



*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NUMBER \_\_\_\_\_

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## Principal's Message

Welcome to the 2009-2010 school year!

Springfield Township High School's (STHS) Core Values of *Excellence*, *Integrity*, *Respect* and *Community* help to shape our school's values and expectations.

*Excellence* is achieved through high standards and hard work.

*Integrity* is truthfulness and honesty with yourself and others.

*Respect* comes about when we treat others in a manner that we desire to be treated.

*Community* is built by supporting and demonstrating the other core values in tough, as well as in good times.

We believe that adherence to these values instill a positive school culture by maintaining clear expectations for appropriate behavior with high levels of support for students.

This student handbook contains the policies, procedures, guidelines and rules for students to successfully function in a productive learning environment that fosters student achievement. All students are strongly encouraged to read and understand the expectations detailed in this student handbook.

All members of our community are expected to uphold all of the core values with a determination that is reflective of the community at-large. We, all, are obligated to arrive at STHS each day ready, willing and able to be our best at all times. This is a high expectation that I am sure that you can meet.

I look forward to the year ahead with a hope that you will represent the best of you in and around school as a proud member of the STHS family.

Sincerely,

Mr. Otis Hackney  
Principal

### **ADMINISTRATION**

Otis Hackney, Principal  
Greg Puckett, Assistant Principal  
Michael Kell, Director of Student Life and School Safety

### **OTHER NAMES YOU SHOULD KNOW**

Mrs. Kendra Dean – Secretary to the Principal  
Mrs. Beth Ann Cooney – Secretary to the Assistant Principal  
Ms. Lindsey Schreiber – Secretary to the Athletic Director  
Mrs. Cheryl Luxton- Attendance Secretary  
Mrs. Audie Lynn McGowen – Guidance Secretary

### **SCHOOL HISTORY**

Originally located at Hillcrest Junior High School, Springfield Township Senior High School moved to its present location in 1954. Since that time, a pool, a new gymnasium, the Learning Resource Center, The Computer Center, the Springfield Writing Center and new science labs have been added.

**School Colors** - *Royal Blue and Steel Gray*

**School Mascot** - *The Spartan*

**School Seal** - *Symbols of Knowledge, Scholarship, Athletics and Victory*

### **MISSION STATEMENT**

Springfield Township High School, a small, diverse, evolving community, nurtures integrity and respect as it empowers students through a safe school culture and pursues excellence through academic rigor, engaged learning, and professional growth.

**I. ATTENDANCE**

Students have the responsibility to attend school regularly. Attendance is compulsory and required by law. These laws were established to assure an educated populace without which a democratic society could not function.

**A. ABSENCES**

The following regulations govern attendance at Springfield:

1. Absentee notes are mandatory for each day of absence; a parent or legal guardian must sign notes. Notes must be handed in within **three (3) days** after the absence. Date(s) of and reason for absences should be noted.

2. If students are absent without parental consent, or if the reason for absence does not fall within state guidelines as legal, such absence may be declared illegal/unlawful. Failure to bring a written note of excuse within **three (3) days** may also cause an illegal absence to be declared. In such cases, the school has the right to file a complaint with the local district court.

3. Any student who is absent from school must have their parent or guardian call the school at 233-6030, ext. 2001 before 7:50 a.m.

4. Students must report to homeroom, if a student arrives late to school after the homeroom period and fails to report to the Attendance Office (Main Office) he/she will receive disciplinary consequences.

5. Any absence (excused or unexcused) after the 10<sup>th</sup> cumulative occurrence will require a physician's note, regardless of the reason.

6. Should conditions warrant, the school district reserves the right to pursue legal action after **3 unexcused absences** through the office of the District Magistrate.

7. When a student who

participates in athletics or a school activity is absent from school during a semester a total of 20 or more school days, he/she will lose their eligibility or ability to participate until they have been in attendance for a total of 45 school days following their 20<sup>th</sup> day of absence.

**B. LATE TO SCHOOL – TARDY**

Students are required to be in homeroom no later than 7:35 A.M. Students who arrive to homeroom after 7:35 A.M. are considered late and are marked Absent Unexcused by the homeroom teacher. (Oversleeping is NOT a legitimate excuse.)

Excessive unexcused late to school (more than 5 per semester) will also result in ineligibility for athletic practices, games and other school activities.

Excessive late to school (more than 5 per semester) will be evaluated on an individual basis. The head coach/band/chorus/ theatrical directors, along with the director of athletics and the assistant principal will determine a students' eligibility.

Consequences for Lateness

<b>3</b>	<b>1 detention</b>
<b>4</b>	<b>2 detentions</b>
<b>5-7</b>	<b>1 Saturday detention</b>
<b>8 +</b>	<b>2 Saturday detentions</b>

When a student attains 18 late unexcused to school, truancy charges will be filed with the District Magistrate.

**C. LATE TO CLASS**

Students should make every effort to be in class before the bell rings. This will prevent a disruption of the lesson and enable the student to avoid

disciplinary actions. Two lates to class can be considered truancy.

**D. EARLY DISMISSAL**

Parents who wish their children to be dismissed early from school for medical appointments, etc. must supply the school with a written request before 7:35 a.m.

Substantiating information is necessary, and telephone numbers must be included in the request for early dismissal.

In all cases of early dismissal or special permits, students are not excused from the work missed. This work must be made up promptly.

Springfield Township High School expects students to attend every class. However, the school recognizes circumstances, which create a legitimate need for release from class:

1. Illness, which develops after a student, reports to class.
2. Verified medical appointments.
3. School-sponsored activities (field trips, athletic contests, performances, etc.)

All early dismissal students returning to school must report back to the Attendance Office upon their return.

**E. INCLEMENT WEATHER SCHOOL CLOSINGS**

In case of emergency closing of school due to ice, snow or other emergency, the announcement will be made over the following radio stations (the Springfield Code Number is 319):

- KYW 1060 AM
- WIP 610 AM
- WCAU 1210 AM
- Cable TV Channel 28
- Verizon FIOS Channel 38

School will be in session unless such an announcement is made. Do not telephone the Superintendent,

Principal or teachers to find out if school is closed. Please listen to the radio stations.

**F. EXTRA-CURRICULAR ACTIVITIES LATENESS POLICY**

A student who arrives to school after 9:17 a.m. will be considered late (without legal excuse) and will not be able to participate in interscholastic competition or school activities/functions on that day.

**G. REQUEST FOR ABSENCE FROM SCHOOL**

The school does recognize that there are family as well as educational vacations and trips where it may be necessary for a student to be absent from school for a short period of time. The school recommends that such trips be scheduled when school is not in session. No vacations should be scheduled during PSSA testing or Final Exams.

The following procedure will facilitate a grant of absence from school:

1. At least one week prior to the requested date of the absence, parent or guardian must write a note explaining the reason for the absence and list the date(s), which will be missed.
2. The student should then bring the note to the principal, who will acknowledge the request. The note will then be presented to all teachers for their initials and comments relative to the absence.
3. When all teachers have initialed the note, it should be taken to the secretary in the Attendance Office.
4. If any teacher had noted concern about the requested absence, the parent or guardian will be notified.
5. Students are responsible for all class work, assignments and tests missed. It is the student's

responsibility to discuss this with the teacher.

**H. SENIOR LATE ARRIVAL- EARLY DISMISSAL PRIVILEGE**

1. Seniors meeting the criteria listed below are eligible for late arrival privilege: The student must be/have:
  1. a senior with a period "A" study hall;
  2. no discipline referrals;
  3. no late to school referrals,
  4. no excessive absences;
  5. grade point average of 3.0 or above, on track to graduate;
  6. parent permission;
  7. administrative permission.

**I. LATE ARRIVAL PROCEDURE**

1. Students must arrive by 9:17 a.m. and check in at the Attendance Office prior to reporting to period "B" class.
2. If a student needs to arrive prior to 9:17 a.m., he/she must check in at the Attendance Office upon arrival.
3. Students may not loiter in the parking lot prior to check-in.

**J. EARLY DISMISSAL PRIVILEGE**

1. Seniors who have a period "D" study hall may leave school at the start of period "D".
2. Seniors must meet the same requirements as stated in H (above).  
 These privileges will extend to any junior who maintains a minimum of Second Honors after the first marking period. If a junior fails to maintain the Second Honors level for each marking period, he/she will lose the late arrival or early dismissal privilege.

**II. CURRICULAR INFORMATION**

**A. GRADUATION REQUIREMENTS**

Seniors are required to have a total of 27 credits. A credit is earned by successful completion of a course meeting every school day for one semester.

English	5.0 credits
Mathematics	3.0 credits
Science	3.0 credits
Social Studies	4.0 credits
Arts/Humanities or Both*	2.0 credits
Physical Education	1.5
Health	.5 credits
Senior Seminar	.5 credit
Electives	7.0 credits
Careers & Technology	.5 credit
<b>TOTAL CREDITS</b>	<b>27</b>

\*This would include courses in the fine arts, practical arts, and electives in English, Social Studies, and World Languages.

