

Springfield Public High School



Student Handbook

2017-2018

Springfield High School

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<p style="text-align: center;">SPRINGFIELD HIGH SCHOOL 2017-2018 STUDENT HANDBOOK</p>

a) **THE AGE OF MAJORITY** The conduct of all students under or over 18 years of age shall be governed by a single set of reasonable rules and regulations promulgated by the Board of Education.

(b) **TITLE IX** It is the policy of Springfield Public School not to discriminate on the basis of sex in its educational programs, activities or employment of policies.

1.0. GENERAL ACADEMIC POLICIES

1.1 CLASS SCHEDULE CHANGES All schedule changes must be approved by the principal's office.

1.2 GRADUATION REQUIREMENTS Refer to back page of this handbook.

1.3 HOME-SCHOOLING to graduate from SHS, a home-schooled student must be in attendance at Springfield High School their entire senior year.

1.4 INCOMPLETE ASSIGNMENTS (*High School Only*) Students

If at the end of a semester a student has not turned in all of their assignments, the student and parents shall be notified by the classroom teacher on the last day of the semester that their grade is an incomplete (I).

1.5 Springfield Public School INTENSIVE CARE UNIT (ICU) PROGRAM: The mission statement of the ICU Program is: "All students will complete all assessments." Students that have missing or incomplete assessments will be placed on an ICU Database.

1.6 The ICU Program in Springfield Schools: ICU will be for 7th-11th grade, but will have different requirements for "middle school" vs. "high school."

7th/8th Grade ICU:

- ICU REQUIRED after school Monday-Thursday from 3:15-4:00.
- If a student has a valid excuse and cannot stay, they will be REQUIRED to work during lunch the next day.
- 2nd lunch will be supervised and the supervisor will call in 5-7 students that need to work on a daily basis. The supervisor's job will be to HELP students with their ICU assignments. Any student on ICU will not be allowed to go to the gym, regardless of whether or not they are working with the supervisor.
- Every 2 absences after school when they are expected to show will result in a detention.

9th/10th/11th Grade ICU:

- ICU OPTIONAL after school Monday-Thursday from 3:15-4:00.

- 1st lunch will be monitored by a supervisor in a classroom and will be REQUIRED for ALL students on ICU. The monitor's job will be to SUPERVISE the students on ICU.
- Students will stay in this room for the full 30 minutes of lunch, even if they finish early. Students not on ICU will not be allowed in this room.
- Students that go home for lunch that are on the ICU list MUST stay.
- If a student doesn't show for lunch ICU, they will receive a detention and will meet with the building principal.

1.7 Internet Acceptable Use/Internet Use Policy: The Springfield School District provides computers/iPads for student to use in the media center, in various classrooms, and in lab locations. Students are expected to respect the value of this equipment and accept responsibility for its proper care and use. Improper use of the Internet will result in the loss of computer privileges for a period of time ranging from one week to a calendar year, depending on the seriousness or frequency of the infraction.

All students are required to have a signed form on file (student and parent signatures) indicating they have received and read a copy of Acceptable Use Policy and agree to abide by its conditions. Copies of the signed document become a part of the students' permanent files. New students are asked to complete this form when enrolling.

1.8 Academic and Behavior Grading, Report Cards and Honor Rolls:

Academic Grading: We believe that grades are one form of feedback that students, staff, and families can use to improve student learning. We desire for our grading practices to encourage reflection and spur on high academic achievement for each child. Grades should never be punitive in nature. Rather, they should represent the current level of mastery for a child in relation to essential knowledge and skills in a particular subject and grade-level. Our expectation is that our grading system will be accurate, specific, fair, and timely. We desire to provide students, families, and future teachers with the most clear and appropriate feedback on a child's progress towards specific learning goals.

Students in grades 9-12 will be assessed two different ways:

Formative Assessment (worth 10% of the final grade) are assessments that are daily checks of understanding that give students practice for the specific skill or standard. Formative assessments or practice are subject to the ICU list.

Summative Assessments (worth 90% of the final grade) are assessments that evaluate student learning at the conclusion of a unit or standard. Summative assessments are subject to the ICU list and can be retaken within the school's reassessment guidelines at the teacher's discretion.

The following principles will guide our 7th-8th grade grading system.

Students will receive multiple grades tied to the specific learning skills/standards in each of their classes and in character education (Habits of Success—Participation, Responsibility/Work Ethic and Citizenship/Respect).

Academic Grades will be based upon a 4-point scale:

4= Meets the most rigorous standards independently

3= Meets the basic standards independently

2= Meets the basic standards with support

1= Does not yet meet the basic standards with support

Please note that a score of 3 is the target for demonstrating mastery of a concept. Our staff has been trained in the “Depth of Knowledge” concept by the Minnesota Department of Education and the assessments that our teachers develop will have questions tied to the 4 levels represented on the 4-point grading scale.

- Grades will be determined through a series of classroom assessments/activities vs. homework assignments (homework will still be assigned, corrected, discussed, and returned, but it will not account for a portion of the child’s academic grade)
- Grades will not be averaged. Students will earn grades based upon their most recent and prevalent demonstrations of knowledge/skill within each standard. For example, if a child begins a quarter with scores of 1, 2, 2, 1 within a specific skill area and ends the quarter with scores of 3, 4, 3, 3, it is apparent that growth has occurred and that their current level of performance is now at a 3 or higher. In other words, students will not be penalized for not knowing the content at the beginning of instruction. Furthermore, they will be rewarded for demonstrating authentic learning over the course of a grading period which research shows improves engagement and motivation.
- Missing work must be completed. Scores of “0” are not an option and all work assigned has educational value. Students that have missing work will be placed on the ICU list and held from afterschool activities including sports, lunch, in order to complete these tasks.
- Late/missing work will be accepted for full credit up until a week prior to the last day of the semester.
- We understand that learning is not a race. Students will be given 10 school days after the original assessment score has been returned to the student to retake a form of the summative assessment. A student wanting to retake a summative assessment must meet with the teacher to inform them of their intent to retake as well as complete the, “Springfield High School Reassessment Form.” Ultimately the ability to retake an assessment will be at the discretion of the classroom teacher.
- Extra credit will not be offered to students as a “replacement option” for missing, late, or poorly completed assignments. By allowing full credit for retakes/do-overs, the need for extra credit is thereby eliminated.
 - Extension exercises may be offered to students (at the teacher’s discretion) that have completed all work on time and at a level of 3 or higher.

Educational research and best-practices support standards-based grading and as we work through this year, we hope to be active learners in how this shift impacts communication and learning. Quality feedback has been proven to have a tremendous influence on student learning and our aim is to provide all stakeholders with the most impactful feedback possible. Currently this is for 7th and 8th grade only.

Report cards will be issued following each nine week period as a midterm. Report cards will be mailed home after the 1st Semester and 2nd semester. Students will be given midterm report cards to bring home

after the nine week period (midterm) for each semester. The Honor Roll (Grades 9th-12th) is based on all subjects that are given one full or part credit for the year.

To qualify for the 'A' Honor Roll, a student must have a 3.5 grade point average for the nine weeks marking period.

