

# SPRINGFIELD HIGH SCHOOL

## STUDENT HANDBOOK

Your Guide to Life at SHS



**Springfield High School students will prepare for postsecondary learning through achieving fluency in the essential skills of reading, communicating, collaboration, and reasoning. Successful SHS graduates will be capable, respectful, responsible citizens of the community in which they live.**

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Springfield, Vermont 05156  
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Website: <http://shs.ssdvt.org>  
Facebook: <http://www.facebook.com/shs.cosmos>

This handbook belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Graduation Year \_\_\_\_\_

Counselor \_\_\_\_\_

Your handbook is broken up into five sections.

- I. Calendar and Schedules
- II. The Big Picture
- III. Things to Know
- IV. Forms to Sign and Return

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## Springfield School District 2018-19 School Calendar

August				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30 G	31 W

Student: 3    Cumulative: 3  
 Staff: 7    Cumulative: 7  
 Aug 13-17 New Faculty Orientation                          30-Aug First Day of  
 Aug 23-25 In-Service    Class K, 10-12  
 August 28 First Day of Classes 1-9

September				
M	T	W	Th	F
<del>3</del>	4 G	5 W	6 G	7 W
10 G	11 W	12 G	13 W	14 G
17 W	18 G	19 W	20 G	21
24 W	25 G	26 W	27 G	28 W

Student: 18    Cumulative: 21  
 Staff: 15    Cumulative: 26  
 Sep 3 Labor Day (Holiday)  
 Sep 21 In-Service

October				
M	T	W	Th	F
1 G	2 W	3 G	4 W	5 G
<del>8</del>	9 W	10 G	11 W	12 G
15 W	16 G	17 W	18 G	19 W
22 G	23 W	24 G	25 W	26 G
29 W	30 G	31 W		

Student: 22    Cumulative: 43  
 Staff: 23    Cumulative: 49  
 Oct 5 Early Release for Students  
 Oct 8 In-Service

November				
M	T	W	Th	F
			1 G	2 W
5 G	6 W	7 G	8 W	9 G
12	13 W	14 G	15 W	16 G
<del>19</del>	<del>20</del>	<del>21</del>	<del>22</del>	<del>23</del>
26 W	27 G	28 W	29 G	30 W

Student: 18    Cumulative: 61  
 Staff: 15    Cumulative: 64  
 Nov 1 Early Release for Students  
 Nov 12 In-Service  
 Nov 21-23 Thanksgiving Break

December				
M	T	W	Th	F
3 G	4 W	5 G	6 W	7 G
10 W	11 G	12 W	13 G	14 W
17 G	18 W	19 G	20 W	21 G
<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>

Student: 15    Cumulative: 76  
 Staff: 15    Cumulative: 81  
 Dec 21 Early Release for Students  
 Dec 24-26 Holiday Break

January 2019				
M	T	W	Th	F
	<del>1</del>	2 W	3 G	4 W
7 G	8 W	9 G	10 W	11 G
14 W	15 G	16 W	17	18
<del>21</del>	<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>
28 W	29 G	30 W	31 G	

Student: 26    Cumulative: 102  
 Staff: 21    Cumulative: 104  
 Jan 1 Holiday Break    Jan 22 In-Service  
 Jan 9 Early Release for Students  
 Jan 21 Martin Luther King Day (Holiday)

February				
M	T	W	Th	F
				1 W
4 G	5 W	6 G	7 W	8 G
11 W	12 G	13 W	14 G	15 W
<del>18</del>	<del>19</del>	<del>20</del>	<del>21</del>	<del>22</del>
25 G	26 W	27 G	28 W	

Student: 15    Cumulative: 117  
 Staff: 15    Cumulative: 119  
 Feb 15 Early Release for Students  
 Feb 18-22 Winter Break

March				
M	T	W	Th	F
				1 G
4 W	5 G	6 W	7 G	8 W
11 G	12 W	13 G	14 W	15 G
18 W	19 G	20 W	21 G	22
25 W	26 G	27 W	28 G	29 W

Student: 20    Cumulative: 137  
 Staff: 21    Cumulative: 140  
 Mar 21 Early Release for Students  
 Mar 22 In-Service

April				
M	T	W	Th	F
1 G	2 W	3 G	4 W	5 G
8 W	9 G	10 W	11 G	12 W
<del>15</del>	<del>16</del>	<del>17</del>	<del>18</del>	<del>19</del>
22 G	23 W	24 G	25 W	26 G
29 W	30 G			

Student: 17    Cumulative: 154  
 Staff: 17    Cumulative: 157  
 Apr 12 Early Release for Students  
 Apr 15-16 Spring Break

May				
M	T	W	Th	F
		1 W	2 G	3 W
6 G	7 W	8 G	9 W	10 G
13 W	14 G	15 W	16 G	17 W
20 G	21 W	22 G	23 W	24 G
<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>	<del>31</del>

Student: 22    Cumulative: 176  
 Staff: 22    Cumulative: 179  
 May 24 Early Release for Students  
 May 27 Memorial Day (Holiday)

June				
M	T	W	Th	F
3 W	4 G	5 W	6	7
<del>10</del>	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Student: 5    Cumulative: 181  
 Staff: 4    Cumulative: 183  
 June 7 Last day for students if no snow days  
 June 12 Last day for students if 5 snow days

**Key:**

	Early Release for Student
	First day Students 1-9
	First day Students K, 10-12
X	Holidays & Breaks
	In-Service (No Class)
	New Teacher Orientation
	Last Day Students
	Last Day Teachers
	Last day Students/off snow days
	Last day Teachers/off snow days

Teachers have one additional day after students' last day.

## 2018-19 School Closings and Events

September 3	Labor Day – No School
September 10	Semester 1 Add/Drop Deadline
September 20	SHS Open House
September 21	Teacher In-service – No School
October 5	Early Release
October 8	Teacher In-service– No School
October 10	PSAT testing for 10th graders/College Visit and Workshop Day
November 9	Early Release – Evening Parent-Teacher Conferences
November 12	Teacher In-service – No School
November 21-23	Thanksgiving Break
December 21	Early Release
December 24-31	Holiday Break
January 1	Holiday Break
January 21	Martin Luther King Day – No School
January 16-18	Mid-term and Final Exams
January 18	Early Release
January 22	Teacher in-service - No School
February 1	Semester 2 Add/Drop Deadline
February 15	Early Release
February 18-22	Winter Break
March 21	Early Release – Evening Parent-Teacher Conferences
March 22	Teacher in-service – No School
April 12	Early Release
April 15-19	Spring Break
May 18	SHS Prom
May 24	Early Release
May 27	Memorial Day – No School
June 7	Graduation/Last day for students (with no snow days)
June 14	Last day of school (if all five snow days are used)

## Daily Class Schedule

<b>Block 1</b>	7:45-9:00
<b>Passing Time</b>	9:00-9:10
<b>Block 2</b> <ul style="list-style-type: none"> <li>● <b>Block 2A</b></li> <li>● <b>Block 2B</b></li> </ul>	9:10-10:30 <ul style="list-style-type: none"> <li>● 9:10-9:50</li> <li>● 9:50-10:30</li> </ul>
<b>Passing Time</b>	10:30-10:35
<b>Advisory/FLEX</b>	10:35-11:10
<b>Passing Time</b>	11:10-11:15
<b>Lunch</b>	11:15-11:55
<b>Passing Time</b>	11:55-12:00
<b>Block 3</b>	12:00-1:15
<b>Passing Time</b>	1:15-1:20
<b>Block 4</b>	1:20-2:35

## Early Release Schedule

Please note: in order to ensure that learning time remains relatively equal between classes, the blocks/classes that are skipped on early release days will alternate.

### Early Release Schedules (Block times) - *these schedules will alternate every other ER day*

#### Schedule on First Early Release Day

Block 1: 7:45-9:05  
 Block 2: 9:10-10:30  
 Adv./FLEX: 10:35-11:10  
 Lunch: 11:15-11:35

#### Schedule on Second Early Release Day

Block 3: 7:45-9:05  
 Block 4: 9:10-10:30  
 Adv./FLEX: 10:35-11:10  
 Lunch: 11:15-11:35

### Early Release Days with Specific Blocks

October 5<sup>th</sup> - Blocks 1 & 2  
 November 9<sup>th</sup> - Blocks 3 & 4 - Attend RVTC classes  
 December 8<sup>th</sup> - Blocks 1 & 2  
 December 21<sup>st</sup> - Blocks 3 & 4 – Attend SHS classes  
 January 18<sup>th</sup> - Blocks 1 & 2  
 February 15<sup>th</sup> - Blocks 3 & 4 – Attend RVTC classes  
 March 21<sup>st</sup> - Blocks 1 & 2  
 April 12<sup>th</sup> - Blocks 3 & 4 – Attend SHS classes  
 May 24<sup>th</sup> - Blocks 1 & 2

### Delayed Start Schedule

1st or 2nd Block (will alternate):	9:50-11:15
Lunch:	11:20-11:55
Block 3	12:00-1:15
Block 4	1:20-2:35

### Dates to Remember

#### Semester One

S1 starts on August 30, 2018

S1 ends on January 15, 2019 (*last day of the semester is subject to change*)

#### Exams

January 16-18, 2019

#### Semester Two

S2 starts January 23, 2019

S2 ends on June 4, 2019 (*last day of the semester is subject to change*)

#### Exams

June 5-7, 2019

### When are report cards given out?

Report cards are issued twice a year, at the end of each semester. JumpRope is the software program that Springfield High School uses to give you and your family access to your academic progress online. Even though report cards will only be printed twice a year, JumpRope allows you to see and track your academic progress on a daily basis.

### How will I know if school is cancelled or delayed?

If school is cancelled or delayed in opening, or closed early due to bad weather or for any other reason, an announcement will be placed on radio stations KIXX (93.5/100.5), WJJR (98.1), WWOD (99.7), WTSL (AM 1400), WBNX (AM 1480), local television SAPA (Channels 8 & 10), and on the school website. In addition, an automated school wide phone call will go out to your primary phone contact.