Effective for the graduating class of 2011, students who do not meet proficiency standards of the 11<sup>th</sup> grade math PSSA must enroll in a specified math course in their senior year and must achieve an average of no less than 75% in that course. \*\*

Students who do not meet proficiency standards of their 11<sup>th</sup> grade reading or writing PSSA must achieve an average of no less than 75% in the required senior year of English.

\*\* Students who do not meet proficiency standards of the 11<sup>th</sup> grade math PSSA and attend the Eastern Center for Arts and Technology

(ECAT) must meet the mathematics standards for their Program at ECAT.

**B. CURRICULUM GUIDE**

The STHS Curriculum Guide, published annually, contains details on curriculum requirements and course descriptions.

**C. SCHEDULE CHANGE POLICY**

Students must make firm choices in electing courses during program planning. Due to class size, the complexity of our master schedule and the intensive nature of block scheduling, changes to students' schedules cannot be made after the first three days of any given semester.

Exceptional requests for change should be made through your counselor, who will notify you of the decision. Class admittance and withdrawal slips will be given to you if a change is approved. W, WP, WF designations are required on any change which has teacher/counselor and parent or guardian approval.

**D. EASTERN CENTER FOR ARTS AND TECHNOLOGY**

The School District of Springfield Township is one of several districts served by the Eastern Montgomery County Area Technical School. Students enrolled in this program attend classes at Springfield Township High School and the Technical High School and are graduated from Springfield Township High School when both programs are completed.

**Selection Process**

1. In the event that there are quotas placed on a course and enrollment is restricted, the following criteria will be used to determine which students are selected for the program:

- a) results of student interest surveys.
- b) results of student aptitude tests.
- c) student's general attendance pattern.
- d) academic progress in specific courses, such as mathematics, which could be essential and have a direct relationship in certain programs at the Eastern Center for Arts and Technology.

e) the results of individual evaluations or individual education plans will be considered for handicapped students.

2. The selection process will be based on the student characteristics mentioned above. In no case will a student be accepted or rejected for the program based on sex, handicapped condition, race, color, creed or any other criteria that could be considered discriminatory.

**E. ALTERNATIVE PROGRAM FOR HIGH SCHOOL CREDIT**

In realizing that there are occasions when a student might wish to obtain academic credit to fulfill Springfield's graduation requirement, or for personal enrichment, the following programs are acceptable, and credit may be awarded with the prior approval of counselors and principal:

- 1. Summer School;
- 2. Private Tutoring by PA certified instructor;
- 3. Student Education Center or similar accredited program;
- 4. Standard Evening High School programs offered by surrounding school districts;
- 5. Montgomery County Community College
  - when appropriate to the specific student
  - and his/her level of education.

## F. ALTERNATIVE LITERARY READINGS AND ASSIGNMENTS

As an academic high school community, we recognize that it is impossible to offer literature, assignments and readings, which meet the needs or reflect the values of every segment of our community. All materials that are part of the high school program are offered for their literary and educational value.

It is the high school's position that we are always willing to work with parents and students. On those rare occasions where individuals find an assignment/reading "objectionable", optional readings/assignments will be offered. Certainly, these optional readings/assignments will be of equal status and offered without penalty.

## G. GRADING PROCEDURES

Report cards are issued six times a year:

First Marking Period - October 23  
Second Marking Period - December 11  
Third Marking Period - January 29  
Fourth Marking Period - March 11  
Fifth Marking Period - May 17  
Sixth Marking Period - June 30  
(mailed home)

A	=	90-100
B+	=	87-89
B	=	80-86
C+	=	77-79
C	=	70-76
D	=	65-69
F	=	below 65

Progress reports for students whose work is below expectations may be mailed at the mid-point of each marking period or at any other time deemed appropriate.

At the end of the semester, students will receive a complete grade, which is calculated on the basis of the three

marking periods. The final exam will constitute 20% of the final grade. The first and second marking periods of a course will constitute 25% of the final grade. The third marking period of a course will constitute 30% of the final grade.

In grades 9 through 12, grade point averages are calculated at the end of each year according to the following values:

A=4.0 B+=3.5 B=3.0 C+=2.5 C=2.0  
D=1.0 E=0

## H. WEIGHTED GRADES

A system of weighted grades for honors and Advanced Placement (AP) courses is as follows:

Grade	Academic	Honors	AP
A	4.0	4.5	5.0
B+	3.5	4.0	4.5
B	3.0	3.5	4.0
C+	2.5	3.0	3.5
C	2.0	2.5	3.0
D	1.0	1.0	1.0

To encourage students to take advantage of wealth of elective offerings, class rank is determined by total quality points earned. Courses are weighted based on degree of difficulty (e.g., "A" in an Advanced Placement course earns five quality points. See "Weighted Grades" above). Quality points are determined by multiplying the final weighted grade earned in the course by credit value of that course. Class rank is determined by summing the total quality points earned for each course.

## I. REMEDIATION

To remediate a failed one- credit course, a student must do 60 hours of summer school or approved tutoring. To remediate a failed ½ credit course, a student must do 30 hours of approved tutoring. Students may not

remediate if they receive below a 50% in that class for a final grade.

**J. PASS/FAIL**

Springfield Township High School has limited pass- fail offerings. Students who are interested in this option should see their counselor.

**K. FINAL EXAMS**

Final exams or alternatives have been developed for all subjects. Exams take place at the end of each semester. In grades 8 through 12, finals count as 20% of the semester grade and not only afford good experience for those going to college, but they also serve as a culminating learning experience in each class.

Students and parents should be aware that the only reason the administration approves the rescheduling of final exams is for students who have been accepted into a college program that begins prior to the end of final exams or a college orientation visit. Students who are ill must provide a doctors note in order to make up the exam.

**L. SENIOR FINAL EXAM POLICY**

Seniors who earn a letter grade of "A" for each marking period of a course will be eligible for exemption from the final exam in that course and will receive a final grade of "A" in that course. Final Exam Exemption does NOT apply to final projects in courses.

**M. NON-CREDIT STATUS**

If a secondary student misses class for any reason other than legal absences, credit may be lost for the course. If more than four (4) classes in one (1) credit course or two (2) classes for a .5 or .25 credit course are missed, a grade of NC (no credit) will be entered on the report card (note: Springfield Township School District Policy

204AR).

**N. LEEP**

The Living Educational Experience Program (LEEP) links the school, the student and the community in an educational program. During the last weeks of the senior year, twelfth grade students are provided with the opportunity to pursue individual interests in a project of their own selection. It is designed to give the student an opportunity to use the facilities of local businesses and non-profit agencies to learn skills, which are integral to a specific industry or service, to explore vocational interests and to become involved in the community. The chosen activity must be educationally sound, and no salary is permitted.

**O. HOMEWORK RESPONSIBILITIES FOR STUDENTS**

High school students can expect to have homework assigned regularly. The major responsibility of the student is the completion of homework assignments within the specific time period and in the manner, which represents the student's best effort. Other responsibilities of the student are:

1. To keep a written record of assignments for reference, especially if multiple assignments are given.
2. To inform the teacher, as soon as possible, if an assignment cannot be completed due to lack of understanding of the concepts or skills involved.
3. To bring a note from his/her parent or guardian if a nightly assignment cannot be completed because of a family or personal emergency. The student is expected to complete the assignment at the earliest possible

time. The teacher is the only one to waive this requirement.

4. To expect that a portion of his/her grade will be based upon the accuracy of the completed homework.

5. To realize that neatness and promptness in completing assignments will be reflected in the work habits grade earned by the student.

6. To inform the teacher of his/her special interests so that homework assignments can be tailored to those interests.

7. To realize that even if a nightly assignment is not made, opportunity should be taken to work on long-term projects and/or to read independently in an area of interest.

8. To realize that the completion of homework is an important measure of self-discipline.

#### **P. HOMEWORK REQUESTS DURING ABSENCE**

When requesting homework for a student, who is absent, please follow this procedure:

1. For a short-term absence, students may set up a "buddy system" by exchanging phone numbers with other students in each of his/her classes. This is the fastest and most efficient system.

2. Contact the counselor for long-term illnesses of a week or more.

3. Students are granted two days for every day of excused absence.

#### **Q. SUMMER SCHOOL ELIGIBILITY**

Students in grades 9-12 may not remediate classes in summer school if their final grade calculation is below 50%. Any student with a final grade below 50% must repeat the class in another semester. Summer school is not offered by the school district, counselors will provide a list of summer school options.

#### **R. SPRINGFIELD TOWNSHIP HIGH SCHOOL RESEARCH INTEGRITY POLICY**

**We in the School District of Springfield Township understand and value the concept of intellectual property. Therefore, we strive to teach students the ethic of responsibility of documenting the ideas of others in all formats. To do so, we believe that we must not only teach the ethics and mechanics of documentation, but we must hold students accountable for ethical use of the ideas and words of others. Please read the attached Research Integrity Policy.**

#### **III. SCHOOL POLICIES AND GENERAL INFORMATION**

##### **A. BUS TRANSPORTATION**

Students are to conduct themselves in an orderly fashion on school buses. Unsafe conduct, abusive language, smoking, eating or drinking on school buses is prohibited. Infractions will result in loss of bus privileges.

