Springfield High School
&
Career Technical Center
Handbook

2013-2014

SPRINGFIELD HIGH SCHOOL
& CAREER AND TECHNICAL CENTER

5240 Hwy 76 East
Springfield, TN 37172
615-384-3516
FAX 615-384-0247 (SHS)
FAX 615-384-6215 (TECHNOLOGY CENTER)

2013-2014

STUDENT HANDBOOK

Principal:	Dr. Justin C. Grimes
Asst. Principals	Mr. Jimmy Finch
	Mr. Jeff Haines
	Ms. Teresa Leavitt
Director of Schools:	Mr. Mike Davis

MISSION STATEMENT

Our mission is to create a safe and challenging environment where students will learn, achieve, and demonstrate the knowledge and skills necessary to master the standards set by Robertson County Schools and the Tennessee State Board of Education.

VISION STATEMENT

Our vision is to graduate all students prepared with the knowledge, skills, and competence needed for the next step in their educational process and for the challenges in a diverse, complex society.

Welcome to
Springfield High School!

The faculty and staff of Springfield High School extend a warm welcome to you as we begin a new school year! We are excited about the great things that are happening at SHS, and we look forward to working with you to help you reach your educational goals. Please know that the administration, faculty, and staff are committed to your success and are always here to provide help and assistance.

During your time as SHS, take advantage of every learning opportunity. Attend school regularly, actively participate in your classes, and give your best effort. Don't be afraid to ask for help when you need it! We offer several types of academic assistance, including extra time with your teacher during the school day and one-on-one tutoring. Our teachers and staff are dedicated to helping you succeed in your academic studies.

Springfield High may be the largest school in our county, but we take pride in getting to know each student as an individual and meeting his or her needs. To help you make the most of your time at SHS, we offer a wide variety of student clubs, groups, and activities. We know that at least one of these is perfect for you! Get involved: make new friends, explore new interests, and get that Jacket Spirit!

Make this school year the best one yet, and remember that, as with most things in life, you get out of school what you put into it.

Again, your administrators, faculty and staff welcome you to Springfield High School and wish you an exciting, fun-filled, and successful year.

For more information, please see our website at:
http://rcstn.net/shs/home

Springfield High School Fall Sport 2013 Schedules

Volleyball

Date	Opponent	Location/Time
8/19	Cheatham Co./Mont. Central	Away 5:00
8/20	Clarksville	Away 5:00
8/22	Kenwood	Home 5:00
8/26	Northwest	Home 5:00
8/27	Northeast	Away 5:00
8/28	White House	Home 5:00
8/29	Henry Co. Double Header	Home 5:00
9/3	West Creek	Home 5:00
9/4	Jo Byrns	Away 5:00
9/5	Rossview	Away 5:00
9/6	Rob. Co. Cl.	Away TBA
9/7	Rob. Co. Cl.	Away TBA
9/9	Greenbrier	Away 5:00
9/10	Clarksville	Home 5:00
9/12	Kenwood	Away 5:00
9/17	Northwest	Away 5:00
9/19	Northeast	Home 5:00
9/23	Jo Byrns	Home, 4:00
9/30	Heritage	Away 5:00
10/1	Rossview	Home 5:00

Girls Soccer

Date	Opponent	Location/Time
8/19	Ezell Harding	Away 6:30
8/22	Hunters Lane	Home 6:00
8/27	Kenwood	Away 6:00
8/29	Overton	Home 6:00
9/3	Rossview	Away 6:00
9/5	Nash. Christian	Away 4:30
9/10	Henry Cty	Home 6:00
9/12	Cheatham County	Home 6:00
9/16	West Creek	Away 6:00
9/18-9/21	Robertson County Classic	ERHS/TBD
9/24	Northwest	Home 6:00
9/26	East Literature	Away 4:30
10/1	Northeast	Home 6:00
10/5	Greenbrier	Away 2:00
10/8	Clarksville	Away 6:00
10/10	District Tournament Begins	

Varsity Golf
(Tee Times between 3 and 4)

Date	Opponent	Location/Time
Aug 13	Merrol Hyde	The Legacy
Aug 19	Rossview	Eastland Green
Aug 29	Rossview	The Legacy
Sept 9	Merrol Hyde	Long Hollow
Sept 12	Gallatin	The Legacy
Sept 19	Jo Byrns	The Legacy

Varsity Football

Date	Opponent	Location/Time
8/23	Greenbrier	Home 7:00
8/30	Gallatin	Away 7:00
9/6	Clarksville Northeast	Away 7:00
9/13	Clarksville Northwest	Away 7:00
9/20	West Creek	Home 7:00
9/27	White House	Home 7:00
10/4	Henry County	Away 7:00
10/11	Kenwood	Home 7:00
10/18	Open	
10/25	Rossview	Away 7:00
11/1	Clarksville	Home 7:00

