumstances including the student’s disciplinary history. For example, there are instances when the violation, considered in the context of the surrounding circumstances and/or the student’s past behavior and discipline record, will lead to a recommendation for more severe discipline than might otherwise be expected for the offense. In some cases, disciplinary action, even for a first time violation, may include expulsion or permanent exclusion, consistent with due process requirements. Serious disruptive or criminal actions will be reported to law enforcement.

**General Guidelines for Discipline**

The Springfield City School District’s Board of Education adopts guidelines and policies based upon these federal and state laws. Accordingly, individual rights of students will be weighed against the safety and welfare of the majority of students in the schools.

The code of conduct applies to all Springfield City School District High School Students:

- While they are being transported to or from school, at public expense, on a school bus, a school-sponsored vehicle;
- While they are at a Springfield City School District bus stop as it relates to all District property and vehicles;
- While they are on school grounds before, during, and after school hours;
- When they are engaged in a school-sponsored activity on the school premises or away from school premises;
- At all times whenever a student’s conduct is related to school or school activities.

It is the responsibility of the school principal (or designee), faculty and school staff to help students and parents understand and follow the **Student Code of Conduct**. Parents are encouraged to read and discuss this handbook with their children in order to help them be more successful at school.

**Purpose of Student Code of Conduct**

- To provide clear and explicit expectations and rules governing student behavior, activities, and discipline;
- To provide a framework for building a safe and orderly learning environment;
- To identify guidelines for teaching and encouraging positive behaviors necessary to meet the district’s behavior initiative; and
- To describe methods of corrective instruction and consequences for responding to violations of the rules.
Springfield City Schools *Student Code of Conduct* provides examples of expected behaviors, definitions of behavior infractions including its severity (Level I, II, or III), and possible corrective strategies. Some definitions include examples. Examples are not intended to be exhaustive lists; that is, the behaviors covered by the definitions include, but are not limited to, the examples given. Persistent violations or offenses, either all Level I or in combinations with Level II, of the Student Code of Conduct or violations of criminal laws are considered incorrigible conduct. Prompt and effective corrective actions will be taken to address these behaviors.

Springfield City School District students are prohibited from engaging in behavior that will endanger or threaten to endanger the safety of others, damage property, impede the orderly conduct of the school program, or interfere with the orderly implementation of the desegregation plan. All provisions of the special education laws (IDEA) are considered to govern the administration of discipline in Springfield City Schools District. Consequently, some provisions of this handbook may not apply in some cases where a student’s program is determined by an approved Individual Education Plan (IEP).

The Springfield City School District High School will have a safe and orderly learning environment as evidenced by positive student behavior, reduction of suspensions, and increased student learning performance indicators.

### STUDENTS’ RESPONSIBILITIES AND RIGHTS

A. Students have the responsibility to know and obey rules and laws which govern their conduct while at school or on school property.

B. Students are to expect consequences for inappropriate behavior.

C. Students have the responsibility to respect the dignity and worth of themselves, fellow students, teachers, and school staff.

D. Students have an obligation to attend school and avail themselves to a free and appropriate education.

E. Students have the right not to be subjected to discrimination.

F. Students have a responsibility to respect other persons and the property of others in the school setting and at school activities.

G. Students have the responsibility to conduct themselves within the school rules and regulations so that disciplinary action will not be necessary.

H. Students have the responsibility to take care of the school property provided to them by the school system (*e.g.*, *textbooks, materials, equipment*).

I. Students have the responsibility to respect the authority of teachers, school administrators and other authorized personnel in maintaining discipline.

