

# Springfield Public High School



## Student Handbook 2023-2024

Springfield High School  
Student Handbook

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# General School Information

## School Building Hours

Students should not be in the building before 7:30 am. Students that are dropped off at school prior to 7:30 am, should make arrangements with the High School Office. After school, students should be out of the building by 4:00pm. Students in after school activities or waiting for after school activities should use our common area spaces to wait for their activities to begin. Open weight room times will be made available. Check our daily student announcements for times that the weight room will be open.

## Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the school district's website at [www.springfield.mntm.org](http://www.springfield.mntm.org).

## E-Learning Days

The goal is to provide meaningful standards-based instruction to students on days that school cannot be in session due to inclement weather. For more [student expectations on Flexible Learning Days](#), please click the link provided. E-Learning Days expectations are subject to change.

## Age of Majority

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy and this handbook.

## Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated Superintendent Keith Kottke [keith.kottke@springfield.mntm.org](mailto:keith.kottke@springfield.mntm.org) (507)723-4286 as the district's human rights officer to handle inquiries regarding nondiscrimination.

## Fees

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Damage to or misplaced school issued iPad, block and cord and case.
- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Personal physical education and athletic equipment and apparel (gym clothes, gym shoes, towel, deodorant).
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact Pat Moriarty, High School Principal.

## **Graduation Ceremony**

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal.

## **Lunch**

Our lunch period is considered "closed" and students should eat at school. Lunch is to be eaten in our cafeteria. Lunch times are dictated by your 5th hour class. Students will be notified of their assigned lunch time on the first day of school. All student lunches at school are free. An additional meal or ala carte items may be purchased. Milk will be available for purchase to supplement lunches brought from home. The daily lunch schedule is as follows:

Lunch A: 11:57am-12:27pm

Lunch B: 12:23pm- 12:53pm

Lunch C: 12:47pm-1:17pm

Student lunch fees can be paid in the High School office or through our Infinite Campus system and the parent portal.

Students may be eligible for free and reduced-price lunches and/or breakfasts. Free and reduced-price eligibility forms are available in the District Office. For more information

regarding eligibility for free and reduced-price meals, contact Amy Vanderwerf at (507)723-4283.

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

### **Parent and Teacher Conferences**

Parent and teacher conferences will be held in the fall of the school year. For the 2023-24 school year, conferences will be held on Thursday, November 16th. For more information, contact the High School Principal Pat Moriarty.

### **Pledge of Allegiance**

Students will recite the Pledge of Allegiance to the flag of the United States of America weekly. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

### **Class Schedule**

The following daily schedule will be used. This daily schedule can be changed in the event of late starts, early dismissals or special events.

1st Hour: 8:10 am - 9:00 am

2nd Hour: 9:04 am - 9:54 am

Advisory: 9:56 am - 10:10 am

3rd Hour: 10:13 am - 11:03 am

4th Hour: 11:07 am - 11:57 am

5th Hour / Lunch: 11:57 am - 1:17 pm

6th Hour: 1:21 pm - 2:11 pm

7th Hour: 2:15 pm - 3:05 pm

### **School Activities**

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline. Parents/guardians and other

spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The Springfield School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer as applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact Paul Arnoldi, School Activities Director at [paul.arnoldi@springfield.mntm.org](mailto:paul.arnoldi@springfield.mntm.org).

### **School Closing Procedures**

School may be canceled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. The superintendent will decide as early in the day as possible about closing school or school buildings. School closing announcements will be broadcast over: KARE 11, WCCO, KSTP-5, FOX9, KEYC KLGR, KNUJ and our school website. Families can sign up for instant alerts from School Messenger. Please contact the High School office at (507)723-4288 to sign up to receive instant alerts on school closings.

### **Student Records**

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an “eligible” student is one who is 18 or older or who is enrolled in an institution of post-secondary education.

### **Transferring Students**

Students who wish to leave the school for any reason or transfer to another school must bring a written request signed by the parent or guardian to the principal or counselor. A student’s record must show that he/she withdrew according to the 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 students' teachers.

### **Transportation of Public School Students**

The school district will provide transportation, at the expense of the school district, for all resident students who live one mile or more from the school. For those that live within the 1 mile radius and are interested in transportation at the cost of the family, should contact Superior Transportation at (507)723-5018. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students’ parent or guardian.