To qualify for the 'B' Honor Roll, a student must have a 3.0 grade point average for the nine weeks marking period. If a student has an incomplete, his/her grade point average cannot be tabulated.

****The Honor Roll will be published for 9th -12th grade students at the end of the 1st and 2nd semester.**

- Springfield High School (Grades 9-12) Grading Scale:

- A : 93-100
- A- : 90-92
- B+ : 87-89
- B : 83-86
- B- : 80-82
- C+ : 77-79
- C : 73-76
- C- : 70-72
- D+ : 67-69
- D : 63-66
- D- : 60 – 62
- F : 59 or below

Behavior Grading: Because we want an academic grade to represent what are students know and can do in relation to the standards, character factors will not be a part of their academic grade. Therefore, you will see grades for character traits we define as our, "Habits of Success." These habits include: Participation, Responsibility/Work Ethic and Citizenship/Respect. We consider these qualities as important if not more significant in determining student's future success.

At the beginning of each semester, each student will begin with the score (3) or "Proficient." It is the responsibility of the student to maintain that score within each of the classes.

If a student demonstrates a level of behavior in any of the three habits that warrant a score of a (2) "Developing", the following will occur:

- Classroom teacher will meet with the student and identify the actions that are the causing the grade reduction.
- The parent/guardian will be notified by the classroom teacher explaining the actions that are causing the grade reduction.

If a student demonstrates a level of behavior in any of the three habits that warrant a score of a (1) “Needs Intervention”, the following will occur:

- Classroom teacher will meet with the student and identify the actions that are the causing the continued grade reduction.
- Building Principal will set up a meeting with the: Student, Parent/Guardian, Teacher(s) and Principal.
- Eligibility for extracurricular events will be determined at this meeting and student will be given a Code of Conduct penalty.

1.8 SCHOOL HOURS: The regular school day for students is from 8:10-3:05 and after school activities must be supervised by school personnel or a legally designated representative.

1st Hour	8:10-9:00
2nd Hour	9:04-9:54
3rd Hour	9:58-10:48, 10:48-11:00 Channel One or Advisory – High School
	9:58-10:43 – 7th and 8th grade
Intervention	10:43-11:04 – 7th and 8th grade
4th Hour	11:04-11:54 – High School
	11:08-11:54 – 7th and 8th grade
5th Hour	11:57-1:17(With Lunch)
Lunch A:	
	<ul style="list-style-type: none">• Lunch: 11:57-12:27• Class: 12:27-1:17
Lunch B:	
	<ul style="list-style-type: none">• Class: 11:57-12:22• Lunch: 12:22-12:52• Class: 12:52-1:17
6th Hour	1:21-2:11
7th Hour	2:15-3:05

Students are requested not to be in the building prior to 7:30 a.m. unless they are participating in detention, or getting extra assistance from a classroom teacher. Students may be in the academic area after school is dismissed for the day up to 4:00 p.m. if he/she is under the direct supervision of a classroom instructor.

Students participating in extracurricular activities are to take their books, etc. with them so they do not have to re-enter the academic area.

1.8 SPECIAL EDUCATION: The Child Study Committee is utilized in working with those students identified as having a need for special education services. Individual Educational Plans are written for each student charting his or her needs and progress toward completion of his or her I.E.P.

1.9 TEXTBOOKS: Our school offers the use of textbooks, workbooks, and lab manuals which are available

to all students without charge. Any mutilation or loss of textbooks will be charged to the student and must be paid when the books are turned in. All textbooks are to be covered.

1.11 iPads: iPads will be provided for all students in grades 7-12. Please refer to the board approved document iPad Guidelines, Policies and Procedures document. This document can be found on each of the student iPads in the iBooks section and on the District website. Virtual Private Networks (VPN'S) are a direct violation of our acceptable internet use policy. Any student that is found to have a VPN on their iPad will be referred to the building principal and restrictions will be placed on the student's iPad.

1.12 TRANSFER TO ANOTHER SCHOOL: A student who wishes to leave this school for any reason or transfer to another school must bring a written request signed by a parent to the principal/counselor. A student's record must show that he/she withdrew according to regulations before his/her transcript will be sent to another school. Exit Forms are available in the High School Office and must be signed by all of the student's teachers.

2.0 GENERAL RULES OF CONDUCT

2.1 ABSENCES WHEN STUDENTS ARE ABSENT FROM SCHOOL, A PARENT MUST CALL THE SCHOOL BY 9:00 A.M. Minnesota law recognizes only illness or a death in the student's family as legitimate reasons for a student to be absent from school. Absences for school sponsored activities are excused. Students must have a make-up slip to be re-admitted to class after an absence. Students must check out through office when leaving during the day and check back in upon returning.

****Juniors and seniors are permitted two (2) college visits per year.** Approval must be granted 2 school days prior to school visits.

2.2 MAKE-UP WORK POLICY

- A. It will be the responsibility of the student to obtain his/her make-up work assignments and complete those assignments within: 1 day absent – 1 day make-up; 2 days absent – 2 day make-up; 3 or more days absent – determined by teacher and student.**
- B. Make-up for absences other than illness will require a letter of explanation from the parents before make-up will be assigned.**
- C. Lab time will be made up before or after school as required by the teacher, (Example: computer, projects, etc.)**

2.3 ATTENDANCE POLICY

The Board of Education believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communication between teachers and students and establishes regular habits of dependability important to the future of the student.

ABSENCES (excused and unexcused)

A. To ensure that each student gains the maximum benefit from classroom instruction, a limit on the number of absences from class has been established.

The maximum numbers of absences allowed is 6 per semester. The Parent/Guardian will be notified when the student reaches the 3rd, 5th and 7th absence for the semester. For each notification a letter from the school and Brown County will be sent to each family. At the 7th missed absence, the student will be referred to Brown County and the Truancy Diversion program. Medical documentation will help school administration determine the referral to Brown County.

****APPEAL PROCESS:**

The principal should be notified within 5 days after receiving the notification of the “P” or “NC” ruling or for a grade reduction due to an unexcused absence to set up a meeting. The Appeals Committee will consist of the principal, counselor, two faculty representatives, and a school board member. The school board member will be there only to observe the hearing.

If the Parent/Guardian and student are not satisfied with the results of the first hearing, they may ask the school board for a second hearing within 5 days of the first hearing. The second hearing must be scheduled through the principal.

*****Students who have any unexcused absences for any portion of the school day of a game or contest may NOT participate in that day's or evening's event.**

*****Students who have missed any portion of the school day due to an excused illness must provide a doctor's note stating that they are healthy enough to practice or participate in that day's or evening's event.**

2.4 TARDIES A student who is late to school or to class must secure a pass from the office or from the person who detained him/her before being admitted to class. For every class period, the student is to be on time. When a student has received three unexcused tardies, a 30-minute detention will be given and parents will be notified. In addition, every three unexcused tardies per class is equivalent to one unexcused absence. At the beginning of each quarter, tardy counts will begin anew.

2.5 DRIVING REGULATIONS Students may drive to and from school, but they may not drive or ride in any vehicle during school hours without a request by their parents and approval of that request by the administration.

