

Name: _____

Homeroom: _____

Springfield Township Middle School Student/Parent Handbook



STMS Class Schedule

Period	6 th Grade		7 th Grade		8 th Grade	
	Time	Course	Time	Course	Time	Course
HR	7:45 – 7:52	HR	7:45 – 7:52	HR	7:45 – 7:52	HR
1	7:55-8:35	Spartan Block	7:55-8:35	Spartan Block	7:55-8:35	Spartan Block
2	8:38-9:58	Academic 1	8:38-9:58	Academic 1	8:38-9:58	Academic 1
3A	10:01-10:40	Special 1	10:01–11:21	Academic 2	10:01–11:21	Academic 2
3B	10:42-11:21	Special 2				
4A	11:24-12:44	Academic 2	11:24-12:03	Special 1	11:24-11:54	LUNCH
4B			12:05-12:35	LUNCH		
4C	12:46-1:16	LUNCH	12:37-1:16	Special 2		Academic 3
5A	1:19-2:41	Academic 3	1:19 – 2:41	Academic 3	1:19–1:59	Special 1
5B					2:02– 2:41	Special 2
	2:41	Dismissal	2:41	Dismissal	2:41	Dismissal

My Schedule

Homeroom						
Advisory						
Block 2						
Block 3						
Block 4						
Block 5						

Title IX Information

The School District of Springfield Township affirms that no person shall, on the basis of sex, disability, race, color, age, creed, religion, sexual orientation, gender identity, national origin, ancestry, veteran's status or genetic information be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity. In addition, no person shall, on any of these bases, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, or recruitment, or consideration, or selection, therefore, whether full-time or part-time, under any educational program or activity operated by the District. The District shall make reasonable accommodations for qualified individuals with disabilities upon request.

Anti-Harassment/Anti-Retaliation Statement: The District does not tolerate sexual harassment. Any student who believes he or she has been subjected to sexual harassment is strongly encouraged to report the harassment to the District. The District is committed to promptly investigating all such reports. Retaliation against individuals who file complaints about sexual harassment, or participate in the investigation of such complaints, is strictly prohibited.

Students found to have engaged in sexual harassment or retaliation will be promptly disciplined, and such discipline may include, if circumstances warrant, suspension and/or expulsion. District staff found to have engaged in sexual harassment or retaliation will be promptly disciplined, and such discipline may include, if circumstances warrant, termination of employment. The District strongly encourages students, parents and District staff to work together to prevent sexual harassment.

Notice of Non-Discrimination: Pursuant to Title IX of the Education Amendment Act of 1972, the District does not discriminate on the basis of sex in the education programs or activities that it operates. This requirement not to discriminate in the District's education programs and activities extends to employment with and admission to the District.

Designated Title IX Coordinator: In compliance with Title IX of the Education Amendment Act of 1972, the District has a designated Title IX Coordinator for Students and one for Employees. The District's Title IX Coordinator should be contacted regarding any inquiries as to the application of Title IX or filing a harassment complaint. The District's Title IX Coordinator can be contacted via phone, mail or email using the following contact information: Emily Kehr Director of Human Resources 1901 E Paper Mill Rd Oreland, PA 19075 215 233 6000 ext 1011 emily_kehr@sdst.org

In addition to contacting the District's Title IX Coordinator to file a report of harassment, all students and parents may report allegations of harassment to the applicable building or house principal. Please also refer to [Board Policy No. 103](#), [Board Policy No. 348](#) and [Board Policy No. 248.1](#).

Bullying Prevention Rules

- We will not bully others.
- We will try to help other students who are bullied.
- We will try to include students who are left out.
- If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Responsibility Pledge

*I am the one and only person
who has the power to decide what I will be and do.*

*I will accept the consequences for my decisions.
I am in charge of my learning and my behavior.*

*I will respect the rights of others and be a credit to
myself, my family, my school, and my community.*

Springfield Township Middle School Vision Statement

The Springfield Township Middle School mission is based on the principles advocated by the Association for Middle Level Education, or AMLE. These include a supportive and healthy school climate where teachers focus on the needs of adolescents in transition as a strong corollary to the teaching of solid academic content.

The school program is characterized by a warm, orderly, purposeful environment where students are taught organizational skills with an emphasis on the acquisition of solid academic skills in all disciplines.