Boys and Girls Varsity Basketball		
11/16	Gallatin Hall of Champions	Away TBA
11/14	Portland Hall of Fame (Girls Only)	Home 6:00
11/19	White House Heritage	Away 6:00
11/22	Greenbrier	Away 6:00
11/26	Beech	Away 6:00
12/3	West Creek	Home 6:00
12/6	Kenwood	Away 6:00
12/10	Rossview	Home 6:00
12/13	Henry County	Home 6:00
12/20	Greenbrier	Home 6:00
12/27-28	Hville Christmas Tourn. (Boys only)	Away TBA
1/7	Northeast	Away 6:00
1/10	Clarksville	Away 6:00
1/14	Northwest	Home 6:00
1/17	West Creek	Away 6:00
1/21	Kenwood	Home 6:00
1/24	Rossview	Away 6:00
1/25	East Robertson	Home 6:00
1/28	Russellville (Boys Only)	Home 6:00
1/31	Northeast	Home 6:00
2/1	Henry County	Away TBA
2/4	Clarksville	Home 6:00
2/7	Northwest	Away 6:00

Clubs and Organizations

Anime and Manga Club	Ms. Chandler
Anti-Bullying Club	Ms. Wilson and Mrs. Hendricks
Art	Mrs. Ellis-Head
BETA	Mrs. Herndon
Book Club	Ms. Chandler
Choir	Mrs. Whitworth
Creative Writing	Mrs. Boyd
DECA	Mr. Weems
Envirothon	Mrs. Finley
FBLA	Baucom, Fyke, Hardin, Inman, Perry, Wilson
FCCLA	Mrs. Ellis, Mrs. Crafton, and Mrs. Toothman
FCA	Mrs. Whitworth
FFA	TBA
Government, SYL, YIG, Mock Trial	Mrs. Diehm
HOSA	Mrs. Bush and Mrs. Holt
JTG	Mrs. West
Junior Civitan	Mrs. Ellis-Head, Mrs. Dozier, Mrs. Finch
Key Club	Mrs. Law
Link Leaders	Mr. Schlipp and Mr. Vaden
Media Arts	Mr. Hill
National Honor Society	Mrs. Finley, Mrs. Tyson, Ms. Gower
Quiz Bowl	Mrs. Tyson
Recycling	Mr. Lyons
Renaissance	Fyke, Boyd, Dozier, Salazar
Skills USA	Mrs. Hollingsworth, Mr. Baker, Mr. Owsley
Student Council	Mrs. Stanley
TSA	Mr. Poore
Yearbook	Mrs. Hollingsworth and Mr. Weems

Young Republicans	Dr. Snider

Athletics and Head Coach:

Football	Coach Wilson
Girls' Soccer	Coach Diaz-Barriga
Cross Country	Coach Ortiz
Golf	Coach Beirne
Volleyball	Coach Inman
Wrestling	Coach Jones
Boys' Basketball	Coach Riley
Girls' Basketball	Coach Owsley
Track	Coach Ortiz & Coach Campbell
Baseball	Coach Martin
Softball	Coach Owsley
Tennis	Coach Holland
Boys' Soccer	Coach TBA
Cheerleading	Coach Bejma
Bowling	Coach Beirne
Band	Mr. Jankowski

According to TSSAA by-laws, a student must receive 6 credits during the previous school year to be eligible to participate in varsity sports.

WHO TO SEE FOR HELP:

If I am sick at school:
Ask your teacher for a pass to the school nurse.

If I missed a day and need it excused, or I need to check out early:
Bring your excuse or check-out note to the front office when the bell to begin school rings at 8:05.

If I am 18 and need to checkout without a note from home*:*
You must speak directly with Dr. Grimes for permission.

If I have a question about my attendance:
See Mrs. Tucker in the front office.

If I need to use the phone:
Ask your teacher to write a note for you to use the phone in the front office or speak with an Assistant Principal.

If I am struggling in my classes or need help with my homework/assignment:
Speak with your teacher. We have X-time which is designed for students who need assistance with academics.

If I am not being challenged in my classes, or if I feel my classes are too difficult:
Speak with your teacher and/or your guidance counselor.

If I want to make sure I am on track to graduate, or if I don't know what I want to do after I graduate:
Speak with your guidance counselor.

If I am having emotional issues:
Speak with your guidance counselor and/or a teacher you trust.

If I feel that I don't fit in, I am being treated unfairly, or I am being picked on/bullied:
Speak with your guidance counselor and/or a teacher you trust.

If I do not have anywhere to live, or if I do not have enough to eat:
Speak with your guidance counselor and/or a teacher you trust.

If I need to buy a parking pass:
Speak with Mrs. Thomas in the CTC office or Mrs. Tucker in the front office. We also will sell passes for $10.00 the first week of school during lunch.

If I don't have lunch money:
Speak with an Assistant Principal or designee during your lunch time for a charge.