Cars are not to be parked in the entrances on the sidewalk, or in the North parking lot, which is reserved for staff and visitors. No one is to park in the East lot in the first three reserved spaces, on the West side of the elementary gym. Students are not to go back to their vehicle once school has started without consent from the high school office.

2.6 LUNCH PERIOD The noon hour will be “closed.” Students are not allowed to leave the school premise during their lunch period. They are not allowed to drive or ride in or on any vehicle, or enter any house or apartment. Students are to stay in the cafeteria or go to the large gym if available. No students are to be in the academic halls or media center during the lunch period unless they have prior permission signed by the Media Generalist.

Students who live within walking distance from the school and have a parent signed permission slip in the high school office may be permitted to leave the school grounds during lunch period.

2.7 MISCONDUCT IN SCHOOL The school discipline policy has established the following violations for removal from class for disciplinary action:

- A. Willful misconduct which materially and substantially disrupts the right of others to an education.
- B. Conduct that endangers school district employees, the pupil or other pupils, or the property of the school. This includes vandalism of school property at any time.
- C. Threats of violence, profane verbal abuse of staff and fellow students.

2.8. WEAPONS POLICY: No student or non-student, including adults and visitors, shall possess, use or distribute a weapon in a school location.

A. Weapon

- 1. A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks’ mace and other propellants; stun guns; ammunition; poisons; chains, arrows; and objects that have been modified to serve as a weapon.
- 2. No student shall use articles designed for other purposes (i.e., belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate. Such use will be treated as the possession and use of a weapon.

B. School Location includes a school building, school grounds, school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises, parking lots and streets connecting school to parking lot or events and all-school related functions.

C. Possession means having a weapon on one’s person or in an area subject to one’s control in a school location. A student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon. A student who finds a weapon on the way to school or in the school building should notify proper authorities immediately.

Consequences for weapon possession/use/distribution

A. The school district and the school take a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

- a. immediate out-of-school suspension
- b. confiscation of the weapon
- c. immediate notification to police
- d. parent or guardian notification
- e. recommendation to the superintendent of dismissal for, but not to exceed, one year.

- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

Policy application to instructional equipment/tools:

- A. While the school district and the school take a firm “Zero Tolerance” position on the possession, use or distribution of weapons by students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons by students. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such a possession and use will be treated as the possession and use of a weapon.

Administrative Discretion

While the school district and the school take a “Zero Tolerance” position on the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

2.9 RACIAL/RELIGIOUS/SEXUAL HARASSMENT AND RACIAL/RELIGIOUS/SEXUAL VIOLENCE

- A. **Racial/Religious/Sexual Harassment and Racial/Religious/Sexual Violence defined:**
 - 1. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; or
 - 2. Has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or
 - 3. Otherwise adversely affects an individual’s employment or academic opportunities.
- B. **Religious Violence defined:**
 - 1. Is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.
- C. **Assault defined:**
 - 1. An act done with intent to cause fear in another of immediate bodily harm or death; or
 - 2. The intentional infliction of or attempt to inflict bodily harm upon another; or
 - 3. The threat to do bodily harm to another with present ability to carry out the threat.

D. Sexual Harassment and Sexual Violence defined:

1. Sexual Harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., and Minnesota Statutes Sections 363.01-14, the Minnesota Human Rights Act.

2. Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivate physical conduct or other verbal or physical conduct or communication of a sexual nature. Sexual harassment is illegal but may or may not be criminal activity.

3. Sexual Harassment may include but is not limited to:

- a. verbal, written/graphic harassment or abuse
- b. subtle pressure for sexual activity
- c. inappropriate patting or pinching
- d. intentional brushing against the individual's body
- e. demanding sexual favors accompanied by implied or overt promises of preferred treatments with regard to an individual's employment or educational status

4. Sexual Violence is a physical act of aggression that involves the touching of another's intimate parts, either above or beneath the other person's clothes, or forcing another to touch one's intimate parts, either above or underneath one's clothes. Intimate parts as defined in Minnesota Statutes 1990, Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breast of a human being. Sexual violence is a criminal activity.

Sexual violence may include, but is not limited to:

- a. touching, patting, grabbing, or pinching another person's intimate parts, either same sex or opposite sex
- b. coercing or forcing sexual touching on another
- c. coercing or forcing sexual intercourse on another
- d. threatening to force sexual touching or intercourse on another

E. Bylaw:

During the school year, a student shall not violate the racial/religious/sexual harassment and racial/religious/sexual violence bylaws of the Minnesota State High School League. (Interpretation: The bylaw applies to the entire school year and any portion of an activity season which occurs prior to the start of the school year or after the close of the school year.)

F. Category of Activities

1. Category 1 Activities: Those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

- a. Athletic Activities: as listed in 501.00

- b. Fine Arts Activities: 1. Debate, 2. Speech activities, including One-Act Play, when a school schedules a season of interscholastic contests.

2. Category 2 Activities

1. Fine Arts Activities:

- A. Speech activities, including One-Act Play, when a school schedules no interscholastic contests and participates only in the League sponsored tournament series.
- B. Music Activities.

G. Penalties for Category 1 Activities:

1. Racial/Religious/Sexual Harassment Violations

- a. First Violation: The student shall lose eligibility for the next two consecutive interscholastic contests or two weeks, 14 calendar days, of a season in which the student is a participant, whichever is greater.

Recommendation: 1) It is recommended that the school develop a local education program through which the student would receive information about sexual harassment and sexual violence, 2) It is recommended that, when appropriate, the school refer a student to a community agency or a professional individual outside the school for counseling

- b. Second Violation: The student shall lose eligibility for the next six consecutive interscholastic contests or three weeks, 21 calendar days, of a season in which the student is a participant, whichever is greater.

- c. Third Violation: The student shall lose eligibility for the next 12 consecutive interscholastic contests or four weeks, 28 calendar days, of a season in which the student is a participant, whichever is greater.

- d. Accumulative Penalties: Penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.

- 2. Racial/Religious/Sexual Violence Violations: After determination of the violation of the racial/religious/sexual violence rules, the student shall lose eligibility for the next year, i.e. twelve (12) calendar months.

2.10 PHYSICAL EDUCATION EXCUSES Either at the time of registration or whenever necessary during the year, a student unable to take physical education because of a physical ailment may be required to present a written excuse from the doctor to the physical education instructor.

2.11 STUDY HALL REGULATIONS Each Study hall supervisor will follow the same guidelines and procedures during their Study Hall period. Please adhere to the following guidelines to ensure a positive student environment conducive for learning.

1. Students must bring something to work on. Homework, books, magazines, etc.
2. A quiet room should be maintained at all times.
3. Be on time to Study Hall. Tardies and absences will be enforced for the Study Hall class.
4. Passes are a privilege and are not to be taken advantage of. Additional information regarding passes:
 - a. Teachers will check the ICU list and any student on the list will not be allowed to use their pass.
 - b. Students must have a pre-signed pass from the classroom teacher that they are completing work for prior to leaving the study hall room.
 - c. No one leaves study hall with a pass before attendance is taken.
 - d. Students must fill in the sign-out sheet prior to leaving with a pass. Students will be required to sign back into class no later than two minutes before the bell.
5. All basic classroom expectations apply in the study hall classroom and all policies from the student handbook apply.
6. Electronic devices (cell phones, iPads, iPods etc.) may be used at the discretion of the study hall teacher.