A student may be disciplined at any level depending upon the frequency and/or severity of the act of misconduct. An administrator/teacher has the discretion to determine into which category (Level I, II, or III) a student’s behavior falls, regardless of where the definition is located within this document.
MINOR ACTS OF MISCONDUCT

Minor Acts of Misconduct are misbehaviors that impede the safe and orderly operation of the classroom, school and/or bus. Such misbehaviors can usually be handled by an individual staff member, but sometimes requires the intervention of other school support personnel. Minor misbehaviors include the following:

- Inappropriate Language
- Student Conflict
- Horseplay
- Disobedient/Disruptive/Disturbance
- Electronic Device Violation-Personal Devices
- Property Damage
- Sleeping in Class
- Tardy
- Academic Dishonesty
- PDA
- Bus Referral
- Defiant/Disrespectful
- Dress Code Violation
- Dishonesty/Lying
- Roaming Halls/Misuse of Pass
- Forgery/Falsification/Cheating
- Tech Violation- Misuse of any district technology

Possible Corrective Strategies
The teacher or staff member who observed the behavior immediately addresses the inappropriate behavior with the student. If the violation occurs in the classroom setting, the teacher invokes the Classroom Management Plan as approved by the building principal. Repeated misbehaviors may require a parent teacher conference with guidance personnel and/or administration, or further disciplinary action. A proper and accurate record of the offense and disciplinary action is maintained by the staff member.

Multiple options may be selected as possible corrective strategies from the list below depending upon students’ needs. This is not intended to be an exhaustive list. Items are not listed in a progressive manner. The following are possible disciplinary response options:

- Verbal Warning
- Conference with Student
- Lunch Detention
- Matter of Record –(Reteach behavior expectations)
- ILC
- Student/Peer Mediation
- Thursday School
- Conference with Counselor
- Phone Call/Conference with Parent
- Restitution
- Referral to RTI Team/IAT

*Administration shall have the right to adjust or modify discipline at their discretion

MAJOR ACTS OF MISCONDUCT

Major Acts of Misconduct are misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school. Those infractions that result from the continuation of minor misbehaviors require the intervention of personnel on the administrative level because the execution of minor disciplinary options has failed to correct the situation. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel. Major misbehaviors include but are not limited to the following:
<table>
<thead>
<tr>
<th>Continuous or Repeated Minor Behaviors</th>
<th>Truancy*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vandalism/Damage to School/Personal Property*</td>
<td>Theft/Stealing Personal or School Property*</td>
</tr>
<tr>
<td>Use/Possession of Tobacco*</td>
<td>Use/Possession of Alcohol*</td>
</tr>
<tr>
<td>Disobedient/Disruptive*</td>
<td>Harassment/Intimidation/Bullying*</td>
</tr>
<tr>
<td>Electronic Device Violation - Personal Conduct/Contact/Communication*</td>
<td>Fighting/Violence*</td>
</tr>
<tr>
<td>Leaving School Without Permission</td>
<td>Assault/Threat</td>
</tr>
<tr>
<td>Threats to Students/Staff</td>
<td>Bodily/Physical Contact</td>
</tr>
<tr>
<td>Trespassing</td>
<td>Drugs</td>
</tr>
<tr>
<td>Physical/Verbal Aggression</td>
<td>Serious Bodily Injury</td>
</tr>
<tr>
<td>Weapons/Explosives/Look-alikes</td>
<td>Gambling</td>
</tr>
</tbody>
</table>

**Possible Corrective Strategies**

The teacher or staff member who observed the behavior immediately addresses the inappropriate behavior with the student. If the violation occurs in the classroom setting, the teacher invokes the Classroom Management Plan as approved by the building principal. Repeated misbehaviors may require a parent teacher conference with guidance personnel and/or administration, or further disciplinary action. The staff member maintains a proper and accurate record of the offense and disciplinary action.

Multiple options may be selected as possible corrective strategies from the list below depending upon students’ needs. This is not intended to be an exhaustive list. Items are not listed in a progressive manner.

The following are possible disciplinary response options:

<table>
<thead>
<tr>
<th>Verbal Warning</th>
<th>Alternative Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference with Student</td>
<td>Conference with Counselor</td>
</tr>
<tr>
<td>Lunch Detention</td>
<td>Thursday School</td>
</tr>
<tr>
<td>Emergency Removal</td>
<td>Phone Call/Conference with Parent</td>
</tr>
<tr>
<td>Removal from Class or Activity for a Day</td>
<td>Saturday School</td>
</tr>
<tr>
<td>Isolated Learning Center</td>
<td>In-School Alternative Discipline</td>
</tr>
<tr>
<td>Bus Suspension</td>
<td>Out of School Suspension</td>
</tr>
<tr>
<td>Student/Peer Mediation</td>
<td>Referral to IAT</td>
</tr>
<tr>
<td>Restitution</td>
<td>Court Referral</td>
</tr>
<tr>
<td>PO Contacted</td>
<td>Recommendation for Expulsion</td>
</tr>
</tbody>
</table>