### **Extracurricular Transportation**

The school district may provide transportation for students to and from extracurricular activities. Students are encouraged to ride the provided transportation to and from their events. If a student chooses to ride home with a parent or guardian, a note must be provided to the coach or director of the team. If the student and parent/guardian choose to have their student transported by someone other than their parent/guardian, arrangements must be made with activities director Mr. Arnoldi three days prior to the event.

### **Video and Audio Recording**

#### **Video Surveillance on School Grounds**

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property.

#### **School Buses**

School buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

# General Academic Policies

## **Alternative Educational Opportunities**

Some students may be at risk of not continuing or completing their educational programs at SHS. The school district provides alternative learning options for students at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. Students and parents/guardians with questions about these programs should contact the High School Principal Pat Moriarty in the High School Office at (507)723-4288.

## **Home-Schooling**

To graduate from Springfield Public Schools, a homeschooled student must be in attendance at Springfield High School their entire senior year.

## **Academic Achievement Highest Honors**

To be eligible for Valedictorian and Salutatorian, students must attend Springfield High School during their Junior and Senior year.

## **Special Education**

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

## **School issued iPads**

iPads will be provided for all students in grades 7-12. Please refer to the board approved document iPad Guideline, Policies and Procedures document. This document can be found on the school district's 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.

## **Textbooks**

Our school offers the use of textbooks, workbooks and lab manuals which are available to all students with charge. Any mutation or loss of textbooks will be charged to the student and must be paid when the books are turned in.

## **Cheating and Plagiarism**

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will



be disciplined in accordance with the school district's "Student Discipline" policy [Student Discipline](#)

### **Field Trips**

Field trips may be offered to supplement student learning in which students voluntarily participate and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

### **Grades (Academic and Behavioral)**

Students' grades will be reported twice during the year. Report cards will be mailed to parents/guardians at the end of each semester for review. Online grades can be viewed at any time using the parent online portal through Infinite Campus. For access to your Infinite Campus parent portal, please contact the High School Office at (507)723-4288.

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 or grade-level. Our expectation is that our grading system will be accurate, specific, fair and timely. We desire to provide students, families, teachers with the clearest and appropriate feedback on a child's progress towards specific learning goals.

**Academic Grading:** Students in grades 7-12 will be assessed two different ways:

Formative Assessment (worth 20% of the final grade) are assessments that are daily checks of understanding that give students practice for the specific skill or standard. Homework would also be considered formative assessment.

Summative Assessment (worth 80% of the final grade) are assessments that evaluate student learning at the conclusion of a unit or standard. Summative assessments can be retaken within the school's reassessment guidelines and at the teacher's discretion.

Throughout the semester, points will be cumulative towards the final semester grade. Assignments and assessments will be reported to the student and families by specific essential standards so that all stakeholders can identify exactly how the final grade is computed. Standards are set by the classroom teacher for each class. Students and parents can utilize the Parent Portal on Infinite Campus to track their grades by standard.

Weighted Grades: Dual credit courses, which are transferable to 4-year colleges or universities and are either taught at the high school or university and are part of a sequence that is not available/attainable within the home high school, will be weighted.

All of the courses that qualify for weighting in our school will be clearly identified by the school in the course registration booklet. For students moving into the District, grades from AP, International Baccalaureate (IB) and dual credit classes will be considered for weighting based on the previous school's weighting policy.

**Behavioral Grading:** Because we want an academic grade to represent what 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 and Citizenship/Respect.

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. Throughout the semester the classroom teacher will update their behavioral grades. If the student displays behaviors where a grade reduction is warranted, the following will take place.

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

If the behaviors have not been corrected and more interventions are needed, the following will take place.

1. The building principal will set up a meeting with the: student, parent/guardian, teacher(s) and principal.
2. Eligibility for extracurricular events will be determined at this meeting and the student could be given a code of conduct penalty.