Philosophy

We believe in providing an inspiring learning environment where all students reach their potential. A dedicated faculty with high expectations, a focus on the academic and affective needs of middle level learners, and the use of differentiated instruction serve as the foundation for student success.

Exit Outcomes and Goals

- Students will demonstrate progress in knowledge and skills as prescribed by core curriculum and state standards.
- Students will demonstrate adherence to the Middle School student code of conduct leading to the development of upstanding citizens and leaders of tomorrow.
- Students will demonstrate the skills necessary to be independent, self-directed, and productive learners.

The Advisory Program

The Advisory Program at STMS offers an opportunity for students to meet with an adult and a small group of students regularly for academic guidance, coordination between home and school, and to find ways for the student to be successful, as well as to connect to a peer group.

The goals of our Advisory Program are:

- to encourage community building among students and with teachers and staff, thereby increasing appropriate behaviors, and
- to provide service opportunities to students.

Encouraging a sense of belonging and respect is an important part of our Advisory Program. The service focus in small group advisory sessions allows students and teachers to work together on a yearlong service project. In addition, the program encourages students to have a positive spirit about the school community and make appropriate decisions. Finally, students will participate in quarterly assemblies addressing a variety of middle school emotional and behavioral needs.

Athletic Eligibility

Seventh and eighth grade students have the opportunity to compete in interscholastic sports governed by the PIAA. Those sports include football, soccer, field hockey, tennis, cheerleading, wrestling, basketball, baseball, softball, lacrosse, and track.

To be eligible to compete in interscholastic sports, a student must pursue a full-time curriculum defined and approved by the Principal. He/she must be passing at least four full-credit subjects, or the equivalent, as of each Friday during a grading period. Failing to meet this requirement, a student will lose eligibility from Sunday through the Saturday of the following week. A student must have passed at least four full-credit subjects or the equivalent during the previous grading period. If a student fails to meet this requirement, the student will lose eligibility for 15 school days of the next grading period, beginning on the first day that report cards are issued. Since STMS has four grading periods, you will be ineligible for at least 15 school days.

Students may not practice during the period of ineligibility and are instead encouraged to sign up for the Library or homework club. Ineligible students will not be permitted to participate in any team-related activity sponsored by the School District of Springfield Township including competitions, traveling with the team, or any athletic activity.

Students must be present in school for at least ½ day (11:15-2:45pm) to participate in any athletic competition. In addition, in order to practice or participate in athletics, a pupil must submit a certificate of consent signed by his/her parent or guardian, be examined by a licensed physician to complete the PIAA forms, and have an ImPact baseline test on file.

Attendance Procedures

Regular school attendance is imperative if scholastic progress is to be made. The responsibility to ensure students adhere to established attendance policies is a shared responsibility between home and school. All parents/guardians are duty bound and required by law to see that their children are present every day during the school year except for the few legal exceptions cited below.

Parents/Guardians are expected to email the school when their child will be absent.

To report an absence to your child's school, please email and include your child's full name and grade in the subject line as well as a reason for your child's absence citing one of the approved reasons.

- **Enfield:** en_attendance@sdst.org
 - **Erdenheim:** er_attendance@sdst.org
 - **Middle School:** ms_attendance@sdst.org
 - **High School:** hs_attendance@sdst.org
-

Legal Absences

Pennsylvania Compulsory School Attendance Law (Section 1333) requires daily attendance and permits absence only for urgent reasons. The following are School Board approved conditions for an excused absence to be granted based on Pennsylvania School Code:

- Illness
 - Quarantine
 - Family Emergency including a death in the family
 - Family Educational Travel, Tours, and Trips (with prior approval by SDST administration)
 - Impassable Roads
 - Recovery from Accident
 - Required Court Appearance
-

Note: Absences exceeding five (5) days will require a doctor's note to be classified as legal absences.

Illegal (Truant) Absences

All absence emails must be received within three (3) days of a student's return or such absences will be marked truant. Truant absences may result in contact from the school social workers or administrative team to address improving attendance. If attendance does not improve, School Districts are mandated by Act 138 to begin truancy procedures which can include a School Attendance Improvement Plan (SAIP) as well as contact with the Office of Children and Youth and/or District Court.

Tardy/Lateness

Students' who arrive late to school cause a major disruption to the educational process. Any student with unexcused lateness to school four (4) or more times during a single marking period shall be assigned consequences in accordance with the code of conduct.