## Part 1: The Big Picture

### What is the mission of Springfield High School?

*Springfield High School students will prepare for postsecondary learning through achieving fluency in the essential skills of reading, communicating, collaboration, and reasoning. Successful SHS graduates will be capable, respectful, responsible citizens of the community in which they live.*

This mission statement is our purpose. We have all come together—students, teachers, coaches, and staff—to learn. We are all here to help each other make this goal a reality, and like any goal in life, we need to move forward together to succeed. Thus, when we make decisions about what classes to offer and what rules to create and enforce, we do it with this goal in mind. When you think about your role in our school community, you should think about what you can do to make this mission possible for all of us.

### What is the Cosmos' Code?

The code is what we expect of the entire learning community—students, teachers, and staff. The code shows each of us concrete ways to make the mission a success. These are the values that should guide your actions and decisions while you are a member of our learning community.

#### The Cosmos' Code

- 1) Respect and encourage the “right to teach” and the “right to learn” at all times.
- 2) Be actively engaged in the learning: ask questions, collaborate, and seek solutions.
- 3) Be on time to fulfill your daily commitments.
- 4) Be appropriate; demonstrate behavior that is considerate of the community, the campus, and yourself.
- 5) Be truthful; communicate honestly.
- 6) Be responsible and accountable for your choices.

You will find the code throughout the building. Let it serve as a reminder of the expectations that we all have for each other.

### What is the thinking behind our discipline policy?

Like all of our policies, our discipline policy is directly linked to the goal of our mission statement. As members of the SHS community, we all need to hold each other to a high standard. We strive as a group to become thoughtful, knowledgeable, honest and community-minded individuals. Our school rules are in place to ensure a safe and considerate environment that we all need to take the risks necessary to learn and grow.

While it is necessary for all of us to be aware of the things that we should not be doing, it is more important to focus on what you should be doing. When you're presented with a difficult decision, we hope that you will live by the Cosmos' Code (review above).

**When is the Main Office open?**

The Main Office opens at 7:00 AM each morning and closes at 3:45 PM. After 3:45 PM, messages can be left on voicemail by calling (802) 885-7900 and following the prompts.

**Lockers**

If you choose to use a locker, you will be assigned one for your entire time at Springfield High School. Your locker is a place for you to store your class materials. It's important to understand that all lockers are the property of Springfield High School and are loaned to students. A search of any school locker by school officials may be conducted at any time when there are reasonable grounds for suspecting that the search will disclose evidence that the student has violated or is violating either the rules of the school or the law.

Please don't put a personal lock on your locker. If you do, the lock will be cut off. In order to maintain security, you should not reveal locker combinations to anyone. You also should not leave valuables in your locker and should make sure your locker is locked securely at all times. Springfield High School is not responsible for lost, stolen or missing items. This policy also applies to lockers in the athletic locker rooms.

**Where are the elevators?**

There are three elevators within the high school. One elevator is located by the Main Office, another is at the end of the hallway after the gym, and the third is just past the library. The elevators should only be used by individuals with health issues.

**How are grades and academic progress handled at SHS?**

Springfield High School, along with high school across Vermont, is currently transitioning to a proficiency-based (also called standards-based) learning model. During the 2018-19 academic year, all courses will be implementing a proficiency-based approach. As a district, we believe this model allows teacher-to-student feedback to be more accurate, fair, specific, and timely.

Important components and advantages of a proficiency-based model include: 1) specific expectations about learning will be communicated consistently to students and families, 2) information about behavior and habits of work will be reported separately from academic performance, 3) assessments are designed to measure performance on a specific skill, concept or idea and teachers teaching the same course will use common criteria to evaluate students, and 4) students will have many opportunities to demonstrate their learning if they struggle with early or single attempts at mastering a skill or concept.

### Traditional Grading Scale

Even though SHS is moving to a whole-school proficiency-based learning and grading model, the Class of 2019 will be the final class to receive a transcript and GPA utilizing this traditional grading model. We will use a conversion scale, which is included below, to generate these transcripts.

Letter Grade	Numerical Equivalent	Grade Points (Toward GPA)	Grade Points if class is an AP, AC, DE, or H*	PBL Conversion Scale
A+	100-97	4.0	5.0	A = 3.75-4.0
A	96-93	4.0	5.0	A- = 3.5-3.74
A-	92-90	3.7	4.7	B+ = 3.25-3.49
B+	89-87	3.3	4.3	B = 3.00-3.24
B	86-83	3.0	4.0	B- = 2.75-2.99
B-	82-80	2.7	3.7	C+ = 2.50-2.74
C+	79-77	2.3	3.3	C = 2.25-2.49
C	76-73	2.0	3.0	C- = 2.00-2.24
C-	72-70	1.7	2.7	NC = 0-1.99
D+	69-67	1.3	2.3	
D	66-63	1.0	2.0	
D-	62-60	0.7	1.7	
F	59 and below	0	0	

\*AP=Advanced Placement ~ AC = Accelerated ~ DE = Dual Enrollment ~ H = Honors

### Proficiency-Based Grading Scale

Label	Description
4 - Advanced	Consistently exceeds the standard of grade expectation
3 - Proficient	Consistently meets the standard of grade expectation
2 - Developing	Approaching the standard of grade expectation, or inconsistently meeting the standard
1 - Beginning	Has provided some evidence of progress towards the standard
0	No evidence of progress

### **How do we calculate class rank and Grade Point Average (GPA)?**

GPA is calculated by adding grade points from final course grades, then dividing by the total attempted credits for all classes. Weighted GPA is calculated by adding the grade points from final course grades and an additional one point for each accelerated class, then dividing by the total attempted credits for all classes. The purpose of weighted GPA is to have a calculation which rewards students who take on challenging classes.

It is important to note that the Class of 2019 will be the last class to receive a traditional GPA and thus, a traditional class rank. As we move into our proficiency-based grading model, the way we honor academic achievement will shift away from norm-referenced criteria (determined by student-to-student comparisons) and towards a more personalized, criterion-referenced approach (meeting a certain standard regardless of peer performance).

### **What is PowerSchool?**

PowerSchool is an advanced Student Information System used by schools across the country. Its functions include grading, attendance, and the scheduling. As mentioned previously, JumpRope is the new software that Springfield High School will use to give you and your family access to your academic progress online (e.g. grades), but you will continue to have access to PowerSchool to track things like attendance, graduation progress, and course scheduling. Login information for the PowerSchool parent portal can be requested through the SHS IT Department.

### **Is it possible to graduate from Springfield High School early?**

While this is not an option taken by many students, it is possible to graduate in less than four years. If you wish to graduate early, you may do so by meeting the following requirements:

- The principal, school counselor, student and parents/guardians must agree to the student's proposal before action is taken.
- All requirements for graduation must be met.
- Application for this arrangement must be made before the beginning of the year in which graduation is desired, unless otherwise approved by the principal.

*Please note:* it is possible that scheduling conflicts may prevent early graduation requests from being met. Also, it is up to the student to check in with class advisors, classmates, and the Main Office regarding senior activities and events.

### **Does Springfield High School offer “flexible pathways” to graduation?**

Per Act 77 of 2013, high schools across Vermont have been expanding the availability of “flexible pathways” for students. At SHS, part of our student support team includes a Multiple Pathways Coordinator whose role includes, but is not limited to: 1) helping students to enroll in the local “high school completion program,” 2) helping students to access dual enrollment courses (allowing students to earn both high school and college credit), 3) developing personalized learning plans (PLPs) for SHS students, and 4) raising awareness of and helping students to access “early college” programs in Vermont state colleges. Recently, our Multiple Pathways Coordinator also began helping students to develop work-based learning programs, where they are able to engage in supervised employment experiences that allow them to earn credit towards graduation. If you are interested in learning more

about flexible pathways opportunities at SHS, please connect with your school counselor.

### **What do I do if I have lost or found something?**

When items are found in the school, they should be turned in to the Main Office. All clothing turned in to the Main Office will be kept in the cafeteria for 30 days. All property not claimed in that time will be disposed of.

### **What if I am planning to move or transfer out of the district?**

If you are moving or transferring out of the district, you should go to the Main Office or the School Counseling Office for withdrawal papers. This will allow us to insure a smooth transition to your next school. Any outstanding debts must be paid at the time of leaving. All school materials and property must be returned to the school before your departure.

### **Can I bring a guest to visit Springfield High School?**

You are not allowed to bring guests to Springfield High School. Any other visitors to the school must sign in at the Main Office. They will be issued a visitors pass that must be displayed at all times and returned to the office upon departing the building.

### **Can I bring my cell phone, smart phone and iPod to school?**

In previous years, Springfield High School was a “no devices” building. As it becomes more important for our students to be responsible digital citizens, that policy has been amended with the expectations that students are able to respect one another, respect the SHS staff, and respect the parameters of the new rules. With that in mind, the rules for electronic device usage are outlined below:

1. Devices are permitted during lunch and during passing periods.
2. Earbuds and headphones are not permitted in the hallway at any time; use of earbuds or headphones in the hallway are both a safety concern and a communication barrier.
3. Earbuds and headphones are permitted in the lunchroom.
4. Generally, it is expected that devices will be put away and will not be used during class. However, teachers have the right to enforce their own expectations about device use and the administration will support their classroom rules. For example, one teacher may permit students to use devices and earbuds to listen to music during work time while another teacher might require a “no devices” classroom. Students are always expected to follow the guidelines of the classroom teacher.
5. Students who are found to be using a device without permission in a classroom or in a public space during a class period will be instructed by a staff member to put the device away. If a student refuses, or is caught using the device again, the staff member will confiscate the device and deliver it to the Main Office. If a student needs to make an emergency phone call during a class period, they must report to the Main Office.
6. Once a device has been confiscated, the student is able to pick up the device in the Main Office at the end of that school day for a first offense. For any repeated offenses, a parent/guardian will be required to pick up the device between 7:00AM - 3:30PM. Exceptions can *only* be made by the administration.

7. If a student refuses to turn over a device, this will be considered insubordination and will be subject to one day of out-of-school suspension. Exceptions can *only* be made by the administration.

**IMPORTANT:** Students and families should be aware that although stealing of any kind is considered a serious offense at SHS and is not a frequent occurrence, smartphones and iPods are the two items that are most commonly stolen from bags, unsecured lockers, and other public spaces. The administration works hard to ensure that stolen items are returned to their owners and proper consequences are administered, but this is not always possible and we do not accept responsibility for lost or stolen items. Please be responsible and vigilant when carrying, using, and sharing electronic devices in the building.