### **SHS Grading Scale (Grades 7-12)**

The following scale will be used in grades 7-12:

- 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

## **ICU Program (7th and 8th Grade students)**

To provide more academic support for our 7th and 8th students, 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. If a teacher places a student on the ICU list, their parent/guardian will receive a notification (text or email) from our database that states your student has been placed on the ICU list. Once your student has been placed on the ICU list, they are responsible for staying after school to complete their missing assignments. Springfield High School will provide staff support for the students after school Monday through Thursday from 3:15pm-4:00pm. Any student that has after school activities can participate in these activities after 4:00pm. If a student has a valid excuse and cannot stay after school, they need to communicate with our ICU staff support (Mrs. Mielke and Mrs. Madsen) and make arrangements as to how the missing work will be completed. If a student does not attend or communicate with our ICU support staff, they will be considered, unexcused. Every three unexcused absences after school when they are expected to show will result in a detention.

## **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.

## Homework

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly.

## Graduation Requirements

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Springfield Public Schools.

Each senior is required to check-out with each of his/her teachers, the Media Center Specialist, the Activities Director and the High School office before his/her final dismissal from the school. Those that have not successfully completed the senior checkout will be required to be in attendance each day until his/her checkout is complete. Checkout forms will be provided by and turned into the High School office.

## Course Credits Required

To receive a diploma, students must successfully complete at least 24 credits and comply with the following high school level course requirements:

High School Level Courses Required for Graduation		
Subject Area	Credits	Explanation
Language Arts	4	Must be sufficient to satisfy all academic standards in the English language arts.
Mathematics	3	The following math classes must be completed for a successful completion of the Math requirement. Geometry or Geometry Concepts, Algebra II or Algebra Concepts, FST or FST Concepts.
Science	3	Must include at least one credit of Earth and Space Science, one credit in Biology, one credit of Chemistry or Physics.
Social Studies	4	Must include at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies.
Health/Phy. Ed	1	Must include at least .5 credit in High School Health and .5 credit in High School Phy. Ed.
Arts	1	Must include at least one credit in visual arts and/or band, choir or music electives. Horticulture may also be accepted for .5 credit.

Elective Courses	8	Students must take 8 elective credits while in grades 9-12. Electives offer students the opportunity to explore their interests, develop new skills, and broaden their educational horizons beyond the core curriculum. They provide a chance to delve into subjects that align with their passions or potential career paths, fostering personal growth and allowing for a well-rounded education.
Community Service	16 Hours	Seniors need a total of sixteen (16) community service hours in order to graduate from Springfield High School. Seniors may start collecting community service hours towards graduation the summer prior to their Senior year.

**Postsecondary Enrollment Options**

Eleventh, and twelfth grade students may apply to enroll in Postsecondary Enrollment Options (PSEO) and other advanced enrichment programs. General information about the PSEO program will be provided to all tenth, and eleventh grade students by March 1. Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the High School School Counselor by May 30 for enrollment the following school year. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact **our High School Counselor Sarah Eckstein at [sarah.eckstein@springfield.mntm.org](mailto:sarah.eckstein@springfield.mntm.org)**.

**Summer School**

The school district may provide summer school learning opportunities. For more information, contact the **High School Principal Pat Moriarty at [pat.moriarty@springfield.mntm.org](mailto:pat.moriarty@springfield.mntm.org)**.

# General Rules of Conduct

## **Attendance**

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. For detailed information, see the Springfield School board policy [Student Attendance](#).

## **Make-up Work Policy**

It is the responsibility of the student to obtain his/her make-up work assignments and complete those assignments within the amount of days missed (1 day missed = 1 day make-up) up to three days. If a student is gone for more than three days, the teacher and student will determine a plan to make-up the missing work.

## **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.

## **Absences (unexcused)**

Daily attendance is required. If your student must be absent for the school day, parents or guardians should call the High School Office at (507)723-4288. Any student who is not called in will be given an unexcused absence. For each unexcused absence, a High School Office personnel will contact the parent/guardians to ensure the safety of that student. Springfield Schools will utilize Brown County and their Truancy Diversion program in the event regular school attendance has not been met. A loss of credit can occur after six (6) unexcused absences per semester. If a student has reached 5 (five) absences due to illness reasons in a semester, the school may require medical documentation or consultation with our school nurse to verify if the absence should be excused.”

## **Attendance Appeal Process**

The principal should be notified within five (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 members, 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 five (5) days of the first hearing. The second hearing must be scheduled through the high school principal.

### **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.**

### **Bullying Prohibition**

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district's policy [Bullying Prohibition](#)

### **Buses – Conduct on School Buses and Consequences for Misbehavior**

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

## **Cell Phones and Other Electronic Communication Devices**

Students are prohibited from using cell phones and other electronic communication devices during the seven class periods. Cell phones may be used during passing time and lunch period. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying and harassment. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

## **Discipline**

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information, see the school district's policy [Student Discipline](#).