The following are the only reasons for which student lateness is marked excused:

1. Illness of the student
2. Extreme emergency
3. Doctor or dentist appointment (note required)

Educational Trips

We discourage family vacations when school is in session. Educational Trip Pre-Approval Form should be completed for any requests for educational travel (not vacations) to be pre-approved for possible excuse from school. This form is only required for families who are requesting their absence from school be excused for educational purposes. Each request is reviewed with building administrators with consideration for the developmental level of the student and the educational connections. An educational trip might include the following:

- Attendance at a seminar, conference, or training
 - Trip designed to include a variety of cultural or experiential museums, historical sites, or educational experiences
 - Trips required for participation in a club, activity, sport, or event which may be sponsored by a school or a community group
-

If you are taking a vacation, please email the attendance in your child's building and while the absence will be unexcused, we will make a notation of family vacation in our records.

Contacting the Office

If you do not have access to email or are in need of a last minute early dismissal, please dial:

- **Enfield:** (215) 233-6006
 - **Erdenheim:** (215) 233-6008
 - **Middle School:** (215) 836-3006
 - **High School:** (215) 233-6030 (Option 1)
-

If you choose to call in an absence, you must follow up with an email or a written note within 3 school days for the absence to be excused.

Audio/Electronic Devices

The school is not responsible for electronic items that are stolen, damaged, or lost. We require students to keep all cell phones locked in the student lockers. Other devices including e-readers, tablets, and digital music players are permitted in certain Spartan blocks or classes at the discretion of the teacher. Students are required to return their equipment to their locked locker at the close of the activity. When devices are used with teacher permission, students are held accountable to the Acceptable Use Policy and related Administrative Regulations. Students are not permitted to take photos or videos during the school day with their personal devices. It is highly suggested to label equipment with the child's name and enable password protection.

Cell phones should be kept in the student's locker at all times and turned off or silenced from 7:45am-2:41pm.

Please encourage your child to ask a teacher if s/he needs to use the telephone. Also, if you need to speak with your child, please call the main office; do not call/text your child during the school day on his/her cell phone. We understand and respect your wishes to send reminders via text to your child. Please do so knowing that students will not be able to respond until after the school day is over. Please refer to the code of conduct for consequences assigned for cell phone usage during the school day.

Bags

All student school bags, sports bags, and purses should be kept in the students' lockers or in the sports closet during the school day.

Before and After School

Students should not enter classrooms or the locker area of the building prior to 7:35 am unless requested by a teacher or participating in a supervised activity. Prior to school, students are to wait in the cafeteria/gym until dismissed to homeroom. The main entrance area door opens daily at 7:15 am for students receiving early assistance from teachers.

Students should not be in the building after 3:00 pm unless requested by a teacher or participating in a supervised activity. Students who want to work in the library after school must sign up prior to 2:15pm to ensure space. Students may take the 3:45 pm bus home if they are involved in a school sponsored activity and acquire a pass to the bus.

Bicycles/Rollerblades/Skateboards/Scooters

Bicycle racks are provided outside the lower lobby doors for students who wish to ride bikes to school. All bikes must be locked. The school does not assume responsibility for damage, tampering,

or theft of bicycles. Students use bike racks at their own risk.

For safety reasons, skateboards, scooters, and rollerblades may not be used on school grounds after school hours. Once inside school property, skateboards, scooters, and rollerblades must be carried. They must be secured in student lockers while school is in session. ***The school strongly encourages parents /guardians to require their children to wear helmets if they allow them to ride bicycles, skateboards, scooters, and rollerblades as a means of transportation to and from school.***

CARE Team (Student Assistance Team)

The CARE Team is a team of faculty members and support personnel trained to identify and assist high-risk students who are having difficulty in school due to depression, alcohol, and/or drug abuse, or other mental health problems. Parents and concerned community members can refer students to the CARE Team; referrals can be made to the school counselor at 215-233-6070. All referrals are strictly confidential.

Clothing/Dress Code

The purpose of a dress code is to promote an orderly learning environment in the Middle School while preparing all students for later success in the world of work.

The standards of appearance for pupils shall insure that the students 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.

Accordingly, the administration reserves the right to determine if accessories/clothing are too casual, too revealing or too distracting for school dress. Additionally, the administration reserves the right to prohibit accessories/clothing if those items create a potential safety or injury risk to the individual student or others; or, if the administration determines that they create a reasonable disruption to the classroom or school environment.