If I forgot my locker combination:

Ask one of your teachers or see an Assistant Principal.

If I want to buy a yearbook:

Speak with Mr. Weems or Mrs. Hollingsworth in the CTC wing. This information is also available on our school website.

If I want to buy season tickets to athletic events:

Talk to the Athletic Directors, Mr. Finch or Mr. Haines. You may also buy season passes at the gate of any athletic event.

If I am not sure if I am eligible to play sports:

Speak with the Athletic Directors or the coach of your sport.

If I want to join a club or extra-curricular activity:

We encourage you to participate in several extra-curricular activities while in high school. Please talk with the teacher who sponsors any activity that interests you.

If I am having a conflict with a teacher, coach, or administrator:

Anytime you have a conflict with an adult, you should first speak directly to that individual in a respectful manner. Do not argue, but talk in an adult manner and try to resolve your differences. The Guidance Department is trained to help with situations like these. If you are unable to reach a resolution, speak to an assistant principal or the athletic director if it involves a sports issue. Also, speak to your parents and ask them to call and speak to the teacher or coach on your behalf. If those options do not work, speak with the Principal for further guidance.

2013-2014 Course Offerings

Language Arts	**Mathematics**	**Science**	**Social Studies**
Reading #	Algebra IA & IB #	Earth Science #	World Geography #
English I #	Algebra I Advanced #	Physical Science #	World History
English I Advanced #	Algebra 110	Physical Science Adv #	U. S. History
English I B	Algebra II	Physical Science B	U. S. History Adv.
English II	Algebra II - 6:30	Biology I	TN & Civil War History
English II Advanced	Algebra II Advanced	Biology I Advanced	Sociology%
English III	Algebra II ADV - 6:30	Chemistry I	Psychology%
English III - 3:15	Algebra II Basic	Chemistry I 6:30	*Psychology DUAL*
English III Advanced	Geometry	Chemistry I Advanced	*Sociology DUAL*
English IV	Geometry Advanced	Chemistry Basic	Economics%
English IV 6:30	Geometry Basic	Biology II/Biology AP	U. S. Government%
English IV Advanced	Bridge Math	Environmental Science	Contemporary Issues
English IV DUAL	Finite Math	Chemistry II	*U. S. History DUAL*
English IV DUAL 6:30	Finite Math - 3:15	Chemistry II 6:30	*U. S. History DUAL 6:30*
Speech DUAL	Pre-Calculus with Trig	Physics	
Speech DUAL 6:30	Calculus	Ecology	**Graphic Arts**
Creative Writing	Calculus - 3:15		Digital Design I
	Calculus AP	**Family Consumer Science**	Digital Design II
Foreign Language	*College Algebra DUAL 6:30*	Family Consumer Science	Digital Design II/III
Spanish I, II	*Pre-Calculus DUAL*	Culinary Arts I & II	Digital Design III^ yrbk
Spanish I, II - 3:15		Occupational T&I Co-op**	Animation/motion graphics
Spanish I Adv, II Adv	**Marketing**	Child Development	
French I & II	Marketing I	Nutrition & Foods	**Broadcasting-Media**
French I & II - 3:15	Marketing II	Interior Design	Broadcasting I
ESL I, II,III, IV	Sports & Entertainment	Housing	Broadcasting II
Spanish III/Spanish AP	Travel & Tourism	Fashion Design	Broadcasting III
French III/French AP	Marketing Co-op**	Textiles & Apparel	
		Life Connections	**Engineering Tech**
Fine Arts	**Health Science**	Teaching as a Profession	Foundations of Technology
General Music	Health Science Educ	Family Consumer Science Co-op**	Technological Issues
Beginning Piano	Diagnostic Medicine		Adv Design Applications
Beginning Guitar	Medical Therapeutics	**Physical Education**	Engineering Design
Instrumental I/ II^	Forensic Science	Lifetime Wellness #	
Music Theory	Nursing Education	Lifetime Wellness B	**Cosmetology**
Vocal Music I & II #	Emergency Med Svces	PE - Weights/Conditioning	Prin of Cosmetology
Show Mixed Choir I & II^	Anatomy & Physiology	PE -Weights/Cond Baseball	Dsn Prin of Cosmetology a&b
Women's Choir I & II^	*Medical Terminology DUAL*	PE - Football A & B^	Chem of Cosmetology a&b
Mens' Choir		PE- Girls' BB I & II^	
Musical Theatre	**Business**	PE - Boys BB I & II^	**Welding**
Visual Arts I,II^, III^,& IV^	Computer Apps #	PE- Team Games%	Intro to Welding
Visual Arts II^ 6:30	Computer Apps B	PE - Net Games%	Basic Prin of Welding
Visual Arts III/IV^6:30	Computer Apps B -6:30	PE-Individual Sports%	Metal Tech Co-op**
Theater Arts I	Interactive Multimedia	PE-Power Walking%	
Intro to Film DUAL	Desktop Publishing		**Agriculture**
	Accounting I	**Auto Technology**	Principles of Agriculture
AFROTC I, II, III, IV	Accounting I -6:30	Auto Maintenance & Repair	Greenhouse Management
V, VI, VII, VIII	Accounting II	Auto Electrical	Leadership Communication
	Banking & Finance	Auto Engine Performance	Ag Mechanics
JTG (Jobs for TN Grads)	Banking & Finance-6:30		Ag Power & Equipment
	Personal Finance %	**Building Trades**	Small Animal Care
Criminal Justice Dual	Financial Planning%	Construction Core	Horse Science
	Web Page Design I	Carpentry I	Livestock Management
Academic Co-op**	Web Page Design II	Carpentry II a&b	Veterinary Science
			Ag Co-op**
Service Learning**	**Career Mgmt Success**	**ACT Prep/Study Hall%**	