### **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.

The following actions may be taken in the attempt to correct student behavior:

Removal from Class is the action taken by a teacher if a student is disruptive and refuses to cooperate. The High School Principal and teacher will communicate on the appropriate discipline action.

Detention is an action taken by the High School Principal where the student will be required to attend school either before or after to make up for time that was missed during the school day.

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

Out-of-school suspension (OSS) is action taken by the school administration to prohibit a student from attending school for no more than five school days.



Exclusion means an action taken by the school board to prevent enrollment or re-enrollment 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.)

### **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.

### **Dress and Appearance**

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

- "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Any apparel or footwear that would damage school property.
- Headgear, including hats or head coverings, is not to be worn in the building except with the building principal's approval (i.e., student undergoing chemotherapy, medical situations, student religious practice or belief).

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat

to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified.

### **Hats, Caps and Bags**

All hats and caps are to be left in student lockers and not worn during school hours.

Personal bags are also to be kept in the student locker and not taken from class to class. If a personal bag is too big for the student locker, the bag can be kept in the High School office for the school day.

### **Food and 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.

### **Drug-Free School and Workplace**

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment into a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

### **Distribution of Materials**

No publication can be posted or distributed on school property without permission from the High School Office personnel.

### **Harassment and Violence Prohibition**

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. For detailed information, see the school district's policy [Harassment and Violence Prohibition](#)

## **Hazing Prohibition**

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. For detailed information, see the school district's policy [Hazing](#).

## **Internet Acceptable Use**

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

For detailed information, see the school district's policy [Internet acceptable Use Policy](#).

Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

- identify each curriculum, testing, or assessment technology provider with access to educational data;
- identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
- include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form at the beginning of each academic school year.

## **Picture and Media Policy**

Each year there are pictures taken for the newspaper, student identification cards and the yearbook. The school reserves the right to use photograph, video, and audio files for educational, celebratory, or promotional purposes. This may include but not limited to images/video/audio of students in local news outlets, district websites, or other physical displays (posters, flyers, banners, registration forms, etc.). Springfield Public Schools will not be held responsible or liable for media content produced by outside media outlets that may visit the campus before, during, or after the school year. If you choose to not have your child's photo used in publications, please notify the High School office by completing the, "Springfield High School Technology and Media agreement form" at the beginning of the school year.

## **Dances**

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. Dances may be made available for students in grades 7-8.

## **Parking on School District Property**

### **Students**

The school district allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege;
- Student Parking is permitted in the East lot.
- Students are not permitted to use motor vehicles during the school day in any school district locations unless an emergency occurs and permission has been granted by the High School Principal.
- Students are permitted to use motor vehicles on the high school campus(es) only before and after the school day;
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline. For detailed information, see the school district's policy [Student Discipline](#)

## **Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction**

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" policy, see [Tobacco Free School](#) Contact the High School Principal Pat Moriarty if you have questions or wish to report violations.

## **Vandalism**

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

## **Weapons Prohibition**

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. 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; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the "School Weapons" policy, contact High School Principal Pat Moriarty.

## **Policy application to instructional equipment/tools:**

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.

# Health and Safety

## Accidents

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to our school nurse Maggie Meyer in the High School Office. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or school nurse will call 911 or seek emergency medical treatment and then contact the parent(s).

## Crisis Management

The school district has developed a “Crisis Management” policy. Each school building has its own building-specific crisis management plan.

The “Crisis Management” policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct A.L.I.C.E. drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

## Suicide Prevention

If a student needs mental health support services, please don't hesitate to consult with our school counselors and social workers or any staff member.

Here are resource options to engage with free and confidential mental health crisis services.

For Brown County 1-877-399-3040

For Redwood County 1-800-658-2429

For Cottonwood County 1-800-642-1525

Call “988” -this is now the three-digit dialing code that routes callers to the 988 Suicide & Crisis Lifeline.

Text “Home” to 741741

For Immediate concerns, dial 911.

## Emergency Contact Information

Each student should have an emergency contact listed in our Infinite Campus system and parents are asked to review, modify or change their child's emergency contact at the beginning of each year. Please contact the High School office if you would like to change your child's emergency contact during the school year.