2.12 Caps are to be left in student lockers and not worn during school hours. **Duffel bags** or **backpacks** are also to be kept in the student locker and NOT TAKEN from class to class.

2.13 SENIOR COMMENCEMENT AND CHECK-OUT Seniors must complete **all** graduation requirements to go through the graduation ceremony AND each senior will be required to check out with each of his/her teachers, the librarian, the activities director, and the high school office before his/her final dismissal from school. Those who have not satisfactorily completed this check-out will be required to be in attendance each day until his/her check-out is complete. Check out forms will be provided by and turned in to the high school office.

2.14 INTERNET POLICY: Any misuse of internet or e-mail will be disciplined accordingly by teacher and principal. Misuse of the school's internet network may result in one's ability to access the school's network

3.0 STUDENT COMMUNICATION AND PASS REGULATIONS

3.1 BUILDING PASSES Building passes are issued only by staff. Building passes must be secured in advance by those who plan to consult with a teacher at a specified time during the period. Students must have the pass in advance, and will not be allowed to sign out to get a pass during the same period and will not be allowed to interrupt a class at any time to speak to another student or a teacher. **Any time students are in the hall during class periods they must have a building pass.**

***The high school office will issue slips for students who must leave the building during the school hours. Requests for such permission must be accompanied by a statement from the parent or a teacher.**

3.2 PARKING LOT POLICY Students are to use the parking lots before parking on side streets. Any student who parks inappropriately in the parking lot may be subject to discipline.

3.3 DISTRIBUTION OF MATERIALS No publication may be posted or distributed on school property without permission from the high school office personnel.

3.4 PASSING BETWEEN CLASSES Students are not to go in and out of the building when going to classes. Students are not to use the elevator unless given permission from the office.

3.5 VISITORS Students wishing to bring a guest to school must obtain prior approval from their classroom teacher, the principal, and secure a visitor's pass. All student visitors must be introduced to the classroom teachers and will be expected to abide by the General Rules of Conduct outlined in this handbook.

3.6 FOOD/BEVERAGES Food and beverages are not permissible in classrooms or during advisories. Students bringing food and/or beverages in the academic locker hall areas are to follow the school's wellness guidelines.

3.7 Staff Work Room Students are prohibited from going into the staff workroom on the first level without prior permission from a staff member.

4.0 DEFINITION OF POLICIES

4.1 Behavioral Correction Policies Behavioral correction may include, but is not limited to, meeting with the teacher, counselor or principal; loss of school privileges; detention; parental conference with school staff; written assignments; modified school programs; removal from class; suspension; exclusion; and expulsion. Suspension, exclusion, and expulsion shall be utilized in accordance with the Pupil Fair Dismissal Act of 1974 as amended.

Suspension is defined as out-of-school suspension (OSS) action taken by the school administration to prohibit a student from attending school for no more than five school days. (A one-day suspension is for a consecutive period of time equivalent to one school day. For example, if a student is suspended at noon, he or she may be suspended until noon of the following day.)

In-school detention (ISD) is defined as a student being confined to an assigned supervised room for time specified during the school day.

Exclusion means an action taken by the school board to prevent enrollment or reenrollment of a pupil for a period that shall not extend beyond the school year.

Expulsion is action taken by the school board to prohibit a student from further school attendance for up to one school year from the date the student is expelled.

All laws of the State of Minnesota apply at school the same as anywhere else. Students should know that repetitive violations, or any serious violations of district policies or any laws while at school may be cause to involve law enforcement agencies for possible prosecution under the law. This is especially applicable in, but not limited to, acts of disorderly conduct, damage to property, verbal and physical assault (threats, fighting, theft, etc.)

4.2 Removal From Class If a student is disruptive and refuses to cooperate, and he/she has to be removed from class, the teacher fills out a referral form and sends the student to the principal's office for appropriate discipline action.

Use of Reasonable Force

A teacher, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota Statutes &121A.582 and other laws.

4.3 RULES AND CONSEQUENCES

The Springfield Public School District is committed to maintaining a learning environment that is conducive to ensuring an equal educational opportunity for all students. The school's discipline policies and procedures are the product of common understandings and society's expectations regarding the educational institution. The regulations are made, first, to protect persons and property, and second, to protect the right to participate fully in every fact of the educational program. As students' progress through their educational years, greater levels of self-control are expected.

Since it is not possible to list every violation that occurs, classroom teachers, counselors, administrators and support personnel may respond to student discipline violations in a variety of ways which include, but are not limited to a student conference, parent conference, school time detention, non-school time detention, in-school suspension, referral to outside agency services, modified educational program, referral to police or other law enforcement agencies, expulsion and exclusion.

In dealing with discipline violations, there will be a logical relationship between the severity of the offense and the administrative action. As a result, the administrators will have broad discretion to impose consequences designed to be firm, fair and consistent for all students. The consequences apply regardless of whether the misbehavior took place in school, on district property, in a district vehicle (bus), or at a school or district activity.

The following list includes, but is not limited to, activities students are expected **not** to engage in.

*****Any ISD's may be replaced with an evening detention (will miss practice) or Saturday detention at discretion of the principal. Example: A 2 day ISD will equal 2 four-hour Saturday detentions, or 3 three-hour evening (after school) detentions.**

1. Abuse, Verbal

- Arousing alarm in others through the use of language or pictures that are discriminatory or abusive, or through obscene gestures.

2. Alcohol, Tobacco, or Chemicals, Possession or Use

- Possessing or using any narcotic or controlled substance in the school, or school property, at school sponsored activity or within the school day where possession or use is prohibited by Minnesota or Federal Law. Any prescription medication a student is required to take, with the exception of prescribed inhalers, must be left in the office and administered by office personnel in accordance with district administrative regulation.

3. Alcohol, Tobacco or Chemical Possession with Intent to Distribute or Sell

- Selling or intending to distribute alcohol, narcotic or controlled substance in school or where sale or distribution is prohibited by Minnesota or Federal Law.

4. Ammunition, Possession

- Possession of bullets or other projectiles designed to be used in weapon.

5. Arson

- Intentional destruction or damage to school or district buildings or property by means of fire.

6. Assault, Physical

- Intentionally inflicting bodily harm upon another person OR acting intent to cause fear of bodily harm or death.

7. Assault, Verbal

- Verbal, threats or confrontation with a student or staff member which is intended to cause fear of bodily harm or death.

8. Assault, Aggravated

- Committing an assault upon another person with a weapon, or an assault which inflicts great bodily harm upon another person.

9. Bodily Harm, Inflicting

- Committing an act which as a result of poor judgment, inflicts bodily harm upon another person, OR committing an act, which is accidental, yet inflicts bodily harm.

10. Bomb threat, fire alarm, False-

- Intentionally giving a false alarm of a bomb, or fire, or tampering or interfering with any fire alarm.

