

Springfield High School

Student Handbook



This purpose of this document is to notify and educate students, teachers, and families about a few critical policies and procedures of Springfield High School. It is not intended to replace policies of the SPS Student Responsibilities and Rights Handbook, but rather to further articulate some guidelines and procedures at SHS.

Fall/Winter 2015 Edition

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ATTENDANCE POLICY

Legal Guidelines

All children between the ages of seven and eighteen years of age must attend regularly a public full time school (ORS 339.010). Students are expected to attend school on a regular basis. Unexcused absences, irregular attendance (ORS 339.065) and truancy may result in disciplinary action up to and including a citation and a fine for a class C violation (ORS 339.990). The school principal will determine if an absence is to be excused. Under Oregon Law (ORS 339.065), a principal may excuse an absence if it is caused by the pupil's sickness, the sickness of some member of the pupil's family or an emergency. The principal may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence. Prolonged absence could result in reduction of grades or loss of credit required for graduation.

SHS Enforcement of Attendance Guidelines

Each student will receive a set amount of sick/ personal days - 4 per semester. Re-Admit Slips will still be given to excuse the absence. The student will need to have a note from a parent or guardian to get excused. This way the parent will still have knowledge of how many days they are excusing for the semester. When a student has used all of their sick/ personal days and continue to miss school, there will be attendance recovery times available for students to make up lost class time. Each day missed over the set amount of 4 will equal 60 minutes of make up time. Failure to make up class time/work may result in an incomplete, which may lead to a loss of credit for the class. Administrators will consider exceptions to this policy due to extreme conditions only.

Student Conduct

Students are expected to conduct themselves appropriately at all times, following school and district policy. Disrespect for staff members, non-compliance, plagiarism, cheating, or disruption of the student learning environment are unacceptable and subject to discipline. Student conduct guidelines apply at school, on district school grounds, at any away event with which the school is associated, or during travel to and from those places. Student privileges (parking, attending games or events, etc.) may be curtailed in addition to other consequences such as detention or suspension. Positive student conduct may result in extended privileges.

CELL PHONE POLICY

Cell Phone Use – Do's and Don'ts

1. Cell phones may not disrupt educational or school activities.
** Students may not use cell phones inside classrooms unless teacher gives permission to use phone for a legitimate classroom activity.*
2. Cell phones must be silent or turned off during instructional time.
3. Parents should not call or text students on their cell phones during class.
** In the event of an emergency, parents/guardians and students should use the school phones. Parents/Guardians may call the office at (541) 744-4700 to relay emergency information.*
4. Students may use their cell phones outside of classrooms during passing times. However, students may not call or text during instructional time.
5. Use of cell phone cameras to film fights or other illicit activity, or to harass is not allowed, and students who do so will be subject to disciplinary action.

Students who violate the cell phone policy will be subject to disciplinary action:

1. **Initial violation** – cell phone will be confiscated by school staff and secured in a safe location. The cell phone will be returned to student at the conclusion of the school day and a 30 min detention will be assigned.
2. **Second violation** – cell phone will be confiscated and secured in a safe location. The cell phone will be returned ONLY to the Parent/Guardian of the student. A 2-hour detention will also be assigned.
3. **Third violation** – cell phone will be confiscated and secured in a safe location. The cell phone will ONLY be returned to the student's parent/guardian when written assurance, in person, is provided that the student will no longer be allowed to possess the cell phone during school hours. The student will be subject to suspension.
4. **Subsequent violations** – subject to further suspensions and/or loss of school privileges.

Note: In serious cases involving severe insubordination, violence, or harassment, consequences will jump straight to level 3 or 4.

HARASSMENT / BULLYING / THREATS

Harassment Policy

The Springfield Public School District is committed to providing a positive and productive learning and working environment. To this end, discrimination, harassment, intimidation, bullying and retaliation by students or staff or third parties is strictly prohibited and shall not be tolerated in the district, under any circumstance. For the purposes of this handbook the term harassment shall include, but is not limited to, hazing or menacing. This policy is in effect while students, staff and those interacting with the district's students or staff are on district grounds, district property or on property within the jurisdiction of the district (to include official school bus stops); while in district-owned and/or district-operated buses, vehicles or chartered buses; while attending or engaged in district activities away from district grounds.

The purpose of this policy is to reaffirm our commitment that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, familial status, sexual orientation, religion, national origin, age, source of income or disability in any educational programs, to equal employment opportunity and to providing a harassment-free school and work environment for students and employees. Discrimination and harassment is a violation of district policy and administrative procedures and may also be a violation of state and federal laws or regulations. Students whose behaviors found to be in violation of this policy will be subject to the investigation procedure, which may result in discipline, up to and including suspension and expulsion. All complaints of harassment will be investigated (see reporting procedure below). The district has the authority to report students in violation of this policy to law enforcement officials.

Harassment Reporting

Students who are either experiencing harassment or have knowledge of harassing behavior of others should report to the main office to discuss with the Principal, Assistant Principals, or Dean of Students. If possible, the reporter's name will be kept confidential. After an investigation is completed, a school official will assign appropriate discipline to a harasser and notify parents of all parties involved.

Initial cases of harassment can result in suspension with possible recommendation for expulsion (depending on severity).