*Principals do have the authority to assign Restorative practices in addition or in lieu to traditional discipline.*
ATHLETICS POLICY AND REGULATIONS
PLEASE REFER TO THE ATHLETIC HANDBOOK FOR RULES AND REGULATIONS GOVERNING ATHLETES AND ATHLETIC PARTICIPATION.

* indicates possible EMIS code reporting obligations

** “other policies may apply”: In all cases, the student conduct policies, due process requirements, the disciplinary policy, and related procedures will apply to student disciplinary actions as needed or required by state law and board policy. The omission of a board policy or handbook reference in the Glossary does not preclude the application of such policy or school rule to the circumstances.

At all times, students are expected to conduct themselves in a manner that promotes, rather than detracts from, the learning environment. Students are responsible for complying with all school rules as set forth in the Student Code of Conduct, board policies, and directives from teachers, staff, administrators, and other authorized personnel, as they may be added or amended from time to time. Students with questions about school rules or acceptable conduct should seek clarification before engaging in the questionable behavior.

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student’s parent(s) or the student in compliance with law, and yet be guarded as confidential information.

The Superintendent is responsible for the proper administration of student records in keeping with State law and federal requirements and the procedures for the collection of necessary information about individual students throughout the District.

Upon request, all records and files included in the student’s cumulative file are available to parent(s) or the student (if he/she is over 18 years of age). This request must be in writing and is granted within seven calendar days. No records are to be removed from the school. A principal, teacher or other qualified school personnel must be present to explain any of the tests or other material.

All rights and protections given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in a postsecondary school. The student then becomes an “eligible student.”

The District uses reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the agency or institution discloses personally identifiable information from education records.

The District provides notice to parents and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the rights held by parents and eligible students under law and this policy. It is the intent of the District to limit the disclosure of information contained in the student’s education records except:

1. by prior written consent;
2. as directory information and
3. under other limited circumstances, as enumerated under administrative regulations.
The following rights exist:

1. the right to inspect and review the student’s education records;

2. the right, in accordance with administrative regulations, to seek to correct parts of the student’s education records, including the right to a hearing if the school authority decides not to alter the records according to the parent(s)’ or eligible student’s request;

3. the right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Family Educational Rights and Privacy Act and

4. the right to acquire information concerning the procedure which the parent(s) or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies.

The District proposes to designate the following personally identifiable information contained in a student’s education records as “directory information.”

1. student’s name;
2. student’s address;
3. student’s date and place of birth;
4. participation in officially recognized activities and sports;
5. student’s achievement awards or honors;
6. student’s weight and height, if a member of an athletic team;
7. dates of attendance (“from and to” dates of enrollment);
8. date of graduation.

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity or when the parent/eligible student has informed the Board that any or all such information should not be released without their prior written consent or when disclosure is otherwise prohibited by law.

Administrative regulations set forth a procedure for annual notification to parents and eligible students of the District’s definition of directory information. Parents or Eligible students have the right to advise the District, in accordance with such regulations, if they refuse to permit the disclosure of directory information about that student.

To carry out their responsibilities, school officials have access to student education records for legitimate educational purposes. The District uses the criteria set forth under administrative regulations to determine who are “school officials” and what constitutes “legitimate educational interests.”

Other than requests as described above, school officials release information from, or permit access to, a student’s education records only with the prior written consent of a parent or eligible student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations (e.g., transfers to another school district or to comply with judicial order or subpoena or, where warranted, in a health or safety emergency, etc.).
The District maintains, in accordance with administrative regulations, an accurate record of all requests to disclose information from, or to permit access to, a student’s education records and of information disclosed and access permitted.