11. Bullying, Cyber-bullying and Intimidation (Board Policy #514)

- An intentional gesture or a written, verbal, or physical act or threat that a reasonable person (under the circumstances) would know has the effect of:
 - Harming a student or staff
 - Damaging a student's property or staff member's property
- Placing a student or staff in reasonable fear of harm to his or her person or property
- Presenting a persistent or pervasive threat or action and creating an intimidation, threatening, or abusive educational environment for a student or staff member.
- Policy #514 can be found on our School District website, posted in each of the administrative offices and on each of the Student's school issued iPads.

12. Burglary

- Entering a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

13. Cheating/Plagiarism

- Receiving or giving answers on a quiz, test, daily assignment or cheating on a major assignment, such as a research paper. *Parents must be notified.* Is awarded a zero on assignment in question and a MSHSL Code of Conduct penalty will be enforced.

14. Disruptive Behavior

- Actions or language, including that which is vulgar, profane and/or obscene, that is a distraction or disruption to the learning environment.

15. Dress and Grooming

- Clothing may not include words or visuals which are obscene, abusive or discriminatory, or which advertise alcohol, narcotics or dangerous drugs. Students in violation will be asked to change their shirt or wear a shirt provided by the school. No hats /caps are to be worn inside the school building. No bare midriffs (front or back), backless tops, tube tops, spaghetti straps or one shoulder tops are permitted. No cleavage showing. No muscle shirts are permitted. No chains. No short shorts.

16. Driving, Careless or Reckless

- Driving on school property in such a manner as to endanger person(s) or property. Students are expected to observe posted speed limits. Disciplinary action will be taken against violations for speeding, improper parking, reckless driving, and excessive noise.

17. Electronic Equipment

- Any device capable of taking pictures, photographs, etc. are strictly prohibited from locker rooms and restrooms at Springfield Public School or any location where a school related activity is being held.
- Cell phones are not to be used or seen in classrooms or academic areas, unless the instructor has given express permission for use to enhance the educational process. All phone calls during the school day are to be made from the office.

Violations of the electronic equipment are subject to confiscation for the following amount of time:

- 1st Offense 3 School Days
- 2nd Offense 5 School Days
- 3rd Offense 10 School Days

- 4th Offense Considered Insubordination

A confiscated device will be returned to the parent/guardian on the first offense, if they choose to personally pick it up from the principal's office.

*Medical research suggests that exposure to laser pointers, for as little as two seconds may cause impaired vision and physical damage to the retina. Lasers used in this manner may be considered a weapon and fall under the weapons policy.

18. Extortion

- Obtaining property from another person where his/her consent was induced by the use of force, threat of force or under false pretenses.

19. Explosives, Possession and/or Use

- Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat.

20. Fighting

- Mutual combat (differentiated from poking, pushing, shoving or scuffling) in which one or the other parties or both contributed to the situation by verbal and/or physical action.

21. Fire Extinguisher, Unauthorized Use

- Unauthorized handling of a fire extinguisher.

22. Fireworks: Possession, Sale and/or Use

- Possessing, offering FOR SALE, or using any substance or combination of substances or articles prepared for the purpose of producing visible, olfactory or an audible effect by combustion, explosion, deflagration or detonation.

23. Gangs

- Any apparel, graffiti on a person, their clothing, books, notebooks or other personal items; and making hand gestures which denote affiliation with an organized gang or threat group as defined by MN Statute 609.229.

24. Harassment, Including Sexual

- Participating in or conspiring with others to engage in acts that injure, degrade, intimidate or disgrace other individuals, including indecent exposure, and words or actions that negatively impact an individual or group based on their racial, cultural or religious background, their sex or any disabilities they may have.

25. Hazing

- Committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

26. Insubordination

- Willful refusal to follow an appropriate direction or order given by a staff member.

27. Missed Detention

- Detention is held weekly from 7:30-8:05. Students are expected to bring work with them and to arrive on time. If students are disruptive during detention, additional work or future detentions may be assigned. If students have an unexcused absence from detention, two detentions will be applied.

28. Sexual Conduct, Criminal

- Engaging in non-consensual sexual intercourse or sexual contact with another person, including intentional touching of clothing covering a person's intimate parts, or intentional removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent.

29. Terroristic Threat

- Threatening, directly or indirectly, to commit any crime of violence with the purpose of terrorizing another person. (including, but not limited to verbal, letters, phone, e-mail)

30. Theft/Robbery, Obtaining Property or Knowingly Receiving Stolen Property

- Unauthorized taking of the property of another person, or receiving or possessing such property.

31. Unexcused Absence

- Absences detected by the school and not verified by the parent as an excused absence will be unexcused. Skipping school/class or truancy from school are unexcused absences, as well as car trouble, oversleeping, not complying with the school district attendance procedures, and leaving the building without permission. Work must be completed. Students who accumulate one or more unexcused absences will also be subject to progressive disciplinary measures from the principal.

32. Vehicle, Unauthorized Use

- Occupying or using vehicles during school hours without parental permission and school authorization.

33. Weapon or Look-Alike Weapon, Possession

- Possessing any firearm, whether loaded or unloaded, any device or instrument designed as a weapon and capable of producing severe bodily harm, or intended to look like a device or instrument capable of producing severe bodily harm, or any device, instrument or substance, which, in the manner in which it is used or intended to be used, is calculated or likely to produce severe bodily harm or looks like it is calculated or likely to produce severe bodily harm.

34. Willful Damage of Property (Vandalism)

- Defacing, cutting or otherwise damaging property that belongs to the school, including computers and network systems, to other students, to staff members or other individuals while that student is on school property, at a school activity, in a district vehicle or under the supervision of school staff.

NOTE: students will be expected to pay for damages (restitution).

4.4 WEIGHT ROOM A weight room schedule will be posted and can only be used when school personnel is supervising either before or after school.

4.5 AFTER SCHOOL- Students not participating in after school activities or working with a classroom instructor are to be out of the building by 3:15 daily.

5.0 SCHOOL SAFETY AND STUDENT PROTECTION REGULATIONS

5.1 SCHOOL DOORS School doors will be locked during the school day except for the District Office Door and the Elementary Office Door. Video cameras are placed at these entrances.

5.2 FIRE DRILLS Fire drills and emergency drills are organized and held from time to time for the protections of all persons in the building. Students must cooperate by observing the following rules:

- A. Give full cooperation to the teachers in organizing the rooms for the drills.
- A. The first person out of the building in a fire drill holds the door open until all students have left the building and the last person out of the class room should close the door.
- B. Leave the room in an orderly manner.
- C. Hold talking to a minimum when leaving and re-entering the building.
- D. On signal, return to the building in an orderly manner.

5.3 ILLNESS Students who have accidents or become ill during the day and who need help with any health problems are asked to report to the principal's office before leaving the building. Students who come to school on the bus should plan with their parents on how to get home if they have an accident or become ill during the day. Students must report to the office before leaving school due to an accident or illness.

5.4 INSURANCE The school will distribute accident insurance information in the fall. If you buy the accident coverage, you must report the accident and fill out a claim in the superintendent's office.