1. No hats, wave caps, curlers, bandanas, do-rags, or kerchiefs may be worn during the school day. Sweatshirt hoods must remain down throughout the day. Hair bands must be manufactured as hair bands. Bandanas may not be worn in school in any fashion.
2. Sports jerseys must cover from the armpit to the waistline. All athletes wearing jerseys for spirit should have a t-shirt underneath the jersey.
3. Tank tops are permitted. Straps must not be less than two inches in width and must cover undergarments. Strapless, backless, halter/tube tops and spaghetti straps are not permitted.
4. Low cut necklines blouses/dresses/tank tops are prohibited.
5. Clothing must adequately cover the waistline and the midriff must not be exposed.
6. Clothing shall not convey messages that are crude, vulgar/profane, violent, death oriented, gang related, sexually suggestive, or promote alcohol, drugs, tobacco, or other themes (guns, knives, etc.) deemed inappropriate for the school setting. Clothing that displays symbols of intolerance to race, creed, or sexual identity are prohibited.
7. Shorts/skirts/dresses should not be worn excessively high and should be mid-thigh.
8. Open toed shoes must have a back or strap. No slides or flip-flops are permitted. Slippers are not appropriate for school.
9. All undergarments must be covered and pajamas are only permitted on pajama days.
10. Coats and other outerwear must be kept in a student's locker.

Parents/guardians will be called to bring in additional clothing for their child in the event there is a clothing violation, and students will receive consequences in accordance with the code of conduct for repeat violations.

Communication

Parent communication is key to student success. We urge parents to ensure that your email in Home Access Center (HAC) is current and accurate. Weekly updates from the middle school administration including volunteering opportunities, upcoming events, and important updates will be sent to this address.

Clubs

There are a variety of clubs to choose to participate in throughout the school year including Art, Drama, Homework, Service, Ultimate Frisbee, Reading Olympics, and Student Council.

Code of Conduct

Please refer to the special section at the end of the handbook for the full details of the Springfield Township Middle School Code of Conduct.

Dances

All school rules, including dress code, are applied at all school events. Dances are restricted to STMS students. Students must be in school for at least ½ day (11:15-2:45pm) to participate in evening dances. Students who are absent due to illness on the day of the dance may not attend; students who have been absent for other excused reasons will be grateful permission to attend at the sole discretion of the principal.

Eighth Grade Promotion and Dance Dress Code

All girls' dresses must have at least one strap and skirts should reach mid-thigh. Boys must wear a dress shirt, tie, dress pants, and dress shoes. No sneakers. All girls must have a shawl, cover-up, or cardigan over shoulders for the promotion ceremony.

Eighth Grade Exams and Seventh Grade Marking Period Tests

Students are expected to be present for midterms and exams. Absences due to illness during exams will require a doctor's note upon return to school. If a student will be absent for any reason on exam days, his or her parents should communicate with the assistant principal prior to the date of absence.

Emergency Closings and Procedures

In the event of inclement weather or other emergency which requires the closing of school, the school district will use our School Messenger communication system to let you know. This could include automated phone calls or emails. You can also log onto www.sdast.org for the latest closing information. The school district also communicates with local news agencies in the event that school is closed.

Throughout the school year, emergency drills including evacuations, lockdowns, run-hide-fight, and weather-related shelter in place will occur at regular intervals. During these drills, students are expected to remain silent and follow the direction of the staff members. To ensure that we have the capability to contact you in the event of an emergency, parents are encouraged to maintain their HAC (Home Access Center) contact information.

Field Trips

From time to time, various groups within the middle school take field trips some may leave prior to the start of the school day, some may return after the school day ends, and some may last more than one day.

Each grade level will also participate in two Character Counts field trips each year as a reward for demonstrating positive behavior. Specific date ranges will be provided to parents for the reward period.

When students go on a school-sponsored field trip the following rules are in effect:

1. The rules in the student handbook and the discipline code are in effect on all trips, including overnight trips.
2. Students will, at all times, conduct themselves in a manner that brings credit to STMS.
3. It is our request that parents notify the school if they have concerns about their child's physical fitness to participate in any field trip.
4. The middle school may limit a student's participation on field trips for academic, disciplinary, or other reasons as determined by the principal.
5. The School District of Springfield Township cannot be responsible for any loss of personal property suffered by the student while on a trip.
6. The student will, at all times, be subject to the supervision and control of the chaperones, whether they are school district employees, volunteers, or representatives of the location of the trip.
7. Student(s) who cause damage to property on school sponsor trips are required to make restitution.
8. Students may not bring items forbidden by the discipline code (i.e. weapons, drugs, alcohol) on trips sponsored by the school. Students thought to have these items in their possession may be subject to search at the sole discretion of the principal.