Threats

No student shall threaten to harm another person or use coercion by threats or force to obtain money or other property, intimidate, or force any person to do any act against the will of that person. Threats that impact the educational environment of another will be treated similarly to harassment and may result in suspension or expulsion with involvement by the SHS SRO.

FIGHTS / WEAPONS

Fights / Assault

No student shall assault or threaten to harm another person or use coercion by threats or force to obtain money or other property, or force any person to do any act against the will of that person. Assault means intentionally, knowingly or recklessly causing injury to another. (ORS 163.160) Any student found to be guilty of violating this policy will be subject to discipline up to and including suspension and expulsion. "Mutual combativeness" between two or more students will result in at least a 3-day suspension with police involvement. An assault or attack of an individual by one or more students will result in a 5 or more day suspension with recommended expulsion and police involvement. Any person found guilty of staging, encouraging, or filming fights will also be subject to suspension. Multiple suspensions for mutual combativeness, encouraging, or filming fights will result in suspension pending an expulsion hearing.

The appropriate law enforcement agency will be informed of the identity of any person who violates this policy and will be asked to take appropriate legal action.

Weapons

No student, staff member or other person, with the exception of law enforcement officers or those authorized by Oregon or federal law, shall have possession of a loaded or unloaded firearm, dangerous weapon, or replica of a dangerous weapon, nor transfer possession of such a weapon to another person on school property or at school sponsored events that occur off school property.

A deadly weapon is defined as "any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury" (ORS 161.015). Weapons include but are not limited to firearms, knives, metal knuckles, straight razors, explosives, noxious or poisonous gases, poisons, drugs, or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents or patrons.

Any student who has brought, possessed, concealed or used a loaded or unloaded firearm or transfers possession to another person on school grounds or at an activity under the jurisdiction of the school district is in violation of these policies and will be subject to suspension pending an expulsion hearing.

Any student who has brought, possessed, concealed or used any other dangerous weapon or deadly weapon, or a replica of a dangerous or deadly weapon will be subject to discipline, including suspension and expulsion. The appropriate law enforcement or juvenile agencies will be notified.

DRESS CODE/ TOBACCO/ ALCOHOL / DRUGS

Dress for Success

We expect our students to dress for success. When dress and grooming disrupt the learning process or a school activity then it becomes a matter of school concern and school administrators will take appropriate action. Such action may include asking the student to change clothing, sending the student home or counseling with the student and/or parent. Clothing that may be disruptive to the learning process include clothes that are unsanitary, create a safety hazard, advertise drugs or alcohol, advertise gang involvement, discriminate against protected classes (race, ethnicity, sexual orientation, etc.), display violent images, or are overly revealing/sexual in nature.

Tobacco

Students who use, possess, furnish and/or share tobacco on district property during school hours or at any school sponsored activity shall be subject to immediate suspension and/or expulsion. The range of consequences for a tobacco violation is suspension or recommended expulsion (for multiple offences). E-pens or electronic cigarettes shall be treated the same as cigarettes. The School Resource Officer may also cite the student for Minor In Possession.

Alcohol and Drugs

Students who use, possess, share or are under the influence of alcohol, narcotics, or other dangerous drugs on district property during school hours or at any school-sponsored activity are subject to immediate suspension and/or expulsion.

A first offense for use and/or possession of alcohol or illegal drugs will result in an automatic 5-day suspension, a citation from the SRO for Minor In Possession/ Under the Influence, and a mandatory Chemical Assessment Program. The SHS Dean of Students will enforce the mandatory chemical assessment (students who miss appointments will be suspended). A first offense for selling drugs or alcohol on the SHS campus will result in suspension pending an expulsion hearing.

A second offense for use and/or possession of alcohol or illegal drugs at SHS will result in suspension pending an expulsion hearing.

SUSPECTED CHILD ABUSE OR INAPPROPRIATE SEXUAL CONDUCT

Suspected Child Abuse

Child abuse can be mental, emotional, physical or sexual. People may be guilty of abuse if they personally inflict the abuse, or if they cause or permit a child to be in a situation that results in the abuse. Some students are abused by adults in their own home (family members or family friends) or by adults they meet in a work or school setting. Child abuse can happen at home, school, childcare, or even in a church or other religious building.

Suspected Inappropriate Sexual Conduct

Inappropriate sexual conduct is any un-welcomed behavior (verbal communication, nonverbal communication, or physical) that communicates sexual desire to others. The inappropriate behavior can be student-to-student, adult-to-student, or student-to-adult. School staff-to-student inappropriate sexual conduct has been more commonly reported through news organizations (on T.V. or the internet) and is of particular concern due to the natural trust students have for adults in schools. Any suspected inappropriate relationship between a student and school staff member should be reported to a counselor, administrator, or trusted adult in the school.

Reporting

Students can sometimes play an important role in preventing the abuse of other students. If any student describes mental, emotional, physical, or sexual abuse by an adult, then reporting the abuse to an adult can prevent future crimes. Unfortunately, child abuse victims do not always discuss their abuse and often hide evidence of abuse due to embarrassment.

The best action a student can take if there is *any suspicion* of child abuse or inappropriate sexual conduct is to discuss with a school counselor, administrator, teacher, or other trusted adult. If possible, information will be kept confidential and sources of information will not be identified. The most important thing to remember is that discussing suspected child abuse with an adult can prevent further abuse.