Class Times

Regular schedule:
Early Class: 6:45-8:07
1st: 8:15-9:37
X-time: 9:43-10:13
2nd: 10:19-11:41
3rd: 11:47-1:47
4th 1:53-3:15

1 Hour Late:
1st: 9:15-10:25
2nd: 10:31-11:41
3rd: 11:47-1:47
4th 1:53-3:15

2 Hour Late:
1st: 10:15-10:55
2nd: 11:01-11:41
3rd: 11:47-1:47
4th 1:53-3:15

Lunches are always the same:
A: 11:47-12:17
B: 12:17-12:47
C: 12:47-1:17
D: 1:17-1:47

ATTENDANCE REGULATIONS

Being absent from school is like being absent from a place of employment. Each credit is based upon 90 days attendance and work required in preparation for class.

All work missed due to an unexcused absence will be rescheduled at the discretion of the teacher. It is the responsibility of each student to initiate the desire to make up the work on the day he or she returns to class. Excused absences include: illness, death in the family, court appearance, medical examinations, religious holidays, family trips and work in a family business if pre approved.

Any student with 5 or more unexcused absences will be considered truant and treated accordingly. Please see our school website for more information about attendance policies and procedures.

***Please be aware of a change to Robertson County School Board Policy: An accumulation of 8 unexcused early dismissals and/or unexcused early checkouts will be considered one unexcused day absence.

CHECK-IN PROCEDURE

1. A student must report to the main office beginning at 8:00 if they have missed the preceding day or any part of the preceding day. A note from the parent, guardian or doctor should be presented to the office staff complete with dates, reason for absence(s), signature, and a phone number for verification. If a student has missed over 3 days due to illness, a doctor's note will be required. In the event of excessive absences, the school reserves the right to require a doctor's note at its discretion. For any student who misses over 6 days in a school year, verification from sources other than a parent will be required. For any student to leave campus after he or she has arrived, the attendance office must be informed by a parent and the student must be signed out of the main office. All phone check outs will be verified.
2. A note will be issued from the office staff to the student to be presented to each teacher of the class or classes missed the preceding day. The note will indicate excused or unexcused and should be notated by the teacher in their attendance

records. An absence without a note will automatically be registered as unexcused.

3. The absentee note from the office should be turned into the teacher of the student's last class of the day. The note should be turned into the office to be filed in the student's attendance folder.

CHECK-OUT PROCEDURE

1. Any student leaving campus for any reason after he or she has arrived at school must sign out through the main office.
2. Students who require an early dismissal should turn in a note to the main office with date, time of dismissal, reason, signature of parent or guardian, and phone number for verification upon arrival to school.
3. Students with an early dismissal should report to the main office at the appropriate time and sign out before leaving the building. Students must leave school grounds after signing out.
4. Students who need to checkout (except those who are granted early dismissal) should remain in the classroom until called and requested to report to the main office.
5. Requests by phone for a student to checkout will be approved only by a Principal or Principal Designee.
6. Students who are eighteen years of age must have permission from the Principal to sign themselves out of school each time.

LATE ARRIVALS

Students reporting to school after 8:15 should report to the main office. These students will be issued an admittance slip to class. The student's name, first period teacher, and time of arrival will be recorded.

DISCIPLINE PROCEDURES

1) Tardies – A tardy is defined as a student who is not inside the classroom when the tardy bell rings and who does not have an excuse note from another staff member. No student will be allowed into a classroom after the tardy bell rings. Any student still in the hallway after the late bell rings should report immediately to tardy sweep locations to get a tardy slip.

After 4 tardies, the student will be assigned one day of ISS. Each additional tardy received will result in an additional day of ISS. Once a child has received 10 tardies, the student will be suspended for each additional tardy. The tardy accumulation will restart each nine weeks.

2) In-school Suspension - ISS will be assigned to students who cut classes, disrupt the classroom or the normal progression of school.