##### **B. WORKING PAPERS**

Students under 18 years of age may obtain working papers at the high school office. A parent or guardian must bring in a birth certificate or other proof of age.

##### **C. SCHOOL INSURANCE**

School insurance is available to students for purchase each September. The regular policy covers a student when going to and from school and at school. The 24-hour policy covers a

student at all times, day and night, during the school year. The cost is nominal.

Every student who is a member of a school team must be insured against injury and accident. For all sports except football, the regular school insurance policy available to all students is sufficient. For football players, special insurance is required in addition to the regular school insurance.

If a pupil anticipates coming out for any school team during the year, the pupil should be sure to purchase school insurance in September, since there may be no further opportunity to do so.

The only exception permitted to the rule requiring accident and injury insurance is a note from a parent stating either:

1. **That the pupil is covered by insurance in a family policy; or**
2. **That the parent releases the school from any financial obligation in case of accident or injury, promising to be responsible for the costs of any accidents or injuries, which might occur.**

#### **D. LOCKERS**

It is the policy of the board that all lockers are and will remain the property of the District. As such, students shall be made aware that Principals and Assistant Principals or their designees are authorized to conduct searches of students' lockers any time there is reasonable suspicion that their lockers may contain any item or items, the possession of which constitutes violation of policies or laws. Prior to a locker search, students shall be notified and given an opportunity to be present. However, when school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the

health, welfare or safety of students in the school, student lockers may be searched without prior warning.

#### **E. FIELD TRIPS**

While on field trips, students are expected to behave in a manner consistent with the school rules and regulations. Parent permission and subject teacher signatures are required prior to going on a student field trip. You are responsible for making up any class work missed because of the trip. If there is an absentee problem, or if there is academic difficulty, the privilege of a student activity trip may be withdrawn by the principal.

#### **F. MOTOR VEHICLES**

Vehicles must be parked between marked lines and may not be parked along fences or in traffic aisles. Failure to observe NO PARKING signs may result in a citation issued by the Springfield Township Police. Parking in the faculty lot is not permitted. Please lock your automobile to prevent theft.

All Pennsylvania Motor Vehicle Code regulations apply to operation of automobiles on school grounds. The following rules are also to be observed:

1. Speed Limit - 15 miles per hour.
2. Reckless driving is prohibited.
3. Riding on fenders, bumpers, hoods, or in any manner that endangers any individual or property is prohibited.
4. Horns shall be used with discretion.
5. Noisy mufflers are prohibited.
6. Springfield Way is closed from the upper parking lot to the entrance to the lower parking lot during the following times:

Mornings	7:20 to 7:45 a.m.
Afternoons	2:20 to 2:40 p.m.

#### **G. TEACHER CONFERENCES**

Teachers may be available for consultation in their rooms after

school until 2:42 p.m. Students should not hesitate to speak with teachers if they are in need of extra help, are having difficulty with a subject, do not understand instructions, or have a particular interest in a subject. Students may meet with teachers after 2:42 p.m. upon request.

#### **H. STUDY HALLS**

Attendance in study hall is mandatory. Students wishing to use a computer lab, library, etc. must obtain a note **PRIOR** to being excused. You must present your note to the study hall teacher. Failure to report to study hall, or not reporting to designated area will be treated as cutting.

#### **I. SCHOOL DANCE- GUEST PROCEDURE**

Students must request approval to bring a guest to a school dance. The requesting student must complete a permission slip (attainable at the main office) with the following information:

1. Guest must be of current high school age, a student in another high school.
2. Guest's name, address, phone number and current school must be included on the permission slip.
3. The requesting student must have parental permission for the guest to attend the dance.
4. The high school administration must approve the request.

#### **IV. COUNSELING AND GUIDANCE SERVICES**

Upon entering the eighth grade, you are assigned a counselor who will work with you during your five years at Springfield Twp. High School. Your counselor will guide and assist you in all academic areas involving course selections, career options, and college

and technical school information.

It is important to know that your counselor is definitely interested in helping you through personal crises, confusion in decision-making, and all personal issues that are causing you concern and worry. Your counselor is available and willing to become involved. We urge you to make appointments as the need arises and to feel comfortable that a confidential setting is being provided.

#### **A. COUNSELING ASSIGNMENTS 2008-2009**

Miss Mary Soboleski  
- 215.233.6030, ext. 2009  
- 8<sup>th</sup> grade -A-F, 9<sup>th</sup> grade- A-F, 10<sup>th</sup> grade A - Harley, 11<sup>G</sup> grade A - F, 12<sup>th</sup> grade A - F

Ms. Linda Marcucci  
-215.233.6030, ext. 2007  
-8<sup>th</sup> grade G-M, 9<sup>th</sup> grade- G - Miller, 10<sup>th</sup> grade Harrison - Mickles, 11<sup>th</sup> grade G-Peterson, 12<sup>th</sup> grade G - M

Mr. William Shearer  
-215.233.6030, ext. 2008  
-8<sup>th</sup> grade N-Z, 9<sup>th</sup> grade Mitchell - Z, 10<sup>th</sup> grade Micklus - Z, 11<sup>th</sup> grade Pierson - Z, 12<sup>th</sup> grade N -Z

#### **B. STUDENT ASSISTANCE PROGRAM (Springfield Student Support Services)**

**The Springfield Student Support Services is a group of high school administrators, counselors and support personnel trained to identify and assist high risk students who are having difficulty in school due to chemical dependence and abuse, suicidal tendencies, depression, physical and sexual abuse, truancy, school phobia, or eating disorders. Students interested in speaking with**

someone involved with the Student Support Services Program should report to the Student Support Center or speak with one of the team members. Since student information is confidential, all Student Service referrals are destroyed at the end of the academic year.

#### **C. SPECIALIZED SERVICES FOR HIGH RISK YOUTH**

##### **Mental Health Case Management Offices:**

Abington Mental Health Care Management -  
215-887-8533

COPE/Valley Centers Incorporated, Lansdale -  
215-855-0780 or 215-368-2022

##### **Outpatient Counseling Services:**

Alders gate Youth Services, Willow Grove -

215-657-4545

Growth Horizons, Jenkintown - 215-884-5566

Turning Point, Ambler - 215-643-4835

Family Services, Willow Grove - 215-657-7141

Help line, Lansdale - 215-362-8422

Al-Anon, Philadelphia - 215-574-6900

Co-Dependents Anonymous, Phila. 215-333-7775

#### **D. CAREER CENTER**

The Career Center houses college and career information. Various databases are available. These computer-based systems provide college, career and financial aid information. Students are encouraged to use these resources during their free time.

#### **E. STUDENT RECORDS**

The school is required to collect and maintain certain information relating to the health, education and welfare of each student. This information is vital to the continuity of the school's educational program. Federal and state laws guarantee students and parents access to their educational records and provide safeguards to the privacy of such records.

In order to keep records accurate, it is important that any changes in home phone numbers, home address or family information be reported in writing to the high school office.

#### **F. COLLEGE INFORMATION**

The College Board testing program is constantly changing, partly because of the changing policies of many institutions of higher learning. Consequently, any student who is considering taking the College Boards should discuss this matter with a counselor.

There are two principle parts of the College Board tests. The SAT 1 yields a Verbal score and a Mathematics score. The SAT II Tests are one hour each for specific subjects (e.g., English, Foreign Language or American History).

We generally recommend the College Board testing timetable which appears below, although each student should (in conference with a counselor) plan

to take these tests in time to meet any deadlines set by the institutions to which the student expects to apply.

*Take the PSAT in October of your sophomore year.  
Repeat the PSAT in October of your junior year (National Merit Component).  
Take the SAT in the second semester of your junior year.  
Repeat the SAT in your senior year (optional).*

Take the SAT II tests as prescribed by the bulletins of the colleges to which you plan to apply, but no later than December of senior year. Students contemplating early decision applications may need to complete their SAT II tests by June following their junior year.

Ninth grade students who are high achievers in Biology should consider taking the Biology SAT II Test in May or June of Freshman year. Our College Board Number is 393515.

In order to process college applications in a timely manner, the student must provide the following:

1. a completed activity sheet and signed release of records form
2. a completed application, signed with the appropriate fee attached
3. if the application was made on-line, a receipt of application and an envelope addressed to the college must be provided to mail the transcript, profile and recommendations, if required

#### **G. ACCESS TO HIGH SCHOOL STUDENTS AND INFORMATION ON STUDENTS BY MILITARY RECRUITERS**

*The Family Educational Rights and Privacy Act (FERPA), and Section*

9528 of the No Child Left Behind Act of 2001, both Federal laws, requires that the School District of Springfield Township, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Springfield Township may disclose appropriately designated "directory information" (name, address and telephone listings) to the Armed Forces Military Recruiters without written consent, unless you have advised the District in writing to "**opt out**" in accordance with District procedures. The primary purpose of directory information is to allow the School District of Springfield Township to include this type of information from your child's education records in certain publications.

