



**STUDENT
HANDBOOK**



STUDENT HANDBOOK 2023 - 2024

Springfield Township High School
1801 East Paper Mill Road, Erdenheim, PA 19038
215-233-6030
www.sdst.org



ADMINISTRATION

Dr. Charles E. Rittenhouse, Principal	ext. 2000	chuck_rittenhouse@sdst.org
Dr. Scott Zraggen, Assistant Principal	ext. 2002	scott_zraggen@sdst.org
Mr. Pierre LaRocco, Assistant Principal	ext. 2013	pierre_larocco@sdst.org
Mr. Joe Ferraro, Athletic Director	ext. 2028	joe_ferraro@sdst.org

OFFICE STAFF

Mrs. Denise Buchanan – Administrative Assistant to the Principal

Mrs. Peggy Rae – Administrative Assistant to the Assistant Principal/Attendance

Mr. David Giordano – Administrative Assistant to Activities/Athletics

Mrs. Tara Kane – Guidance Administrative Assistant

SCHOOL PHONE NUMBERS

Guidance Office 215-233-6030 ext. 2006

Nurse's Office 215-233-6030 ext. 2010

Athletic Office 215-233-6030 ext. 2030

ATTENDANCE

Attendance Office 215-233-6030 ext. 2045

hs_attendance@sdst.org

Table of Contents

District Mission	5
School Vision	5
School Colors	5
School Mascot	5
District Seal	5
The History of Spartan Pride	5
High School Alma Mater	6
High School Hours	6
Non-Discrimination Notice	6
Activities and Clubs	7
Student Activities	7
Honors Societies	7
Activities Eligibility	7
Athletic Eligibility	8
Athletics & Activity Attendance Regulations	9
PIAA Bylaw Article III-3: How Attendance Affects Eligibility	9
Sponsored Sports	9
Attendance	9
Legal (Excused) Absences	10
Illegal (Truant) Absences	11
Tardy/Lateness	11
Educational Trips	11
Truancy Law	12
Definitions	12
Before and After School	13

Celebrations and Recognitions	14
Change of Address & School Records Request	14
Child Custody	14
Communication Processes	14
Conferences	16
Dances	18
Dress Code	18
Electronic Devices	19
Emergency Safety Drills	20
Emergency School Closings	20
Final Exams	20
Senior Final Exams Policy	21
Field Trips	21
Field Trip Chaperone Guidelines	21
Food Services & Cafeteria	22
Free/Reduced Lunch:	23
Forgotten Items	23
Health Services	24
Homework	24
Students Experiencing Homelessness	25
Students in Foster Care	25
Insurance for Students	26
Library & MakerStudio	26
Lockers and Searches	27
Lost and Found	27
Obligations	27
Passes	27
Grading Procedures	27
Academic Integrity Policy	28
Safe to Say	35

Student Services including Multi-tiered Systems of Support (MTSS/RtII) and Student Assistance Programs (SAP):	35
Social Work	37
Student Data	38
Confidential Communications	38
Pedestrians, Bicycles, Skateboards, Scooters, etc.	38
Traffic Procedures	39
Transportation	40
Working Papers	41
Visitors	41
Volunteers	41
Curriculum Guide	42
Alternative Readings and Assignments	42
Graduation Requirements	42
Schedule Change Procedure	43
Weighted Grades	43
Class Rank	43
Remediation	44
Pass/Fail	44
Non-Credit Status	44
College Information	44
PSAT	44
SAT/ACT	44
Junior/Senior Late Arrival/Early Dismissal Privileges	45
Late Arrival Procedure	45
Early Dismissal Procedure	45
Springfield Township High School Student Code of Conduct	46
Policies	49

District Mission

Educate and develop all students as learners and citizens who are high-achieving, resilient and responsible in a changing global community.

School Vision

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.

School Colors

Navy and Steel

School Mascot

The Spartan

District Seal



Symbols of Knowledge, Scholarship, Athletics and Victory

The History of Spartan Pride

Sparta was a Greek city-state that rose to military power in the Seventh Century BCE. Spartans dedicated themselves to excellence on the battlefield through unflinching commitment and rigorous training. Perhaps the most legendary battle fought by the Spartans was the last stand at Thermopylae during which King Leonidas and 300 highly trained warriors held a mountain pass against the invading Persian army. According to Plutarch, Xerxes the Great, leader of the Persians, wrote to King Leonidas, "Hand over your arms." Leonidas replied, "Come and take them." The 300 Spartans repelled 150,000 Persians for seven days inflicting massive casualties on the invaders. However, the battle ended in defeat for the Spartans, their loyalty, dedication, and pride is legendary. Students stay true to these values today; their efforts in the classroom, on fields, in the community, and on the stage make STHS proud.

High School Alma Mater

Here now today, we pause to pray Springfield, that long and fair thy days may be!

So in this way, we tribute pay and pledge our hearts forevermore to thee.

Truth we pursue with help of thy hand honor we gain through the might of our stand.

Forward today, proudly, we say, Springfield will carry on to victory.

E.P. Geirsch

High School Hours

Regular School Day	7:45 am - 2:41 pm
Early Dismissal	7:45 am - 11:10 am
2-Hour Delay	9:45 am - 2:41 pm

Non-Discrimination Notice

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. In compliance with Title IX of the Education Amendment Act of 1972, the District has a designated Title IX Coordinator. 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:

Ms. Emily Kehr 1901 East Paper Mill Road Oreland, PA 19075 215-233-6000 emily_kehr@sdst.org

Activities and Clubs

Student Activities

A Cappella Club	Academic Competition Team	Book Club
The Chronicle (Newspaper)	Concert Band	Concert Choir
Class Council	Creative Writing	Digital Music Club
Interact	Jazz Band	Mixed Chorus
Robotics	Science Club	Spartan Steppers
Spartan Singers	Spartan Sweethearts	Strategic Game Club
Pep Band	National Honor Society	National Art Honor Society
Retina (Yearbook)	Set Design	Spartan Culture Committee
Stage Crew	Strategic Gaming Club	SGA
Thespians	Unified Leadership Club	Voices of Excellence
Volleyball	Youth and Government	World Language Club

Honors Societies

Membership in the National Honor Society, National Art Honor Society or any subject specific Honor Society is based on meeting a strict criteria for selection and admission. Students who apply for acceptance into one of these prestigious societies must meet certain requirements that include academic excellence, course rigor, service, leadership, character and dedication to the pursuit of knowledge and learning. Membership in any of the societies is one of the highest honors and distinctions that can be earned by a student during their time at Springfield Township High School. Each Honor Society has a [webpage](#) that provides information on the society, the application, deadlines and contact information. Students are encouraged to look at the requirements for these societies early on in their high school career.

Activities Eligibility

Each Monday, STHS runs a report listing all students with failing grades.

From that list, Activity Advisors are notified if they have any participants who are failing a course or courses.

Questions regarding failing courses should always be directed to the teacher of the course. The Activity Advisors do not have any details as to why the grade is below a 65%.

If a student is failing a course, they are designated as a Week 1 Student. This simply signifies this that is the first week they are failing this specific course. This Week 1 designation is purely a warning to notify the student that they are currently carrying a failing grade(s).

In the subsequent week, if any student is carrying the same failing grade in the same class(es), his/her designation changes to a Week 2. Students that fail the same course for two consecutive weeks cannot participate in activities for one week.

Students are encouraged to take advantage of the tutoring center to establish good academic standing.

If there is a cost associated with an activity an ineligible student may miss, the decision will be on a case by case basis determined with the administrative team.

The only way to re-establish eligibility is to show up on a Monday report as passing the course(s). Ineligible students will not participate in the activity the entire week from Monday through Saturday.

Athletic Eligibility

Springfield Township Schools offer a varied athletic program as members of the Pennsylvania Interscholastic Athletic Association (PIAA) and is in District One. Springfield competes as a member of the Suburban One League.

Please visit the [website](#) for sports schedules.

To be eligible to compete in PIAA 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 there are four grading periods, students 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 after school library, conference with teachers or attend 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.
- 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, and be examined by a licensed physician to complete the PIAA forms.
- Students must have an ImPact baseline test on file.

Athletics & Activity Attendance Regulations

In order to participate in extracurricular activities, events or athletics:

- a student must be present at least ½ of the school day with a valid excuse OR
- a student must not miss more than 90 minutes of the day unexcused OR
- a student must have prior absence approval from the principal in an extenuating circumstance

Furthermore, if a student is chronically or excessively late or absent from school, the principal shall evaluate each situation and determine the student's eligibility to participate in any extracurricular activity. The district reserves the right to require a physician's excuse to validate any period of absence. The principal shall have the final decision on eligibility for extracurricular activities, events, and athletics.

PIAA Bylaw Article III-3: How Attendance Affects Eligibility

A student who has been absent from school during a semester for a total of twenty (20) or more school days, is ineligible to participate in an Inter-School Practice, Scrimmage, or Contest until the student has been in attendance for a total of forty-five (45) school days following the student's twentieth (20th) day of absence.

Sponsored Sports

Fall	Winter	Spring
Cheerleading	Cheerleading	Boys' Lacrosse
Cross Country	Boys' Basketball	Girls' Lacrosse
Boys' Soccer	Girls' Basketball	Boys' Tennis
Girls' Soccer	Boys' Swimming	Baseball
Girls' Field Hockey	Girls' Swimming	Softball
Girls' Tennis	Unified Bocce	Track & Field
Football	Winter Track	Unified Track
Golf	Wrestling	
Water Polo		

Attendance

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.

If your child will be absent, please email the attendance office 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. Email is best for our attendance staff. If you do not have access to email or need a last minute early dismissal, then please call.