## Health Information

### First Aid

The nurse's office in each building is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at

school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

The district has installed automated external defibrillators (AEDs) in the High school Office and Gymnasium lobby. Tampering with any AED is prohibited and may result in discipline.

### **Communicable Diseases**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a communicable or contagious disease, the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

### **Health Service and Sick Child Procedures**

#### **School Illness Procedures**

Students are not expected to be in school if they are ill. Please note the following illness procedures when determining if your child is well enough to attend school.

#### **Please keep your child home if...**

Your child has a fever of 100.0 or greater. Your child must be fever free for 24 hours without the use of fever reducing medications such as Tylenol or Advil/Ibuprofen before returning to school.

Your child has a new, undiagnosed rash.

Your child has a contagious illness and is on antibiotics (ex. Strep Throat). Your child must be fever free without the use of fever reducing medications such as Tylenol or Ibuprofen **and** have completed 24 hours of prescribed antibiotic prior to returning to school.

Your child appears ill and is unable to participate in usual classroom activity (ex. excessive fatigue, constant coughing).

Your child has had vomiting or diarrhea - please keep them home for 24 hours after the last episode.



### **What happens if your child becomes ill during the school day**

We understand that illness can present during the school day. If your child becomes ill during the school day it is expected that they will report to the high school office for evaluation. If it is determined that it is necessary for your child to go home the health room personnel will contact the appropriate parent/guardian and arrange for the student to be picked up.

**It is not appropriate for a student to contact their parent/guardian directly and arrange for pick up.** If a student wishes to speak to their parents regarding their symptoms they will be allowed to do so when reporting to the health office for evaluation. If the appropriate process is not followed, the student's absence will be considered unexcused.

### **Appointments and Doctors Notes**

It is recognized that not all appointments can be made after school hours. If your child needs to miss school because of an appointment, please call the high school office at (507)723-4288 or email the high school administrative assistant at [sadie.vogel@springfield.mntm.org](mailto:sadie.vogel@springfield.mntm.org)

Doctor/provider notes are required to excuse a student's appointment during the school day. The student will be given three days from the appointment date to provide a note. If the appropriate note is not provided within three days the absence will be considered unexcused.

Doctor/provider notes are encouraged, but not required, when a child is ill. If your child has excessive absences due to illness the school may begin requiring doctor's notes to excuse absences, at any time.

### **Reporting Absences**

Absences must be reported to the school to be considered an excused absence. Report your child's absence each day your child is ill by calling the elementary or high school office. Please report your child's name, teacher or grade and the reason for the absence. If your child is ill, report the symptoms and/or any diagnosed communicable condition. If no reason is given for your child's absence it will be considered unexcused. If your child is absent and the school has not received notification of the absence, the school will attempt to contact the appropriate/parent guardian. If a phone call is not received by noon on the day that your child is absent, the absence will be considered unexcused.

Please contact the school Health Office at (507)723-4288 prior to your child returning to school if there is any injury or illness that will require modifications to the school day.

If your child requires medication to be given at school upon their return, please follow the medication guidelines.

### **Reporting Physical Education Restrictions**

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.

### **Immunizations**

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the our school nurse at (507)723-4288 or [nurses@springfield.mntm.org](mailto:nurses@springfield.mntm.org)

### **Medications at School During the School Day**

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in administration of a student's prescription medication.

### **Safety**

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

### **School Doors**

School doors will be locked during the school day. Doors that are monitored for entrance during the school day are: District Office Door (E1), High School Office(N3), Elementary Office Door

(S1). During the school day, students will use these doors to enter the building. All other doors are considered, "Exit Only." Propping doors without permission during the school day will result in disciplinary action.

## **Fire Drills**

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

- 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 classroom should close the door.
- Leave the room in an orderly manner.
- Hold talking to a minimum when leaving and re-entering the building.
- On signal, return to the building in an orderly manner.

## **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.

## **Lockers**

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.

## **Money**

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 ask 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 extracurricular practices.

## **Searches**

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or

law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

### **Lockers and Personal Possessions Within a Locker**

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

### **Personal Possessions and Student's Person**

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

### **Vehicles on Campus**

#### **Patrols and Inspections**

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

#### **Search of the Interior of a Student's Motor Vehicle**

The interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.