5.5 LOCKER POLICY Lockers and locks are assigned to students so that they have a place to keep their books, school supplies, coats, and such personal items that are needed for daily school life. It is expected that lockers be cleaned periodically and that materials displayed in and on lockers be in good taste. A general inspection of school properties, including lockers, may be conducted on a regular basis. Students may not change lockers without permission from the high school office personnel. Theft from and vandalism of one's locker should be reported to the high school office at once. Under Minnesota Law, school lockers remain the property of the school district. Searches of the lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

5.6 LOST AND FOUND The Lost and Found is located in the principal's office and in the custodial area, where students may take articles they have found and may inquire as to items they have lost.

5.7 MONEY (in school security) While students should not carry large sums of money in school, a method of safekeeping for those students who may find it necessary to bring large sums of money to school is provided. It is strongly recommended that the money be brought to the principal's office when the student arrives in the morning. He/she may call for it at the end of the day. Students should carry only

the sum of money that will be needed. The school assumes no responsibility for the loss of money unless it is left in the high school office, or with a teacher or coach during physical education classes or extra-curricular practices.

5.8 SCHOOL CLOSINGS -Parents are encouraged to sign up for our Honeywell announcement system that automatically alerts you of school closings. School closings and extra-curricular postponements will be announced over **KNUJ 860 AM, KLGR-1490 AM, KLGR – 97.7 FM, WCCO – 8:30 AM, KSTP 5 TV, and KARE 11 TV.**

6.0 GENERAL ACTIVITIES POLICIES

6.1 DANCES are for Springfield students grades 9-12 only and guests who accompany Springfield students. Students are not permitted to return to the event once they decide to leave unless special permission is granted in advance. Admission to school dances will be restricted after the first hour to those who have special permission to arrive late. Middle School dances will be made available for students in grades 7-8.

6.2 PICTURES Each year there are pictures taken for the newspaper, student identification cards, and the yearbook.

6.3 TRANSPORTATION TO SCHOOL ACTIVITIES

TRANSPORTATION

- A. **School Transportation by Bus, Not by Employee's Personal Vehicle.** When the school district decides to provide transportation to and from curricular or extra-curricular activities, normally it will use bus transportation. A school district employee must not use a personal vehicle to transport one or more students unless the employee has received prior, written approval from the administration or unless it is necessitated by emergency or other unforeseeable circumstances. Bus transportation of students for curricular or extra-curricular trips must be cleared with the principal, and then scheduled through the activities director.
- B. **Out-of-town Activities.** All students traveling out-of-town on school-sponsored transportation to any activity must ride on the transportation provided by the school and return in the same manner. However, if the responsible school official accompanying students on the school-provided transportation and/or activities director is provided a written note stating that the parent(s), will be providing the transportation, the student may then be permitted to use alternate transportation home. If a student is going to be provided transportation by another adult(non-parent), then the

parent(s) and the other adult(s) must complete a liability waiver form three days before the date of the event. This form can be picked up from the activities director.

7.0 GUIDELINES FOR ACTIVITIES PARTICIPANTS

7.1 ACADEMIC ELIGIBILITY Springfield High School students must be passing all courses in which they are enrolled to be eligible to participate in extra-curricular games, contests, plays, concerts, etc. The student may continue to practice their activity during the period of ineligibility. The Activity Administrator will restore eligibility. The following rules govern academic eligibility:

*****The Springfield ineligibility period is for a set number of days, not a number of activities.**

- Grades checks will take place every 3 weeks(approx.). These specific dates will be determined by the principal.
- If a student is failing, incomplete, or not in good standing at the time of the grade check, they will have one week to get all their classes passing, complete, and in good standing. If, after the one week probationary period, a student is not passing, complete, and/or in good standing, that student will be ineligible for all activities until the next grade check.
- If a student was ineligible during the previous grade check, they will not be given the one week probationary period, and they will be ineligible for the next three weeks.
- If a student fails Semester 1, they will be academically ineligible until the next grade check. If a student fails Semester 2, they will be academically ineligible for the rest of that school year's activities.

*****Mid-terms for students who have not failed the previous grading period**

If a student receives a failing grade at the mid-term grading period:

- They have one week of academic probation. If they bring their grades up to passing, they will remain eligible. If they have an F, in any class after the week of academic probation, they will be ineligible until the 3 week check.

7.2 ADHERENCE TO THE ELIGIBILITY GUIDELINES OF SPRINGFIELD HIGH SCHOOL AND THE M.S.H.S.L.

A student's participation in high school activities is dependent on their eligibility. Listed below are the general student eligibility guidelines. To be eligible for any activity, a student must meet all 8 requirements, or should see their activities director.

- A. A student must be making academic progress toward graduation.
- B. A student will not have turned 20 before the start of the season in which they will participate.
- C. A student will not have dropped out of school or repeated a grade while in high school.
- D. A student will not have used or possessed tobacco or alcoholic beverages, use or consume, have in possession, buy, sell or give away any other controlled substance, including steroids, drug paraphernalia or products containing or used to deliver nicotine, tobacco products and other chemicals.
- E. A student will not have and will not violate the racial/religious/sexual harassment/violence/ and hazing bylaws of the MSHSL.
- F. A student will agree to fully cooperate in any investigation honestly and truthfully.
- G. A student will regardless of age agree to follow all of the MSHSL Bylaws in order to be eligible to represent our school in League-sponsored activities.
- H. A student and their parent(s) will have to review the concussion management information contained in the eligibility brochure and found on the following website: www.cdc.gov/headsup.

Listed below is the athletic eligibility checklist which must be met by all athletes. To be eligible, a student must meet all 5 requirements or should see their activities director.

- I. A student must have a physical exam within the last three (3) years on file with the school.
- J. A student must not have transferred schools.
- K. A student will not participate in more than six(6) seasons in any sport in grades 7-12.
- L. A student will not have accepted cash in any amount or merchandise valued at more than \$100 for participating in a sport.
- M. Students will not or have not competed in non-school events in any sport after reporting to the school team.

STUDENT CODE OF RESPONSIBILITIES. Participation in interscholastic activities is a privilege which is accompanied by responsibility. As a student participating in League sponsored activities or Category II events, they must understand and accept the following responsibilities:

- A. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- B. I will be fully responsible for my own actions and the consequences of my actions.
- C. I will respect the rights and property of others.
- D. I will respect and obey the rules of my school and laws of my community, state, and country.
- E. I will show respect to those who are responsible for enforcing the rules of my school and laws of my community, state, and country.

Penalty: Students in violation of the student code of responsibilities will be ineligible for a period of time determined by the school principal acting on the authority of the local board of education.

1. ALL-STAR TEAMS AND GAMES – Students who participate on an All-Star Team or in an All-Star game after having participated in athletics as a representative of a member school are ineligible in that sport in which the violation occurred for a period of one year from the date of the last violation. In the case of a senior, the student will forfeit remaining eligibility in all athletic activities for the student's senior year, UNLESS the all-star game(s) has been sanctioned by the MSHSL Board of Directors.

2. AMATEUR – A student must be an amateur in that sport. A student may not receive cash or merchandise for athletic participation. A student does not lose their amateur status because of reimbursement for officiating, instructing, teach or coaching a sport.

3. ATHLETIC CAMPS AND CLINICS

a. School Year- may attend athletic camps and clinics, which have been approved by their high school principal.

b. Summer Vacation Period-Non-School specialized athletic camps and clinics do not require approval.