Elementary: <i>email by 9:30am</i>	en_attendance@sdst.org er_attendance@sdst.org	Enfield (215) 233-6006 Erdenheim (215) 233-6008
Secondary: <i>email by 7:30am</i>	ms_attendance@sdst.org hs_attendance@sdst.org	Middle School (215) 233-6070 High School (215) 233-6030 option 1

If you choose to call instead of email, you must follow up with an email or note within 3 school days with an approved reason for the absence to be excused.

For more information and resources, visit the Attendance Page on our district website, www.sdst.org under the Resources Page.

Legal (Excused) Absences

Pennsylvania Compulsory School Attendance Law (Section 1333) requires daily attendance and permits absence only for urgent reasons approved by the School Board based on Pennsylvania School Code. A student absence is considered excused when the student is prevented from attendance for mental, physical, or other urgent reasons such as:

- Illness or Recovery from an accident
- Medical or Dental Appointments
- Quarantine
- Family Emergency
- Death in the Family
- Impassable Roads
- Pre-Approved Educational Travel including college visitations

- Court Appearance
- A student who is dismissed from school during school hours for health-related reasons by a certified school nurse, registered nurse, licensed practical nurse or a school administrator or designee employed by the District.
- Other principal pre-approved conditions including, but not limited to, religious holidays or instruction, tutoring, or extra-curricular activities requiring absence from school.

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

Illegal (Truant) Absences

- All absences are considered unexcused until the District receives an email or written note within three (3) school days of the return to school documenting a valid reason for the absence, as detailed above.
- Submission of a written an excuse note or email to the main office does not mean the absence is excused.
- If written verification of the reason for absence is not received within three (3) days of the return to school, the absence will automatically be recorded as truant.
- Reasons for absence of a doubtful nature, including but not limited to an excessive number of absences in one category of absence, may be subject to administrative review.
- 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 per Truancy Law (see below).

Tardy/Lateness

Students' who arrive late to school cause a major disruption to the educational process. Any student with unexcused lateness to school three (3) 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:

- Illness of the student
- Extreme emergency
- Doctor or dentist appointment (note required)

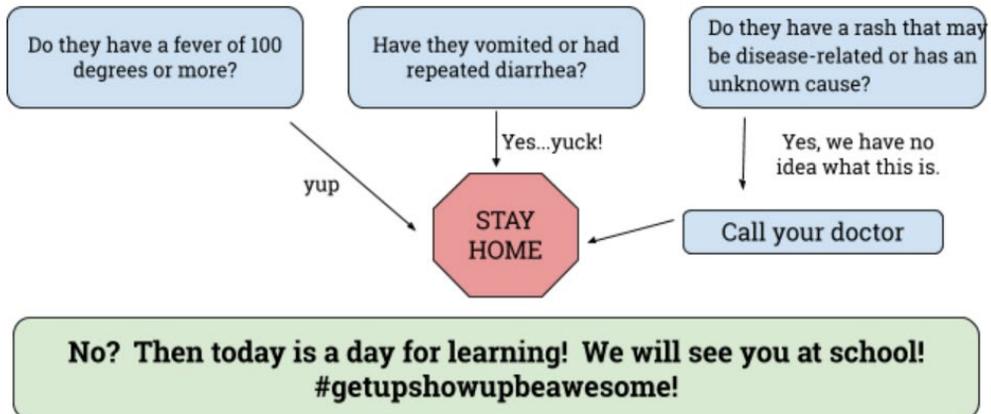
Educational Trips

We discourage family vacations when school is in session. [Educational Trip Pre-Approval Form](#) should be completed and emailed to attendance@sdst.org 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 email address in your child's building and while the absence will be unexcused, we will make a notation of family vacation in our records.

We also know sickness happens and emergencies come up. Here are a few guidelines to ask yourself when wondering if your child should stay home from school for illness:



If you find yourself engaged in a battle over “too sick for school” with your child, please use our student services. Each of our schools has a nurse every day who can assess your child throughout the day if they aren’t feeling great and don’t meet the criteria above to stay home. Try to normalize the morning nervousness or discomfort when your student is waking up and adjusting to the day. We ask a lot of our children from the time they wake up to the time they arrive at school. We know it’s hard! Encourage your child to try to make it to school, even if they ask to visit the nurse later on in the day. We also have social workers in every school who can help guide families through any conflicts over school attendance, in addition to helping families with many other support services.

Truancy Law

In February 2017, all public school districts in Pennsylvania were notified that Act 138 of 2016 regarding changes to School Truancy had been signed into law. This includes the following definitions and mandates:

Definitions

- The law defines truancy as 3 or more unexcused absences within a school year.
- Habitual truancy is defined as 6 or more unexcused absences within a school year.

In addition, the law mandates a process school districts must follow for reporting truancy:

- Notifying parents/guardians in writing within 10 school days of the child's third (3rd) unexcused absence. The district must indicate that the child has been truant and include a description of the consequences if the child becomes habitually truant. The district may offer an attendance improvement plan meeting up and including the 3rd unexcused absence. If the child accrues additional absences, an attendance improvement meeting must be held.
- If a child under 15 years of age becomes habitually truant, the school is required to refer the child to a school or community-based attendance improvement program or the county Children and Youth agency. In addition, a citation may be filed against a parent of a habitually truant child in magisterial district court.
- If a child is over 15 years of age and becomes habitually truant, the school is required to refer the student to a school or community-based attendance improvement program or file a citation against the student or parent in magisterial district court.
- In addition, this law provides local judges with considerable discretion to provide appropriate penalties in individual cases which may include increased fines and/or suspension of a student's driving license, as examples.

The goal is to improve school attendance for all our students and deter truancy through a comprehensive approach. If you have questions or concerns about your child's attendance, please contact your child's building principal or our social workers:

Enfield	Erdenheim	Middle School	High School
Joanne Adar (215) 233-6080 x 4057 Joanne_Adar@sdst.org	Emily Duffy (215) 233-6085 x 5099 Emily_Duffy@sdst.org	Melissa Levin (215) 233-6070 x3995 Melissa_Levin@sdst.org	Lauren Foster (215) 233-6030 x2014 Lauren_Foster@sdst.org

Before and After School

Students should not enter classrooms or the locker area of the building prior to 7:30am at the high school unless requested by a teacher or participating in a supervised activity. Prior to school, students are to wait in the cafeteria 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 may take the 3:45pm or 4:45pm bus home if they are involved in a school sponsored activity. Students are only allowed to be in school buildings that they are assigned unless they have permission from an administrator or a specific purpose.

Celebrations and Recognitions

Please keep in mind that some food allergies are severe, and therefore, we ask parents to make a conscientious effort in providing a non-food item for celebrations (including birthdays), recognitions, and fundraising efforts. All items are to be left in the office and will be picked up by the teacher or student. Unless approved by administration, food deliveries are not permitted for students to the school buildings.

Please refer to the [Wellness Policy](#), and Pennsylvania's Guidelines for School Nutrition for additional information.

Change of Address & School Records Request

If there is a change to your child's address during the year, please visit our website at <http://www.sdst.org> to complete a [Change of Address Form](#) under [Registration](#).

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 Withdrawal Form. This will also allow school records to be transferred to your child's new school. If you have questions, please contact:

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

Child Custody

The School District of Springfield Township requests that parents/guardians who have a written custody document provide any necessary and relevant information to the school by submitting such paperwork through the registration portal or contacting the registrar at registrar@sdst.org. Paperwork should be submitted during the registration process or whenever a written custody agreement/order/order is reached and/or updated.

The district will follow the terms of the custody agreement/order specifically. A copy of the document will be maintained in the student's school file. It is the responsibility of the parent/guardians to ensure that the custody agreement/order language is clear so that building administrations are able to understand the expectations. The district is not in the position to arbitrate custody agreement/orders, therefore any changes or modifications to the agreement/order should be clearly communicated in writing and approved by both parties. Furthermore, the district strongly recommends that parties who have alternate days and/or weeks provide a calendar for the district to follow that is agreed upon by both parties. To the extent there is no agreement on any changes or modifications, the district will follow the terms of the agreement/order as written.

For families who do not have a written custody agreement/order, the district will provide equal access to the student as well as to all data pertaining to the students educational and health records, the right to attend conferences and school activities. The parent/guardian with whom the student is living will routinely receive all communications regarding their student. The nonresident parent/guardians may request in writing the same information. This request should be addressed to the building principal. The district will make reasonable efforts to comply with such requests.

Parents/guardians will be notified and urged to attend meetings pertaining to special education placement, discussions pertaining to promotion or retention, suspensions, expulsions or other serious disciplinary matters. Therefore, it will be the parents'/guardians' responsibility to keep the school informed of their current addresses and phone numbers.

The parent/guardian with whom the student is living will be notified in the event of serious accidents. If this parent/guardian is not available, the person(s) listed in the student information system will be contacted based on the listed emergency priority. The nonresident parent/guardian may request in writing that he/she be notified in the event of a serious accident. The district will make reasonable efforts to comply with such requests.

Communication Processes

Parent communication is key to student success. Our teachers are available to provide parents or guardians with the most accurate up to date information about a student's progress. As our students' mature into middle school and high school, we encourage them to develop advocacy skills. To put this skill into practice, we encourage students to email their teacher, coach, or advisor directly with questions or concerns they may have about their experiences.