From the Springfield City School District Policy and Regulations File: JO

Family Educational Rights and Privacy Act (FERPA)
Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Springfield City School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Springfield City School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Springfield City School District to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.1

If you do not want Springfield City School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing. Springfield City School District has designated the following information as directory information for former students who have graduated or who have not been enrolled as a student in the District within the previous twelve (12) months:

Student’s name
Student’s address
Date and place of birth
Dates of attendance
Participation in officially recognized activities and sports
Student’s weight and height, if a member of an athletic team
Student achievement awards or honors
Date of graduation

1 These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).
ATTENDANCE POLICY AND REGULATIONS
Regular attendance of students in school is in the personal interest of students and their parents and the professional interest of educators in the school system. A student cannot gain full benefit from the academic, social, physical and vocational education opportunities provided if his/her attendance is sporadic. Such a student risks grade retention and failure to graduate from high school.

The law of the State of Ohio requires that school attendance shall be compulsory from age 6 through 18. Kindergarten attendance is considered essential. Students, parents and school officials have a legal obligation to abide by and enforce the State attendance law.

Primary responsibility for regular school attendance rests upon parents. Teachers and administrators will use all possible means to communicate with, counsel with and enforce upon parents (using civil authorities when necessary) their legal and moral obligation to assure that their children attend school regularly.

In order to encourage regular school attendance and motivate student learning, school staff should take all necessary steps to: 1) provide a quality K-12 educational program; 2) institute desirable individualized and alternative programs to meet the needs of different types of students and 3) create a positive climate for students living and learning in the schools. The most important lesson which every teacher must teach every student is the value of becoming educated and the desire and habit of coming to school and to classes regularly.

INFORMATION FOR STUDENTS AND PARENTS
Regulations and procedures to implement the attendance policy approved by the Board of Education include responsibilities for parents and students as well as for educators. Please refer to district policy regarding, attendance recording/withdraw/mediation policies for information regarding your enrollment in Springfield High School.

The Springfield City Board of Education authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student’s driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 10 consecutive days, or a total of at least 15 days during a semester or term.

A student may be withdrawn from school for the purpose of enforcing the state compulsory attendance laws for reasons which include but are not limited to the drug policy, work permit policy, or other related school policies.
State of Ohio attendance laws must be observed (i.e., a student has not been truant more than 10% of the required attendance days).

ARRIVAL/DEPARTURE
The building will open at 6:55 A.M. and student must report to the cafeteria or the large gym. Students are permitted in the hallways at 7:15 A.M. Students who have prior authorization, proper staff supervision and written approval (pass) may enter the building early. Also, students are to vacate the building and school grounds within 15 minutes after school dismissal, unless under the direct supervision of a teacher, coach, or club advisor.

TARDINESS AND LATE ENTRY TO SCHOOL
All teachers will implement the following policy in an effort to create an environment of fairness to all students. All tardies will be documented by the teacher. Students who fail to arrive within the first 10 minutes of class will be counted absent for that class.
If a student enters school after the start of the school day, they are considered tardy and must report to the front attendance office. A student who is tardy will not be permitted to access the building until they have obtained an admission slip.

_Tardy to Class Penalties:_
3rd occurrence- lunch detention  
6th occurrence- ILC for a period  
9th occurrence- Thursday School  
12th occurrence- ILC all day  
15th occurrence- Saturday School  
18th occurrence- Court mediation  
20+ occurrence- alternative placement

**EARLY DISMISSAL**  
Early dismissal may be granted for seniors who have passed all sections of their state required graduation tests unless granted special permission by an administrator.

A parent permission slip must be signed and returned to the office to be granted this privilege. Students must leave the school grounds immediately after being dismissed or they may be assigned into a class.

**CLASSROOM ATTENDANCE PROCEDURES**  
Each teacher will take attendance and absences will be indicated in the DASL attendance program or class roster for substitute teachers.

**ABSENCE FROM SCHOOL**  
It is the responsibility of the parent to notify school personnel before the start of each day that the student is absent. This notification may be done by telephone or by a written note delivered to school.