Graffiti

Permanent markers (Sharpies) are not permitted in the middle school for student use. Students are not permitted to write on themselves, each other, or on school property. Markers of this nature will be confiscated.

Grades

Grades are available online through our Home Access Center. Parent/Guardian passwords are provided annually at Back-to-School night as families are encouraged to check the site regularly. Teacher websites are also available as a resource for assignments/homework. Students receive 8 reports annually on their academic progress (4 interim reports and 4 report cards). Families are expected to sign and return a receipt indicating they have seen each report. The calculation for the final grades of all eighth-graders is as follows: each marking period is worth 22% with the final exam contributing the remaining 12% of the final grade.

Guidance Services

Our guidance counselors are available to support all of our students. The goal of guidance is to assist students in reaching their potential academically, socially, and emotionally. The counselors also teach developmental guidance lessons throughout the year. The counselors may be reached at 215-233-6070 or online at www.sdst.org.

Health Services

The Certified School Nurse or Registered Nurse Assistant staffs the Health Office on all student days.

Medication necessary to be administered during the school day should be sent to the School Nurse in its original container. All medication must be accompanied by parental consent and physician order. Permission documentation should include student's name, name of medication, dose, route, time, and reason for administration. Forms can be found online at the health services page.

Health information should be shared with the school nurse, either through a written health history or a private meeting, especially if your child has a medical condition, which you feel the school should be aware of. The information given to the school nurse is considered privileged, and will be shared only on a need-to-know basis for the safety and well-being of the student.

The health office is open during school hours only. However, STMS has many before and after school activities available. If your child has any health needs, please contact the coach/advisor of the specific before-or after-school activity to arrange for any special accommodations for your child/children. If a medical issue were to arise, parents/guardians would be notified first unless it was a true medical emergency and standard emergency response measures would be followed.

Additional health information and forms are available on the district website at www.sdst.org.

Homework

The purpose of homework is to provide opportunities for student to practice skills, gain exposure to material, preview content, and engage in individual and collaborative project work.

When a student is absent from school for one or more days due to illness, it is the student's responsibility to check the website, check with a peer, or see the teacher regarding missed assignments. When absent for an extended period (3 days or more), the main office will collect a student's work at the parent/guardian request.

Those students who miss school for reasons other than those cited as "legal" absences, such as family vacations, will make up homework upon their return.

Honor Roll

Students are recognized for their academic achievement through the Honor Roll. All honors are based on grade point average.

Principal's Honor Roll *3.75 and higher*

Honor Roll *3.5-3.74*

Classroom Grading Scale

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

Library Media Center

Our library offers students opportunities for reading, research, project-based learning, and group activities. Students learn to think and create using a variety of resources and technology especially suited to middle schoolers. The library webpage is a one-stop shop for our students to access tools related to these topics.

Students may visit the library on their own before class in the morning, during Spartan Block, and after school. Hours: Monday-Thursday 7:35am - 3:45pm / Friday 7:35am - 2:45pm.

Lockers

At the beginning of the school year, a lock and locker are issued to each student. Student must use the district-issued lock. If the lock is lost, the student must pay a replacement fee of \$6.00. Students are urged to keep their lockers locked at all times. Students are not to share lockers, locks, and/or lock combinations with any other students. The lock and the locker remain the property of the school.

The student's use of the lockers does not lessen the School District of Springfield Township's ownership or control of the locker. The school district retains the right to inspect the locker and its contents if there is a reasonable suspicion that its contents may be a threat to the health and wellbeing of the students, faculty, and staff of STMS. Under these circumstances, the principal would contact the parent or guardian and inform him or her of the search.

Lost and Found

Students seeking lost articles should check for these items in the lost and found outside of the cafeteria. All clothing left in the Lost and Found at the close of each marking period will be donated

to a local charity.