If you have a question about:	Step 1- First, contact:	Step 2- Then, contact:	Step 3- If you still have questions, contact:	Step 4- If you have additional concerns contact:
Academics (Instruction, Curriculum, Assessments, and Course Scheduling)	Teacher	School Counselor	Principal or Assistant Principal	Assistant Superintendent
Activities or Athletics	Coach or Advisor	Athletic Director or Assistant Principal	Principal or Assistant Principal	Superintendent
Social, Emotional, and Behavioral Needs	Teacher School Counselor or Social Worker		Principal or Assistant Principal	Director of Student Services or Director of Support Services
Special Education	Teacher and/or Case Manager	Principal or Assistant Principal	Director of Student Services or Director of Support Services	Superintendent

Support Services (Attendance, Counseling, Community Resources, Housing, Nursing, etc)	School Counselor Social Worker School Nurse	Principal	Director of Support Services	Assistant Superintendent
Transportation	Transportation Director	Principal	Business Administrator	Superintendent
Other	For all other questions or concerns, including technology, facilities, operations, food services, and safety & security, contact a principal who will direct you to the appropriate contact person.			

Conferences

Through parent or teacher request, conferences are held two times per year in November and March. Parents are encouraged to reach out to teachers regularly throughout the school year with any questions or concerns about their child’s progress and to request conferences when necessary. Parents also have access to school records online including attendance, schedules, report cards, student services documents, and current classwork grades in the middle and high school. Parents can acquire access to this portal by contacting the main office.

School Counselors

School Counselors are a link between home and school. School Counselors promote academic achievement, social and emotional development, and college and career readiness opportunities. The goal of the School Counselor is to meet the needs of all students, by focusing on their academic, social and emotional development. The roles of the program are constantly changing, reflecting the needs of the many people in our school community; children, parents, teachers, and administrators. In an attempt to meet these needs, our guidance counselors provide a variety of services which may include the following:

- Social and emotional counseling including, but not limited to, peer relationships, mediation, stress management, social skills, conflict resolution, and crisis intervention through individual or group meetings
- Classroom guidance lessons
- Teacher and parent consultation including the development of student action plans
- Participation on the student assistance team to provide interventions and supports for students

- Career exploration opportunities

At the secondary level, the School Counselor also provides:

- Academic advising including course selection, scheduling, and academic support
- Post-secondary planning and the college application process

Counselors, parents, and teachers work together to support children. School Counselors work with parents to exchange and gather information, provide recommendations, and to discuss parenting concerns. School Counselors work with teachers, administrators, and other staff to provide information, materials and referral assistance, to address student needs, and to promote a positive learning environment.

School Counselor assignments can be found on our [website](#).

Dances

All school rules, including dress code, apply to all school dances. 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 granted permission to attend at the sole discretion of the principal.

Dance Guest Procedures:

Students must request approval to bring a guest to a school dance. Guests to a dance must be of high school age. Springfield students must complete a permission slip available on the high school webpage with the following information:

1. Guest's name, address, phone number, age, and current high school
2. Parent/Guardian permission for both students (Springfield and guest)
3. Assistant principal/principal approval from sending school
4. STHS administrative approval

Breathalyzer Procedures:

To ensure the health and safety of attendees, all students and guests may be breathalyzed by a high school administrator for the presence of alcohol prior to entering a school dance.

Dress Code

The School Board recognizes that each student's mode of dress and grooming is based on personal style and individual preference. The purpose of a dress code is to promote an orderly learning environment while preparing all students for later success in the world of work. 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 and work.

STHS has three basic rules that we hope will encourage healthy body image as well as promote equitable standards of dress in line with being in public across dimensions of difference.

Faculty and staff will enforce the dress code with empathy and compassion for all students and may ask students to change their clothes in line with the following regulations.

1. **RULE:** All students will dress in a way that covers the chest, buttocks, and genitalia. Student garments should both cover these areas and allow for mobility without exposure.
 - a. **REASON:** Public decency and state law demand that these areas of the body be covered.
2. **RULE:** Clothing shall not convey messages that promote violence, weapons, gang involvement or affiliation, sexual themes, alcohol, drugs, tobacco, or intolerance to race, religion/creed, culture, gender identity, sexual orientation, or other dimensions of difference.
 - a. **REASON:** Such clothing represents a material disruption to the public school environment.
3. **RULE:** Students must wear shoes with a sole that protects the bottom of the foot from injury. Some circumstances, such as participation in physical education or service learning, or participation in specific events, might require students to wear certain types of footwear (e.g. athletic sneakers, close-toed shoes, shoes without heels, shoes without hard soles). Flip-flops or other shoes without a secure point of contact at the heel are strongly discouraged.
 - a. **REASON:** Students should be prepared to stand, walk, or run safely as necessary, including moving in unanticipated ways, such as during an emergency. Faculty and staff may ask for footwear that is safe and/or protects district property.

Note: These guidelines are provided for clarification and to assist in shopping for school clothes. They are not meant to be an exhaustive list. The administration reserves the right to determine whether accessories/clothing are materially disruptive to the school environment and/or unsafe. Parents/guardians may be called to bring in alternative clothing as necessary.

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.

Outdoor Physical Education & Activities/Recess:

Physical education, school activities/recess may be held outdoors, weather permitting. Please make sure your child has appropriate attire for outdoor activities during all seasons and for all types of weather. For students who are unable to go outside due to illness or other medical issues, we ask that you write a note for your child and provide documentation from a physician for a prolonged illness or medical condition.

Electronic Devices

In grades K-8, students are required to keep all cell phones, e-readers, tablets, smart watches, and digital music devices silenced and in the student lockers or cubbies during the school day. At the high school, students are permitted to carry their cell phones on their person, kept out of sight during classes, unless requested by the teacher for a specific academic purpose.

In all grades, it is highly suggested to label equipment with the child's name and enable password protection in the event it is lost. Please refer to the code of conduct in your child's school for consequences assigned for cell phone usage during the school day. Electronic devices may be permitted in certain classes, activities, and at the discretion of the teacher. Students are required to return their equipment to the appropriate location at the close of the activity. When personal devices are used with teacher permission, students are held accountable to the Acceptable Use Policy and related Administrative Regulations. In addition, students are not permitted to take photos or videos during the school day with their personal devices. Students are not permitted to wear earbuds or headphones in class.

The school is not responsible for personal electronic items that are stolen, damaged, or lost.

Contacting your child during the day

Please encourage your child to ask a teacher if they need to use the telephone. Also, if you need to speak with your child, please call the main office; do not call your child during the school day on their cell phone.

In grades K-8, 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 read/respond until after the school day is over. At the high school, students are able to check messages during lunch and between classes.

Emergency Safety Drills

Throughout the school year, emergency drills including building evacuations, lockdowns, run-hide-fight, shelter in place, and bus evacuations 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/guardians are strongly encouraged to keep phone numbers and emails updated in our Home Access Center (HAC) portal.**

Emergency School Closings

In the event of inclement weather or other emergency which requires the closing of school, the school district will use our district global messaging communication system to notify you via automated phone calls, emails, or texts.

- Please be sure to keep your phone and email updated in our Home Access Center (HAC) to receive automated calls, emails, and texts from SDST.
- You can also log onto www.sdst.org or call the school district's informational line @ (215)836-3000 for the latest closing information.
- The school district also communicates with local news agencies in the event that school is closed. Our school radio closing number is 319.

Final Exams

Final exams in English, social studies, math, science and world language occur on scheduled exam days. Students report only to exams for which they are scheduled. When students will miss a final exam due to an excused absence, they must obtain administrative approval to reschedule the exam. If a student is absent for a final exam during the first semester due to illness, they will receive an incomplete. A meeting with the counselor and the teacher will determine how many days they have to make up the missed exam when they come back. If a student is absent during a final exam for the second semester due to illness, they will receive an incomplete and will have to come in to school over the summer and take the exam (administered by a member of the administrative team). For extensive absences, those that might prevent a student from performing well on the final exam, a meeting with the counselor and administrative team will determine if the student will be exempt from the final exam.

Senior Final Exams 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.” Final exam exemption does not apply to final projects in courses.

Field Trips

Field trips are an instructional extension of the classroom; therefore, students are expected to follow all school rules and regulations while in attendance during any field trip. Parent permission and subject teacher signatures are required prior to going on a student field trip. At times, a fee may be required of students, which may potentially be non-refundable in the case of a student being unable to attend.

Students are responsible for making up missed work/assignments in all cases. The privilege of an extracurricular activity/trip may be denied because the student is not in good academic standing, has excessive absences/tardiness, or has had relevant discipline referrals.

Field Trip Chaperone Guidelines

We appreciate the time and effort that you offer to chaperone our students on their field trips, which are important educational, social, and cultural experiences. To ensure that you and the children enjoy a safe and successful field trip experience the following guidelines are to be followed. Thank you!

Chaperones' Responsibilities:

- Inform the nurse if you have a chronic medical condition or if you take medications in case of emergency.
- Follow all procedures of the trip as outlined by the teacher(s).
- Know the itinerary and follow it closely. No detours or side trips.
- Clarify your expectations to all students about their compliance with all rules of behavior. Report mishaps or misbehavior to the teacher
- Follow role-model behavior (i.e. refrain from smoking, using profanity, dress appropriately)
- Refer to the list of your students and know their medical needs. Report to the nurse any medical questions or problems, as soon as possible, and make sure children go to the nurse to receive medications on time.
- Make sure you take a roll call of the children before you leave any place and before the bus leaves.
- Do not use cell phones, except for an emergency as this distracts you from the supervision of the children in your care.
- Please note - refunds cannot be made for any chaperone or student who does not go on a field trip. Field trips are pre-paid.
- For elementary aged students, stay with the students at all times, escort them to the bathrooms and wait for them either outside or inside the washroom. If you do not enter the washroom, have a planned secret code to use. For example, if the child seems to be taking too long, open the door of the washroom and say in a loud voice "Happy" and instruct the child to say, "Birthday", or some other code. If the child does not respond, go into the washroom after the child, or call for help.

Food Services & Cafeteria

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 may be found at our district website, www.sdast.org on our food services page.