3) Should a student at any time during the school year be suspended for a cumulative total of 10 days, a referral may be made to the Disciplinary Hearing Authority, and the administration may recommend that the student be placed in an alternative setting.

4) If a student is sent out of ISS for any reason or should a student not attend ISS when assigned, the student may be suspended or assigned additional time in ISS.

5) Should any student be assigned to ISS for ten times during a school year, that student may be suspended out of school for any infraction for the remainder of the year. After the 5th ISS, the student will be referred to a counselor or other appropriate personnel for a behavior assessment to be completed.

6) Hallway procedures

No student will be allowed in hallways, lobby, gym, restrooms, parking lot, or outside of building without a hall pass. Any student found in the hallways, parking lot, etc. during class time is subject to being placed in ISS.

Early Dismissals

Students who are involved in the following may leave earlier than the end of the school day without signing out:

1. Students who have 6:45 AM classes.
2. Students who are enrolled in Marketing and Transition to Work Programs.
3. Students must leave the building immediately and are not permitted to remain on school property.
4. All others must sign out with parental note or be accompanied by a parent who signs them out.

Any student after arriving on school grounds who leaves school without permission will be subject to ISS or suspension. Driving privileges will also be revoked. Parent conferences will be required for students who skip.

Student Responsibility Concerning Attendance

- Securing a note from the main office and presenting the note to his/her teacher.
- A student should be at school each day that school is in session unless there is a valid, excusable reason.
- Requesting makeup work from teachers when class time is missed and making up class work within the Robertson County Board of Education guidelines for make-up work.

Parent or Guardian Responsibility Concerning Attendance

- Providing in writing with an appropriate phone number a note for any absence, tardy to school, or early dismissal from school that the student has. In case of emergencies, the parent must sign out the student in the main office.
- Parents, not the school, are ultimately responsible for their child's attendance until the child reaches his or her eighteenth birthday according to Tennessee Code Annotated 55-50-321 and T.C.A. 49-6-3017 and may be subject the legal fines and/or imprisonment if charges are filed. It is the parent or guardian's responsibility to know if his/her child is attending school.

Student Appearance

- Pupils shall observe modesty, appropriateness in clothing and personal appearance. A student is not appropriately dressed if he/she is a disturbing influence to the educational environment because of his/her mode of dress. Should a student be improperly dressed, an appropriate action will be taken. These are the concerns set forth by Robertson County Board of Education.

- No head covers, except yarmulkes, Muslin scarves this includes all types of hats.

- No bare midriff, revealing necklines

- Appropriate length of shorts and skirts: Shorts and skirts should be ***consistently*** an index card width above the back crease of the knee (3.5 inch index card).

- No tube, tank, see through tops (unless there is a full tank top underneath that covers the stomach and ALL undergarments), all shirts must have some type of sleeves.

- No sagging pants.

- No attire promoting alcohol, tobacco, drugs or sex.

- No dusters or trench coats.

- No clothing containing advertising for objectionable causes or offensive language.

- No unnatural eye contacts.

- No unnatural hair color, only conventional hair coloring will be permitted.

- No facial piercing, earrings only.

- No gang related clothing.

- Shoes/sandals must be worn at all times.

- Outer clothing which resembles lounge wear, pajamas, or underwear is prohibited.

- No spikes, chains or other items that cause a safety concern.

- Uniforms of cheerleaders and athletes may be worn on the day of a game or pep rally at the direction of the coach or sponsor.

- No tears or holes above knee level.

- Students may wear sweaters or light weight jackets at the discretion of the classroom teacher.

<u>The following will be considered appropriate punishment for violations of the SHS dress code:</u>

#1 – immediate correction and warning.

#2 – one day ISS.

#3 – and beyond – immediate correction and suspension to a parent conference. Should the dress code violation not be able to be corrected, the students will be placed in ISS until appropriate attired is obtained.

General Policies

- There will be absolute respect for all personnel of the school.

- Bullying is not acceptable or tolerated. Bullying is an aggressive behavior that is intentional and involves an imbalance of power and strength. Typically it is repeated over time. Bullying can take many forms, such as hitting and or punching; teasing or name calling; intimidation using gestures or social exclusion; and sending insulting messages by phone or computer email.

- There will be no running, sliding, loud rapping/singing, or horseplay in the halls.

- Possession or use of tobacco products is prohibited. Consequences are for the first offense a formal warning and letter to the parent and for all other instances, suspension per Board policy. All offenders will be sited to juvenile court per Tennessee Code Annotated. A “look out” for smokers is treated as if he/she was smoking. Possession of lighters/matches is prohibited. These are considered smoking paraphernalia.