### **What should I wear to school?**

The implementation of a dress code at SHS is based on the expectation of our students to wear clothing that is appropriate for school. This is tied to the aspect of the Cosmos' Code that requires students to "respect and encourage the 'right to teach' and 'the right to learn' at all times." Students are encouraged to express themselves individually and creatively through their clothing as long as it remains appropriate for an academic environment. SHS considers clothing to be inappropriate for an academic environment when it disrupts the educational process, poses a health or safety threat, contains prohibited imagery or language (see below), or is intended as a means of sexual expression.

With this objective in mind, the following dress code will apply to students of all genders, ages and body types:

- **Tops should completely cover the abdomen and upper body without revealing the upper chest.**
- **Bottoms should be no shorter than mid-thigh.**
- **Undergarments should not be showing.**
- **Hoods and sunglasses should not be worn during school hours.**
- **All clothing and accessories should be free of references to alcohol, drugs, sex, violence, messages of hate and graphic/derogatory pictures or language.**

It is important to note that allowances for specific clothing styles and lengths may be made when the attire suits the setting as determined by the supervisor for that setting (i.e. physical education, special events, etc.).

SHS teachers and faculty will engage in a dialogue with students who are inappropriately dressed (according to the above standards). If the outcome of this dialogue finds the student to be in breach of the dress policy, the student will be asked to report to the Main Office. Provisions will be made to find the student appropriate clothing for the remainder of the day on a case-by-case basis. This may include asking the student to change into an appropriate article of clothing of their own, asking the student to cover the offending item with another article of clothing, or (in the case of offensive language or graphics) asking the student to turn the article of clothing inside out. If no alternate provisions can be found, the student's parent(s) or guardian(s) may be contacted to provide the student with an appropriate article of clothing.

Students who refuse to comply with the request of a staff member to report to the Main Office due to a dress code violation, or who refuse to make the required changes to their attire, will be asked to leave the building and may face suspension. If a student is unable to access appropriate clothing for school, they are encouraged to seek out the Health Office or the Counseling Office for support.

### **What is expected of me when I receive a textbook from a teacher?**

Textbooks are an important learning tool in many of your classes. In order to preserve these expensive tools, you are expected to put a protective cover on all textbooks. You are responsible for filling out, in ink, the information on the label inside the cover, and paying for lost or damaged books. Textbooks are loaned to you and you are responsible for their care and return. Students are responsible for the book assigned to them, which has a designated number and condition. Books that are lost or damaged will be paid for in full in the Main Office. Replacement books will not be issued by teachers until an office receipt is obtained by the student. If the books are found, students may return them, accompanied by receipts, for a full refund.

### **What are the rules around the use of computers and other devices?**

The use of computers, technology, and the Internet in school is only for educational purposes as stated in the District Technology Acceptable Use (AUP) policy - see Page 36.

You and your parent/guardian will be required to read and sign an ACCEPTABLE USE POLICY form before being granted access to the school's computer network. If you do not abide by the Agreement, you will lose access privileges to the Internet. Sharing of passwords is a direct violation of the AUP.

### **What is the SHS policy on plagiarism and cheating?**

The fifth point of the Cosmos' Code states, "Be truthful; communicate honestly." This applies to all of your interactions at Springfield High School. This includes your academic work. As a learning community, we will always promote academic achievement but this is never justification for using the words, thoughts, or ideas of another person without acknowledging their work. In understanding and abiding by this policy, it is important for you to understand the what our school means by the words "plagiarism" and "cheating".

#### **Plagiarism:**

Students are expected to cite each web page, book, or any other source every time they include information from that source in an essay or project. Plagiarism includes but is not limited to:

- Including the words of another writer without including proper citation. Copying from the Internet, other electronic sources, books, and other printed material—even one phrase or sentence—is considered plagiarism unless there are quotation marks preceding and following the quoted material or an in-text citation. Student must also include a citation of the source (Works Cited page or Bibliography) at the end of their paper. This applies to other forms of expression as well—artwork, photography, computer coding, mathematical calculations, etc.
- Citing the sources used but copying and pasting entire sentences (or photos/graphics/code) without using quotation marks or proper citation methods.
- Presenting the ideas of another person as one's own original thoughts; unless a student

attributes the ideas to the correct source, even if the wording is changed, it can be considered plagiarism.

- Submitting another student’s work as one’s own, for example, an essay written by a sibling or another student.
- Submitting a paper, art work, etc. purchased from an Internet site.

### **Cheating:**

The following are specific examples of cheating:

- Copying another student’s work or assignment (including homework) to submit as one’s own.
- Allowing another student to copy your assignment (including homework) with the intention of taking credit for the work.
- Using an unauthorized set of notes, a “cheat sheet” or answer key, calculator, or other storage device during a test or quiz.
- Helping another student without permission on a test or quiz.
- Stealing or borrowing or removing an exam from the classroom or taking it from a teacher without explicit permission.
- Modifying or in any way altering a teacher’s grades or official records.
- Using a teacher’s notes, manuals, or guides without explicit permission.
- Submitting an assignment in two separate classes for different assignments without explicit permission from your teachers (in both subjects).

Plagiarism and cheating are unacceptable in any environment, but particularly in a learning environment. Students who misrepresent someone else’s work as their own are cheating. If, at any time, you are unsure whether or not your work will be considered plagiarism, or if you need assistance with your writing or project, you should seek out the support of your teacher or the SHS Librarian before handing in the work. All cheating/plagiarism violators will be turned in to the office – see consequences below.

First Offense:	Failure for the assignment/test; parent/guardian and school counselor notification
Second Offense:	Failure for the quarter in the course in which the cheating occurred; parent/guardian and school counselor notification
Third Offense:	Failure in the course in which the cheating occurred; appearance before the principal to determine other consequences, which may include suspension

### **How do field trips work at SHS?**

It is understood that the student handbook is to guide student behavior on all trips and extracurricular activities. The School Board and the Springfield High School Administration encourage field and out-of-state trips for cultural and academic enrichment and for unique learning opportunities. All students will be given equal opportunity to participate in such trips and efforts will be made to minimize interruption of the regular school program. Students/families will be given ample preparation time and fundraising opportunities for expensive trips.

All field trips and activities must be approved in advance by the Administration. The staff member



sponsoring the field trip or activity will send written communication to parents/guardians concerning the logistical and relevant facts of the trip. Students must have a permission form signed by a parent/guardian and must meet all criteria as specified for participation on the trip. If an “Age of Majority” form is on file, an 18-year-old student may sign his/her own forms to participate in field trips. Permission slips must be returned to the sponsoring teacher at least one week before the scheduled event is to occur. A student who has been suspended will not be allowed to participate in field trips during the suspension period.

### **What if I feel I need to withdraw from a course?**

You must get parental/guardian permission to withdraw from a class. The last day for dropping classes without an impact on your transcript will be the third day after the course begins. If you wish to change your classes on the first day of course, you need to confer with both your school counselor and your parents/guardians. If you wish to change your course on days two or three, you will need to have a “Schedule Change” form signed by you, your parents/guardians, your school counselor, the teacher(s) whose class you are leaving, and the teacher(s) whose class you are entering. Your schedule will not be changed until the form—including all signatures—is complete.

If you wish to drop a class after the third class meeting, you will also need the approval of the Administration (in addition to the parties noted above). A Withdrawal Failing (WDF) or Withdrawal Passing (WDP) will be on your official transcript for dropping a course after the completion of the first week. Please note:

- Dropping a class may affect a student’s athletic eligibility.
- The Principal, Assistant Principal or Technical Center Director may remove you from a course permanently if you do not follow classroom procedure.
- You will not be given partial credit for any course dropped. This specifically refers to dropping a year-long course after the first term. In that case, no credit will be granted for grades received to the date of withdrawal. There may be special circumstances when a student may appeal for an exception to the Administration for credit in a class that has been dropped. The Administration reserves the right to grant credit in special cases. If you drop a class, you must continue to attend that class until a new, updated schedule has been issued.

### **What if I need to leave school early?**

You will need to bring an early dismissal note from a parent/guardian to the Main Office for administrative approval prior to your first class. All notes must include valid reasons and time for dismissal (i.e. doctor/dentist note verifying appointment and attendance). If you are dismissed, your name will appear on the names of dismissed students on the Daily Attendance List.

### **What if I arrive late to school?**

If you arrive to school after the start of your first period class (7:45 AM), you must sign in at the Main Office and receive a pass before going to class. Your first period teacher will not admit you without a pass.

**What do I do if I arrive before the morning warning bell?**

Before 7:40 AM, you may go to the cafeteria or remain in the lobby, but you may not be in the classroom areas of the school. After the 7:40 bell you may go to your lockers, visit the upstairs hallways/public spaces, and proceed to your first period class.

**Can I leave the school grounds?**

Students are to remain on school grounds during the school day. Once you step onto the school campus, you are considered to be at school. All students, including those 18 or over, are required to meet the early dismissal requirements and must be signed out by a member of the Main Office staff. The administration reserves the right to grant or withhold approval. Leaving school grounds without permission will result in administrative action, which may include loss of parking privileges. 12th graders with privileges are an exception to this rule. Please see pages 18-19 for a detailed explanation of Senior Privileges.

**Is breakfast available at Springfield High School?**

The cafeteria opens for breakfast at approximately 7:00AM. All breakfast food and drink must be consumed in the school cafeteria.

**How does lunch work at Springfield High School?**

We have recently shifted to a single, longer lunch period. With this change, students have opportunities to eat outdoors and in designated areas in the lobby; students are required to clean up after themselves and these new lunch privileges may be revoked at any time if students are unable to follow this expectation. Students will also be allowed to eat lunch in classrooms and the library with explicit permission from teachers and staff members. The gymnasium and certain outdoor areas will also be opened and supervised for recreational use.