The cafeteria is for the convenience of all students, whether they purchase food or bring lunch from home. In order for all students to have ample time to enjoy their food, the following rules govern cafeteria conduct:

1. Lunch should be an enjoyable experience for all. Students are expected to practice table manners (sitting at their places, using utensils properly, talking with quiet voices). Running, throwing, shouting, and disturbing others will not be permitted.
2. All students must eat lunch in the cafeteria area unless excused by a teacher or administrator.
3. As a courtesy to the other students who use the cafeteria, students should keep the tables clean.
4. The throwing of food or other articles in the cafeteria will not be tolerated. Regardless of whether a student initiates such an incident or retaliates by throwing an item, they are considered to be a participant and will be subject to disciplinary action.
5. Students are not permitted to order food from an outside source to be delivered to school during school hours.

Free/Reduced Lunch:

Families may apply at any time during the school year for Free or Reduced priced meals. If you have questions about this process, please contact the social worker in your child's school.

All students currently approved for Free or Reduced priced meals for the 2022-2023 school year will continue to receive Free or Reduced priced meals for the first 30 operating days of the 2023-2024 SY.

- To renew your application for the 2023-2024 school year, new applications must be received by October 17, 2023.
- All currently approved applications will expire and be set to "Paid" status on October 17, 2023, if no new application is received and approved.
- If you received a Notice of Direct Certification for the 2022-2023 SY, there is no need to re-apply, this Free meal status will be for the entire 2023-2024 SY.

Forgotten Items

Forgotten Homework, Assignments, and Equipment:

All forgotten homework, lunches, supplies, instruments, athletic gear, etc. are to be dropped off in the main office who will notify your child. Please remember that each forgotten item involves interruption of teaching time. Please also be aware that bringing in forgotten homework to school will not necessarily impact guidelines established and put into effect by the teachers. Help your child to be responsible for the items they will need on any given day. Parents may not deliver forgotten items to classrooms, athletic areas, or side doors.

Responsibility:

Being prepared for school each day by focusing on doing their best as students is a goal for all children. This responsibility includes getting classwork and homework completed, bringing assignments to school on time, remembering extra items like library books, musical instruments, and athletic equipment. With this in mind, students will not be permitted to use the telephone on a regular basis to call home to bring a forgotten assignment, library books, musical instruments, athletic equipment, etc. to school. Students can bring forgotten items to school on the next school day. Please note that with the assistance of our school secretaries, classroom teacher and/or school nurse, students are permitted to call home in the case of an emergency.

Health Services

The health office is staffed by nurses on all student days during school hours. Nurses contact parents of sick or injured children, administer prescribed medications, provide first aid in emergencies and perform health screenings. In addition, nurses provides health assessments, consultation and referral, health counseling and health education, prepare individual health plans, monitor student health status, and assist with health prevention and health promotion activities.

At the beginning of every school year you will receive an Emergency Information Sheet and Health History Update Form. These forms are for the parent/guardian to complete. It is important that the information be current, be filled out completely and returned immediately.

All medications must be sent to the School Nurse in the original container from the pharmacy, marked with the student's name, name of medication, time and dose. Medications will not be given to the student without the written permission of the parent and doctor. This policy applies to both prescription and non-prescription medications. Unless prearranged with the school nurse, all medication will be kept in a locked cabinet in the Nurse's Office.

Please see the [Health Services webpage](#) for other important topics such as food allergies, health screenings, immunization requirements, mandated health examinations, and other timely health information.

Homework

The purpose of homework is to provide opportunities for students to practice skills, gain exposure to material, preview content, and engage in individual and collaborative project work. High school students can expect to have homework assigned regularly.

Students are also encouraged to do the following:

1. Keep a written record of assignments for reference, especially if multiple assignments are given.
2. 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. Inform the teacher if an assignment cannot be completed because of a family or personal emergency. The student is expected to complete the assignment at the earliest possible time. Waiver of this requirement is at the teacher's discretion.

HOMEWORK REQUESTS DURING ABSENCES

1. When a student has been absent for a short time, they should review the teacher's webpage for assignments or contact the teacher directly.
2. Students are encouraged to connect with a peer in the class for missed content and assignments.
3. Students are granted two (2) days for every day of excused absence to make up the work missed with no penalty.
4. Families are encouraged to contact the school counselor for long-term illnesses of a week or more.

Students Experiencing Homelessness

Children and youth who meet the criteria of being homeless, even if unaccompanied by a guardian, must be given full and equal access to an appropriate public education and success in the educational program. The permanency and adequacy of the housing conditions will be considered when determining if a student qualifies.

The School District of Springfield Township considers students who lack a fixed, regular, and adequate nighttime residence, as experiencing homelessness. This includes children and youth who are: sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; living in motels, hotels, trailer parks or campgrounds due to lack of alternative adequate accommodations; living in a public or private place not designed for or ordinarily used as a sleeping accommodation by human beings; living in cars, abandoned buildings, substandard housing or similar situations; living as refugee or migratory children due to circumstances like those described above; or abandoned or forced out of homes by parents, guardians or caretakers

Unaccompanied youth also fall under this category and can be described as a youth not in the physical custody of a legal parent or guardian and youth living on their own in any of the homeless situations described above.

These children and youth may enroll in:

- Their school of origin, defined as the school where the student attended when permanently housed or in which the student was last enrolled.
- Any school that non-homeless students who live in the attendance area in which the child or youth experiencing homelessness is actually living are eligible to attend (new neighborhood school).

An unaccompanied homeless youth with a disability may also need to have a surrogate parent appointed by the District if the youth has no one to serve in this role.

For additional information regarding McKinney-Vento, please contact your child's school counselor or social worker.

Students in Foster Care

A child in foster care will remain in their school of origin (the school where the child was enrolled at the time of placement), unless a determination is made that it is not in their best interest to attend that school. If a student in foster care has experienced a change in placement, a Best Interest Determination meeting will be held to determine if the student should remain in the school of origin or if they should transition to a new school. Foster parents and/or foster care workers should not make any changes to enrollment for students who are in foster care without a Best Interest Determination meeting being held first.

Please contact our school social workers for more information on available resources for families.

Insurance for Students

Early each fall parents are given the opportunity to enroll their children in a group insurance plan as approved by the Board of School Directors. Participation is voluntary. Student Insurance forms are available on our district website.

School insurance is available each September to students for purchase. 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. Students entering the district after September will be offered insurance when they enroll.

Athletes in grades 7-12:

Student athletes are encouraged to purchase supplemental injury and accident insurance. The regular school accident insurance policy available to all students is sufficient coverage for all sports.

Library & MakerStudio

The mission of the Springfield Township High School Library is to ensure that learners become effective and ethical users and producers of ideas and information. The student-centered library program supports student learning, inquiry and creativity across the disciplines. The library also features a MakerStudio space where students can gather to design, create and build projects. In the MakerStudio, students can collaborate and share knowledge and resources with one another and tinker and experiment with provided the materials. Students are encouraged to use the Library and MakerStudio from 7:30am until 3:30pm Monday through Thursday and until 3:00pm on Friday. The library also offers online resources and support via our [website](#); a link is available on the high school homepage under 'Our School.' All library spaces offer a wide variety of materials in all media formats. Most physical materials may be borrowed for three weeks. Fines are charged for overdue items. Students are encouraged to renew materials they need for longer periods unless other students request them.

Lockers and Searches

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. Board policy states that all lockers are the property of the District. Students shall be made aware that administrators are authorized to conduct searches of students' lockers any time there is reasonable suspicion that lockers may contain any item or items, the possession of which constitutes violation of policies or laws or if there is a reasonable suspicion that its contents may be a threat to the health and wellbeing of the students, faculty, and staff. Under these circumstances, the principal will contact the parent or guardian and inform him or her of the search.

If a lock is issued to a student, the student must use the district-issued lock. If the lock is lost, the student must pay a replacement fee of \$6.00.

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.

Obligations

Students are responsible for books, materials, athletic uniforms, and chromebooks 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. End of year ceremonies (including promotions, diplomas, and report cards) will be withheld until all obligations are paid.

Passes

All students are expected to have a hall pass when out of the classroom during class time.

Grading Procedures

Report cards are issued to students four times a year, at the end of each marking period as listed on the district calendar.

90-100 = A

87-89 = B+

80-86 = B

77-79 = C+

70-76 = C

65 – 69 = D

Below 65 = F

Paper Interim Progress Reports will be issued one week following the midpoint of each marking period. Parents should check Home Access Center regularly for updated grades. At the end of each semester, the administration will establish a final exam schedule. Students in English, math, social studies, science, and world languages will take exams according to the schedule, and the final exam will constitute 20% of the final grade. The first and second marking periods of a course will each constitute 40% of a student's final grade. Some classes run for the entire year, and students may be required to take mid-term exams. For full year courses, each marking period will constitute 20% of the final grade. The midterm will account for 8% of the first semester grade and the final exam will account for 12% of the second semester 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; F=0

Academic Integrity Policy

Rationale

The Springfield Township High School community values academic integrity. We strive to teach students to complete all academic work honestly and independently, except in those instances in

which an instructor clearly encourages collaboration among students. This will enable students to develop a moral compass in keeping with community standards.