**LEGAL ABSENCES**  
A student may be legally absent from school, according to Ohio law, for the following reasons:
1. Personal illness  
2. Illness in the family  
3. Quarantine of the home  
4. Death of a relative  
5. Observance of religious holidays.  
6. Family emergency or set of circumstances, which, in the judgment of the principal, constitutes a good and sufficient cause for absence from school.  
7. Attendance at school-related events

It is understood that students who attend school on a regular basis with few absences benefit from increased learning and higher performance than those who are chronically absent. A student’s grade may be adversely affected if frequent absences occur.

**Unexcused Absences from school penalties**
1st: Phone call  
5th: Truancy letter  
10th: Schedule court mediation  
11th: All absences need a doctor’s note to excuse  
15th: Possible alternative placement or withdrawal from school
CHECK-IN FOLLOWING AN ABSENCE
When a student returns to school following an absence, they must follow these steps to clear the absence and be readmitted to school.

Students missing class for any reason other than a school-sponsored activity are required to obtain an admittance (pink) slip from the front Attendance Office. It is the student’s responsibility to have obtained this pass prior to reporting to his/her first class. Multiple offenses will result in school discipline.

State law requires a note to be kept on file. All students must present a note upon their return to school even though their parents have called. If a phone call or note is not received, students must check in and they will have a 24-hour period to get their absence cleared.

It is the student’s responsibility to keep the attendance slip and show it to all of their teachers.

DOCTOR’S STATEMENT REQUIREMENTS
When a student’s absences for reason of illness amount to either three consecutive days or ten days or more in any school year, the principal may require a signed statement by a physician verifying that the student was unable to come to school for reason of illness on the specific days of absence. Failure to provide requested doctor statements will result in court charges for excessive absences from school.

ATTENDANCE REQUIREMENTS FOR AFTER SCHOOL ACTIVITIES
If you are absent from school during the day, you will not be permitted to participate in, or attend any school activities that afternoon or evening unless you have attended for a majority of the school day. This includes athletic events, practices, school plays, and rehearsals. Should you fail to follow this procedure, your absence will be considered unexcused and the penalty for unexcused absence will apply.

OUT OF TOWN ABSENCES
Parents who excuse their children for out of town visits must justify where and why the student needs to be out of town. Students are to clear these absences 5 days in advance with a special absence request form signed by the parent/guardian. If students are going to miss more than one day of school, teachers must sign the form or else the absence will not be considered an excused absence. This form must be picked up in the academy office.

MAKE-UP WORK FOLLOWING AN ABSENCE
Permission for planned absences should be obtained in advance of the absence by completing a planned absence form. When you return to school following an absence, you should contact each of your class teachers to find out what work you have missed. The obligation to make up work belongs to you, not your teachers. Students must keep their admittance slip so they can show their teachers that the absence was excused. This is very important for make-up work privileges.

If an absence is unexcused, the student may not be permitted to make up work missed. We generally follow the formula “number of days plus 1” in requiring approved make up work to be completed. In other words, a student is allowed the number of days missed plus one more day, in order to make up work. This is also the formula to be followed for a first out of school suspension. This policy does not apply to long-term projects (Ex: If an assignment is given two weeks or more in advance, the student is expected to have the work completed on time, regardless of absences).

Should a student fail to make up work in the required time, failure for the incomplete work will be recorded. In some cases, an “incomplete” will be recorded on the grade report, which will revert to an “F” grade unless satisfactory arrangements are made for make-up.
If a student has an extended illness for more than ten days, special arrangements may be made through the counselor to see that a reasonable amount of time is given to make up the work missed.

**EARLY RELEASE**

If a student must leave school early due to some obligation such as a dentist or doctor appointment, they must bring a written request to the attendance office from a parent or guardian prior to the appointment. The note should include the reason for leaving early and the time the student will need to leave school. The student will be given a legal excuse slip. All students leaving the building during the school day must have this slip. Students must return to school if there is a reasonable amount of time left in the school day with a statement from their appointment if applicable.