Additionally, all 11th and 12th graders are allowed to leave campus during the lunch period. Parents and guardians will need to give written permission for this privilege via the Senior Privilege form. However, this privilege may be revoked by the administration if:

- A student is driving recklessly when they are leaving or arriving back at the school parking lot
- A student is transporting other students illegally
- A student is late three or more times in arriving back for Block 3

**Are reduced cost meals available at Springfield High School?**

Breakfast and lunch are available for purchase in the cafeteria each day that school is in session. Students may apply for free or reduced meals. Eligibility will be determined in compliance with federal guidelines. Applications will be distributed to students and families at the beginning of the school year. Students and families will be made aware of their eligibility status as soon as possible after the submission of the completed application form. Forms are available in the Health Office and the Main Office.

### **Why do I need to fill out an Emergency Information Card?**

For safety reasons, you must fill out and return Emergency Information Cards within one week of the first day of school. These cards give the school permission to seek emergency medical care for you and state who the school should contact in case of emergency. It is especially important that Springfield High School be able to contact your parents/guardians in case of emergency.

### **What if I owe the school money for items like lost books or uniforms?**

If you owe money, materials or restitution to the school for any reason, you may not participate in sports, extracurricular or co-curricular activities until those obligations have been met. In addition, a student will not participate in graduation activities, including the ceremony, while any fines or charges are outstanding.

### **What should I know about dances?**

Only Springfield High School students and their eligible guest (one guest per student) are allowed at dances. These guests must be approved in advance by the administration. Eligible guests must be under twenty-one years of age. Once you have entered a dance you are required to remain there. If you leave the dance, you are not allowed to return unless you have been supervised by a chaperone.

### **What are the bus procedures for Springfield High School?**

All school rules apply on the bus and at all bus stops. Riding on the school bus is a privilege and any student behavior that distracts the bus driver and/or endangers the safety of other students can result in suspension of bus privileges. See consequences below.

- 1st Offense: Warning; letter to parents
- 2nd Offense: Up to ten (10) days suspension of bus privileges
- 3rd Offense: Suspension of bus privileges for 30 days
- 4th Offense: Suspension of bus privileges for the rest of the school year or 90 days, whichever is longer.

In instances of flagrant violations, the administration reserves the right to remove a student indefinitely in the event that a student poses a risk to self, others, or property. Additionally, students will reimburse the district for any damage to property on the bus for which they are directly responsible.

If a student loses the privilege of riding the bus, the student is not allowed to ride on a school bus during the suspension time for any school-sponsored activity that requires bus transportation (i.e. class trips, athletic games).

### **What if I need to ride home on a bus that is not my regular route or regular stop?**

A "Bus Change" form must be completed any time you change a bus assignment, whether temporarily or permanently. This form can be picked up and filled out in the Main Office. For one-time changes in a bus stop on the same bus, a note from your parent/guardian should be brought to and signed by the Main Office personnel.

### What if I want to ride my bike, scooter, or skateboard to school?

Racks are provided at the front of the school for storage of bicycles, but no provisions are made for storage of scooters, skateboards or skates. Bicycles, scooters, skateboards or skates will not be allowed or stored in the school. Springfield High School is not responsible for lost or damaged bicycles, scooters, skateboards or skates.

### If I am interested in driving to school, what do I need to know about parking lot privileges at the Springfield High School?

It is essential that you understand that parking on school grounds is not a right, it is a privilege.

- Students must park only in the student parking lot. There is no student parking in front of the building, in the faculty parking lots, or anywhere around the building--other than designated student parking lot--between 7:00 a.m. and 2:45 p.m.
- The speed limit in the student parking lot and entrances and exits must not exceed 10 mph.
- Incoming and outgoing buses have the right of way. By law, you must yield to them.
- Students are not permitted in the parking lot without registering their vehicle in the Main Office, and they must display their registration sticker on the lower right hand corner of the windshield. Each registration sticker is to only be associated with the vehicle it is assigned to by the Main Office and at no time should your sticker be "loaned" to another student. This allows us to contact you quickly if we find that something has happened to your car. Therefore, if you have multiple vehicles that you use on school grounds, you need a registration sticker for each one.
- Students who park in unauthorized areas may be towed at the owner's expense. The consequences for any parking violation are listed below and exceptions and alternative consequences can *only* be made by the administration.:

First Offense:	Verbal Warning; unless a significant offense
Second Offense:	Loss of parking privilege on school grounds for a week
Third Offense:	Loss of parking privilege on school grounds for the rest of the year

### Do seniors get special privileges?

With parent/guardian approval, seniors will be allowed certain privileges not provided to underclassmen. If a student is approved, the following rules must be followed:

1. You must pass all your classes.
2. You must have five (5) or fewer absences during the previous quarter.
3. You must have five (5) or fewer unexcused tardies during the previous quarter.
4. You must have completed 30 hours of community service before the start of senior year.
5. You must participate in advisory.
6. Seniors with no assigned classes at the beginning of the day may sign in before their first class. The tardy policy will apply to seniors signing in later than their scheduled time.
7. Seniors with no assigned classes at the end of the day are allowed to leave early.
8. If you are released from school under this program, you are to leave the school directly after your last class. You are required to sign out of the building before leaving. No loitering on school grounds will be tolerated. This includes visits to other schools.
9. Eligible seniors may leave school grounds for lunch. Students must sign out/in of the

- building when leaving and returning. Please be aware that students are expected to be in their classes on time, if students are not, it will result in loss of privileges.
10. Seniors who take underclassmen off campus during lunch will lose privileges.
  11. In every respect, Senior Privileges shall be considered a responsibility. Any student who proves himself/herself incapable of assuming this responsibility will lose his/her privileges, and parents/guardians will be notified.
  12. You must have parental permission, even if you are over 18.

Seniors failing any class will lose their sign-out privileges. Students who failed a course in the previous marking term are not allowed these privileges.

Any seniors who do not have a class during Block 2 may sign out and leave the building and do not have to return to SHS until the start of Block 3. An exception to this privilege is if we are having a mandatory school-wide assembly or event during advisory, as all students will be required to attend. If eligible seniors have no class immediately following their lunch period, they may remain off school grounds until the beginning of their next class. Senior Privilege forms can be picked up in the Main Office.

Administration reserves the right to revoke Senior Privileges if it is determined to be in the student's best interest.

### **Do the handbook rules still apply to me when I turn 18?**

It is true that once you turn 18 the law begins to recognize you as an adult. The legal term for this is "age of majority." For Springfield High School to begin to recognize these rights, we need to be formally notified by you that you have reached 18; when you reach your birthday you can complete an "Age of Majority" Form and have it put on file in the Main Office. Once that has happened, we will begin to recognize your Age of Majority status.

Students of legal age (18 or over) remain subject to all school rules. These students may sign their own permission forms and, in certain cases, sign themselves out of school. However, the student must have a valid reason for leaving school (doctor's appointment, family emergency, etc.) and must have an administrator's approval.

### **Do I need a hall pass?**

You may not be in the halls, bathrooms, or any unsupervised areas without a pass.

### **What do school counselors do?**

The school counselors are here to help with a wide variety of things: picking classes, exploring careers that interest you, helping you figure out a problem with a friend, planning for what you want to do after high school, or talking over a problem you are having at home. If you have a problem and you don't know who to talk to, your school counselor is a good place to start. If they can't help, they will find someone who can.

### **What if I feel that I need to go to the School Counseling Office?**

The first step is to come to the School Counseling Office and set up an appointment. Generally, this is

done at lunch, before school or during a passing period. It's important to get a pass from your teacher before coming to the Counseling Office. Once you arrive, you must sign in and you must also sign out when leaving the office. In the School Counseling Office, the registrar will ask you who your school counselor is and will ask what you need to see the school counselor about. If the issue is personal or private, it's okay to say that and the registrar will set up a time for you to talk with your school counselor.

### **What should I know about the Health Office?**

The Health Office is open during school hours. You must have a pass to go to the Health Office. Students must sign in and out when they go to the Health Office. Failure to do so may result in a class cut with consequences.

At school, we need to promote wellness and protect the entire student body against illness. A student should stay home if they have had the following 12-15 hours before school:

1. A temperature over 100 degrees
2. Vomiting
3. Diarrhea
4. A profuse runny nose
5. Severe persistent cough
6. Pink eye
7. Open, infected sores (such as impetigo) which cannot be covered.

A student may return to school if they no longer have any of the symptoms and have eaten a normal meal. If they have strep throat, they need to be on antibiotics for 24 hours and have no fever before returning to school. If they have pink eye, they need to have had one dose of prescribed treatment before returning to school.

A student who has an injury or illness during school hours must be assessed and, if necessary, will be dismissed through the Health Office with permission from the parent/guardian. It is important for parents/guardians to have information regarding a student's symptoms. It is the responsibility of the parents/guardians to submit at least two (2) emergency contact phone numbers for a student.

Only medication that is considered absolutely necessary by a prescribing physician will be administered during school hours, and only with a doctor's note on file. Whenever possible, the medication schedule should be arranged so that it may be taken at home. All arrangements for dispensing medication at school must be arranged with the school nurse. Only the school nurse or the designee may administer medication.

1. All medication, whether prescription or over-the-counter, must be kept in the Health Office. Cough drops, throat lozenges and Tums may be kept by the student.
  - a. It is important to remember that the district recently adopted a policy the considers "regulated drugs" and "controlled substances" to be part of our drug and alcohol policy. Thus, if students are carrying regulated drugs (medications) on them at school, they will be subject to the severe consequences set forth in this policy.
2. For the safety of all students and the safety of others, no medication of any kind is to be kept in lockers or backpacks.
3. Prescription medication must be in a pharmacy-labeled container. A student must have a written doctor's order and written parental/guardian permission on file in the Health Office to

take prescription medication at school.

4. Over-the-counter medication must be in the original container. Written parental/guardian permission on file is needed to take over-the-counter medication at school.
5. Epi-pens and inhalers for asthma, with permission and orders from a physician, may be carried by students.

### **How does SHS respond to concussions and other head injuries?**

At SHS, we are committed to following the statewide concussion and other head injury guidelines that are provided annually to all of our student athletes and their families; parents/guardians of student athletes are required to sign a form (as provided by the Athletic Department) acknowledging their receipt of the concussion and other head injury guidelines. The district also requires all of our coaches and onsite referees to receive training on how to recognize the symptoms of a concussion or other head injury. If students or staff members are ever concerned that a concussion or head injury occurs during a school day, the student should be escorted to the Health Office immediately to receive an initial evaluation from a school nurse.