We believe that we should:

- establish academic integrity and ethical behavior as values integral to the STHS culture
- instruct students to respect intellectual property and avoid plagiarism
- teach students that this approach applies to any assignment or assessment, either directly or indirectly
- hold students accountable for violations of the STHS Academic Integrity Policy

Supporting an Academic Culture

The policy will be communicated and distributed with due diligence to the members of the community. Each year, the policy and value on integrity will be discussed and addressed at the beginning of the school year. To foster and supervise an academic culture, the policy will be communicated to students in the following manner:

- A comprehensive orientation regarding academic integrity in 9th Grade
- A strong and consistent reiteration of academic integrity via class meetings in grades 10, 11, and 12

Additional places of distribution and discussion include, but are not limited to:

- Student handbook
- Faculty handbook
- School website
- Back to School Night
- Teacher classrooms
- Classroom posters
- Faculty meetings
- New teacher in-service
- Parent groups
- Digital communications
- Mentor meetings, eg: Honor Society meetings with eighth grade middle school students

Definitions

The following are definitions that will be used throughout the document.

Academic Integrity

Valuing and demonstrating positive regard for academic honesty and respect for the works of others.

Academic Dishonesty

Behavior that includes, but is not limited to, plagiarism, cheating, and fabrication concerning course work at Springfield Township High School.

Cheating (Note: throughout this document, the term “teacher” includes all instructors)

Cheating involves a fraudulent act on the student’s part. It includes, but is not limited to, the following:

- copying or allowing another student to copy answers from another student’s homework, class work, quiz, or test or other assignments and/or assessments
- communicating or receiving answers by any means during an individual assessment
- using unauthorized resources during an individual assessment
- gaining access to test questions or answers before a test without permission of the teacher
- violating test or assignment procedures established by the teacher
- collaborating with others or with written/digital materials at any point in completing an assessment/assignment, unless expressly allowed to do so by the teacher
- obtaining a product from any source (including but not limited to a person, a written source, and/or a digital source) and submitting it to a teacher as one’s own work
- submitting the same product for credit to more than one teacher without approval from all involved teacher(s)
- asking tutors, parents, friends, other students, relatives or other parties to complete portions or all of an assignment and/or assessment, unless expressly authorized by the teacher or sanctioned by the administration
- when completing work for a World Language course, using a digital source to translate individual sentences or passages outside the directions of the assignment. Students who wish to use a digital source to translate a question should consult with their individual instructor.
- fabricating or making up data or sources

Note:

- Conclusive evidence of cheating does not require an admission on the student’s part
- When a student is not sure what would be considered cheating for a particular assignment, he/she is responsible for requesting clarification from the teacher
- Each department will communicate any additional examples of academic integrity that are specific to that department

Plagiarism

Plagiarism is an act by which the student submits work that is not his/her own. It includes, but is not limited to:

- direct copying or using the work of another from any source submitted as the student’s own

- copying or closely paraphrasing sentences, phrases, passages, or original ideas without proper documentation/citation
- copying or closely reproducing copyrighted images, music, video, media, coding, artwork, artistic concept(s) and performance pieces whether in part or as a whole without the creator's permission and/or without referencing the original source
- changing a copyrighted product in a way that does not fall within the fair use doctrine
- incomplete, imprecise, and/or lack of in-text or in-project documentation across all formats unless otherwise specified by the teacher
- documentation that does not correspond with the Works Cited
- using views, opinions, or insights of others without proper acknowledgement/citation
- obtaining and submitting a paper or project from an outside source, such as a commercial website
- failing to submit a sources page (i.e. works cited/works consulted) with a research based assignment unless otherwise explicitly specified by the teacher

Notes and Terms

What is common knowledge?

According to Purdue University:

Generally speaking, you can regard something as common knowledge if you find the same information undocumented in at least five credible sources. Additionally, it might be common knowledge if you think the information you're presenting is something your readers will already know, or something that a person could easily find in general reference sources. But when in doubt, cite; if the citation turns out to be unnecessary, your teacher or editor will tell you.

Do you cite it? Students do not generally have to cite content that is deemed *common knowledge*.

What is copyrighted content?

According to the U.S. Copyright Office:

Copyright, a form of intellectual property law, protects original works of authorship including literary, dramatic, musical, and artistic works, such as poetry, novels, movies, songs, computer software, and architecture. Copyright does not protect facts, ideas, systems, or methods of operation, although it may protect the way these things are expressed. Copyright exists from the moment the work is created. Copyrighted materials with alternate licenses, such a Creative Commons, or materials in the public domain, should be cited as well.

Do you cite it? When students use copyrighted content in their work, they always need to cite it AND they need explicit permission from the person who holds the copyrights (the

original creator), unless the use falls within the fair use exemption. Students who are not sure about whether they may use copyrighted material in their own work should consult their teacher or librarian.

What is fair use?

According to Stanford University Libraries:

Fair use is any copying of copyrighted material done for a limited and “transformative” purpose, such as to comment upon, criticize, or parody a copyrighted work. Such uses can be done without permission from the copyright owner

Do you cite it? Students always need to cite copyrighted material; however, they should consult their teacher to determine if the use falls under the fair use exemption such that they do not also need to get permission from the copyright owner.

When a student is not sure what constitutes common knowledge, copyrighted materials, or the application of fair use, it is the student’s responsibility to ask the teacher. As a rule, when in doubt, cite it!

Responsibilities

Teachers/Instructors (Note: throughout this document, the term “teacher” includes all instructors)

It is the teacher’s responsibility to explain and provide:

- explicit directions and requirements that communicate clear expectations for student work in each class
- clear communication of consequences for academic dishonesty
- a rubric or assessment tool for the process and/or product
- checkpoints to facilitate student progress and to assist students with time management
- strategies and resources to support student learning
- clear guidelines for the use of permissible aids at the teacher’s discretion (including but not limited to calculators, digital devices, study aids, peers, tutors, and adults) in coursework and assessments
- clear parameters for collaboration at the teacher’s discretion
- instruction and scaffolding necessary for students to complete assessments
- a report of policy violation in the system used for maintaining student records
- a clear and specific repository and protocol for the collection of and accounting for student work

Students

It is the student’s responsibility to:

- ask for clarification concerning instructions and/or rubrics in a timely manner

- read and understand how the rubric or assessment tool will be used
- meet deadlines including checkpoints and manage time wisely
- seek appropriate support and use educator-recommended resources
- produce an independent product if collaboration has not been specified as permissible
- complete the student's fair share of a collaborative assignment
- follow the STHS research guidelines using the documentation format specified by his/her teacher (guidelines are available at STHS Virtual Library)
- credit help given by others (help that has been approved by teacher) when appropriate, in the format of an Acknowledgments page
- submit only work authored/created by the student
- maintain a portfolio that reflects the development of the student's product when directed by the teacher
- maintain the integrity of the academic environment

Administrators

Administrators will support all involved parties to ensure fairness, maintain the transparency of the process, and promote the value of academic integrity. It is the administrator's responsibility to:

- participate in the investigative protocol in a timely manner
- investigate any incident of academic dishonesty to determine if a pattern exists beyond the classroom
- determine whether or not further intervention is warranted
- communicate the decided outcomes to parties involved
- facilitate instruction on the topic of academic integrity through methods including but not limited to overseeing course syllabi, student orientation, and verbal communication

Protocols for suspected incidents of academic dishonesty

(Note: throughout this document, the term "teacher" includes all instructors)

The STHS community is committed to teaching and affirming the principles of academic integrity. It is the responsibility of the individual teacher to monitor students and to record any incident of academic dishonesty in the system used for maintaining student records. If the incident is a serious violation (resulting in a significant grade reduction for the marking period, or if it is a repeated occurrence of dishonesty), the teacher will also discuss the situation with a department coordinator and/or a guidance counselor and/or an administrator (referred to as the "team" throughout the remainder of the document). Note: Additionally, the team may include, but is not limited to, support teachers, the librarian, or, in the case of a student with an individualized education program (IEP), additional special education staff as required by law.

Prior to bringing the issue before a department coordinator/guidance counselor/administrator, the following protocols should be followed:

Teacher:

- describes the incident to an administrator via the school's online recording system (Note: the disciplinary record is an internal school accounting of a student's misconduct and the consequences for the same. It is available to administrators and a student may review it upon request)
- contacts the parent(s)/guardian(s) of the student and communicates information about the alleged offense. The teacher may communicate verbally or in writing. The teacher may choose one of the below options for contact:
 - make the contact on his or her own
 - request that an administrator be present in the room when the teacher makes that contact

Administrator:

- investigates the record to determine if the incident is part of a pattern of behavior
- discusses the situation with the teacher, the department coordinator, and/or the guidance counselor
- determine if a full team meeting is required. The purpose of this meeting is to review the situation and to determine what next steps, if any, need to be taken (i.e. look at patterns, special circumstances, etc.).
- write/contact the student and parents/guardians explaining the ramifications of the decision and outlining opportunities for the student to learn from this experience (see Restorative Practice section)
- provide the student's perspective on the incident and its consequences
- make a plan to address how the student will make better choices in future situations and/or learning challenges

Recommended Consequences

STHS has designed the consequences below to create student accountability and to allow for professional judgment. The faculty and administration will use the guidelines below to assess the situation holistically. Offenses are cumulative course to course and year to year. All consequences are aligned with school board policies and the policies contained within Springfield Township High School's handbook.