Lunch

The lunch period is 30 minutes long. Students may bring their own lunch or purchase a lunch from our cafeteria. Students who forget their lunch or lunch money may purchase a lunch on credit no more than three (3) times a year. Students will receive a complete meal and their lunch account will be charged accordingly; any debts accrued on credit must be paid by the close of the school year. All students owing money must pay with cash for lunch after June 1st. Parents may make payments to their student lunch accounts electronically. Directions for making online electronic payments can be found at our district website, www.sdast.org on our food services page.

Obligations

Students are responsible for books and materials given to them throughout the year. At the close of the year, students are expected to return the materials assigned to them or pay to replace the lost/damaged items. 8th grade ceremonies will be withheld until all obligations are paid.

Passes

All students are expected to carry their agenda books as their hall pass when out of the classroom during class time. Students are required to obtain a pass for any changes to their Spartan Block schedule from the receiving staff member as well as sign off from their scheduled staff. Any student who loses his/her agenda book will be expected to purchase a replacement at the cost of \$6.00.

Promotion Requirements

In order to be promoted to the next grade level, students must pass the following courses for the year: Language Arts, Mathematics, Social Studies, and Science. Any student who fails 3-4 of the core courses will automatically repeat the grade level in which these courses were taken. Students who fail 1-2 courses will have the opportunity to make them up in an approved summer school program. Also subject to approval of the Board of School Directors is the fact that failure to make up failed subjects will result in a student repeating the grade level in which those courses were taken. Eighth grade students who fail a world language or math will be recommended to repeat the course at the High School.

Research Integrity Policy

Springfield Township Middle School is a learning community that values honesty, integrity, and respect for property. The school's library and classrooms are filled with many sources of information, including books, magazines, newspapers, online media, and other reference materials. We are fortunate to have access to so many sources for learning and recognize that all information has ownership. If we do not respect the rights of the owner and credit our sources, we are stealing. Plagiarism is using the exact words, media, or ideas of another without giving credit.

Plagiarism is not limited to written work and applies to other formats such as images, video, and sound recordings. To use any resource as part of an online project, students must have written permission from the artist. Researchers can also use *Creative Commons* sources which provide copyright-friendly images, video, sound recordings, and text which have the artists' permission for use under specified conditions. Best practice calls for researchers to give credit where credit is due and/or seek permission to use material in student work.

The middle school recognizes that students are in the process of learning about research integrity. Plagiarism is unacceptable, and students will be held accountable to use information and ideas responsibly and ethically. If a student turns in plagiarized work, teachers and administrators will guide him/her through an instructional process aimed to teach responsible and ethical use of information.

A student who plagiarizes will

- o participate in an instructional conference with his/her teacher, librarian, and/or administrator to discuss the plagiarized work and how it can be corrected,
- o have the opportunity to redo the assignment in question,
- o lose one letter grade as a penalty,
- o receive credit for the assignment only if he/she submits an acceptable revised copy by the date specified by the teacher, librarian, and/or administrator.

In all cases of plagiarism, the student's parent/guardian will be notified. A repeat offense of plagiarism will be handled on a case-by-case basis following the above guidelines and may include a detention to redo work and/or a loss of two letter grades.

A student who blatantly plagiarized two or more times may lose the opportunity to redo work and receive credit for the assignment in question. In such a case, the student will receive a zero for the plagiarized assignment.

School Store

The school store is run by our functional academic program. The store is open during lunch for students to purchase extra school supplies and Spartan gear. Proceeds benefit the functional academic program and its students.

Spartan Block

Students have the opportunity self-select some of their activities during Spartan Block on a rotating 6 day cycle. Students re-select periodically throughout the year. Many of the courses function as a springboard for creating opportunities for enrichment, creative thinking, personal responsibility, and fun!

Transportation

Buses

The rules of Springfield Township Middle School and the code of conduct apply from door to door. Any student who does not act within these rules and regulations may lose the privilege of riding the bus for a period of time. Students are permitted to ride only the bus to which they are assigned. A 3:45 pm bus will be provided for students involved in after-school activities and/or detention. A 4:45 bus is provided for students who take part in athletics.

Drop-off and Pick-up

Students are to be dropped off or picked up from school at the front circle. Parents are encouraged to pull up during morning drop off to allow the maximum number of students to be dropped off at a time. All students being picked up after sporting/club events should be picked up in the back bus circle to ensure adult supervision by coaches and club sponsors.

Visitors

Parents/guardians are welcome at the middle school. For the safety of all, visitors must register at the main office and present their drivers licenses. A printed badge must be worn while guests are in the building.