1. The non-school sponsored camp or clinic fee must be provided by the student or the student's parent(s) or guardian, unless other arrangements are approved by the Board of Directors.
2. A student may attend a camp or clinic where a member of the school's coaching staff (sophomore, B-squad, junior varsity or varsity) in that sport owns, administers, directs, organizes, or serves as an instructor or is a staff member during the student's attendance.

4. AWARDS RULE Acceptable awards to students in recognition of participation in high school activities include medals, ribbons, letters, trophies, plaques and other items of little or no intrinsic value (\$100 or less). Violation will render a student ineligible for participation in that activity.

5. COLLEGE/UNIVERSITY TEAMS – Individuals who have participated with a college or university team are ineligible for participation in any activity of the League.

6. DUE PROCESS –A Fair Hearing Procedure and Acknowledgement of Rights are provided for all students who wish to appeal a school's determination of a student's eligibility. Contact your activities director for more information on an appeal of an eligibility determination.

7. ENROLLMENT, ATTENDANCE, AND REQUIRED SUBJECT LOAD

Students must be fully enrolled in (as defined by the MDE) and attending the school before they are eligible to represent that school in MSHSL sponsored activities. Students must be properly registered, attending school and classes regularly. Students must be on track to meet the school's graduation requirements in six years(12 consecutive semesters) beginning with the first day of attendance in the 7th

grade. For transfer eligibility purposes participation in a school program are considered full enrollment at that school.

- 8. GRADUATE**-- Students who have graduated from a secondary school, or who have completed the terminal or final grade of a secondary school, or who have earned a GED or diploma are not eligible for participation in any league activity. A student who graduates while a member of a team with a season in progress completes the season if three or few weeks of the regular season, exclusive of League tournament play, remain.

9. NON-SCHOOL COMPETITION AND TRAINING FOR TEAM AND INDIVIDUAL SPORTS

A. During the High School Season

During the high school season a student may not participate as a member of a ~~non-school~~ team or as an individual competitor in non-school sponsored games, meets, tournaments, or contests, in the same sport. Baseball, Softball and Skiing are exceptions to this rule.

B. During the School Year, Prior To and Following the High School Sports Season.

1. A student may participate in contests, meets or tournaments as an individual competitor or as a member of a non-school team provided that these activities are voluntary and not influenced or directed by a salaried or non-salaried member of the student's sophomore, B squad, junior varsity or varsity school coaching staff. A student may not use any type of high school uniform.
2. A student may not receive coaching or training from a salaried or non-salaried member of the student's sophomore, B squad, junior varsity or varsity high school coaching staff in that sport. Power skating, tennis, gymnastics, and indoor soccer are included in this limitation.
3. A student may receive training through private lessons from a person who is not salaried or non-salaried member of the student's sophomore, B squad, school coaching staff in that sport.
4. A student's fee for non-school coaching or training must be provided by the student or the student's parent(s) or guardian(s) unless approved by the Board of Directors.

C. Summer Vacation Period

A student may compete as an individual or as a member of a non-school team even though competing on a high school team in the same sport. *Summer shall be defined as June 1 through Labor Day. Note: Students may participate in activities during the summer, as defined above, even though their high school sport season in the same sport has begun. For example, students may play in a non-school tennis team tournament while a member of the high school team or participate in road races while a member of the cross-country team through Labor Day.*

- **CONTACT YOUR HIGH SCHOOL ATHLETIC DIRECTOR FOR SPECIFIC GUIDELINES REGARDING THE SUMMER VACATION PERIOD.**

D. Penalty

Any student who violates the non-school competition and training rules shall forfeit eligibility IN THAT SPORT for six (6) consecutive interscholastic contests in that sport. If fewer than six contests remain, loss of eligibility will continue to be counted into the next sport season in which the student participates.

10. SPECIAL CONSIDERATIONS

- A. National teams and Olympic Development Programs-The MSHSL may permit participation by high school students on bona fide national teams or in Olympic development program
- B. The program is approved and supported by the national governing body of the sport or if there is an Olympic development program of training and competition.
- C. Directly funded by a national governing body on a national level.
- D. Authorized by a national governing body for athletes having potential for future national team participation. Students who are invited to participate on National Teams or in Olympic Development programs must contact their high school principal to obtain an application form. This must be completed at least thirty (30) days prior to participation.
- E. Students who have completed their eligibility in a sport are exempt from the non-school competition and training rules in that sport. All-Star rules shall apply.

11. SEASONS OF PARTICIPATION No student may participate in more than Six(6) seasons in any sport while enrolled in grades 7-12, semester 1-12 inclusive.

12. after the student's twelfth semester in grades 7-12 inclusive. All twelve semesters shall be consecutive, beginning in the 7th grade.

13. TRANSFER RULE Minnesota State High School League has revised the transfer rule:

- a. Please see the Activity Director for specific information.

14. MOOD ALTERING CHEMICALS-

A student shall not use or possess alcohol, tobacco or other controlled substances at any time during the entire calendar year. This applies to all students whether they are participants in an activity at the time or not. If the rule is violated during the summer months or between seasons, the penalty will begin with the next activity in which the student is a participant.

If caught violating the chemical rule in school or at any school activities, the penalty will apply plus five (5) day suspension.

CATEGORY I SUSPENSION TIMES (ATHLETICS & Speech)

FIRST OFFENSE: The student will lose eligibility for the next four consecutive interscholastic contests or 3 weeks, 21 calendar days, whichever is greater, of a season in which the student is a participant. **AS AN ALTERNATIVE:** With the completion of a chemical awareness class and 5 hours of community service, the student will lose eligibility for the next two consecutive interscholastic contests for 2 weeks, 14 calendar days, whichever is greater, of a season in which the student is a participant. The alternative agreement must be signed by student, parent/guardian and Activity Director within 10 days of the violation.

SECOND OFFENSE: The student will lose eligibility for the next twelve consecutive interscholastic contests or 4 weeks, 28 calendar days, whichever is greater, of a season in which the student is a participant. **AS AN ALTERNATIVE:** With the completion of a chemical awareness class and 10 hours of community service, the student will lose eligibility for the next six consecutive interscholastic contests or

3 weeks, 21 calendar days, whichever is greater, of a season in which the student is a participant. The alternative agreement must be signed by student, parent/guardian and Activity Director within 10 days of the violation.

THIRD AND SUBSEQUENT OFFENSE: Loss of eligibility for the remainder of the student's high school career. AS AN ALTERNATIVE: A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of 6 weeks after entering treatment if all of the following conditions are met:

- a. The student is assessed as chemically dependent,
- b. enters treatment voluntarily,
- c. the director of the treatment center certifies that the student successfully completed the treatment program.
- d. The treatment option cannot be used for the first or second violation.

Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.

CATEGORY II SUSPENSION TIMES (NON-ATHLETIC ACTIVITIES).

Definition - Category II Activities: Those League-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments. These events include, but is not limited to: BPA, One-Act Play, FFA, Danceline, Fall Play, Mock Trial, Choir, Band, Knowledge Bowl, Super Mileage, and Tech Challenge.