Level One	1st Offense	2nd Offense
<ul style="list-style-type: none"> ● Daily/routine homework ● Quizzes ● Short responses/ essays 	<ul style="list-style-type: none"> ● Entered on disciplinary record by teacher ● Daily/routine homework: automatic zero ● Quizzes and short responses/essays: zero until student does an 	<ul style="list-style-type: none"> ● Entered on disciplinary record by teacher ● Zero for assignment ● Additional disciplinary consequences at the administrator's discretion

	alternative assignment, then average the two grades	
Level Two <ul style="list-style-type: none"> ● Tests (includes midterm and final exams) ● Plagiarizing major papers and products (regardless of the media format) ● Plagiarizing research based projects or major essays ● Repeated pattern of Level One offenses 	1st Offense <ul style="list-style-type: none"> ● Entered on disciplinary record by teacher ● Zero until student does an alternative assignment, then average the two ● Additional consequences at the administrator's discretion 	2nd Offense <ul style="list-style-type: none"> ● Entered on disciplinary record by teacher ● Zero for the assignment ● Additional consequences at the administrator's discretion ● Student may be ineligible for any and all awards at the end of senior year
Level Three <ul style="list-style-type: none"> ● Theft, sales, and distribution of materials including tests ● Changing/falsifying a teacher's grade ● Repeated pattern of Level Two offenses 	1st Offense <ul style="list-style-type: none"> ● Entered on disciplinary record by teacher ● Consequences will be determined by the school administrator ● Students will be ineligible for any and all awards at the end of senior year 	2nd Offense <ul style="list-style-type: none"> ● Entered on disciplinary record by teacher ● Consequences will be determined by the school administrator ● Students will be ineligible for any and all awards at the end of Senior year ● Other consequences may apply, such as suspension, expulsion, not walking at graduation

Restorative Opportunities

The purpose of restorative practices is to build healthy communities, increase social capital, repair harm and restore relationships. In addition to the above consequences, in order for the student to learn from the experience and restore any damaged relationships, the student may choose one of the options below. If the student makes such a choice, documentation of that choice will be entered in the student's disciplinary record. These options include, but are not limited to:

Restoring the student-teacher relationship

- Discussion with instructor to repair the relationship
- Verbal and/or written apologies to allow the student to repair the relationship
- Remedial instruction for related skills and processes, including issues relating to time management

Restoring the student-community relationship

- Discussion with members of the Team to repair the relationship
- Writing a reflective essay on the incident, and submit it to the teacher, counselor, and appropriate administrator
- Providing opportunities for community service to integrate the student into the larger school district and culture

Policy Review Process

In order to ensure that this academic integrity policy continues to meet the needs of the community of Springfield Township High School, there will be regular reviews of the policy by qualified professional employees. The protocol for such reviews is as follows:

- A spring meeting of the principal and the department coordinators will seek volunteers to organize the review and serve on the group
- Members of the revision group might include department coordinators, the librarian, guidance counselors, an administrative liaison, and teachers at large.
- The revision group will review incidents relating to shifting culture, changes in the number of incidents, and emerging technologies. If any concerns from the annual review are significant, they can spur a policy review

Safe to Say

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of the Attorney General. The program teaches youth and adults how to recognize the warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something.” With Safe2Say Something, it’s easy and confidential to report safety concerns to help prevent violence and tragedies.

- Submit an anonymous tip report through the [Safe2SaySomething](#) system
- Crisis center reviews, assesses and processes all submissions
- Crisis center sends all submissions to school administration and/or law enforcement for intervention
- If needed, crisis center may contact tipster anonymously through the app

Crisis Support:

[Montgomery County Mobile Crisis Support \(ACCESS Services\)](#) - Crisis support is available 24 hours a day, 7 days a week to support individuals, children, and families experiencing a crisis situation. If you or someone you know needs immediate support or is experiencing a crisis, call this hotline. 1-855-634-HOPE (4673)

Student Services including Multi-tiered Systems of Support (MTSS/RtII) and Student Assistance Programs (SAP):

In each building, students who demonstrate a need for additional support in academics, social skills, behavior, mental health, or other areas of concern are provided with access to a variety of resources and services in each school throughout the district. Through our MTSS (multi-tiered system of support) model, students are offered tiered support in a variety of areas based on need.

Each week, teams assemble at each school to review and discuss our student needs and works to identify ways to meet the needs of our students and monitor their success. The team consists of administrators, school counselors, social workers, school psychologists, and additional faculty members. When concerns are raised, parents/guardians are contacted to join the team to discuss strategies and interventions for their child. If concerns continue,

Academic Needs

At each school, student progress is monitored closely through academic records including classroom based assignments and assessments as well as benchmark assessments. MTSS (which includes RtII) integrates assessment and intervention within a multi-level prevention system to maximize student achievement and minimize negative behaviors. Using this process, we are able to identify those students requiring remediation of skills and provide evidence-based interventions to address their specific needs. Also, MTSS serves those students needing stretching by providing differentiated instruction enhancements based on their areas of strength. In all schools, there is a dedicated time during the day for students to receive interventions and supports.

Social and Emotional Needs

At the elementary level, our program includes curricular programming in social and emotional learning skills including the use of the Second Step curriculum.

At the secondary level, our program includes a variety of programs including, but not limited to individual, group, and classroom lessons which address high-risk concerns or behaviors including mental health needs, alcohol and/or drug use, truancy, trauma, or any other personal issue.

In addition, through our community partnerships, we provide access to county-wide SAP counselors and school based outpatient therapy in school. We also maintain community resources on our [social services website](#). If you have any concerns about your child, please contact the school counselors or social workers.

Parents, staff, students and concerned community members can refer students about whom they have concerns to the school counselor or social worker. All referrals are strictly confidential.

Special Education

In compliance with state and federal law, notice is hereby given by the School District of Springfield Township that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and

related services. If your child is identified by the District as in need of such services, you will be notified of applicable procedures. These services and the transportation to them are paid for by the school district. Services and programs are available for children who are determined to need specially designed instruction due to the following conditions: Autism / Pervasive Developmental Disorder, Blindness / Visual, Impairment, Deafness / Hearing Impairment, Deafness / Blindness, Developmental Delay, Emotional Disturbance, Intellectual Delay, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech and Language Impairment, and Traumatic Brain Injury.

If you believe that your school-age child may be in need of special education services and related programs, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. This process may include a review of functional vision, hearing and a review of speech and language. You may request screening and evaluation at any time. Families can find the [Annual Public Notice](#) on our district website under Special Education & Student Services.

Requests for Multidisciplinary Evaluation and screening are to be made in writing to the Director of Special Education and Student Support Services, 1901 East Paper Mill Road, Oreland, PA 19075. Communication with parents or guardians is in English and, if necessary, in the native language or other mode of communication used by the parents or student.

Students who are not determined to be eligible for special education, but who are in need of modifications due to a disability, which substantially limits life activities and adversely affects educational performance, may be entitled to protection under a 504 Service Agreement. Families can review this process with their child's school counselor.

Gifted Education

Students who demonstrate strong performance in the district criteria may be evaluated to determine if they are eligible for and in need of gifted support services. More information regarding the criteria for [gifted education](#) screening and evaluation can be found on our district website under Special Education & Student Services.

Students in need of Gifted Support Services are provided with enriched and/or accelerated curricula. Instruction in the core content areas is differentiated by pace, level of instruction, and depth of content. The curriculum is aligned with state and Common Core standards and designed to challenge high ability students to reach their full academic potential. In each of our schools, our Gifted Support Services model adjusts with the developmental level of the student and individual student strength-based opportunities are developed through the GIEP team meeting.

Social Work

School Social Workers are trained mental health professionals. They are the link between home, school and community. Social Workers strive to identify and remove barriers to students' academic achievement, social and emotional development and overall well-being. Some supports include:

- Resources for mental health services
- Assist families in understanding and responding to life events including, but not limited to, grief and loss, job instability, housing needs, divorce, health needs, etc)
- Connect and referral to community programs
- Referral to substance abuse resources/programs
- Information on housing, clothing, food resources and utility assistance
- Information on medical insurance and healthcare including Medical Assistance
- Free & Reduced Lunch Program
- Assist parents in accessing supports and programs for students with special needs

For more detailed information please see the [district website](#) under Departments -> Social Services

Student Data

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. In order to maintain accurate and effective records, provide access to current curricular tools, utilize online assessments for monitoring student progress, and encourage student access to college and career opportunities, the school district utilizes a variety of third party vendors.

This data is regulated by federal and state laws under FERPA (Family Educational Rights and Privacy Act of 1974) which grants students and parents access to their educational records and provide safeguards to the privacy of such records; the COPPA (Children's Online Privacy Protection Act of 1998) is a federal law which applies to the online collection of personal information by children under 13 years of age. As such, families can access a list of third party vendors utilized by the school district including links to their privacy statements on our website.

Parents who do not want to have the school district provide their information to approved third party vendors or outside agencies, such as military recruiters, should contact the principal in writing.

Confidential Communications

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 determined to be in jeopardy. This provision shall not be construed to limit or restrict the ability of administrators, 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.

Pedestrians, Bicycles, Skateboards, Scooters, etc.

Pedestrians

- Students who walk to school should utilize sidewalks and other designated pedestrian areas avoiding walking through backyards and private property.
- Students should follow the instructions of the crossing guards.
- It is recommended that families encourage students to walk with others and avoid distracted walking (i.e. cell phone use) due to safety concerns.

Bicycles

- In grades K-3, students are NOT permitted to ride their bikes to school.
- Starting in the spring of 4th grade and throughout 5th grade, students may ride their bikes to and from school provided they have written parental permission on file in the school office.
- In grades 6-12, students may ride bikes to and from school.
- All students riding bikes must lock their bikes on the bicycle racks. The school does not assume responsibility for damage, tampering, or theft of bicycles. Students use bike racks at their own risk.

Safety

- Pennsylvania law requires all children under the age of 12 to wear a helmet while riding a bicycle, though the school district strongly encourages families to require their children to wear helmets if they allow them to use rollerblades, skateboards, or scooters.

- Students may not ride bikes over athletic fields, tracks, or playground areas due to risk of damage to these surfaces.
- For safety reasons, skateboards may not be used on school grounds.

Traffic Procedures

Traffic / Car Line

Parents may drop off students beginning at 7:15am at the main entrance of the high school by the flagpole. Parents should be mindful that traffic on Paper Mill Road and in the high school parking lot is heavy during pick up and drop off times and should observe all traffic signals and instructions of the staff.