### **What does the term “mandated reporter” mean?**

All faculty at SHS have a duty to help protect our students from abuse and neglect. Act 60 of 2015 provided that any mandated reporter, which includes all school employees, who reasonably suspects abuse or neglect of a child shall report those concerns to the proper authorities (most commonly the Department of Children and Families and, in some cases, local law enforcement) within 24 hours of the time the information regarding the suspected abuse or neglect was first received or observed. Our school counselors, social worker and nurses often work to support other school staff in this process, as well as supporting the involved student and family if appropriate.

### **What about the SHS Library/Media Center?**

The mission of the Springfield High School Library / Media Center program (Library) is to ensure that students and staff are effective users of ideas and information. The Library actively supports the school curriculum and interests in reading with print and online resources. Students with computers can access reliable magazine, newspaper, reference or scholarly articles as well as videos at school or home with our research and media databases. Passwords and access instructions for Gale Research (“Vermont Online”), Curriculum Videos on Demand, and Listen Up Vermont’s eBook and audiobook service can be obtained in the Library.

Students can check out two books at a time unless special permission is granted by the library staff. Students with overdue or lost books may not check out additional books until their books are returned or paid for. Seniors must clear their accounts in the Library in order to receive their cap and gown at graduation.

The SHS Library is a great place to study, research, or read quietly. Students can work quietly in small groups, but they will be asked to return to their classroom if they do not stay on task. Students assigned to the library during an empty block must use the time as a silent study or silent reading time. Failure to do so will result in being sent to the office for disciplinary action. When students enter the Library, they must sign in at the circulation desk and present a pass from a classroom teacher specifying

the work to be completed. Students must sign out when they leave the Library. The sign-in sheet allows the library staff to account for your safety in case of emergency.

### **What is the Educational Support Team (EST)?**

Springfield High School has an Educational Support Team (EST). A parent/guardian or staff member may refer a student to the team. The team evaluates the concerns about the student and designs a plan to help the student become more successful in school. Teachers can refer students to EST via an online form and families can refer students through the School Counseling Office.

**What is Springfield High School's attendance procedure?** (Visit the SSD website at <http://www.ssdvt.org/main/district/district-policies/> for school board policy)

The purpose of the Springfield School District Attendance Policy is to attempt to mitigate the frequency of truancy by establishing guidelines for employees to follow when a student is truant. The following stakeholders are hold the following responsibilities in ensuring that all students attend school on a consistent basis:

- **Parents/Guardians:**
  - Monitor regular school attendance of their child and notify the school the day of an absence. In the case of an expected absence, it is the parent/guardian's responsibility to contact the school in advance of the absence.
- **School Principal/Truancy Officer/Attendance Clerk:**
  - Determine if a daily absence is valid and shall attempt to contact a parent/guardian by telephone to confirm the cause of the absence.
  - Annually document the cumulative absences on each student, as the number of absences will determine the thresholds for intervention as described in these procedures. Notify attendance clerk about students having excessive unexcused absences.
  - Investigate excessive unexcused absences.
    - If a student is absent without cause, provide written notice to parent/guardian of the concern about non-attendance and provide notice of the need for the child to attend school. 16 VSA 1127 (a) Copies of the written notice to the parent/guardian shall be provided to Springfield School Superintendent, Vermont Department of Children and Families (DCF) and the Windsor County State's Attorney.
    - If a parent alleges a medical/mental health reason for the student's non-attendance, superintendent (or truancy officer as designee) shall contact outside medical/mental health providers to verify/refute allegation of a medical/mental health reason for the absences. (16 VSA 1124) If parents/guardians refuse to bring student to appointment, this information should be documented and included in court affidavit. The cost of the doctor's appointment would be paid by the Springfield School District.
    - Participate if necessary in Coordinated Service Plan meeting (264) to address issue of truancy and other student needs. If the CSP is not successful and more formal state intervention is deemed necessary, the clerk and/or principal shall make a formal referral to DCF Central Intake. 16 VSA 1127 ( C )



All students in K-12 fall under these procedures. Students 16 and older are not subject to the County Truancy Protocol, yet if enrolled, must attend pending withdrawal by the parent. Students 18 and older are not subject to the clause requiring DCF referral for more than 20 absences.

In Springfield Schools, an “absence” is defined as, “a day, or any part of a day, where the student is not present; tardies, early sign-outs, and other partial days may be included under the definition of absence, if they are excessive in number.”

Excused Absences Include:

1. Medical Illness as documented by medical practice or school nurse
2. Medical/Dental appointments as documented by medical/dental practice
3. Legal or Court obligation as documented by appropriate paperwork (summons, etc)
4. College visit with documentation from admissions office
5. Death in Family - funeral observances and associated travel, as documented by guardian
6. Religious observation
7. Out of school suspension
8. Parent reported Absence (max=7/year)\*

\* Parent Reported Absence

- Each student is allowed 7 of these per year (e.g. a student stays at home due to illness with parent permission, but no doctor appointment necessary)
- All absences of this nature above the 7 threshold become unexcused by definition

Notification from School:

- With each unexcused absence, the school will make a phone call to alert family of the absence.
- After 5 cumulative unexcused absences, personalized phone call from attendance clerk to remind family of policy;
- After 7 cumulative unexcused absences, principal will send family letter, notifying of policy and future steps; District Truancy Officer & BARJ cc'd on letter (per county protocol)
- After 10 cumulative unexcused absences, district truancy officer will set up Coordinated Service Plan meeting with family, DCF, BARJ, and HCRS (if applicable) and will notify family via letter of the date/time of the meeting. (per county protocol)
  - If CSP plan is not followed, or pattern of absence continues, district truancy officer will file with state's attorney office for truancy; court date will be set up
- After 20 cumulative unexcused absences, district truancy officer will file report with DCF for educational neglect.

Schoolwork While Absent:

- Regardless of reasons for absence, students are expected to complete missing work during the period of absence. In extreme cases, the administration will, in consultation with the Counseling Office and classroom teacher, make a determination about what work is to be excused.

**What can I expect if I violate the rules at Springfield High School?**

You can expect to be treated fairly. You can expect to have rational consequences assigned to you in a timely manner.

**Teacher Assigned Detention:** Teacher detentions differ from after school assigned administration

detentions and Saturday detentions in that a specific teacher assigns you a detention in that teacher's room. The teacher will schedule the time and room to which you are to report. You will be given 24-hour notice by your teacher. In order to avoid a missed detention assignment being classified as a cut, prior arrangements must be made with the staff member who assigned the detention. If a student cuts a teacher assigned detention, the student will serve an after school administrative assigned detention.

**After School Administrative Assigned Detentions:** After school detentions will be issued by the Main Office. These run on Mondays, Wednesdays, Thursdays and Fridays from 2:45-3:30. You need to report to the appropriate classroom at 2:45. If you arrive after 2:45, you will not be allowed in and it will be treated as a cut. It is expected that you show up on time to the after school detention and do school work. If you do not have school work, you must read or sit quietly. There will be no sleeping during the after school detention (including putting your head down on the table/desk). No electronic devices are allowed to be used during after school detentions. You will be given at least 24-hour notice by either the Principal or Assistant Principal that you are to report to a detention. This obligation will take precedence over any other appointment (including extracurricular activities). Skipping an after school detention will result in the assignment of a Saturday detention (please see requirements below).

**Saturday Detention:** Saturday detentions will be issued by the Main Office. These run on Saturdays from 8:00 AM to 10:00 AM in Room 202 of SHS. You need to report to the side entrance of the building (in the back parking lot) by 7:55 AM. If you arrive late, you will not be allowed in, and it will be treated as a skip. You will be given at least 24 hours notice by either the Principal or Assistant Principal that you are to report on a Saturday. The school does not provide transportation for Saturday detentions. This obligation will take precedence over any other appointment. If you miss a Saturday detention without permission, you will be assigned a day of out of school suspension.

**Out of School Suspension:** In the case of serious offenses or repeated rule violations, you will be assigned an out of school suspension. Due process requires notification of students who are being placed on suspension. The Principal or Assistant Principal will inform the student of the reason for suspension and its duration. Students have the right to speak in their own defense, and their parents/guardians will be informed of the action by phone and by letter. A copy of the student's suspension letter will be forwarded to the Superintendent of Schools. Suspended students are not allowed on school grounds anywhere in the district and may not participate in any school-sponsored activities during the suspension period. This includes both weekend activities and sports. Suspended students are expected to make up work and tests missed during the suspension period. It is their responsibility to request assignments from the Main Office. Assignments may be picked up after school. Any student accumulating ten suspensions during the school year will be required to appear before the School Board to defend his or her irresponsible behavior.

### **What rights do I have if I am suspended or expelled?**

**Springfield School District Suspension and Expulsion Policy:** You may be suspended from school by the Principal and Assistant Principal for serious or repeated violations of school policy or disciplinary rules, or for other conduct not defined by rule which is deemed by the Principal or Assistant Principal to be inappropriate, disrespectful, or disruptive to the school. If suspended, you are unable to participate in any extracurricular activities. You are not to be on school property during the suspension period. Failure to abide by this procedure will result in an additional suspension, subject to separate notice and opportunity to be heard as set forth below. You are expected to make up work as requested by the

teachers and will receive credit for all assigned make-up work. Responsibility lies with you to arrange make up work. You may serve out of school suspension at the discretion of the Principal.

When student misconduct makes the continued presence of the student harmful to the welfare of the school, the Superintendent or Principal may, with the approval of the School Board, suspend the student for longer than ten school days or expel the student.

### **Can my parents/guardians appeal a suspension?**

All parents, legal guardians and/or adult students have the right to appeal a disciplinary action which has resulted in an out of school suspension. A written request to appeal must be sent to the SHS administration. A meeting time and place will be determined and the appeals process will proceed. Parents, legal guardian and/or adult students who wish to appeal beyond the high school administration must follow the initial process. At that time, you may contact and appeal your case to the Superintendent.