#### **V. HEALTH SERVICES**

Health services in the school are support services. These services are provided to detect, correct or improve any health problems experienced by the student, which may be interfering with their functioning in the school environment. Health services available to students in the Medical Suite include: health counseling, vision testing, hearing testing, height and weight evaluation, blood pressure checks, tuberculin testing (9<sup>th</sup> grade), physical examinations (11<sup>th</sup> grade) and PIAA team physicals (Fall, Winter and Spring).

Treatment of injuries and illnesses, which occur during school hours, is limited to first aid procedures specified by the school district medical director. Students who require medication or other prescribed treatment during school hours are required to have

both a signed doctor's order and parental permission forms on file in the Medical Room.  
 Except for emergencies, students must have a signed pass from their classroom teacher when reporting to the School Nurse.

member of the Pennsylvania Interscholastic Athletic Association (PIAA) and is in District One of that organization. Springfield competes as a member of the Suburban One League. Please request an Athletic Department Handbook from the Athletic Office.

**VI. STUDENT GOVERNMENT**

Student Council provides students with the opportunity to develop leadership skills, to express opinions or concerns related to school life at Springfield Twp. High School and to take part in the planning of class activities.

Student Council consists of four elected officers, who are chosen in a school-wide election in the spring, and homeroom representatives, who are elected in the fall. Student Council meets during the school day on a bi-weekly basis.

<b>STUDENT COUNCIL OFFICERS 2009-2010</b>	
Co-Presidents	Brad Riddle Maggie Harkins
Vice President	Caroline Podraza
Treasurer	Jenny Uehling
Communication Secretary	Lina Sorg
Recording Secretary	Briana Scafidi
Advisor	Mrs. Kristin Ward

**VIII. LIBRARY**

Springfield has an excellent library, and pupils are encouraged to use it. It is open from 7:30 a.m. until 3:30 p.m. Students are instructed in the use of the library and its diverse contents as well as the library security system. Please present all materials to be checked out to the aide at the circulation desk. Students may check out no more than three items per topic at any one time. Books may be kept for three weeks, magazines for one week. To renew books or magazines, bring the item(s) with you. Reference material may not be borrowed. However, a copy machine is available at the cost of five cents (\$0.05) per page. Students may not bring food or beverage of any kind into the library.

**VII. ATHLETICS**

Springfield Township High School offers a program of athletics of such scope that practically every student who wishes to compete may do so. Springfield Township High School is a

**STUDENT CODE OF CONDUCT**  
**BOARD POLICY REGARDING CODE OF CONDUCT**

In a democratic society, each individual must learn to work with others and share with them the privileges and responsibilities of good citizenship. Therefore, the development of self-discipline and the acceptance of individual responsibility are important goals of education. The Springfield Community believes that order and discipline are essential to an effective educational environment.

Opportunities for growth are best provided in a positive learning environment characterized by an atmosphere of dignity of each person. We believe that a positive school environment requires a code of conduct that defines individual responsibilities, categorizes unacceptable behavior and articulates appropriate disciplinary options and responses. Finally, we believe that, to be effective, such a code must:

1. Be preventive in nature and provide opportunities for positive reinforcement and encouragement.
  2. Promote self-esteem, self-awareness, and self-discipline.
  3. Promote respect for the welfare of the individual, all members of the school and property.
  4. Promote a close working relationship between parents and school staff.
  5. Provide disciplinary responses that are appropriate to the specific misbehavior so that students learn that their decisions and actions have reasonable consequences.
  6. Be administered in a way that is fair, reasonable and consistent.
  7. Encourage a high regard for every person's right to be heard when accused of misconduct.
  8. Comply with the provisions of federal, state and local law as well as with the guidelines and directives of the Pennsylvania Department of Education.
- 

**STUDENT DISCIPLINE AND RESPONSIBILITIES**

**Student Responsibilities**

1. Accept responsibility for his/her own actions.
2. Respect the rights of others, including his/her right to secure and education in an environment that is orderly and disciplined.
3. Respect school property and help to keep it free of damage.
4. Contribute toward establishing and maintaining an atmosphere that generates mutual respect and dignity for all.
5. Obey school regulations and rules made by school authorities and by the student governing body.

**Parents' Responsibilities**

1. Build a good working relationship between themselves and their children, his/her teachers, and the school.
2. Instill a sense of self-respect, respect for the law, and respect for all members of the community and school property.
3. Insist on prompt and regular attendance.

#### **Administrator Responsibilities**

1. Recommend to the Board of School Directors appropriate policies and actions to achieve optimum conditions for positive learning.
2. Seek to develop a sound and healthful atmosphere of mutual respect within the school.
3. Work with students and staff to formulate school regulations acceptable to all.
4. Work closely with parents to establish a wholesome relationship between home and family.
5. Insure fairness, reasonableness and consistency.
6. Comply with pertinent state laws governing hearings, suspensions and student's rights.

#### **Teacher Responsibilities**

1. Promote a climate of mutual respect and dignity, which will strengthen the student's positive self- image.
2. Seek to develop close cooperative relationships with parents for the educational benefit of the student.
3. Maintain dignity and confidentiality in matters relating to the student code of conduct.
4. Establish high expectations and guide students to attain their full potential.

#### **Pledge Of Allegiance**

It is the responsibility of every citizen to show proper respect for his country and its flag. As such the Pledge of Allegiance will be included as part of the school day activities. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions. Students who chose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate. Any students interfering with the rights and interest of classmates may be subject to discipline in accordance with the Discipline Code.

#### **Confidential Communications**

No guidance counselor, school nurse, school psychologist or home and school visitor, who, in the course of his or her professional or clerical duties has acquires information from a student in confidence shall be allowed or compelled to disclose such information in any legal proceeding, trial or investigation before any government unit without the consent of the student, if the student is 18 year of age or older or the consent of the parent or guardian if the student is under the age of 18. Information received in confidence from a student may be revealed to the student's parents or guardian, the principal or other appropriate authority, when the health, welfare or safety of the student or other persons is clearly in jeopardy. This provision shall not be construed limit or restrict the ability of guidance counselors, school nurses, school psychologists and home and school visitors to comply with the reporting provisions of the Child Protective Services law, 63 Pa. C.S.A. 6301 et. seq.

#### **A. DRESS CODE:**

The standards of appearance for pupils shall insure that the pupils be clean, neat and modestly dressed. They shall observe modes of dress and standards of personal grooming which are in conformity with the studious atmosphere and good personal hygiene necessary in school. The following guidelines are provided for clarification and not meant to be an exhaustive list.

- No hats, wave caps, curlers, bandannas, do-rags, or kerchiefs may be worn during the school day. Hair bands must be manufactured as hair band, bandannas may not be worn as hair bands.
- The cut of sleeveless garments must not expose undergarments.
- Sports jerseys must cover from the armpit to the waistline.
- Tank tops are permitted with the following restrictions:
  1. Backless, halter/tube tops are not permitted.
  2. Low cut necklines; blouses, dresses and tank tops with straps that are less than 1" wide are prohibited.
  3. Clothing must adequately cover the waistline and the midriff must not be exposed.
- Clothing shall not convey messages that are; crude, vulgar/profanity, violence/death oriented, gang related, sexually suggestive, or promote alcohol, drugs, tobacco, or other things (guns, knives etc) deemed inappropriate for the school setting.

- Clothing that displays symbols of intolerance to race, creed or sexual identity are prohibited.

Consequences for violating dress code will be:

1. Warning and will have to change clothing.
2. As stated in above and a detention
3. As stated in one and two above and parent conference.

#### **B. ELECTRONIC DEVICES:**

1. Students may not have beepers, pagers, or cell phones turned on during the school day.
2. All student contact to or from home should be directed through the main office.
3. The use of CD players, ipods, walkmans and electronic toys are limited to the study hall and cafeteria areas. The high school and school district are not responsible for the theft or loss of any of the above- mentioned electronic devices.

#### **C. RESTRICTED AREAS:**

1. For safety and building security reasons, students are not permitted outside the building during the course of the school day.
2. Students must request permission from the principal or his designee to go to their cars for school related needs. Students are encouraged to bring all school related items in with them when they report to school.

**D. MAJOR STUDENT CODE OF CONDUCT VIOLATIONS:**

1. SMOKING:

A. Springfield Twp. High School is a smoke-free building. Because smoking and chewing tobacco can present health hazards for smokers and non-smokers, and because of the fire hazards posed by lit materials in school buildings, smoking is not permitted in the building or on the school grounds at anytime.

B. School administrative personnel have the authority to conduct searches in accordance with the law.

C. The School Board Policy articulates the specific details for the violation of this policy.

D. Students are not permitted to bring lighters, matches, or any tobacco substances to school. Students who violate these regulations are subject to the following penalties:

<b>First Offense</b>	3 days in-school suspension; Criminal Complaint filed with District Magistrate
<b>Second Offense</b>	5 days out-of - school suspension; Criminal Complaint filed with the District Magistrate

<b>Third Offense</b>	10 days out-of-school suspension; Criminal Complaint filed with District Magistrate and Initiate expulsion procedures.
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2. DRUGS AND ALCOHOL ABUSE:

The School District of Springfield Township recognizes the potential dangers and illegality of alcohol, drug, and mood-altering substances by members of its student population.