Student safety is our primary concern. Encouraging children to cross lines of traffic during arrival and dismissal is dangerous. Families are strongly advised to follow the traffic pattern and guidelines set forth here.

Regular dismissal is at 2:41pm. After school buses are available at 3:45pm or 4:45pm from the cafeteria bus circle. All students being picked up after school or athletic practices should be picked up near the back bus circle by way of the parking lot.

Parking

Families and guests must park in designated spaces during school and athletic events unless directed otherwise by district staff.

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 faculty lots is not permitted. Students should lock their automobiles to prevent theft. All Pennsylvania Motor Vehicle Code regulations apply to the operation of automobiles on school grounds. The following rules are also to be observed:

1. Speed Limit – 10 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: 7:15 to 7:45am, 10:43 to 11:57am, and 2:30 to 3:00pm.

7. Students must register their vehicles by filling out a form available in the main office. Students will need to bring a copy of their driver's license, car registration, and proof of insurance in order to obtain a parking permit. Permits must be displayed on the rearview mirror at all times. Replacement permits can be purchased through the office at a cost of \$5.

Students must request permission from the principal or designee to go to their cars for school-related needs.

Transportation

District transportation is provided to students according to the current school board policy. So that we may ensure the safest environment for all, students may only ride the bus to which they are assigned, and to and from their assigned bus stop. Families requiring alternate arrangements should contact the Transportation Office directly.

Transportation arrangements will be distributed in the weeks prior to each school year.

The expected code of conduct for Springfield Township students applies from door to door. Students who make unwise behavioral choices on a school bus, school vehicle, or at the bus stop may have their transportation privileges suspended.

Activity/late buses will be provided at 3:45 pm & 4:45 pm for those students who have remained on campus for detention, school sponsored activities, and athletics. Students will be required to sign in with the driver, and may ride only to their regularly assigned bus stop.

Students, parents, and guardians should be aware that in order to maintain a safe and disciplined transportation environment, the school buses and school vehicles used to transport our students may be equipped with video and audio recording equipment. Recorded media may be reviewed by school officials for disciplinary and security-related purposes. This media may be provided to law enforcement or a court of law, or may be used in school disciplinary proceedings. Students, staff, and chaperones/volunteers should understand that their actions and words may be recorded while they are on school buses or school vehicles and that they should have no expectation of privacy during that time.

For more information, see the Transportation Department section of the [website](#).

Working Papers

Students ages 14-18 may obtain working papers at the Guidance office. A parent or guardian must bring in the student's birth certificate, passport, or driver's license to obtain working papers.

Visitors

- All parents and visitors must enter/exit through the Main Office at the front of the building.
- Please be prepared to show photo identification upon signing in to our school.
- All visitors with their photo ID must sign in at the office and obtain a visitor's badge. These badges must be worn during your entire stay at our school.
- Before leaving, return to the main office and place your badge in the visitor's badge binder.
- If parents wish to confer with a teacher or volunteer in their child's classroom, an appointment must be scheduled with the teacher in advance.
- In order to maintain the safety of all students, parents are not permitted to walk their child to class.
- Regular volunteers are required to have appropriate clearances. Please see the volunteer section for additional information in this process.

Prospective students and their parents are welcome to visit our schools. Appointments may be made through the main office.

Volunteers

Holding the position of a volunteer is not a right, but a privilege conferred upon the volunteer by the Board, acting through the principal of each school within the school district. All volunteers have specific requirements that need to be completed PRIOR to participating in any volunteer experience. Forms are located on our [website](#).

Curriculum Guide

The STHS Curriculum Guide contains details on curriculum requirements and course descriptions. The curriculum guide can be found on the documents section of the high school website. Please reference the Curriculum Guide for the following information:

- Eastern Center for Arts and Technology
- Additional educational Opportunities for High School Credit
- Graduation Requirements
- College Information
- PSAT / SAT / ACT

Alternative Readings and Assignments

As part of a diverse community, STHS recognizes that it is impossible to offer academic tasks which reflect the values of every segment of our community. All materials that are part of the high school program are offered for their educational value. On those rare occasions when readings and/or assignments conflict with the religious or other beliefs of individual students, parents/guardians may request an alternate reading or assignment. Parents should submit their specific concerns to the principal in writing.

Graduation Requirements

Seniors are required to have a total of 28.00 credits in order to graduate. A credit is earned by the successful completion of a course meeting every school day for one semester.

English: 5.0 credits

Mathematics: 3.0/4.0 credits

Science: 3.0 credits

Social Studies: 4.0 credits

Arts and/or Humanities: 2.0 credits

Physical Education: 1.5 credits

Health: 0.5 credits

Senior Experience: 0.5 credits

Electives: 7.0/8.0 credits

Computer Science: 0.5 credits

TOTAL CREDITS: 28.00

Schedule Change Procedure

Students must make firm choices in requesting courses during program planning. Due to class size, the complexity of the 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. Requests for schedule changes during the first three days should be made through the student's counselor, who will notify the student of the decision. Withdraw Passing (WP) or Withdraw Failing (WF) designations will appear on the student's transcript for any changes which have administrative, teacher, counselor and parent/guardian approval after the Drop/Add deadline has passed.

Weighted Grades

Honors and AP courses are weighted 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

Class Rank

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 (5) 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.

Remediation

Students in grades 9-12 who have failed a class with a final percentage between 51% and 65% are eligible to recover course credit in summer school. Students may not recover credit 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. To remediate a failed one credit course, a student must complete a pre-approved online program or tutoring program. School Counselors will communicate registration procedures to eligible students for summer school.

Pass/Fail

Springfield Township High School has limited pass/fail offerings. Under very rare and specific circumstances, it may be necessary to grade a student according to a pass/fail scheme. Counselors will inform students in these circumstances of their options. Under the pass/fail system, students who pass receive credit for a course, but they gain no quality points toward their cumulative GPAs or class rankings.

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 (SDST Policy 204AR).

College Information

It is recommended that students follow the College Board testing timetable below. Each student should meet with his/her counselor and plan to take these tests in time to meet any deadlines set by the institutions to which he/she expects to apply.

PSAT

All sophomores and juniors will take the PSAT during the school day. No parent registration is required, and there is no registration fee. Students who score highly on the PSAT can qualify for National Merit Scholarships.

SAT/ACT

Whether they plan to attend college or not, students should plan to take the SAT/ACT in the second semester of their junior years. It is advisable for students to repeat the SAT/ACT in their senior years so that they have multiple opportunities to achieve the highest score possible.

Several selective colleges require the SAT subject tests. If students plan to apply to such schools, they should register to take them no later than December of senior year.

Students contemplating early decision applications may need to complete their subject tests by June following their junior year.

The STHS school code for all college testing (SAT and ACT) is 393515.

In order to process college applications in a timely manner, the student must provide the following at least three (3) weeks prior to the application deadline:

1. Complete activity sheet and signed release of records form.
2. Complete application, signed with the appropriate fee attached, or, if the application was made on-line, an on-line application form and an envelope addressed to the college must be provided to the Guidance Office.
3. Students are responsible for requesting teacher/counselor recommendations and providing appropriate forms.

Junior/Senior Late Arrival/Early Dismissal Privileges

Juniors and Seniors with A Block or D Block study hall may, with consent of a parent/guardian, request administrative approval to arrive late to school or leave early for school. Students must be able to provide their own transportation to and from school. Privileges may be revoked, at any time, at the discretion of the administration.

Late Arrival Procedure

Juniors and Seniors who have A block study hall may arrive late to school.

Students must arrive by 9:29am and check in at the Attendance Office prior to reporting to class. When the school has a delayed opening, students must arrive by 10:59am. On early dismissal days, students must arrive by 8:40am.

On assembly days, students must report by 9:15am. Students should not loiter in the parking lot prior to check-in.

Early Dismissal Procedure

Juniors and Seniors who have D block study hall may leave school at the start of that period. Students must meet the same requirements for late arrival privilege. All students must sign out at the Attendance Office immediately prior to D Block.

<h3>Springfield Township High School Student Code of Conduct</h3> <p><i>Our discipline code is not an all-inclusive list, and it is meant to serve as a guideline for administrators making decisions about student discipline.</i></p>				
Infraction	Occurrence			
	1 st	2 nd	3 rd	4 th +
I. Attendance				
A. Lateness to class	Teacher Warning or Teacher Detention after 3 Latenesses	Teacher Parent Contact; Incident Referral; Administrative Warning and/or Detention after 6th Lateness	Administrative Parent Contact after 9th Lateness; Mandatory Meeting with Administration Team and School Counselor	Any Latenesses after the Administrative Team Meeting will result in a Detention for each Lateness

B. Unexcused Lateness to School	Administrative Warning after 3rd Lateness; 1 Detention	Administrative Parent Contact 6th Lateness; 1 Detention	Administrative Parent Contact 9th Lateness; 1 Detention	Administrative Parent Contact; If total time missed due to unexcused latenesses adds up to 3 days (see Unexcused Absence/Truant below)
C. Unexcused Absence/Truant	After 3 Unexcused Absences letter sent home	4-6 days letter Note: a SAIP may be developed; second letter sent home	7 or more days Referral Note: a SAIP may be developed If warranted, referral to District Court or Children and Youth	
D. Cutting class (more than 10 minutes late) or leaving class without permission	Teacher Parent Contact; Administrative Referral	Administrative Parent Contact; 1 Detention	Administrative Parent Contact; 2 Detentions	Administrative Parent Contact; 1 Day ISS