**PERFECT ATTENDANCE GUIDELINES**

To be considered for perfect attendance recognition, students may not miss any days of school the entire year. School functions do not count against perfect attendance. Students will be permitted one college visit without penalty towards perfect attendance. This visit must be verified with a letter from the university or college on the date they were in attendance. Other college visits are excused absences but do count as a day absent and would disqualify a student for perfect attendance. Any class cuts or unexcused tardies will disqualify students from perfect attendance. Students are entitled to four excused tardies and/or early releases not missing more than 4 four periods total to qualify for perfect attendance.

**COLLEGE VISITATION**

It is the student’s responsibility to make up all work missed. Upon his or her return, the student must have verification from the college of the visit. College visits will be recorded as an excused absence(s) unless the student does not bring institution verification of the visit.

**COLLEGE VISITS - SENIORS**

Seniors wishing to meet with college representatives this year must follow this procedure:
1. Absences for college visits are limited to three per year
2. College visits must be approved by an administrator or counselor in advance and require a completed form that is attainable in the academy office.

**ILLEGAL ABSENCES FROM SCHOOL**

An illegal absence or truancy is defined as any student absence for which school officials cannot verify a legal reason by means of credible student or parent statements, oral or written, and/or investigations by school officials. Any student absence about which no credible information has been received from parent/guardian shall be classified as an illegal absence or truancy. The Superintendent will determine if an absence is excused or unexcused in cases of inclement weather.

**TRUANCY**

The following corrective measures and penalties are recommended for truants:
1. Detention
2. Saturday school
3. Isolated Learning Center or Emergency Removal
4. Out-of-school suspension
5. Court Mediation
6. Referral to night court
7. Referral to juvenile court

**COURT MEDIATION**

Students will be referred to the court mediation program in cases of excessive truancy or unacceptable school behavior. A notice will be mailed informing the student and their parents of the mediation date and time. This program is designed to help students, families and the school work together to resolve attendance, academic and behavior issues.
PENALTIES AND CORRECTIVE MEASURES FOR TRUANCY

1. A verified truancy from school or a class cut may result in disciplinary action including parent notification and referral to juvenile court.
2. In cases where the above measures fail to reverse the pattern of truancy, the district’s chief attendance officer should automatically pursue prosecution of truants and culpable parents through civil authorities. (See items below).
3. ILC and/or out-of-school suspension and/or emergency removal shall be used to correct habitual repeaters as well as students whose repeated misbehavior constitutes a danger to themselves or to others.
4. Superintendent’s expulsion for the remainder of the semester may be used in those cases where a pattern of excessive truancy persists even though there is substantial evidence that all available preventive and corrective measures have been responsibly applied.

PROSECUTION OF TRUANTS AND CULPABLE PARENTS

1. Students found away from school without a school pass will be picked up by police or attendance officers and returned to school. Parents will be notified.
2. Students will be referred to night court by the attendance department for unexcused absence, truancy, or excessive absence.
3. If absence continues after the night court officer orders the student to attend school regularly, the student will be charged by the school district and referred to juvenile court.
4. Failure to send children to school, Section 3321.38(A), Ohio Revised Code: No parent, guardian, or other person having care of a child of compulsory school age (6-17) shall violate the Ohio Revised Code. The court may require a person convicted to give bond in the sum of 100 dollars with sureties to the approval of the court, on the condition that he will cause the child to attend school as required by law.
5. A student on probation through juvenile court will be charged with violation of probation if he/she misses excessive days (four or more).
6. Parents can be charged with contributing to the unruliness of a minor by not sending their child to school, for which the court may impose a fine of not more than 1,000 dollars and/or jail sentence of up to six months. Violation of this statute is a misdemeanor and each day of absence is a separate offense. (ORC Section 2151.4)
7. Penalties:

   **Unruly child**
   - placed on probation
   - driver’s license suspension
   - if unruliness continues, can be treated as delinquent

   **Delinquent child:**
   - charged with delinquency
   - placed on probation
   - child committed to temporary custody of school, youth camp, or Department of Youth Services
   - driver’s license suspension

Note: Any one or combination of the above can occur.