- Use of vulgar or profane language is prohibited.
- The use of electronic devices including electronic games, Ipods, walkmans, head phones, CD players and phones is prohibited. These may not be seen or heard during the school day. The Robertson County School Board Policy will be followed in regards to all electronic devices.
- Excessive noise or loitering during class changes is prohibited. Tennessee Code Annotated also states in extreme cases violators may be sited to juvenile court.
- Students may not enter the building before 6:30 a.m with the exception of school sponsored activities and must be out of the building by 3:30 p.m.
- Strong displays of affection are prohibited.
- Unless it is a class activity or the student has a pass to the specific area, no student is allowed on or near the athletic fields, gymnasiums, and locker rooms during regular school hours.
- The following are grounds for automatic suspension and are prohibited: possession or use of fireworks of any kind, misbehavior while in ISS, gambling, extortion, and fighting. Extreme and repeated cases may result in suspension to the Discipline Hearing Authority.
- Skipping class is unacceptable. ISS will be assigned and possible suspension to a parent conference.
- Stealing is unacceptable. Consequences may include a reprimand, a student-parent-administrator conference, ISS, or suspension. In extreme cases a citation to Juvenile Count may be issued as well as suspension to a DHA.
- Destruction to school property will not be tolerated. Consequences may include a reprimand, a student-parent-administrator conference, ISS or in extreme instances suspension to a DHA. In addition students may be required to repair or pay for the replacement or repair of the damaged property.

- All individuals driving on school property must drive in a safe manner and observe the fifteen mile an hour speed limit. Violators may lose driving privileges on school property, and extreme cases may be sited to the Robertson County Juvenile Court. Students must purchase a parking permit to park on school property. The cost of a parking permit is $10.00.
- As per federal and state law, any Zero tolerance issue will mean suspension to the Discipline Hearing Authority after appropriate investigation. Federal and state law prohibits the possession of controlled substances or fire arms on school property or at any school related event at any time. State law and board policy classify alcohol as a no tolerance issue. Assault and battery may be considered a no tolerance issue as well.
- Should any student be suspended for ten or more days during a school year, that student will be referred to the discipline hearing authority on the tenth suspension.
- Teachers have the right to make any and all appropriate rules for their individual classrooms. Classroom rules should be posted for all students entering the room to view.
- Any effort to solicit or collect money at school must have prior approval of the principal.
- Sales of candy, pencils, etc. for non school organizations are prohibited.
- Students are not to bring large sums of money to school. All personal items should be labeled.
- Student visitor passes will not be issued.
- If a student becomes ill or is injured, students should respond to the nearest staff member immediately or send a peer to get staff if unable to report it him or herself.
- The administration reserves the right to make all rules necessary for the smooth function of school. All students will be notified of any additional rule changes.

Lockers

- Lockers are school property and subject to search. Each student should use his/her own. They should be kept neat and clean.
- There is no charge for lockers. The school will not accept responsibility for stolen articles.

Using the Library Media Center

- Library books may be checked out for a period of three weeks. A fine of 10 cents per day is charged for overdue books. The maximum fine is $5.00. Some reference materials may be checked out with librarian permission for overnight use.
- Report cards will be held if students fail to comply with book return and fine regulations.
- Students taking material from the library without permission will be prohibited from checking further materials out.
- Food and drink are not permitted in the learning media center.
- A fine of $1.00 will be charged for any damages to or removal of bar codes.
- An internet license is required for student use of an Internet work station. Students may see the library staff for an application for an Internet license. Research on the internet must be of an educational nature. Students must sign in at the circulation desk in order to use the internet. No school computer is to be used for establishing or checking personal e-mail accounts (such as Yahoo, AOL, etc.) or sending e-mail messages to others. School computers are monitored and privacy regarding Internet use should not be expected by users.
- Individual students visiting the library are expected to bring a pass from their classroom teacher. This includes the lunch period. All students must sign-in at the circulation desk.

Use of the School Phone

- If students need to use the phone it must be an emergency. The student must have a note from the teacher in order to use a school phone.

Motor Vehicle Regulations

- Parking permits will be issued at the beginning of the year.
- The permit will cost $10.00 and must be displayed as directed in the vehicle at all times. Parking permits may be obtained anytime during the school year from the administration. The parking lot will be monitored from time to time. Students that drive without a permit will receive a $20.00 ticket.
- Students may not change parking lots during the day just because they have class at SHS and the CTC wing.
- Students are not to be in the parking lot or use cars during the school day without permission from administration.
- Students must enter the building when they arrive at school and not remain in their cars.
- Students must not park in a designated faculty, staff, visitor or handicap space (unless prior approval given for handicap.)
- Students may park in any student parking space. The policy will be first come-first serve every day.
- Students attending the Career and Technical Center from outlying schools must pick up an application from the Building Administrator and meet conditions of the application in order to drive rather than ride the bus.

Bookkeeping

- We accept checks for payment at the teacher's discretion.
- If a check is returned from the bank, the parent/guardian will be responsible for the amount of the check plus a $15.00 returned check fee.