Prospective students and their parents are welcome to visit classes at the middle school. Appointments may be made through the guidance office.

Volunteers

Please complete the information from our district website and contact the Human Resources Department to make an appointment if you wish to be a volunteer. They will review your

information & take your picture for a district volunteer ID.

Acceptable Use

Included in our school district website is the Appropriate Use Policy (AUP) governing our computer network resources. The policy is in compliance with the federal statute known as the Children's Internet Protection Act (CIPA). Parent signature on the Student User Agreement page will indicate review and understanding of the terms of the AUP. Students in the middle school are also required to sign the page indicating that they have reviewed and will comply with the AUP. The School District will discontinue network service and/or email access to any student from whom we do not receive a signed Student User Agreement including both parent and student signature or who violates the policy.

Detentions

Teachers and administrators may assign detention as a consequence for unacceptable behavior. These detentions may occur either during lunch or after school hours.

Suspensions

Suspensions may be issued as consequence for unacceptable behavior. They come in two varieties: "in-school suspension" (ISS) and "out-of-school suspension" (OSS). During ISS, students are given the schoolwork they would have completed in the regular classroom setting, and they are asked to complete it in the main office area. For the duration of the OSS, students are not permitted to be present on school property - including after school/community events. After a period of OSS, students and parents may be required to attend a restorative conference.

SCHOOL RECORDS

If there is a change to your child's address during the year, please visit our website at www.sdst.org to complete a Change of Address Form. If you are planning to move outside of Springfield Township or transfer your child to another school, please visit our website at www.sdst.org to withdraw your child from school using the [Withdraw Form](#). If you have questions, please contact:

- Registrar's Office (Address Change): registrar@sdst.org
- Withdraw Office (Change of School): withdraw@sdst.org

Springfield Township Middle School Student Code of Conduct

Our discipline code is not an all-inclusive list, and it is meant to serve a guideline for administrators making decisions about student discipline.

Infraction	Occurrence			
	1 st	2 nd	3 rd	4 th +
I. Class Contact Time				
A. Lateness to class	Teacher Warning after 3rd Lateness	Teacher Parent Contact after 6th Lateness	Admin Parent Contact after 9th Lateness	Admin Parent Contact after 12th Lateness 1 Detention
B. Unexcused Absence/Tardy/ Lateness to School	Admin Warning after 3rd Absence/Lateness	Admin Parent Contact 6th Absence/ Lateness	Parent Contact 1 Detention 9th Absence/ Lateness	Parent Contact <i>If warranted, referral to District Court or Children and Youth</i> 12+ Absence/Lateness
C. Cutting class or leaving class without permission or 10+ minutes unex. late to class	Teacher Parent Contact	Admin Parent Contact 1 Detention	Admin Parent Contact 2 Detentions	Admin Parent Contact 1 Day ISS
II. General Student Behavior				
A. Physical displays of affection on school property.	<ul style="list-style-type: none"> Admin Parent Contact Detentions/ISS/OSS (<i>Dependent upon the level of infraction</i>) 			
B. Dress Code violation <i>Parents may be called to bring in additional clothing for the student.</i>	Warning Replacement Clothing Requested or Provided	Parent Contact/ Replacement Clothing Requested or Provided Lunch Detention	Parent Contact/ Replacement Clothing Requested or Provided 1 Detention	Parent Contact/ Replacement Clothing Requested or Provided 2 Detention
C. Eating,drinking chewing gum outside assigned areas.	Teacher Warning	Teacher Parent Contact	Admin Parent Contact	Admin Parent Contact 1 Detention
D. Cellular phone or other electronic devices possession or usage from 7:44am-2:41pm.	Teacher Parent Contact Warning	Admin Parent Contact	Admin Parent Contact 1 Detentions	Admin Parent Contact 2 Detentions
E. Inappropriate Behavior	<i>To be handled by the classroom teacher with referrals to the Administration, depending upon severity including, but not limited to, disruption of school activities, gambling, excessive noise, sexual references, open lewdness, distracting actions or comments, unsupervised after school, and inappropriate language.)</i> Consequences may include: <ul style="list-style-type: none"> Parent Contact/Detention/ISS/OSS/Restitution or Repair Referral to outside law enforcement agencies and filing of charges 			
F. Failure to report to teacher or administrative detention.	Parent Contact 1 Detention	Parent Contact 2 Detentions	Parent Contact 3 Detentions	Parent Contact 1 Day ISS
G. Forgery/Cheating/ Copying Plagiarism (<i>addition- academic consequences</i>)	Parent Contact 2 Detentions	Parent Contact 3 Detentions	Parent Contact 1 Day ISS	Parent Contact 2 Day ISS
H. Destruction of property including defacing self, others, or school.	<ul style="list-style-type: none"> Parent Contact (Permanent Markers will be confiscated and returned only to a guardian) Detentions/ISS/OSS Restitution and/or repair Referral to outside law enforcement agencies and filing of charges 			
I. Taking the property of the school or an individual without permission of owner or applying threats or pressure	<ul style="list-style-type: none"> Parent Contact Detentions/ISS/OSS Return of items and/or restitution of the stolen property Referral to outside law enforcement agencies and filing of charges 			