### **What can I do if I feel I am disciplined unfairly?**

You are expected to follow the instructions of all faculty, staff, and administrators. If you believe these instructions to be unjust or improper, you may (afterwards) appeal to the teacher, Assistant Principal, Principal, Superintendent, and School Board (in that order). You may, at the discretion of the administration, seek alternatives to the actions listed above or performing community service.

### So what are the disciplinary actions for various violations?

While the chart below is not a complete listing, it outlines the consequences for most offenses:

The following actions are subject to possible **expulsion** by the school board:

- Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, **including, but not limited to a gun or knife**. Cosmos Code Violation: #1, 4, & 6.
- Any student who distributes alcohol/drugs, (1st offense and law enforcement notified). Cosmos Code Violation: #1, 4, & 6.
- Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of, or under the influence of drugs or alcohol, (3rd offense - and law enforcement notified). Cosmos Code Violation: #1, 4, & 6.
- Any student who **assaults any school employee** on school premises or at school sponsored or school-related events, including athletic games. Cosmos Code Violation: #1, 4, & 6.
- Any student who orchestrates or otherwise participates in engineering a hoax to disrupt school operations (e.g. bomb threat). Cosmos Code Violation: #1, 4, 5, & 6.

The following will result in a **minimum** of ten days suspension:

- False reporting of fire (pulling fire alarm). Cosmos Code Violation: #1, 4, 5 & 6.
- Possession or use of alcohol/drugs on school grounds, (2<sup>nd</sup> offense –and barred from school sponsored extracurricular activities for 45 days AND law enforcement notified). Cosmos Code Violation: #4 & 6.
- Distribution of alcohol/drugs, (1<sup>st</sup> offense – will also face expulsion – law enforcement notified). Cosmos Code Violation: #1, 4, & 6.

The following will result in a **minimum** of five days suspension:

- Possession or use of alcohol or drugs on school grounds, (1<sup>st</sup> offense and law enforcement notified). Cosmos Code Violation: #1, 4 and 6.
- Possession/use of dangerous substances, such as, but not limited to fireworks, "stink bombs," or incendiary devices. Cosmos Code Violation: #1, 4, & 6.

The following will result in a **minimum** of three days suspension:

- Larceny, theft, possession of stolen property. Cosmos Code Violation: #4, 5 and 6.
- Assault and/or battery on a student. Cosmos Code Violation: #1, 4, and 6.
- Fighting. (Springfield High School subscribes to a "no fault policy." Any student involved in a fight will be suspended. Loss of control and intent to injure are more important considerations than fault.) Cosmos Code Violation: #1, 4, and 6.
- Behavior that is materially disruptive to school operations. Cosmos Code Violation: #1, 2, 4, 5, & 6.
- Sale or distribution of tobacco products or vaping products (tobacco or non-tobacco). Cosmos Code Violation: #1, 4, & 6.

The following will result in **at least** a one day suspension:

- Insubordination (refusal to do as staff asks or requires). Cosmos Code Violation: #1, 4, & 6.
- Failure to report to the office. Cosmos Code Violation: #5 and 6.
- Acts of intimidation, bullying, or verbal assault. Cosmos Code Violation: #1, 4, & 6.
- Threats to inflict physical harm. Cosmos Code Violation: #1, 4, & 6.
- Vandalism (restitution will also be required). Cosmos Code Violation: #4 & 6.
- Inappropriate language or profanity (directed at staff or student). Cosmos Code Violation: #1, 4 & 6.
- Purchase or use of tobacco products or vaping products (tobacco or non-tobacco). Cosmos Code Violation: #1, 4, & 6.
- Forging notes and/or making false statements to staff. Cosmos Code Violation: #5.
- Failure to attend assigned Saturday detention(s). Cosmos code violation: #3 & #6.

The following will result in a Saturday detention:

- Truancy (leaving or being off school grounds without permission from parents and administration). Cosmos Code Violation: #2, 3, & 5.
- Failure to report to an assigned after school administrative detention. Cosmos Code Violation: #3, 4 & 6.
- Possession of tobacco products or vaping products (tobacco or non-tobacco). Cosmos Code Violation: #1, 4, & 6.

The following will result in a **minimum** of one after school administrative detention upon referral to the office:

- Six or more tardies to school in a quarter. Cosmos Code Violation: #1, 2, 3, 4 & 6.
- Cutting class, missing from class without authorization. Cosmos Code Violation: #1, 2, 3, 4, & 6.
- Inappropriate language or profanity (not directed). Cosmos Code Violation: #1, 4, & 6.
- Taunting/teasing another student (plus subject to policy). Cosmos Code Violation: #1, 4, & 6.
- Disrespectful behavior toward staff or students. Cosmos Code Violation: #1, 4, & 6.
- Disruptive behavior. Cosmos Code Violation: #1, 2, 4, & 6.
- Cutting a teacher detention. Cosmos Code Violation: #3, 4, 5, & 6.
- Misuse of school property. Cosmos Code Violation: #4, & 6.
- Throwing food or other objects in class, the cafeteria, or any other area. Cosmos Code Violation: #1, 2, 4, & 6. Rough play or unsafe behavior. Cosmos Code Violation: #1, 4, & 6.
- Rough play or unsafe behavior. Cosmos Code Violation: #1, 4, & 6.
- Being in an unauthorized area before, during, or after school. Cosmos Code Violation: #4, 5 & 6.

The following will result in a fine payable to the Town of Springfield:

- Possession or use of tobacco on school grounds

The following actions have specific school board policies regarding disciplinary actions:

- Drug and Alcohol possession, use and/or distribution
- Harassment
- Firearms possession
- Hazing

(Visit the SSD website at <http://www.ssdvt.org/main/district/district-policies/> for complete school board policies on these items)

NOTE: Students and parents/guardians should also be aware that:

- 1) Any of the above infractions could result in the loss of senior privileges.
- 2) Any of the above infractions could result in the involvement of **law enforcement** authorities.
- 3) The administration reserves the right to extend the period of suspension(s) or to suspend out of school.
- 4) References to “tobacco products” in the SHS discipline policies include vaping products (e-cigarettes, vaping pens, cloud pens, etc.).

### **How does Springfield High School deal with issue of alcohol and drug use?**

The possession, use, sale or distribution of alcoholic beverages or regulated drugs is a violation of Vermont Law. The principal or their designee will inform law enforcement of all offenses. Possession, distribution or ingestion of any medication (prescription or over-the-counter) without the school nurse’s supervision will also be considered in violation of district policy.

### **What is harassment, and what does SHS do to prevent it?**

Harassment of students is prohibited. It is the policy of the Springfield School District to maintain a learning environment that is free from harassment of students. The District prohibits any form of unlawful harassment as defined below on the basis of a student’s race, color, religion or creed, national origin, sex or gender, sexual orientation, marital status, ancestry, place of birth, age, or physical or mental condition (including disability or handicap). It is a violation of this policy for any student, teacher, administrator, or other school staff, through conduct or communication, to unlawfully harass a student on the basis of race, color, religion or creed, national origin, sex, gender, sexual orientation, marital status, ancestry, place of birth, age, or physical or mental condition (including disability or handicap). In addition, harassing behaviors, whether or not they constitute “unlawful harassment,” are prohibited, and may also result in disciplinary and/or corrective action.

### **What is hazing, and what does SHS do to prevent it?**

“Hazing” means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the District; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing may occur on or off school grounds.

Students who have reason to believe that an incident of hazing might or did occur should report to any coach, teacher, school nurse, school counselor, or school administrator. Staff members who have received such a report from a student or who otherwise believe that an incident of hazing might or did occur shall report to the administration of the school, or to the Superintendent. The report may be in writing or made orally. If the report is made orally, the receiver shall make a written record of the report.

### **What is bullying, and what does SHS do to prevent it?**

“Bullying” means any overt act or combination of acts directed against a student by another student or group of students and which:

- Is repeated over time;
- Is intended to ridicule, humiliate, or intimidate the student; and
- Occurs during the school on school property, on a school bus, or at a school-sponsored activity or before or after the school day on a school bus or school-sponsored activity.
- OR does not occur during the school day on school property, on a school bus, or at a school-sponsored activity and can be shown to pose a clear and substantial interference with another student’s right to access educational programs.

Unlike harassment, bullying need not target a protected characteristic.

### **What if I feel that I am being harassed, hazed, or bullied?**

If you suspect or believe you have been harassed, hazed or bullied, please tell an adult. For the 2018-19 school year, Ms. Smith and Mr. Touchette will serve as the official Intake Coordinators for incidents of harassment, hazing and bullying and adult staff members may help you to connect with one of these individuals, or the Principal or Assistant Principal. We want you to have a safe and welcoming school experience and we know that if you are being mistreated, this will be difficult. Following this initial intake, the administration will move forward with an investigation and the details of that procedure can be found at:

<http://www.ssdvt.org/main/wp-content/uploads/2014/03/F30-Prevention-of-Harassment-Hazing-and-Bullying-PROCEDURE.pdf>

### **What if I am worried that someone might retaliate against me for filing a harassment/bullying complaint?**

It is unlawful for any person to retaliate against someone who has filed a complaint of harassment or against someone who assists or participates in an investigation, proceeding or hearing related to the harassment complaint. It’s also important to know that a person can violate this even if the original complaint is not sustained.

### **How does SHS support transgender and gender nonconforming students?**

Springfield High School is committed to providing a safe and supportive school environment that allows all students, of all identities, to progress academically and developmentally. The rights and the education of transgender and gender nonconforming students are protected through our district Hazing, Harassment, & Bullying policy and any concerns or observations are mistreatment towards students

should be reported to a counselor or an administrator immediately.

Although the SHS community is committing continued learning and more comprehensive support for transgender and gender nonconforming students, three areas that we have addressed are: preferred names/pronouns, sports and physical education, and bathroom/locker room access.

At SHS, students will be addressed by school staff by the name and pronoun corresponding to their gender identity. Students are not required to obtain a court ordered name and/or gender change or to change their pupil personnel records as a prerequisite to being addressed by the name and pronoun that corresponds to their gender identity. To the extent possible and consistent with these guidelines, school personnel should make efforts to maintain the confidentiality of the student's transgender status.

Also, student IDs can be issued in the name that reflects a student's gender identity.