Provisions for Textbooks

- Each student will be furnished a textbook(s) for appropriate classes. At the end of the semester, all books previously distributed to the student will be returned to the teacher.

- If a book has been in any way unduly abused or lost, the student will be billed for the damage or loss of the book. Each student is asked to write his/her name and the issuing teacher's name in the book. Report cards will be held for fines regarding damaged textbooks.

Athletic requirements

- Springfield High School is a member in good standing with the Tennessee Secondary Schools Athletic Association.

Visitors

- All visitors are required to report to the main office, sign in and get permission for their visit and acquire a visitor's pass.
- Students are asked not to bring visitors to spend the day with them because of space, organization and added responsibilities.

Bus Rules

- School buses are extensions of the classroom and misbehavior doesn't stop at the edge of the school grounds. Students are instructed to follow these rules of behavior.
- Pupils shall remain back from the roadway while awaiting the arrival of the bus. They should refrain from throwing things and playing at a bus stop.
- Pupils shall enter the bus in an orderly fashion and go directly to a seat.
- Pupils shall keep their hands, arms and head inside the bus.
- There shall be no shouting, roughhousing, or throwing things on the bus.
- All articles such as athletic equipment, books, musical instruments, and so forth must be kept out of the aisles.
- The emergency door must be used for an emergency only. Pupils shall not touch safety equipment on the bus.
- There shall be no smoking at any time on school buses.
- Students who must cross the street at a bus stop shall not do so until they receive a signal from a bus driver.
- All directions given by the bus driver are to be followed.

Morning Arrival

- All students must report to the gym upon arrival to school and will be dismissed to the cafeteria by a breakfast bell. All students must remain in the gym until the cafeteria is open. Students who go to the cafeteria must stay in the cafeteria.
- Students cannot go to their lockers or anywhere else in the building before the dismissal bell rings unless they have a note from a teacher or administrator.
- Students may only use the restrooms in the gym and by the cafeteria in the morning.

Lunch Period Procedures

- Students are to go to lunch at their designated time.
- Students are to remain quiet and orderly when moving from classrooms to cafeteria and remain in the lunchroom until dismissed by the bell.
- Students are not permitted to leave school for lunch.
- All students must report to the cafeteria at their designated time.

Computer Lab Policies

- Student using computer labs with their classroom teachers must adhere to all policies posted in lab. The following are general rules and policies that must be followed.
- No food and drink will be allowed at any time in the computer labs.
- Students must have internet license in order to use the Internet.
- Students will be held liable for any inappropriate use of the computer labs.

Medicines

No school official/teacher will routinely dispense medication to students except in unique situations in which a child's health is dependent upon medical aid. If under exceptional circumstances, a child is required to take oral medication during school hours and the parent cannot be present, only the principal/designee will administer the medication in compliance with the following regulations.

All Medications must be:

- Stored in a locked box in a secure area;
- Brought to school by a responsible adult in a properly labeled pharmacy container (prescription drugs), or unopened bottle (over the counter medications):
- Accompanied by written permission from the parent/guardian.
- All medications require a physicians order demonstrating the necessity for such medication and the need to administer such medication, at school, during school hours (8:00 am to 3:15 pm). Medications to be given at school do not include medications taken daily or twice daily as these medications can be administered at home. Medications taken three or more times each day will be considered.
- This does not include, as needed or PRN medications such as albuterol multi-dose inhalers or epi-pens which a student, with a physician's order, may carry on their person.
- Emergency Medication: Epi-pens and inhalers may be kept with the student. Students carrying epi-pens or inhalers must have a physician's order stating they are capable of using the epi-pen/inhalers without supervision. This physician's order must be accompanied by written permission from the parent or guardian.

Over the Counter (OTC) Medicines:

- Must be brought to school in a NEW, UNOPENED container and LABELED with student's name and a physician's order or letter from the parent or guardian detailing the necessity that such medication is needed.
- OTC medications shall be administered according to the manufacturer's recommendations, unless accompanied by a physician's order demonstrating his order for a different dosage to be administered.
- Aspirin/aspirin containing products, herbals and vitamins will not be administered without a physician's order.

Physician's Orders and Parental/Guardian Consent to Treat:

Springfield High School has a full-time Registered Nurse (RN) on duty. A copy of all required orders and consent forms may be obtained from the school clinic. In most cases School Health Services can assist in obtaining physicians orders. It is advisable that each parent or guardian, of a student who requires medications at school, first speak with the RN on duty to ensure such medications are both appropriate to be dispensed at school and to ensure the required order(s) and consent form(s) are obtained.