J. Acceptable Use of Technology/ Internet Agreement Violation	<ul style="list-style-type: none"> • Parent Contact • Detentions/ISS/OSS • Loss/limitation of access to computer use • Referral to outside law enforcement agencies and filing of charges 			
K. Failure to return library books (including damage)	Library Notice	2 nd Library Notice	Parent contact and Referral to Administration	Detention Restitution
III. Infractions against the person				
A. Fighting	<i>All parties involved in a physical confrontation will be suspended and, dependent upon the level of the offense, referral to outside law enforcement agencies and filing of charges.</i>			
B. Physical Contact – pushing, slapping, grabbing, spitting, shoving, kicking, tripping, elbowing, shanking etc.	<ul style="list-style-type: none"> • Parent Contact • Detentions/ISS/OSS • Restitution and/or repair • Referral to outside law enforcement agencies and filing of charges <p style="text-align: center;"><i>(Dependent on the level of the offense and if bullying is present)</i></p>			
C. Physically violating the rights of others.	Parent Contact 1 Detention	Parent Contact 3 Detentions	Parent Contact 1 Day ISS	Parent Contact 2 Day ISS
D. Disrespect and/or insubordination or defiance of authority	Parent Contact 2 Detentions	Parent Contact 1 Day ISS	Parent Contact 2 Days ISS	Parent Contact Suspension
E. Bullying (imbalance of power) including teasing, name-calling, insulting, exclusion, spreading rumors, etc	<ul style="list-style-type: none"> • Parent Contact • Detentions/ISS/OSS • Restitution and/or repair • Referral to outside law enforcement agencies and filing of charges <p style="text-align: center;"><i>(Dependent on the severity, length of time, and number of offenses)</i></p>			
IV. Other Major Infractions				
A. Harassment/chronic threatening or intimidation, smoking, arson, purposeful disruption of school activity, possession and/or transfer of dangerous weapons/items, alcohol, and illegal/dangerous substances, extortion, assault, tampering with fire alarm/extinguisher, leaving school property, and or possession of incendiary devices.	<ul style="list-style-type: none"> • Immediate referral to the Principal or Assistant Principal's office • Parent notification • Disciplinary action may include one or more of the following: <ul style="list-style-type: none"> o Detention(s) o Suspension(s) o Expulsion o Referral to outside law enforcement agencies and filing of charges <p style="text-align: center;"><i>(Refer to the School District Policies regarding major offenses and expulsion.)</i></p>			
B. Cyber-bullying <i>The school reserves the right to discipline internet activity when such activity is conducted using school devices, during school hours, on school property, or creates a substantive disruption to the school environment.</i>	Participating in such activities using school network or devices is a violation of the Acceptable Use Policy. <ul style="list-style-type: none"> • Parent Contact • Detentions/ISS/OSS • Loss/limitation of access to computer use • Dependent on the level of offense, referral to outside law enforcement agencies and filing of charges <p style="text-align: center;"><i>(Refer to the School District Policies regarding major offenses and expulsion.)</i></p>			
C. Physical and/or verbal harassment/threatening and/or intimidation.	<ul style="list-style-type: none"> • Immediate referral to the Principal or Assistant Principal's office • Parent notification • Disciplinary action may include one or more of the following: <ul style="list-style-type: none"> o Detention(s) o Suspension(s) o Expulsion o Referral to outside law enforcement agencies and filing of charges <p style="text-align: center;"><i>(Refer to the School District Policies regarding major offenses and expulsion.)</i></p>			