II. General Student Behavior

A. Inappropriate physical displays of affection on school property.	<ul style="list-style-type: none"> ● Administrative Parent Contact (<i>Dependent upon the level of infraction</i>) ● Detentions/ISS/OSS (<i>Dependent upon the level of infraction</i>) 			
B. Dress Code violation <i>Parents may be called to bring in replacement 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 Detentions
C. Eating and drinking outside assigned areas.	Teacher Warning	Teacher Parent Contact	Administrative Parent Contact	Administrative Parent Contact 1 Detention
D. Cell phone or electronic device use during class.	Teacher Warning	Teacher Warning Teacher Parent Contact	Administrative Parent Contact Loss of Electronic use privileges for the day.	Administrative Parent Contact Loss of Electronic use privileges for the day 1 Detention
E. Inappropriate Behavior	Depending upon severity including, but not limited to, disruption of school activities, gambling, excessive noise, sexual references, inappropriate or inflammatory language, open lewdness, distracting actions or comments, presence in an unsupervised area, and/or inappropriate language. 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 a teacher or administrative detention <i>(in addition to the original detention)</i>	Administrative Parent Contact 1 Detention	Administrative Parent Contact 2 Detentions	Administrative Parent Contact 3 Detentions	Administrative Parent Contact

				1 Day ISS
G. Plagiarism/ Cheating / Forgery	See Academic Integrity Policy			
H. Destruction of property including defacing self, others, or school.	<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 			
I. Theft (Taking the property of the school or an individual without permission of owner or applying threats or pressure to do so)	<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"> ● See District Acceptable Use Policy ● 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 and/or materials (<i>including damage</i>)	Library Notice	2 nd Library Notice	Parent contact and Referral to Administration Restitution or Replacement	
III. Infractions against the person				
A. Fighting or assault	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.			
B. Physical Contact (e.g. hitting, pushing, slapping, grabbing, spitting, shoving, kicking, tripping, 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.	Administrative Parent Contact	Administrative Parent Contact	Administrative Parent Contact	Administrative Parent Contact
	1 Detention	3 Detentions	1 Day ISS	2 Day ISS
D. Insubordination or defiance of authority	Administrative Parent Contact	Administrative Parent Contact	Administrative Parent Contact	Administrative Parent Contact
	2 Detentions	1 Day ISS	2 Days ISS	Suspension
E. Bullying (includes a pattern of behavior over time and an imbalance of power) such as 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 			

- Consequences are dependent on the severity, length of time, and number of offenses.
- (Refer to the School District Policies regarding major offenses and expulsion.)*

IV. Other Major Infractions

A. Physical, verbal or sexual harassment; threatening and/or intimidating behavior including racial or other inflammatory terms related to a person's identity

- Immediate referral to the Principal or Assistant Principal's office
- Administrative Parent notification
- Disciplinary action may include one or more of the following:
 - Detention(s)
 - Suspension(s)
 - Expulsion
 - Referral to outside law enforcement agencies and filing of charges

(Refer to the School District Policies regarding major offenses and expulsion.)

B. Cyber-bullying

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 substantial disruption to the school environment.

Participating in such activities using school network or devices is a violation of the Acceptable Use Policy.

- Administrative Parent Contact
- Detentions/ISS/OSS
- Loss/limitation of access to computer use
- Dependent on the level of offense, consequences may include a referral to outside law enforcement agencies and filing of charges

(Refer to the School District Policies regarding major offenses and expulsion.)

C. Smoking/Vaping (including but not limited to cigarettes, cigars, pipes, e-cigarettes, chewing tobacco, lighters, matches, etc.)

- First Offense - 1 day out-of-school suspension and SAP counseling OR a 3 day out-of-school suspension
- Second Offense - 5 day out-of-school suspension
- Third Offense - 10 day out-of-school suspension

(Referral to outside law enforcement agencies and filing of charges.)

D. Drug and Alcohol Violations (including but not limited to 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 and/or drug paraphernalia, without proper medical prescription)

- Student will be evaluated by the school nurse
- Immediate referral to the Principal or Assistant Principal's office
- Administrative Parent notification
- Disciplinary action may include one or more of the following:
 - SAP Referral
 - Suspension(s)
 - Expulsion

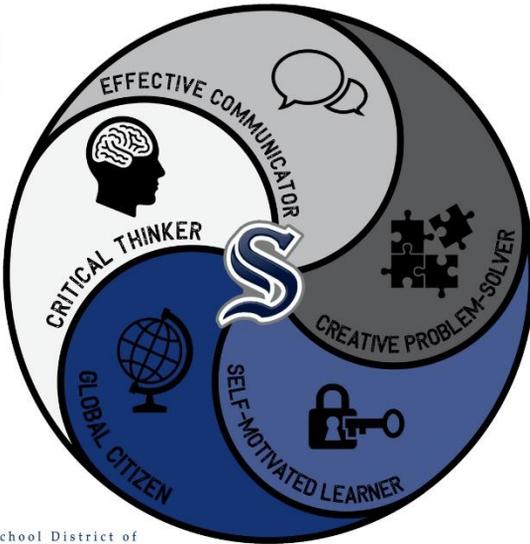
	<ul style="list-style-type: none"> ● Referral to outside law enforcement agencies and filing of charges <p><i>(Refer to the School District Policies regarding major offenses and expulsion.)</i></p>
<p>E. Anabolic Steroids (As per PIAA By-Laws but not to supercede SDST's drug and alcohol policy outlined in D above)</p>	<ul style="list-style-type: none"> ● First Offense - may be suspended for a period of 10 days from school and may be banned from all extra-curricular activities for the remainder of the semester/season. ● Second Offense - suspension from all school extra-curricular activities for the remainder of the season/semester and for the following semester/season. ● Third Offense - permanent suspension from extra-curricular school activities/athletics. ● No student shall be eligible to resume participation in school athletics unless there has been a medical determination that no residual evidence of steroids exist. ● The School District reserves the right to require participation in SAP counseling, rehabilitation, testing or other programs as a condition of reinstatement into extra-curricular programs. <p><i>(Refer to the PIAA By-Laws)</i></p>
<p>E. Weapons (Including but not limited to: possession, use and/or transfer of dangerous weapons/items, or possession of incendiary devices)</p>	<ul style="list-style-type: none"> ● Immediate referral to the Principal or Assistant Principal's office ● Administrative Parent notification ● Disciplinary action will include one or more of the following: <ul style="list-style-type: none"> ● Suspension(s) ● Expulsion ● Referral to outside law enforcement agencies and filing of charges <p><i>(Refer to the School District Policies regarding major offenses and expulsion.)</i></p>
<p>E. Other Offenses (Including but not limited to: receiving/transferring stolen property, purposeful disruption of school activities, extortion, assault, tampering with fire alarm/extinguisher, arson, and leaving school property)</p>	<ul style="list-style-type: none"> ● Immediate referral to the Principal or Assistant Principal's office ● Administrative Parent notification ● Disciplinary action may include one or more of the following: <ul style="list-style-type: none"> ● Suspension(s) ● Expulsion ● Referral to outside law enforcement agencies and filing of charges <p><i>(Refer to the School District Policies regarding major offenses and expulsion.)</i></p>

Policies

Please refer to the following policies:

<u>STUDENT DISCIPLINE 218</u>	<u>WEAPONS 218.1</u>
<u>TERRORISTIC THREATS 218.2</u>	<u>STUDENT COMPLAINT PROCESS 219</u>
<u>STUDENT EXPRESSION 220</u>	<u>DRESS AND GROOMING 221</u>
<u>SEARCHES 226</u>	<u>CONTROLLED SUBSTANCES 227</u>
<u>STUDENT INVOLVEMENT IN DECISION-MAKING 232</u>	<u>ELECTRONIC DEVICES 237</u>
<u>DISCRIMINATION/HARASSMENT-AFFECTING STUDENTS 103</u>	<u>BULLYING AND CYBERBULLYING 249</u>
<u>ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES 815</u>	<u>DATING VIOLENCE 252</u>
<u>GENDER EXPANSIVE AND TRANSGENDER YOUTH 253</u>	

PROFILE OF A GRADUATE



CRITICAL THINKER

Effectively analyze, evaluate, and synthesize information, arguments, claims and beliefs.

Reflect and ask significant questions that clarify various points of view and lead to better solutions.

Persist in complex problems through reasoning and constructing arguments to support ideas.

Engage with others' points of view with empathy and curiosity.



EFFECTIVE COMMUNICATOR

Articulate thoughts and ideas using oral, written and nonverbal communication skills in a variety of forms and contexts and for various purposes.

Listen effectively to decipher meaning and understand another's point of view.

Use digital technologies, communication and networking tools, and social network appropriately to access, manage, integrate, evaluate and create information.

Empathize and contribute thoughtful, meaningful ideas that support and add value to the collaborative learning experience.



CREATIVE PROBLEM-SOLVER

Attempt to solve unfamiliar problems using a wide range of strategies.

View failure as an opportunity to learn; understand that creativity and innovation is a long-term, cyclical process of small success and frequent mistakes.

Demonstrates originality and inventiveness through problem-solving and risk taking.

Value the voice and perspectives of others to solve problems together.



SELF-MOTIVATED LEARNER

Show awareness of strengths and weaknesses, routinely reflect on one's work and experiences, and apply insight to future decisions.

Develop positive attitudes and beliefs about themselves as learners that increase their perseverance and prompt them to engage in productive and quality learning behaviors both in and out of school.

Take initiative to self advocate and advance skill levels and develop a commitment to lifelong learning.

Seeks feedback for continuous improvement to enrich the learning of self and others.



GLOBAL CITIZEN

Relates and contributes to local and world community through civic engagement, cultural fluency, and service.

Understands the perspectives of others while managing your own emotions and conducting yourself in a respectful manner.

Demonstrates personal integrity, honesty, and ethical behavior.

Works respectfully with diverse teams and exercise flexible thinking.