FIRST OFFENSE:

The student will lose eligibility for the next **two** Category II events or 3 weeks, 21 calendar days, whichever is greater. AS AN ALTERNATIVE: With the completion of a chemical awareness class and 5 hours of community service, the student will lose eligibility for the next Category II event or for 2 weeks, 14 calendar days, whichever is greater. The alternative agreement must be signed by student, parent/guardian and Activity Director within 10 days of the violation.

SECOND OFFENSE:

The student will lose eligibility for the next **four** Category II events or 4 weeks, 28 calendar days, whichever is greater. AS AN ALTERNATIVE: With the completion of a chemical awareness class and 10 hours of community service, the student will lose eligibility for the next **two** Category II events or for 3 weeks, 21 calendar days, whichever is greater. The alternative agreement must be signed by student, parent/guardian and Activity Director within 10 days of the violation.

THIRD AND SUBSEQUENT OFFENSE: Loss of eligibility for the remainder of the student's high school career. AS AN ALTERNATIVE: A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of 6 weeks after entering treatment if all of the following conditions are met:

- e. The student is assessed as chemically dependent,

- f. enters treatment voluntarily,
- g. the director of the treatment center certifies that the student successfully completed the treatment program.
- h. The treatment option cannot be used for the first or second violation.

Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.

PUBLIC PERFORMANCE – These are events that include but are not limited to homecoming court, prom grand march, conventions, or any event where the student is representing Springfield Public School. A student in violation will be ineligible from any public performance events, if they have not fulfilled their penalties in both Category I and II. A student in violation is ineligible to be on the homecoming court for at least one calendar year from the date of administration notification of the violation. Missing a public performance event will count towards a Category II event.

ENFORCEMENT PROCEDURE: Prior to a suspension under this section, the student shall be advised by Coach and or Administration of the alleged violation and will be given an opportunity to explain his/her involvement in the situation. If, after such a conference, the administration believes a suspension is justified, the student and the parent/guardian will be notified. Suspension will begin at the time the administration was first notified of the incident. If the suspension occurs during the summer months, the days in Category II will begin with the first day of school or the day of the first event if occurring in the summer month. In addition, the following provisions apply: 1) Penalties are accumulative beginning with the student's participation on high school sponsored teams; 2) Any unfulfilled penalty will be carried over to the next season in which the student is a participant; 3) A student serving suspension will be required to participate all season and meet requirements and expectations of the coach in order to fulfill the penalty; 4) Prior to returning to practice, a suspended student must meet and confer with the AD and coach as well as with the team; 5) A student who has been suspended during the season will not be eligible to letter, serve as a captain or earn All-Conference honors during the season(s), in which they were suspended; and 6) A student shall be disqualified for nine (9) additional weeks beyond the original suspension period when the student denies the violation, is allowed to participate, and is subsequently found guilty of the violation.

7.3 APPEARANCE

Students who participate in activities at Springfield High School are expected to reflect pride in themselves, their team, and their school by their manner, grooming, and dress.

7.4 CARE OF SCHOOL EQUIPMENT AND UNIFORMS

The student is responsible for all equipment and uniforms issued to him or her. Equipment or uniforms which have been lost, damaged by misuse, or stolen while in the care of the student must be paid for by the student before any other equipment is issued to that student. In the case of a graduating senior, payment must be made prior to participating in commencement.

7.5 ELIGIBILITY HEARINGS AND INVESTIGATIONS

When a student's eligibility to participate in activities has been placed in jeopardy by an alleged violation of the guidelines, an investigation and hearing will be held. The investigation will be conducted by the activities director and, if warranted, a hearing will be held. The hearing panel may be made up by any of the following: activities administrator, the principal, and member(s) of the Board of Education.

7.6 LETTERS, AWARDS, AND RECOGNITION ACTIVITIES

Guidelines for winning a varsity letter are established by the head coach in that sport.

7.7 PERSONAL CONDUCT WHILE REPRESENTING THE SCHOOL

Participation in an activity of Springfield High School is a privilege and the participants must earn the right to represent Springfield High School by conducting themselves in such a way as to be a credit to their school and community.

7.8 PARTICIPATION FORMS

Participation Forms and fees must be turned in before a student starts practice. Refunds of activities fees will not be refunded after second week of practice.

7.9 ACTIVITY ATTENDANCE POLICY

In order to participate in a scheduled contest or practice, a student must be in school for the entire day, unless excused for a school function, family or medical reasons. A physician's note must be provided, should the student miss school due to a medical reason.

7.10 SOCIAL NETWORKING SITES-

As a student at Springfield High School, you are expected to follow student handbook guidelines, even though an event may happen off school property or after school hours.

Social network sites, other digital platforms (including cell phones) and distribution mechanisms that facilitate students communicating with other students are considered "Social Networking" platforms. Participation in such networks has both positive appeal and potentially negative consequences. It is important the Springfield students be aware of these consequences and exercise appropriate caution if they choose to participate.

Students are not restricted from using any on-line social network site and/or digital platforms. However, users must understand that any content they make public via on-line social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with federal, state, and local laws, as well as your Student Handbook. As a Springfield student, you must be aware of your Student Handbook regulations and expectations of our said extra-curricular programs. Ignorance of these regulations does not excuse students from adhering to them.

Things students should avoid:

1. Derogatory language or remarks about our students, teammates, school personnel and our community at large; as well as, teacher, coaches, student athletes, and administrators of other schools.

2. Demeaning statements about or threats to any third party.
3. Distribution or possession of unauthorized videos and photos or statements depicting violence, hazing, sexual harassment and content, vandalism, stalking, underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.
4. Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
5. Indicating knowledge of any unreported felonies, crimes, thefts, or damage to a property or unethical behavior.
6. Indicating knowledge of any unreported school or team violation – regardless if the violation was unintentional or intentional.

One of the biggest lessons social network users can learn is that anything you post online enters the public record. You never know who may be looking and when.

Students, Parents, and Guardians, let it be known that any students in violation of said conduct is subject to consequences to be determined by the Administration, Principal, and/or Activities Director. The MSHSL Code of Student Responsibilities is applicable and relevant in all student related issues and concerns in such matters.

Springfield Public High School

Graduation Requirements

Students must earn 24 credits in order to graduate from Springfield Public High School. Students must take a minimum of 6 classes each semester.

Credits must be earned in the following categories.

Graduation Requirements

- English/Language Arts 4 Credits
- Social Studies 4 Credits
- Math 3 Credits
- Science 3 Credits
- Art/Fine Arts 1 Credit
- Physical Education .5 Credit
- Health .5 Credit
- Electives 8.0 Credits
- 16 Hours Community Service (Senior Year)

24 Credits

Graduation Assessments

In order to be eligible for a diploma from a Minnesota public high school, all students must fulfill graduation assessment requirements in writing, reading, and mathematics. Based on the revisions to Minnesota Statutes, section 120B.30, the graduation assessment requirements have changed.

There are different routes to meeting graduation assessment requirements, depending on what year students were first enrolled in grade 8.

Graduation requirements for students to comply with achievement requirements in GRAD testing in reading, mathematics and writing, will comply with MN Statute section 120B.30 and locally determined alternatives by the school district.