SHS is committed to providing transgender and gender nonconforming students with the same opportunities to participate in physical education as are available all other students. Generally, students should be permitted to participate in physical education and sports in accordance with the student's gender identity. Participation in competitive athletic activities and sports will be resolved on a case-by-case basis and SHS will utilize the Vermont Principal's Association Activities/Athletics Policies: Article 1 Section as a resource for these conversations.

The use of restrooms and locker rooms by transgender students requires SHS to consider numerous factors, including, but not limited to: the transgender student's preference, protecting student privacy, maximizing social integration of the transgender student, minimizing stigmatization of the student, ensuring equal opportunity to participate, the student's age, and protecting the safety of the students involved. A transgender student should not be required to use a locker room or restroom that conflicts with the student's gender identity and SHS will work with the student and family (and potentially the Counseling and Health offices) to create a plan.

### **How does SHS support New Americans within our school community?**

At SHS, we have a responsibility to ensure that all of our students feel safe and supported and we work hard to create a school culture that is responsive to all of the students and families. Under Federal law, undocumented children and young adults have the same right to attend public primary and secondary schools as do all U.S. citizens and permanent residents and, under state law, all Vermont children, including undocumented children, are required to attend school until the mandated age of 16. In order for SHS to meet this obligation, we are committed to going beyond merely telling families to enroll their student(s), but also working proactively to ensure that they feel safe, supported, and welcomed. Thus, SHS does not: 1) deny/terminate a student's enrollment on the basis of actual or perceived immigration status, 2) treat a student differently to verify legal residency in the U.S., 3) engage in any practices that have the effect of discouraging students from attending school based on their immigration status, 4) require students or their parents to disclose their immigration status or inquire of students or parents in ways that may expose their undocumented status, and 5) deny or terminate a student's enrollment due to the student's or parent's failure to provide a social security number.

### **How does SHS deal with Public Displays of Affection (PDA)?**



Springfield High School is a public place and certain types of behavior are unacceptable in this setting. You need to think of the comfort level of your peers and teachers. Please think of the Cosmos' Code #4, *"Be appropriate; demonstrate behavior that is considerate of the community, the campus, and yourself."* Student surveys have shown that PDA creates a hostile atmosphere for many people. When members of our learning community feel unsafe, learning can be affected.

While it is difficult in some instances to specify exactly what types of public displays of affection are appropriate and what types are not, if a student follows these guidelines, his or her behavior probably falls into the "acceptable" category:

- Holding hands is acceptable.
- Long embraces are not acceptable.
- Short hugs of "greeting" are acceptable.
- Kissing is not acceptable.
- Physical contact of a romantic nature is not acceptable.

The following are consequences for any PDA violation:

First Offense:	Warning
Other Offenses:	Administrative conference with students and their parents/guardians and/or further administrative action.

### **What happens if a student steals or damages school or personal property?**

When a student damages or steals school property or the personal property of another member of the school community, the student will replace or pay for the replacement of the destroyed or missing property. Additional consequences will be imposed, and the incident may be referred to the police department.

Restitution also involves returning or paying to replace missing books, uniforms, or school materials or, in some cases (as granted by the administration) doing acts of community service for the school to "repay" the debt that is owed. No student will be allowed to participate in any extracurricular activity until restitution has been made.

### **What happens if a student commits an act of vandalism?**

Any destruction of school property is considered vandalism. Students who engage in inappropriate behavior that results in damages to the school must reimburse the school for that damage. Damage will result in disciplinary action, notification of parents/guardians and reimbursement for all damages or replacement costs, and the incident may be referred to the police department.

### **Under what circumstances, could I be searched?**

Should an administrator determine there is reasonable suspicion to search you and/or your property in order to prevent injury or loss of evidence, a search will be conducted. A police officer with a warrant, or in connection with an investigation, may conduct a search without parental/guardian notification, in the presence of an administrator.

### **What should I do if I am threatened?**

There is zero tolerance at Springfield High School for threats of violence or destruction. Students are encouraged to report threats immediately to the administration. Springfield School District policy prohibits students from making oral, written, phone or electronic threats to school personnel (including all school staff, contracted service providers, and drivers of school buses), or to other students and/or other people using school facilities. This includes anywhere in the building, on school grounds, at other schools, or at any after school events. Violation of this policy shall result in discipline up to and including long-term suspension and expulsion. In addition, restitution may be sought where the threat results in expense to the school, school personnel, or other students. The police will also be notified of this offense.

The Springfield School District will treat any oral or written threat or threatening action by a student directed against school personnel and/or against other student(s), and/or against school property and/or people using school property, as a serious offense. This is in order to maintain a safe environment for its students, employees, and others who use school buildings, grounds and facilities, and in order to maintain the safe and usable conditions of all school buildings, grounds and other facilities.

#### **Are there any rules when it comes to tobacco products and vaping products?**

It is the policy of Springfield High School to prohibit the use of tobacco or tobacco substitutes (e.g. e-cigarettes and vaporizers) on school grounds in accordance with state law (Act 135). This ban extends to any student, employee or visitor to the school, and applies at all times, whether or not school is in session. Students are, furthermore, prohibited from possessing tobacco or vaporizing products at all times while under the supervision of school staff or at school sponsored activities.

Violations of this policy include:

- For sale and distribution of tobacco products or vaping products (tobacco or non-tobacco), the following will occur: Out-of-school suspension for three school days. The products will be confiscated and destroyed.
  - Local law enforcement will be notified and students may be subject to fines.
- For purchase and use of tobacco products or vaping products (tobacco or non-tobacco), the following will occur: Out-of-school suspension for one school day. Multiple violations will be considered “insubordination” and could result in longer suspensions. The products will be confiscated and destroyed.
  - Local law enforcement will be notified and students may be subject to fines.
- For possession of tobacco products or vaping products (tobacco or non-tobacco), the following will occur: Saturday detention. Multiple violations will be considered “insubordination” and could result in suspensions. The products will be confiscated and destroyed.
  - Local law enforcement will be notified and students may be subject to fines.

**What is the SHS policy on weapons?** (*Visit the SSD website at <http://www.ssdvt.org/main/district/district-policies/> for school board policy*)

A student who brings a weapon to school or to any school activity, on or off school property, will be

expelled for up to one year according to the federal Gun Free Schools Act of 1994, Act No. 35 of the 1995 session of the Vermont General Assembly, and local policies-I21. A weapon is defined as a gun, knife or other object used as a weapon, or substances and chemicals that are considered harmful to others.

A student who brings any size knife in any form to school will be suspended immediately. If the same student is found by the School Board, after a hearing, to have brought a weapon or knife to school, the student shall be expelled for 90 days or through the remainder of the school year, whichever is longer. However, the School Board may modify the expulsion on a case by case basis depending on the circumstances. In addition, any student who brings a weapon to school shall be referred to a law enforcement agency.

Exemptions from this policy for items that may be defined as a weapon are allowed when used as part of a curriculum, but must be pre-approved by a building administrator, the Superintendent or the School Board. Under these circumstances, the student with the weapon for classroom presentation must be escorted to the classroom by the Principal or Assistant Principal. (For further information about weapons in school, see School Board Policy F21 at <http://www.ssdvt.org/main/district/district-policies/> .

### **Where can I discuss the policies and the future of Springfield High School?**

The success of Springfield High School depends on all of us working together to make it a better place. You can discuss what is happening at SHS anywhere. Great places to start are: speaking to your class officers, talking with your advisor, or attending a Town Hall Meeting with fellow peers, teachers, and administrators. All students are welcome to attend Town Hall meetings and encouraged to share their ideas.

### **Clubs and Organizations**

**Anime Club:** is a group of students interested in Japanese anime and manga. Students meet weekly to discuss anime, draw, watch videos, dance, and practice the Japanese language.

**Boys and Girls State:** Students are nominated by the school counselors and administrators to represent the school in this mock legislature event with other high school students from across Vermont.

**Drama Club:** Any student may be part of the Drama Club. Performances happen throughout the school year.

**Dungeons and Dragons (D&D):** A fantasy table-top role playing game; experienced or novice students gather afterschool and play together in the cafeteria or library.

**French Club:** Provides students the opportunity to engage in the language and culture in an informal manner as well as plan for trips to French-speaking countries and fundraise.

**Gardening Club:** help us beautify the high school with gardens! Bring ideas and energy for a fun time after school.

Gay-Straight Alliance AKA “Proud of Me” (POM): All students are welcome to join the SHS GSA; it is a supportive group where members engage in dialogue and take action to make the school a safer and healthier community for LGBTQ individuals.

National Honor Society: Eligible students must submit an application during the spring of their 11<sup>th</sup> grade year. Eligibility is based on academic GPA, community service, leadership, scholastic achievement, and character.

Pep Band: Is open to any student even if they are not enrolled in a music class. They perform for home football and basketball games.

School Board Representative: Sits on the school board as a student voice. This is a voted on position by your peers.

Spanish Club: Provides students the opportunity to engage in the language and culture in an informal manner as well as plan for trips to Spanish-speaking countries and fundraise.

Spirit Committee: All students are welcome to join the SHS Spirit Committee; it is the “spirit” side of student council. Students from every grade are integral in the planning and follow-through of such things as dress-up days, festive week, hall decorating, summer send-off, class competitions, and of course the pep rallies.

STAR: The mission is to promote rescue and care of abused, neglected, and homeless animals through direct interventions and fundraising.

Student Government: Each class elects a slate of officers to take care of class business and plan class activities.

### **COSMOS Athletic Teams**

#### **Fall Season**

Cross Country  
Field Hockey (V & JV)  
Football (V & JV)  
Men’s Soccer (V & JV)  
Women’s Soccer (V & JV)

#### **Winter Season**

Bowling  
Dance Team  
Indoor Track  
Men’s Basketball (V & JV)  
Women’s Basketball (V & JV)  
Wrestling (club sport)

#### **Spring Season**

Baseball (V & JV)  
Softball (V & JV)  
Tennis  
Track and Field

### **What is the eligibility policy for athletics?**

The Springfield Athletic Department recognizes and promotes positive citizenship and academic commitment within our interscholastic athletic program. While athletics are an important part of your education, your good citizenship and academic success are the primary objectives of the Springfield High School Athletic Department. All coaches support this position, and will make every effort to accommodate students’ needs as they balance athletics with their other goals within the school community.