The district will work to educate, prevent and intervene with students in order to minimize usage of these substances. Curriculum and instruction and administrative cooperation with community rehabilitative resources will all be utilized in this effort.

To comply with existing federal and state laws concerning alcohol and controlled substances, the following applies:

- a. The use, consumption, distribution, sale, offering for sale, possession of, holding, manufacture, or being under the influence of anabolic steroids, alcohol, controlled substances or other drugs in any form without proper medical prescription is prohibited on school property and at all school-related activities. The possession, distribution or sale of drug paraphernalia, such as roach clips, pipes, and "bowls", but not limited to these, are also prohibited. These prohibitions extend to visitors and guests on school property and at school-related activities.

- b. School administrative personnel shall have the authority to conduct searches in accordance with the law.
- c. Proper disciplinary action will be taken against anyone found violating this policy.

### 3. SUSPICION OF ILLEGAL USE OF DRUGS OR ALCOHOL

- a. The student will be immediately brought to the medical room and the administration notified.
- b. The parent(s) will be called, informed of the situation and asked to take the child to their family doctor and home.
- c. The student should return to school with a note from the parent(s) or guardian(s) indicating how they plan to deal with the situation.
- d. A follow-up contact will be made by the school with the parent(s) or guardian(s) and/or a doctor to determine the child's condition.
- e. If it is determined by the administration that there was illegal use of drugs or alcohol in school, this shall be considered grounds for suspension and/or expulsion upon the recommendation of the principal. **The police will be notified.**
- f. A student determined to have used, possessed, distributed or sold alcohol, drugs or mood altering substances in school will be referred to the building Student Support Services Team and required to complete a drug and alcohol assessment. **The police will be notified.**
- g. The school reserves the right to require a formal written report from an attending physician regarding the student's condition and any recommended treatment. The administration may deny the

- student's re-admission to school until such report is received.
- h. The parent(s) or guardian(s) will be called, informed of the situation and asked to report to school immediately.
- j. The police will be notified and the school will cooperate fully with the law enforcement agencies.
- k. The student will be suspended from school for a period of at least three days upon the recommendation of the principal.
- l. The student will be required to complete a drug and alcohol assessment and follow through with the recommendations.

### 4. DEALING OR DISTRIBUTION OF ILLEGAL DRUGS AND ALCOHOL

- a. Dealing or distribution in school or at a school-sponsored activity shall be reason for immediate suspension or, after appropriate proceedings, expulsion from school.
- b. The police will be notified of incidents involving the dealing or illegal distribution in school or on school grounds.

### 5. COOPERATION WITH LAW ENFORCEMENT AGENCIES

In accordance with ACT 26 of the Pennsylvania School Code and with the full awareness of attention to individual rights and the differences in purpose and function between the school and law enforcement agencies, each individual school will cooperate fully with law enforcement agencies in combating alcohol and drug abuse.

### 6. DRUGS AND ALCOHOL REGULATIONS RELATIVE TO PARTICIPATION IN STUDENT ACTIVITIES

Students who participate in extra-curricular activities have additional responsibilities. It is our hope that by

establishing basic standards we will be setting an expectation and an example for all young people, not only those involved in athletics of extra-curricular activities. Our opinion, as coaches and professional educators, is that a student's involvement with drugs or alcohol constitutes a significant health hazard. It is counter-productive to training, conditioning and learning. The school district has a formal policy regarding drug and/or alcohol involvement while a student is under the jurisdiction of the school. It is not the intention of this guideline to supersede that policy. The intent is to provide direction and consistency to all who participate in any extra-curricular program. This code covers those hours not associated with the regular school day. All students participating in extra-curricular activities must obtain a copy of the policy. Both the student and the parent(s) must sign that they have read the code and understand the consequences for a violation.

a. Use of Anabolic Steroids by Athletes

1. The use of anabolic steroids without a valid medical purpose by any student involved in school-related athletics is prohibited.
2. Body- building, muscle enhancement, increasing muscle bulk or strength enhancement of athletic ability is not a valid or medical purpose.
3. For the protection of the student, all prescription drugs and medicines brought to school shall be registered with the school nurse.
4. Any prescription for an anabolic steroid shall state the purpose for which the drugs are prescribed.

b. Consequences for Violations

1. Any student who violates this policy shall suffer the following minimum penalties:

<b>First Violation</b>	May be suspended for a period of ten (10) days from school and may be banned from all extra-curricular activities for the remainder of the semester/season.
<b>Second Violation</b>	Suspension from all school extra-curricular activities for the remainder of the season/semester and for the following semester/season.
<b>Third Violation</b>	Permanent suspension from extra-curricular school activities /athletics.

2. No student shall be eligible to resume participation in school athletics unless there has been a medical determination that no residual evidence of steroids exists.
3. The School District of Springfield Township reserves the participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into an extra-curricular program.

**E. WEAPONS POLICY**

**Purpose**

The Board recognizes the importance of a safe school environment to the educational process. Possession or use of weapons in the school environment is a threat to the safety of students and staff. Therefore, the possession or use of any weapon on school property or within any district owned or district operated facility or in conjunction with any school sponsored or school related

activity is unlawful and is strictly prohibited.

### **Definition**

#### **1. Weapon**

Shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, fire- arm, shotgun, rifle, BB or pellet gun, look-alike weapon, chemical agent, explosive device, and/or any tool, instrument or implement capable of inflicting serious bodily injury.

A student is in possession of a weapon when the weapon is found on the person of a student; in the student's locker; under the student's control while he/she is on school property, on property being used by the school, or at any school function, activity, or event held away from school; or while the student is in his/her way to or from school.

#### **2. Authority**

Pursuant to Section 1317.2 (b) of the Pennsylvania Public School Code, the School District of Springfield Township hereby enacts this policy regarding the discipline and expulsion of any student who is determined to be in possession of any weapon. In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals With Disabilities Education Act.

#### **3. Policy**

Any student who is determined to have brought a weapon onto any school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity shall be subject to discipline as set forth in the School Code and in the Administrative Rule which shall be developed in conjunction with this policy.

#### **4. Delegation of Responsibility**

The Superintendent shall report on an annual basis all weapons offenses as required by Act 26 of 1995, as amended.

Students and staff shall be informed of the requirements of this policy on an annual basis.

The Board directs that the Superintendent develop an Administrative Rule to implement this policy, in conjunction with the Student Code of Conduct and Section 1317.2(b) of the Pennsylvania School Code.

### **F. ADMINISTRATIVE SATURDAY DETENTION**

Administrative Saturday Detention (ASD) can be used, when appropriate, in lieu of in-school suspension and out of school suspension for Level I, Level II and Level III offenses.

#### **ASD Regulations**

- I. ASD will run from 8:00 a.m. - 11:00 a.m.
- II. Failure to attend an assigned ASD will result in a 1- 3 day's out-of- school suspension.
- III. Transportation to and from ASD is the student/parent responsibility.
- IV. Students will bring their own work to do, school work or reading material from school.
- V. There will be no eating, drinking, throwing, sleeping, disturbing others, talking, and game playing radios, i pods, walkmans, and CD players allowed.
- VI. Students violating ASD rules may be removed and will

automatically receive a 1-3 day out of school suspension.

#### **G. STUDENT EXPRESSION**

Springfield Twp. High School encourages the exchange of ideas among students and faculty and promotes students oral and written expression through student bulletin boards.

Students' rights to express themselves, however, shall not interfere with the orderly school environment, the rights of other students to express their views or student access to educational programs offered by the school.

Copies of the School District of Springfield Township Board's statement on student expression are available at the high school office.

#### **H. SEXUAL HARASSMENT POLICY**

It is the policy of the District in maintaining a positive learning and working environment to prohibit any form of sexual harassment. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors and/or other inappropriate verbal or physical conduct of a sexual nature, verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, unwelcoming touching, or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning grades, job status, or position in the organization. It shall be a violation of this policy for any student or staff member to harass any student or staff member. Complaints of sexual harassment should be presented to the District's Title I Coordinators, Sylvia Sanfilippo-Cohn at 215.233.6000 or Alice Snare at 215.233.6070

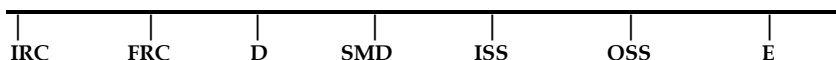
#### **I. Searches**

A student may be searched by district officials when there is reasonable suspicion of possession of any item or items in violation of District policies, rules or regulations or of local, state or federal laws. Such searches could include a search of the students vehicle while parked on the school district campus, administration of breathalyzer in the event a student is reasonably suspected of being in possession of or under the influence of alcohol on school property or at school-sponsored activity or as provided by other Board policies on drugs and alcohol. Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding. School Board Policy (AR 226)

## STUDENT DISCIPLINE

The general guidelines which follow do not restrict the administration from assigning consequences by number of offenses or by combinations of rule infractions. Consequences for any offense can be taken to a higher degree at the discretion of the administration. This list is a guideline only and nothing in this statement of standards shall be construed as limiting the district in imposing different consequences when circumstances warrant. **Student Discipline must comply with state and federal law. Privacy rights of individual students will preclude sharing information with anyone other than parents or guardians. Discipline is administered with age appropriate consequences according to the developmental level of the students.**

### Range of Consequences



**IRC: Informal Restorative Conference**

**FRC: Formal Restorative Conference**

**D: Detention**

**SMD: Saturday Morning Detention**

**ISS: In-School Suspension**

**OSS: Out-of-School Suspension**

**E: Expulsion**

Rule infractions and general guidelines for consequences shall apply within one school year and not be carried over into a subsequent year, except for record keeping purposes as required by law. Restorative Practices conferencing and/or parent contact shall be required for each student infraction.