HELP FOR PARENTS

Parents who want help with a student attendance problem are encouraged to call the school attendance officer, principal, and/or the counselor. Counseling with a school mediator can be arranged through referral from either the principal or the chief attendance officer to the director of pupil personnel.
REQUIRED HOME-SCHOOL COMMUNICATION

When a student is out of school for four consecutive days without credible information being obtainable as to the reason for the absence, the case will be promptly referred to the attendance officer assigned to that school. In such cases, home visits will automatically be made by the attendance department staff and appropriate letters and written information distributed to the parent/guardian by the attendance officer.

For additional information on any point, please call your school principal.
Detention
The detaining of a student outside of regular school hours, either before school or after school. See Board Policy JG/JGB

Excused absence
An excused absence is defined by the Ohio law as personal illness, illness in the immediate family (mother, father, sister and/or brother), quarantine of home, death of immediate family member(s) (mother, father, sister, brother, grandmother and/or grandfather), an act of God, and those approved in advance by the principal upon written request by parent or adult. See Board Policy JE/JED/JEDA/JEDB

Emergency Removal
If a student’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises. See Board Policy

Expulsion
Expulsion is the involuntary removal of a student from school by the Superintendent. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than one year. (In the case of special education students, a manifestation determination hearing must take place. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year. See Board Policy JF/JFA/JG/JGE

Expulsion Hearing
The Superintendent or designee will hear evidence presented by the student, parent(s)/guardian(s) and principal (i.e. witness statements). The Superintendent will consider recommendations ranging from returning the student to school, referring the student to an outside agency for intervention, referral to an alternate educational setting, suspension, expulsion, or permanent exclusion. See Board Policy JF/JFA/JG/JGE

Isolated Learning Center (ILC)
Exclusion from regular classes assigned by the principal or designee to a setting in the school building where class assignments are completed. The student may not attend or participate in extracurricular activities while assigned to this setting. See Board Policy JF/JFA/JG/JGD/JGE

Out-of-School Suspension
The Superintendent, principals, assistant principals and other administrators may suspend a student from school for disciplinary reasons outlined in the Student Code of Conduct. No period of suspension is for more than 10 school days. Suspensions may extend beyond the current school year if, at the time a suspension is imposed, fewer than 10 days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year. See Board Policy JF/JFA/JG/JGD

Parent/Guardian Conference
An opportunity for school administrator(s) and parent(s)/guardian(s) to discuss issues related to student academics, behavior and/or discipline. See Board Policy JG
Referral to the Intervention Assistance Team (IAT)

**Behavior Contract**
A school-wide/system-wide behavior contract by the school administrator or designee, Director of Student Services, or the Springfield City School District Board of Education outlining adherence to rules and regulations. Failure to abide by the Behavior Contract may result in further disciplinary action, including possible referral to the Director of Student Services for Expulsion. See Board Policy JG

**Functional Behavioral Assessment/Behavior Intervention Plan (FBA/BIP)**

**A Functional Behavior Assessment (FBA)**
A process that seeks to determine the underlying cause or function of student behaviors that impede the learning of the student or the learning of the student’s peers.

**A Behavior Intervention Plan (BIP)**
A plan that utilizes behavioral interventions and supports in order to reduce behaviors which interfere with a student’s academic progress and/or increase behaviors that lead to successful learning for that student.

**Restitution**
Parent(s)/Guardian(s) of students responsible for defacing or damaging school property/district vehicles are required to pay the cost of restoring or repairing the property. See Board Policy JG

**Saturday School**
Saturday School will primarily be used for dealing with attendance related issues and as a step in progressive discipline. Students who are assigned a Saturday School and do not attend will face additional disciplinary measures up to and including suspension.

**Search and Seizure**
School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property (including purses, book bags, gym bags, etc.) of a student with or without the student’s consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of the law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction. Student lockers are the property of the district and random searches of the lockers and their contents may be conducted.

**Student Conference**
An opportunity for school staff and student(s) to discuss issues related to the student’s academics, behavior and/or discipline. A written contract may be generated. See Board Policy JG

**Student/Peer Mediation**
Peer mediation is a negotiation-based strategy that teaches students alternative strategies to help resolve conflict among their peers. Such strategies may help keep many minor incidents from escalating over time into more serious incidents.