As Springfield High School has now shifted into a proficiency-based/standards-based learning model, and athletic eligibility is tied into our Non Academic Targets; this means that eligibility will no longer be dependant on grades but on the behaviors and effort that students are displaying in the classroom and within the school. The Non Academic Targets will be tracked by teachers through a PRIDE rubric\* and the scores will be updated in JumpRope and will be reviewed every two weeks by the Athletic Director. In order to remain eligible for game play, students must maintain a PRIDE average of a 2.5 or higher. If a student falls below a 2.5 at an eligibility check, they will be suspended from game play (not practice) for at least one week (e.g. if a student is suspended from play on a Monday, they cannot participate in a game until Tuesday of the following week), or until their PRIDE average rises to an eligible level. Coaches will also reserve the right to make additional restrictions regarding game play and team membership if a student continually misses time due to ineligibility, but a student will be formally eligible to return to game play after the one week suspension once the Athletic Director confirms they are eligible. It is essential that all student-athletes and parents understand these new eligibility regulations and the other regulations listed below.

- 1) Students must be enrolled in classes for at least 75% of the available time (3 out of 4), unless with permission of the principal.
- 2) The preceding semester PRIDE average will determine the current academic standing (i.e. 2nd semester PRIDE average establishes eligibility for fall season). All new 9<sup>th</sup> graders will be eligible to begin the fall season.
- 3) Eligibility will be checked via the PRIDE rubric by the AD every two weeks.
- 4) Students should be in regular attendance and must be in attendance by 8:30am on the day of the event unless excused by the Principal.
- 5) Students also will meet the criteria set forth in the guidelines of the Vermont Principal's Association.

\*

<i>Dimension</i>	<i>Target</i>	<b>4</b> <i>Almost Always</i>	<b>3</b> <i>Usually</i>	<b>2</b> <i>Sometimes</i>	<b>1</b> <i>Rarely</i>	<i>Evidence</i>
<b>P</b> articipation	I can contribute constructively in the classroom and share relevant informations and ideas. I can support the participation of others.					
<b>R</b> espect	I can demonstrate self-respect and respect for adults and peers in the community.					
<b>I</b> ntegrity	I can act responsibly and take ownership for my decisions and actions.					
<b>D</b> ependability	I am prepared for class (supplies, materials, homework, reading, etc.). I can complete assignments and assessments and, if necessary,					

	revise work in a timely manner.					
<b>Engagement</b>	I can stay on task and work efficiently.					

## Springfield School District Acceptable Use Policy

### Introduction

Springfield School District recognizes that access to technology in school gives students and staff greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students and staff develop 21<sup>st</sup>-century technology and communication skills.

To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Springfield School District network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Springfield School District makes a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

### Technologies Covered

Springfield School District may provide Internet access, desktop computers, mobile computers or devices, video-conferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, Springfield School District will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

### Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to

use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask for assistance if you don't know.

### **Web Access**

Springfield School District provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT staff member.

### **Email**

Springfield School District may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

### **Passwords**

Your password serves to identify you to the technology systems of the Springfield School District. You are responsible for the security of your password. Don't keep it written down. Don't make it easy to guess. Don't allow anyone else to use it. You can be held responsible for what someone does with your password.

### **Social/Web 2.0 /Collaborative Content**

Recognizing the benefits collaboration brings to education, Springfield School District may provide users with access to websites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

### **Mobile Devices Policy**

Springfield School District may provide users with mobile computers or other devices to promote

learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

### **Personally-Owned Devices Policy**

Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes.

Because of security concerns, when personally-owned mobile devices are used on campus, their use should only be over the specifically designated student wireless network and will not be used over the hardwired or protected school wireless networks without express permission from IT staff. Any personally owned device that is connected to the school network is subject to being monitored.

### **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert the IT department immediately. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

### **Downloads**

Users should not download or attempt to download or run executable programs over the school network or onto school resources without express permission from IT staff.

You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

### **Netiquette**

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.



Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

### **Plagiarism**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

### **Personal Safety**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

### **Cyberbullying**

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

### **Examples of Acceptable Use**

I will:

- ✓ Use school technologies for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (such as; images, messages, posts) online.
- ✓ Use school technologies at appropriate times, in approved places, for educational pursuits.

- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of myself and others.
- ✓ Help to protect the security of school resources.

### **Examples of Unacceptable Use**

I will **not**:

- ✓ Use school technologies in a way that could be personally or physically harmful.
- ✓ Attempt to find inappropriate images or content.
- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Try to find ways to circumvent the school's safety measures and filtering tools.
- ✓ Use school technologies to send spam or chain mail.
- ✓ Plagiarize content I find online.
- ✓ Post personally-identifying information, about myself or others.
- ✓ Agree to meet someone I meet online in real life.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Use school technologies for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### **Limitation of Liability**

Springfield School District will not be responsible for damage or harm to persons, files, data, or hardware.

While Springfield School District employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Springfield School District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

### **Violations of this Acceptable Use Policy**

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

**I have read and understood this Acceptable Use Policy and agree to abide by it:**

---

(Student Printed Name)

---

(Grade Level)

---

(Student Signature)

---

(Date)

**I have read and discussed this Acceptable Use Policy with my child:**

---

(Parent/Guardian Printed Name)

---

(Parent/Guardian Signature)

---

(Date)

**IN-TOWN FIELD TRIP PERMISSION FORM**  
**PARENT/GUARDIAN SIGNATURE REQUIRED**

I give my student \_\_\_\_\_ (please print)  
permission to go on field trips within the town of Springfield. I understand that notice  
regarding these trips will be sent home in advance unless it is a trip nearby that does not  
require transportation and comes up as an educational opportunity on the spur of the moment.  
I understand that my child must adhere to all school rules during these trips. I also authorize  
the school personnel to seek emergency medical care including transportation to the  
emergency room. I also authorize the physician in charge to administer whatever emergency  
treatment necessary.

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**MEDIA RELEASE**

My signature below represents my permission for Springfield High School to use my student's  
voice and/or image in any of their promotional material or news releases, without  
compensation of any kind.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

## PRIVACY OF STUDENT INFORMATION – OPT-OUT FORM

### Springfield High School - Springfield, VT 05156

Students and parents have rights, under state and federal laws, to control the release of student information. Under the Federal No Child Left Behind law (Public Law 107-110 (20 U.S.C. 7908) schools are required to give military recruiters lists of students' names and addresses unless they or their parents request in writing that their names be taken off the list.

Submit this form if you DO NOT want information about your student given to military recruiters (and/or colleges). Act 127 of the Vermont Legislature, passed in 2006, provides for "separate" opt-out rights. If you do not submit this form or a similar letter, the school is allowed to release information to recruiters and colleges.

#### Military Recruiting Information Opt-Out

I do NOT want the school to release any information about my student to military recruiters.

#### College Recruiting Information Opt-Out

I do NOT want the school to release any information about my student to colleges.

#### Please note:

You also have the right to direct the school not to release other information, often called "student directory information," to other organizations and entities. Typically, this information is given to newspapers for a student's listing in sporting events, honor roll, or other school activities. Also, there are times when a school is required by law to provide certain information to certain agencies. See the Program of Studies booklet for more information about your family's privacy rights.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**SPRINGFIELD HIGH SCHOOL CONSENT FORM - SENIOR PRIVILEGES AND LUNCH RELEASE\***

*\*If you are an 11th grader and only need to get permission for lunch sign-out, please proceed to the bottom, sign your name, and have your parent/guardian sign the "Lunch Release" line.*

As a senior in high school, you are approaching adulthood. As an adult, certain privileges come along with increased responsibility. This is why we have created the senior privilege incentive program. With parent/guardian approval, seniors will be allowed certain privileges not provided to underclassmen. If a student is approved, the following rules must be followed:

1. You must pass all of your classes.
2. You must have five (5) or fewer absences during the previous quarter.
3. You must have five (5) or fewer unexcused tardies during the previous quarter.
4. You must have completed 30 hours of community service before the start of your senior year.
5. You must participate in advisory.
6. Seniors with no assigned classes at the beginning of the day may sign in before their first scheduled class. The tardy policy will apply to seniors signing in later than their scheduled time.
7. Seniors with no assigned classes at the end of the day are allowed to leave early.
8. If you are released from school under this program, you are to leave the school directly after your last class. You are required to sign out of the building before leaving. No loitering on school grounds will be tolerated. This includes visits to other schools.
9. Eligible seniors may leave school grounds for lunch. Students must sign out/in of the building when leaving and returning. Please be aware that students are expected to be in their classes on time, if students are not, it will result in a loss of privileges.
10. Seniors who take underclassmen off campus during lunch will lose privileges.
11. In every respect, Senior Privileges shall be considered a responsibility. Any student who proves himself/herself incapable of assuming this responsibility will lose his/her privileges, and parents/guardians will be notified.
12. You must have parental permission, even if you are over 18.

### SENIOR PRIVILEGE RELEASE FORM

Name of Student: \_\_\_\_\_

I agree to abide by the rules set forth above. I understand that I am accountable to school rules while off campus during lunch break. I also understand that I will lose senior privileges if I abuse the privileges that I have earned.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

I/we agree that our student may use the senior privileges as listed above. I/we further understand that our student is accountable for all school rules during these times. I/we also assume full responsibility for our student's conduct and safety, thereby releasing Springfield High School from all responsibility during this time.

#### PLEASE SIGN FOR EACH ALLOWED PRIVILEGE

**Late Sign-in (seniors only)**

\_\_\_\_\_

Parent/Guardian Signature

**Early Release/After Last Class (seniors only)**

\_\_\_\_\_

Parent/Guardian Signature

**Lunch Release (11t & 12th graders)**

\_\_\_\_\_

Parent/Guardian Signature

I choose for my student to **NOT** participate in the senior privilege program.

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian Signature

**HANDBOOK SIGNATURE PAGE**

Springfield High School administration, faculty and staff consider the information contained in the Student Handbook to be very important. Students and parents are asked to read the handbook and sign that they have received a copy.

Signing below verifies that you have received a copy of the 2017-2018 Student Handbook.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_