### RULE

#### Level I (Minor Infraction)

##### Minor Infractions are handled within the School

- A. Dress code violation
- B. Electronic devices
- C. Food out of cafeteria
- D. Inappropriate showing of affection
- E. Late to school without reporting to office
- F. Late to class - unexcused
- G. Late to homeroom
- H. Locker violation
- I. Not returning library book
- J. Outside without permission
- K. Bus violation (seriousness of incident)

- L. Cutting class (loss of academic grade)
- M. Cut detention
- N. Left school without permission
- O. Truancy

**Level II**

**Infractions handled within the school**

- A. Cheating (plus academic consequences)
- B. Classroom disruption (minor)
- C. Disrespect to faculty/staff
- D. Disorderly conduct
- E. Disruptive in halls
- F. Horseplay
- G. Throwing objects
- H. Using profanity
- I. Failure to comply with directives
- J. Profanity directed to teacher/staff
- K. Purposeful disruption of a school activity
- L. Acceptable use Policy

**Level III infractions that may also be referred to the police**

**Range of consequences: Parent Conference - Expulsion (unless directed)**

- A. Vandalism (restitution)
- B. Graffiti (restitution)
- C. Falsifying documents
- D. Forgery
- E. Harassment
- F. Sexual harassment
- G. Smoking/possession tobacco/tobacco products
- H. Use of racial or other inflammatory terms

**Level IV infractions will be referred to police parent Conference will be held**

**Range of Consequences: Parent Conference - Expulsion (unless indicated)**

- A. Assault
- B. Extortion
- C. Fighting
- D. Inciting a disturbance
- E. Tampering with a fire alarm/fire extinguisher/arson
- F. Transferring/receiving stolen property
- G. Stealing

**Level V infractions will be referred to Superintendent of Expulsion**

- A. Possession/use of sale/transfer drug or illegal substance
- B. Possession of Alcohol
- C. Possession of weapon(s)

## **Springfield Township High School Research Integrity Policy**

### **Rationale**

**NOTE: Any act that constitutes a crime under state and federal criminal codes is a violation of the code of conduct.**

We in the School District of Springfield Township understand and value the concept of intellectual property. Therefore, we strive to teach students the ethic of responsibly documenting the ideas of others in all formats. To do so, we believe that we must not only teach the ethics and mechanics of documentation, but we must also hold students accountable for the ethical use of the ideas and words of others.

Specifically,

It is the teacher's responsibility to provide:

- an assignment sheet with explicit requirements and directions
- a specific rubric for assessment of the process and the product checkpoints to facilitate the research process, to assist students in time management, and to provide opportunities to help students during the process
- availability for students who are having difficulty with note taking, documenting, or formatting procedures
- clear guidelines for acceptable help from human sources (peers, adults)

It is the student's responsibility to:

- meet checkpoint deadlines
- ask questions and to seek help from teachers and librarian
- follow the School District of Springfield Twp. Research Guide guidelines and MLA or APA format per teacher direction (available online at SHS Virtual Library)
- submit an Acknowledgments page to credit help given by others (help that has been approved by teacher giving the assignment)
- use in-text or in-project documentation accurately and appropriately
- submit only his/her own work

**Plagiarism** includes:

- Direct copying of the work of another submitted as the student's own (from that of another student or other person, from an Internet source, from a print source)
- Lack of in-text or in-project documentation
- Documentation that does not check out or does not match Works Cited/Works Consulted.
- Work that suddenly appears on final due date without a clear provenance (does not include checkpoint process requirements)

### **Consequences and Opportunity for Learning**

The Academic Standards Committee (includes principal, librarian, Language Arts department coordinator, department coordinator and teacher involved in referring issue) will confer to confirm the teacher's suspicion of plagiarism and to determine the options for the student to learn from his/her error in judgment.

Upon confirmation of plagiarism, the student earns a zero for the plagiarism, the teacher files a disciplinary referral, and a member of the committee writes a letter to the student and parents to explain the decision and its ramifications, etc.

Options include but are not limited to:

- No second opportunity (EX. A senior who is not new to the high school or any student who has blatantly copied a paper from another source, i.e., Internet source or another student)
- Redoing the project (EX. A senior who is new to the high school)
- Redoing the project from an earlier checkpoint that was satisfactorily met (EX. An underclassman who, as determined by the committee, will benefit from the opportunity to complete the process correctly)
- Adding the appropriate documentation that is missing (EX. An underclassman who has used a variety of sources and will benefit from the opportunity to add the necessary documentation)

Notes:

The student may choose not to take advantage of the second opportunity. If so, the zero stands.

A student may have only one "second opportunity" offer in his/her high school career.

A second offense automatically earns a zero without redress.

1. The teacher will assess the "second opportunity" work. If satisfactory, the zero will be replaced by the lowest passing grade. If the work is unsatisfactory, the zero stands.
4. It is possible that a student will fail a course if s/he plagiarizes a project of sufficient weight. In this case, the student repeats the course or attends summer school. The student's summer school experience must include satisfactory completion of a similar research-based project in order to earn course credit; otherwise, the student must repeat the course.

**SPRINGFIELD TOWNSHIP SCHOOL DISTRICT RESPONSIBLE  
USE OF THE NETWORK AGREEMENT**

No. 250

School District of Springfield Township

SECTION: STUDENTS

TITLE:           Acceptable Use of  
                          Computers,    Etc. By  
                          Students

ADOPTED: May 16, 2005

REVISED:

<b><u>Purpose</u></b>	<p style="text-align: center;"><b>Acceptable Use of the Computers, Network, Internet, Electronic Communications and Information Systems By Students</b></p> <p>The School District of Springfield Township ("School District") provides students with access to the School District's electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.</p> <p>Computers, network, Internet, electronic communications and information systems (collectively "CIS systems") provide vast, diverse and unique resources. The Board will provide access to the School District's CIS systems for students in order to facilitate learning and teaching to foster the educational purpose and mission of the School District.</p> <p>Students may only use the CIS systems for educational purposes.</p> <p>The School District intends to strictly protect its CIS systems against numerous outside and internal risks and vulnerabilities. Students are important and critical players in protecting these School District assets and in lessening the risks that can destroy these important and critical assets. Consequently, students are required to fully comply with this policy, and to immediately report any violations or suspicious activities to Technology Director. Conduct otherwise will result in actions further described in this and in other relevant School District policies.</p>
<b><u>Definitions</u></b>	<ol style="list-style-type: none"> <li>1.    <u>Access to the Internet</u> - A computer shall be considered to have access to the Internet if the computer is equipped with a modem or is connected to a network that has access to the Internet, whether by wire, wireless, cable, or any other means.</li> <li>2.    <u>Computer</u> - For the purpose of this policy, a computer is defined as any device capable of storing, receiving, and transmitting data or information. It includes but is not limited to any personal</li> </ol>