## **Visitors in Springfield Public Schools**

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the High School Office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the High School Office and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal.

# Guidelines for Activities Participants

## Academic Eligibility

Springfield High School students must be passing all courses in which they are enrolled to be eligible to participate in extracurricular 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.**

Grade 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 is on the 3-week ineligible list, the student will be ineligible of all public performances; including, but not limited to: Homecoming Court, Prom Grand March, Singing of the National Anthem at home activities.
- 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.

## Grade checks for students who have not failed the previous grading period

If a student receives a failing grade at one of our three week grade checks:

- 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.
- At the end of the probation period, to become eligible for activities, students must be passing ALL classes and it is the responsibility of the student to use the academic check form and have all of their classroom teachers sign off stating

they are passing their class. Once this form has been signed by all of the students' teachers and the form is turned into the office, the student then becomes eligible for their activities.

### **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 student must be making academic progress toward graduation.
- A student will not have turned 20 before the start of the season in which they will participate.
- A student will not have dropped out of school or repeated a grade while in high school.
- 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.
- A student will not have and will not violate the racial/religious/sexual harassment/violence/ and hazing bylaws of the MSHSL.
- A student will agree to fully cooperate in any investigation honestly and truthfully.
- 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.
- 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](http://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.

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

## **Student Code of Responsibility (Code of Conduct)**

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:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the rights and property of others.
- I will respect and obey the rules of my school and laws of my community, state, and country.
- 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.

## **Student Participation Guidelines**

The following guidelines should be followed to maintain eligibility in a sport or student activity:

### **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.

### **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, teaching or coaching a sport.

### **Athletic Camps and Clinics**

- School Year- may attend athletic camps and clinics, which have been approved by their high school principal.
- Summer Vacation Period-Non-School Specialized athletic camps and clinics do not require approval.



- 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.
- 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.

### **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.

### **College/University Teams**

Individuals who have participated with a college or university team are ineligible for participation in any activity of the League.

### **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.

### **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 7<sup>th</sup> grade. For transfer eligibility purposes participation in a school program is considered full enrollment at that school.

### **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.

### **Non-School Competition and Training For Team and Individual Sports** 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.

During the School Year, Prior to and Following the High School Sports Season:

- 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.
- 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.
- A student may receive training through private lessons from a person who is not a salaried or non-salaried member of the student's sophomore, B squad, school coaching staff in that sport.
- 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.

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 THE HIGH SCHOOL ACTIVITIES DIRECTOR FOR SPECIFIC GUIDELINES REGARDING THE SUMMER VACATION PERIOD.**

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.

**Special Considerations**

- 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.
- 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.

- Directly funded by a national governing body on a national level.
- 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.
- 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.

### **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. After the student's twelfth semester in grades 7-12 inclusive. All twelve semesters shall be consecutive, beginning in the 7<sup>th</sup> grade.

### **Transfer Rule**

Minnesota State High School League has revised the transfer rule: Please see the Activity Director for specific information.

### **Mood Altering Chemicals**

A student shall not use or possess alcohol, tobacco, substances mimicking 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 and 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 the 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 the 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:

- The student is assessed as chemically dependent
- Enters treatment voluntarily,
- The director of the treatment center certifies that the student successfully completed the treatment program
- 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 are not limited to: BPA, One-Act Play, FFA, Dance line, 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 the 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 the 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:

- The student is assessed as chemically dependent
- Enters treatment voluntarily,
- The director of the treatment center certifies that the student successfully completed the treatment program.
- 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:

- Penalties are accumulative beginning with the student's participation on high school sponsored teams
- Any unfulfilled penalty will be carried over to the next season in which the student is a participant
- 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
- Prior to returning to practice, a suspended student must meet and confer with the AD and coach as well as with the team
- 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
- 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.

### **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.

### **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.

### **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.

### **Letters, Awards, and Recognition Activities**

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

### **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.

### **Participation Forms**

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

### **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.

### **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 that 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 are 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:

- Derogatory language or remarks about our students, teammates, school personnel and our community at large; as well as, teachers, coaches, student athletes, and administrators of other schools.
- Demeaning statements about or threats to any third party.
- 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.
- Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
- Indicating knowledge of any unreported felonies, crimes, thefts, or damage to a property or unethical behavior.
- 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.**