Note: Medications will NOT be dispensed without a signed physician order and/or parental or guardian consent has been obtained. There will be no exceptions to this requirement. It is incumbent upon the parent or guardian to ensure that required physician orders and parent/guardian permission and required forms are completed in order for the timely administration of required medications(s) at school. In lieu of this, parent/guardian may come to school and provide their child medications(s) without restriction. However, if such medications (as with narcotics) impair the students normal function such that the school nurse or other medical professional determines that the student is unsafe or may suffer physical harm the school reserves the right to obtain the level of medical intervention to include emergency medical assistance and/or treatment deemed appropriate under the circumstances. In all cases the parent/guardian will be notified, if possible, prior to any intervention.

ROBERTSON COUNTY SCHOOLS' BULLYING AND HARASSMENT PROCEDURE

The Robertson County Schools' Bullying and Harassment Procedure will be disseminated annually to all school staff, students, and parents via the Robertson County Handbook and website. This policy is in effect while students are on school property, at any school sponsored activity, on school provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process. These acts may also take place through electronic means. ("Cyber-bullying" is bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, websites, or fake profiles.)

"Bullying" is conduct that meets one or more of the following criteria:

1. Is an act directed at one or more students that is intended to harm or embarrass
2. Is repeated over time and
3. Involves an imbalance of physical, emotional or social power

"Bullying" can be conducted verbally and in writing (teasing, name calling, taunting, threatening to cause harm) socially/relationally (hurting someone's reputation or relationship), or physically (hurting someone or their possessions).

Other acts of violent behavior may include:

"Hazing" which involves any intentional or reckless act, on or off any property owned by Robertson County Schools, by one student acting alone or with others that is directed against any other student, that endangers the mental or physical health or safety of that student or that induces or coerces a student to endanger that student's mental or physical health or safety. ("Hazing" does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into of affiliations with any organization.)

Reporting and Investigations

The policy requires the principal and /or principal's designee, at each school to be responsible for investigating and resolving complaints alleging violation of this policy. They are responsible for determining whether an alleged act constitutes a violation of this policy. They shall conduct a prompt, thorough, and complete investigation of each alleged incident. Once determined as the result of an investigation that the policy has been violated, within the parameters of the Federal Family educational Rights, and Privacy Act (FERPA) at 20 U.S.C.§ 1232g, a written report on the investigation will be delivered to the parents of the complainant and accused student(s) and to the Director of Schools. Documentation of all alleged violations of the bullying policy will be kept for historic reference.

All school employees are required to report alleged violations of this policy to the principal and/or principal's designee. All other members of the school community including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously; however, such complaints may affect the school's ability to issue formal disciplinary action.

Preventions and Intervention Response

Consequences and appropriate remedial actions (correct the problem behavior, prevent other occurrences of the behavior; and protect the victim of the act) for anyone who commits one or more acts of harassment, bullying, or other acts of violent behavior may range from positive incentives up to and including suspension or expulsion, as set forth in the Robertson County Board of Education's approved code of conduct.

School administrators shall consider the nature and circumstances of the incident, the age and maturity of the student, the degree of harm, previous incidences or pattern of behavior, or any other factors, as appropriate to properly respond to each situation. Consequences for a student who commits an act of harassment, bullying or other act of violent behavior shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the Board of Education's approved code of student conduct.

Reprisal, Retaliation, and False Accusations

The Robertson County Board of Education prohibits reprisal or retaliation against any person who reports or assists in any investigation of an act alleged in this policy. It prohibits any person from falsely accusing another of having committed an act of harassment or bullying as means of reprisal or retaliation. The consequences of appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

District Contact, Donna Rae Dorris, Supervisor of Student Services

Phone: 384-5588 Email: donnarae.dorris@rcstn.net

Website: http://www. rcstn.net/student.services/student_services_home

A Note from Guidance:

The Professional School Counselors at SHS are here for you from the time you enroll to the time you graduate or withdrawal, and more. Helping students with most any school, home, or personal problem, and providing individual counseling are some of the main things done by counselors, and most matters are kept confidential. Counselor's help students select the appropriate classes and maintain the best schedule possible.

College, scholarships, other financial aid, career, military, and job information is available.

Relationship problems, problems with parents or teachers or other students, having trouble in a class, how to take the ACT and other tests, where and how to go to college and how to pay for it, how to find a career, how to get help with countless other things, or just needing someone to talk with, to listen, to give advice, or just to swap smiles are all reasons to stop by and see a counselor.

More information is available on the web at:
http://www.rcstn.net/shs/guidance___counseling

Springfield High School Fight Song:

Oh Fight Springfield High School
Fight fight fight
Fight for your High School tonight
Here's to remind you
We're all behind you
So fight Springfield High School fight
Cheer every student
Cheer cheer cheer
Cheer for your High School tonight
They say we're gonna win
'Cuz we got that pep and vim
So fight Springfield High School fight

Springfield High School Alma Mater

On our City's eastern border
Reared against the sky
Proudly stands our Alma Mater
As the years go by.
Forward ever be our watchword
Conquer and prevail.
Hail to thee our Alma Mater
Springfield High, All hail.