	<p>hardware, software, or other technology used on School District premises or at School District events, or connected to the School District network, containing School District programs or School District or student data (including images, files, and other information) attached or connected to, installed in, or otherwise used in connection with a computer. Computer includes, but is not limited to: desktop, notebook, power book, tablet PC or laptop computers, printers, cables, modems, and other peripherals; specialized electronic equipment used for students' special educational purposes; global position system (GPS) equipment; personal digital assistants (PDAs); cell phones, with or without Internet access and/or recording and/or camera and other capabilities, mobile phones, or wireless devices; beepers; paging devices, and attachments, and any other device capable of storing, receiving, transmitting data or information.</p> <p>3. <u>Electronic Communications Systems</u> - Any messaging, collaboration, publishing, broadcast, or distribution system that depends on electronic communications resources to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print electronic records for purposes of communication across electronic communications network systems between or among individuals or groups, that is either explicitly denoted as a system for electronic communications or is implicitly used for such purposes. Further, an electronic communications system means any wire, radio, electromagnetic, photo optical or photo electronic facilities for the transmission of wire or electronic communications, and any computer facilities or related electronic equipment for the electronic storage of such communications. Examples include, but are not limited to, the Internet, intranet, electronic mail services, Global Positioning Systems, Personal Digital Assistants, facsimile machines, cell phones and other devices with similar capabilities.</p> <p>4. <u>Educational Purpose</u> - Includes use of the CIS systems for classroom activities and in connection with school assignments.</p> <p>5. <u>Harmful to Minors</u> - Any picture, image, graphic image file or other visual depictions that:</p> <ul style="list-style-type: none"> <li>a. taken as a whole, with respect to minors, appeals to the prurient interest in nudity, sex, or excretion;</li> <li>b. depicts, describes, or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual content, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals, and</li> <li>c. taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.</li> </ul> <p>6. <u>Inappropriate material</u> - Any material (visual, graphic, text and any other form) that is profane, obscene (pornography or child pornography), sexually explicit, threatening, terrorist, harassing or</p>
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<p><b><u>Authority</u></b></p>	<p>otherwise unlawful or that advocates illegal acts, violence or discrimination (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability) towards people or property.</p> <p>7. <b><u>Minor</u></b> - For purposes of compliance with the Children’s Internet Protection Act (“CIPA”), an individual who has not yet attained the age of seventeen. For other purposes, minor shall mean the age of minority as defined in the relevant law.</p> <p>8. <b><u>Network</u></b> - A system that links two or more computer systems, including all components necessary to effect the operation, including, but not limited to: computers, copper and fiber cabling, wireless communications and links, equipment closets and enclosures, network electronics, telephone lines, printers and other peripherals, storage media, software, and other computers and/or networks to which the network may be connected, such as the Internet or those of other institutions.</p> <p>9. <b><u>Obscene</u></b> - Analysis of the material meets the following elements:</p> <ol style="list-style-type: none"> <li>a. whether the average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest;</li> <li>b. whether the work depicts or describes, in a patently offensive way, sexual conduct specifically designed by the applicable state or federal law to be obscene; and</li> <li>c. whether the work taken as a whole lacks serious literary, artistic, political, or scientific value.</li> </ol> <p>10. <b><u>Technology Protection Measure(s)</u></b> - A specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.</p> <p>11. <b><u>Visual Depictions</u></b> - Undeveloped film and videotape and data stored on computer disk or by electronic means, which is capable of conversion into a visual image but does not include mere words.</p> <ol style="list-style-type: none"> <li>1. Access to the School District’s CIS systems through school resources is a privilege, not a right. These systems, as well as user accounts and information, are the property of the School District. The School District reserves the right to deny access to prevent unauthorized, inappropriate or illegal activity, and may revoke those privileges and/or administer appropriate disciplinary action.</li> <li>2. The School District will cooperate fully with ISP, local, state and federal officials in any investigation concerning or related to the misuse of the CIS systems.</li> </ol>
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	<p>3. It is often necessary to access user accounts in order to perform routine maintenance and security tasks. System administrators have the right to access the stored, transmitted or received communications or information of user accounts for any reason in order to uphold this policy and to maintain the system.</p> <p>4. Users have no privacy expectation in the contents of their personal files or any of their use of the School District's CIS systems.</p> <p>5. The School District reserves the right to monitor, track, log and access CIS systems use and to monitor and allocate fileserver space.</p> <p>6. The School District reserves the right to restrict access to any Internet sites or functions it may deem inappropriate through software blocking or general policy. Specifically, the School District operates and enforces technology protection measure(s) that block or filter online activities of minors on its computers used and accessible to adults and students so as to filter or block inappropriate material on the Internet. Measures designed to restrict adults' and minors' access to material harmful to minors may be disabled to enable an adult to access <i>bona fide</i> research or for another lawful purpose.</p> <p>7. The School District has the right, but not the duty, to monitor, track, log, access and report all aspects of its computer information technology and related systems of all users and of any student's personal computers, network, Internet, electronic communication systems, media and/or personal technology devices brought on to School District premises or at School District events, connected to the School District network, and/or containing School District programs or School District or student data (including images, files, and other information) to protect the School District's resources and to insure compliance with this policy and other School District policies and the law.</p> <p>8. The School District reserves the right to restrict or limit usage of lower priority CIS systems and computer uses when network and computing requirements exceed available capacity according to the following priorities:</p> <ol style="list-style-type: none"> <li>a. <u>Highest</u> - uses that directly supports the education of the students.</li> <li>b. <u>Medium</u> - uses that indirectly benefit the education of the student.</li> <li>c. <u>Lowest</u> - uses that include reasonable and limited educationally-related interpersonal communications and incidental personnel communications.</li> <li>d. <u>Forbidden</u> - all activities in violation of this policy.</li> </ol> <p>9. The School District additionally reserves the right to:</p> <ol style="list-style-type: none"> <li>a. Determine which CIS systems services will be provided</li> </ol>
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<p><b><u>Guidelines</u></b></p>	<p>policy, establish a system to insure adequate supervision of the CIS systems, maintain executed user agreements, and interpret and enforce this policy.</p> <p>2. The Technology Director and/or designee will establish a process for setting-up individual and class accounts, set quotas for disk usage on the system, establish a retention schedule, and establish the School District virus protection process.</p> <p>3. Unless otherwise denied for cause, student access to the CIS systems resources shall be through supervision by the professional staff. Administrators, teachers and staff have the responsibility to work together to help students develop the skills and judgment required to make effective and appropriate use of the resources. All users have the responsibility to respect the rights of all other users within the School District and School District CIS systems, and to abide by the rules established by the School District, its ISP, local, state and federal laws.</p> <p>1. <u>Access to the CIS Systems</u></p> <p>a. CIS systems user accounts will be used only by authorized owners of the accounts for authorized purposes.</p> <p>b. An account will be made available according to a procedure developed by appropriate School District authorities. The procedure will require that all users review this policy and sign a User Agreement prior to being issued an account.</p> <p>c. This and other School District policies, as well as applicable laws and regulations govern student use of the School District's CIS systems.</p> <p>d. Types of Services included, but not limited to:</p> <p>(1) <u>World Wide Web</u>. School District students will have access to the Web through the School District's CIS systems as needed.</p> <p>(2) <u>E-Mail</u>. Students will not be assigned individual e-mail accounts.</p> <p>2. <u>Parental Notification and Responsibility</u></p> <p>The School District will notify parents about the School District CIS systems and the policies governing their use. This policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for the School District to monitor and enforce a wide range of social values in student use of the Internet. Further, the School District recognizes that parents bear primary responsibility for</p>
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conveying their particular set of family values to their children. The School District will encourage parents to specify to their child (ren) what material is and is not acceptable for their child (ren) to access. However, students are required to comply with the terms of this policy and other applicable policies, as well all applicable laws and regulations when accessing the School District's CIS systems. Parents are responsible for monitoring their children's use of the School District's CIS systems when they are accessing the systems from home.

3. Prohibitions

The use of the School District's CIS systems for illegal, inappropriate, unacceptable, or unethical purposes by users is prohibited. Such activities engaged in by users are strictly prohibited and illustrated below. The School District reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of the CIS systems.

These prohibitions are in effect any time School District resources are accessed whether on School District property or remotely (using mobile commuting equipment, telecommunication facilities, directly from home, or indirectly through another ISP), and if relevant, when a student uses his or her own equipment.

Students are prohibited from possessing and using their personal computers, as defined in this policy, on School District premises and property (including but not limited to, buses and other vehicles), at School District events, or through connection to the School District CIS systems, unless expressed permission has been granted by a teacher or administrator, who will then assume the responsibility to supervise the student in its use. Students who are performing volunteer fire company, ambulance or rescue squad functions, or need such a computer due to their medical condition, or the medical condition of a member of their family, with notice and the approval of the school administrator may qualify for an exemption of this prohibition.

If a student inadvertently accesses inappropriate material as defined by this policy, then the student immediately and in writing report the date and time and the particular website or other material accessed, along with an explanation of how the material was inadvertently accessed, to the employee's direct supervisor or the Director of Technology. If the report is made to the employee's supervisor, then the supervisor must forward the report to the Director of Technology.

a. General Prohibitions

Users are prohibited from using School District CIS systems to:

- (1) Communicate about non-school related issues.
- (2) Access or transmit or attempt to access or transmit material that is harmful to minors, indecent, obscene,