**Teacher Detention**
Teachers and other staff members may require a student to return after school at the discretion of the staff member. No student may refuse to sign the return-after-school slip, but if you have another commitment, you may ask the teacher to make arrangements to see the teacher at a different time.

Refusal to sign the slip or failure to report to the teacher will result in additional consequences.

**Timeout/In-School alternative discipline**
The temporary isolation of the student within the classroom or from classmates to another supervised setting within the school. See Board Policy JG

Thursday School
Thursday school is after school detention that takes place from 2:15-3:15 on Thursdays. It can be assigned by teachers and administrators to address behavior problems and attendance concerns. If a student is assigned to Thursday School and does not attend, the student will face additional disciplinary measures up to and including suspension.

Truant

Habitual Truancy
An “habitual truant” means any child of compulsory school age who is absent without legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in a school year.

Chronic Truancy
A “chronic truant” is any child of compulsory age who has been adjudicated an unruly child for being a habitual traunt and who violates the juvenile court’s order regarding that adjudication.
Our Heritage

Don Henderson Gymnasium

The gymnasium at Springfield North High School was named for dedicated teacher and basketball and baseball coach Don Henderson. His North High School teams recorded 620 victories and he was named Coach of the Year seven times in the Western Ohio League. For his achievements, Don Henderson was selected for the Miami Valley Baseball Coaches Hall of Fame, Ohio High School Basketball Coaches Hall of Fame, the Clark County Baseball Hall of Fame and the Wittenberg Hall of Honor. After 36 years as a teacher of mathematics and coach for the Springfield City School District, he continued to contribute to his community by serving two terms on the Springfield Board of Education.

C. L. Fox Sports Complex

The C.L. Fox Sports Complex included a new wing for physical education constructed during the renovation and expansion of Springfield South High School in 1980. The Complex included a second gymnasium for classes, a gymnastics area, a wrestling area and a weight-lifting equipment room and was named for Charles L. Fox, principal of Springfield High School from 1938 to 1960 and Springfield South High School from 1960 until his retirement in 1964. An avid sports fan, C.L. Fox was an enthusiastic supporter of high school sports during his forty-four years as a teacher, coach and principal at Springfield High School and Springfield South High School.

Paul (Bucky) Walters Gymnasium

The new gymnasium at Springfield South High School as named in 1984 in honor of distinguished teacher, coach, and athletic director Paul (Bucky) Walters. Inducted into the Ohio High School Basketball Coaches Hall of Fame, Walters was a former chairman of the Western Ohio League and former president of the Greater Ohio League. His service to the Springfield City School District began at Springfield High School and spanned nearly thirty years until his retirement from Springfield South High School.

Pitzer Gymnasium

The new Springfield North High School gymnasium was dedicated on June 8, 1995 to Elwood Pitzer in honor of his remarkable 40 year career as an educator. A former professional baseball player and professional basketball player, Pitzer began his career in education in 1936 as a teacher and coach at Springfield High School. In 1950, he led the Springfield High School Wildcats to the Ohio High School Athletic Association Championship. Elwood Pitzer was named athletic director at Springfield North High School in 1960 where he served with distinction until his retirement in 1976.

Al Turner Gymnasium

Al Turner was a legendary teacher and coach at Hayward Junior High School for 35 years who was respected and admired by the students whom he taught and coached. A physical education teacher, Al Turner also served as a basketball and football official, as well as a track official for the Ohio High School Athletic Association. A graduate of Cedarville College and the University of Cincinnati, Al Turner dedicated his life to his students and to athletics and in doing so had a lasting impact on Springfield youth.
Parent and Student Sign-Off Form

I have reviewed and discussed with my child all of the information contained in the 2017-2018 Springfield City School District High School Handbook/Code of Conduct. I will abide by the policies and regulations set forth by the Springfield City School District Board of Education and the expectations of the school staff and administrators.

Student Name: ____________________________________________

Student Signature: __________________________________________

Date: ________________________________________________________

Parent Signature: _____________________________________________

School: _______________________________________________________

Homeroom Teacher: ____________________________________________

Please sign and return to the school within two (2) weeks of the start of school.