	<p>pornographic, child pornographic, terroristic, or advocates the destruction of property or is otherwise classified as “inappropriate material” under this policy.</p> <p>(3) Access or transmit or attempt to access or transmit gambling, pools for money (e.g. basketball or football pools), or any other betting or games of chance.</p> <p>(4) Send or attempt to send threats, hateful mail, harassing communications, discriminatory remarks, and offensive or inflammatory communications.</p> <p>(5) Participate in unauthorized Internet Relay Chats, instant messaging communications and Internet voice communications (on-line; real-time conversations) or any other communications that are not for educational purposes as defined by this policy.</p> <p>(6) Engage in, facilitate or attempt to engage in or facilitate any illegal activity.</p> <p>(7) Communicate through e-mail for non-educational purposes or activities.</p> <p>(8) Engage in commercial, for-profit, or any business purposes (except where such activities are otherwise permitted or authorized under applicable School District policies). A <i>commercial purpose</i> is defined as offering or providing goods or services or purchasing goods or services for personal use. Conduct unauthorized fund raising or advertising</p> <p>(9) Resell School District computer resources.</p> <p>(10) Use the School District’s name in any unauthorized manner that would reflect negatively on the School District, its employees, or students.</p> <p>(11) Engage in political lobbying.</p> <p>(12) Install, distribute or reproduce or attempt to install, distribute, copy or reproduce copyrighted software onto School District computers, or from a School District computer to unauthorized computer systems.</p> <p>(13) Use or attempt to use copyrighted software on unauthorized computer systems, intentionally infringing upon the intellectual property rights of others or violating a copyright.</p> <p>(14) Install or attempt to install computer hardware, peripheral devices, network hardware or system hardware. The authority to install hardware or devices on School District computers is restricted to the Technology Director or designee.</p> <p>(15) Encrypt or attempt to encrypt messages using encryption software that is not authorized by the School District from any access point on School District equipment or School District property. Students must use School District approved encryption to protect the confidentiality of sensitive or critical information in the School District’s approved manner.</p> <p>(16) Access, interfere, possess, or distribute confidential or private information including messages sent privately, without permission of the person who sent the message.</p> <p>(17) Violate the privacy or security of electronic information.</p> <p>(18) Send any School District information to another</p>
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party, except as necessary for authorized educational purposes.  
(19) Posting personal or professional web pages without administrative approval.

b. Access and Security Prohibitions

Users must immediately notify the Technology Director and/or designee if they have identified a possible security problem. Students must read, understand and comply with this policy that includes network, Internet usage, electronic communications, telecommunications, non-disclosure and physical information security policies. The following activities related to access to the School District's CIS systems, and information are prohibited:

- (1) Misrepresentation (including forgery) of the identity of a sender or source of communication.
- (2) Acquiring or attempting to acquire passwords of others or giving your password to another. Students will be held responsible for the result of any misuse of the students' user name or password while the users' systems access were left unattended and accessible to others, whether intentional or through negligence.
- (3) Stealing or attempting to steal another's identity in any way.
- (4) Using spyware, parasite ware, cookies, or other programs, hardware or resources to in any way invade one's privacy.
- (5) Using or attempting to use computer accounts of others, these actions are illegal, even with consent, or if only for the purpose of "browsing".
- (6) Altering or attempting to alter a communication originally received from another person or computer with the intent to deceive.
- (7) Disabling or circumventing or attempting to disable or circumvent any School District security program or device.
- (8) Transmitting or attempting to transmit electronic communications anonymously or under an alias unless authorized by the School District.

c. Operational Prohibitions

The following operational activities and behaviors are prohibited:

- (1) Interference with or disruption of or attempted interference with or disruption of the CIS systems, network accounts, services or equipment of others, including, but not limited to, the propagation of computer "worms" and "viruses", Trojan Horse and trapdoor program code.
- (2) Sending electronic chain mail, distasteful jokes, and the inappropriate sending of "broadcast" messages to large numbers of individuals or hosts.
- (3) Hacking or cracking or attempting to hack or crack the network or others' computers, whether by parasite ware or

	<p>spy ware designed to steal information, or viruses and worms or other hardware or software designed to damage the CIS systems, or any component of the network, or strip or harvest information, or use, take over or view a person's computer.</p> <p>(4) Altering or attempting to alter files, system security software or the systems without authorization.</p> <p>(5) Unauthorized scanning of the CIS systems for security vulnerabilities.</p> <p>(6) Attempting to alter any School District computing or networking components (including, but not limited to file servers, bridges, routers, or hubs) without authorization or beyond one's level of authorization.</p> <p>(7) Unauthorized wiring, including attempts to create unauthorized network connections, or any unauthorized extension or re-transmission of any computer, electronic communications systems, or network services, whether wired, wireless, cable, or by other means.</p> <p>(8) Loading, downloading, or use of unauthorized games, programs, files, or other electronic media, including, but is not limited to, downloading music files.</p> <p>(9) Intentionally damaging or destroying the integrity of the School District's electronic information.</p> <p>(10) Intentionally destroying the School District's computer hardware or software.</p> <p>(11) Intentionally disrupting the use of the CIS systems.</p> <p>(12) Damaging the School District's CIS systems, networking equipment through the users' negligence or deliberate act.</p> <p>(13) Failing to comply with requests from appropriate teachers or School District administrators to discontinue activities that threaten the operation or integrity of the CIS systems.</p> <p>4. <u>Content Guidelines</u></p> <p>Information electronically published on the School District's CIS systems shall be subject to the following guidelines:</p> <p>a. Published documents including but not limited to audio and video clips or conferences, may not include a child's likeness, phone number, street address, or box number, name or the names of other family members without written parent consent.</p> <p>b. Documents, web pages, electronic communications, or videoconferences may not include personally identifiable information regarding a student, including but not limited to information that indicates the physical location of a student at a given time without written parent consent. Buildings will maintain parent consent in writing.</p> <p>c. Documents, web pages, electronic communications, or videoconferences may not contain inappropriate material objectionable materials or point directly or indirectly to objectionable materials.</p>
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d. Documents, web pages and electronic communications, must conform to all School District policies and guidelines, including the copyright policy.

e. Documents to be published on the Internet must be edited and approved according to School District procedures before publication.

5. Due Process

a. The School District will cooperate with the School District's ISP, local, state, and federal officials to the extent legally required in investigations concerning or relating to any illegal activities conducted through the School District's CIS systems.

b. Students will be provided with due process in accordance with state and federal law and School District policy for discipline resulting from the violation of this policy.

c. The School District may terminate the account privileges by providing notice to the user.

6. Search and Seizure

a. The School District reserves the right to monitor, track, log and access any electronic communications, including but not limited to, Internet access and e-mails at any time for any reason.

b. Users have no legitimate expectation of privacy in their use of the School District's CIS systems, and other School District technology, even when used for personal reasons.

c. The School District reserves the right, but not the obligation, to access any personal technology device brought onto the School District's premises or at School District events that has been connected or is believed to have been connected to the School District network, to determine whether the device contains School District programs or School District or student data (including images, files, and other information), to protect the School District's resources, and to ensure compliance with this policy, other School District policies and applicable laws.

7. Copyright Infringement and Plagiarism

a. Federal law pertaining to copyrights governs the use of material accessed through the School District resources. Users must comply with Policy 814 regarding the use of copyrighted materials.

b. Violations of copyright law can be a felony and the law allows a court to hold individuals personally responsible for infringing the law. The School District does not permit illegal acts. Therefore, any user violating the copyright law does so at his own risk and assumes all liability.

c. Violations of copyright law include, but are not limited to, the making of unauthorized copies of any copyrighted material (such as commercial software, text, graphic images, audio and video recording), distributing copyrighted materials over computer networks, and deep linking and framing into the content of others'

web sites. Further, the illegal installation of copyrighted software or files for use on the School District's computers is expressly prohibited. This includes all forms of licensed software.

d. School District guidelines on plagiarism will govern use of material accessed through the School District's CIS systems. Users will not plagiarize works that they find. Students will follow appropriate research and citation practices.

8. School District Web Site

The School District will establish and maintain a Web Site and will develop and modify its Web pages that will present information about the School District under the direction of the Technology Director. Publishers must comply with the School District's Web Site Development Policy.

9. Safety & Privacy

a. Any user who receives threatening or unwelcome communications must immediately take them to the Technology Director and/or designee.

b. Users may not disclose, use or disseminate confidential and personal information about students or employees unless specifically authorized in writing to do so.

c. Users will not post personal contact information about themselves or other people on the CIS systems.

d. Student users are prohibited from physically meeting with someone they have only met online unless they have parent consent.

10. Consequences for Inappropriate, Unauthorized and Illegal Use

a. Students must be aware that violations of this policy or other policies or for unlawful use of the CIS systems may result in loss of CIS access and a variety of other disciplinary actions, including but not limited to, warnings, usage restrictions, loss of privileges, oral or written reprimands, suspensions, expulsions, and/or legal proceedings on a case-by-case basis. This policy incorporates all other relevant School District policies, such as, but not limited to, the student discipline policies, copyright policy, property policy, curriculum policies, terrorist threat policy, and harassment policies.

b. The user is responsible for damages to the network, equipment, electronic communications systems, and software resulting from deliberate and willful acts. The user will also be responsible for incidental or unintended damage resulting from willful or deliberate violations of this policy.

c. Violations as described in this policy may be reported to the School District, appropriate legal authorities, whether the ISP, local, state, or federal law enforcement. The School District will cooperate to the extent legally required with authorities in all such investigations.

d. Vandalism will result in cancellation of access to the School District's CIS systems and resources and is subject to discipline.

## Safe School Helpline

When you observe any activity that could possibly harm students or our school, call the Safe School Helpline at:

800-4-1-VOICE, x359 or  
800-418-6423, x359

Or report by logging on to:  
[www.safeschoolhelpline.com](http://www.safeschoolhelpline.com)

The Safe School Helpline is free  
and confidential 24 hours/7 days a  
week.

I have reviewed the STHS handbook

Student: \_\_\_\_\_

Print Name \_\_\_\_\_

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

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

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

**Please return by September 18<sup>th</sup> to your child's  
homeroom teacher**

