

# **SPRINGFIELD CENTRAL HIGH SCHOOL STUDENT HANDBOOK**



2021– 2022

1840 Roosevelt Avenue  
Springfield, Massachusetts 01109-2437

**SPRINGFIELD CENTRAL HIGH SCHOOL ADMINISTRATION**

**2021-2022**

**Springfield Central High School**

**1840 Roosevelt Avenue**

**Springfield, MA 01109-2473**

**Phone 787-7085 Fax 787-7040**

**PRINCIPAL: Dr. Thaddeus Tokarz**

SPED	Assistant Principal	Mr. Michael Chiarizio
Grade 11	Assistant Principal	Mr. Michael Donato
	Assistant Principal	Ms. Maria Goncalves
District	Assistant Principal	Mr. Thomas Guy
	Assistant Principal	Mr. Francis King
Grade 9	Assistant Principal	Mr. Travis Reed
Grade 12	Assistant Principal	Mr. Julius Walker
Grade 10	Assistant Principal	Mr. Keith Worthy

**PRINCIPAL'S MESSAGE**

Dear Central High School Students,

The Central High School Staff and Administration wish to welcome all students back from what I'm sure was a restful and enjoyable summer vacation. A special welcome to our freshmen---I'm sure your decision in selecting Central High School will result in the best four years of your young lives. The faculty and administration are here to assure your academic, civic and social needs are met to the best of our ability.

I urge each of you to get to know your teachers during the very first weeks of school. Introduce yourself and be sure to bring home the teachers' letters of expectations to your parents/guardians. It is important that your teachers and parents communicate with each other from the very first day of school. Working together, they will create a positive educational plan that will benefit you.

Please read the handbook carefully and note Central's very important attendance policy that will be strictly enforced this year! Be sure to ask your teachers any questions you may have. Let's get started on the right foot by attending school and being on time each day.

As always, help us keep Central High School a safe and clean school by being the model school citizen we know you can be. We are here to help you enjoy your high school experience. Have a wonderful year!

Sincerely,

*Thaddeus Tokarz*

Dr. Thaddeus Tokarz  
Principal

In addition to this on-line handbook, students will also receive a School Handbook published by the Springfield Public Schools Department. Students and parents are urged to reference these handbooks frequently.

**PLEASE READ THE HANDBOOK CAREFULLY. IT IS OUR EXPECTATION THAT ALL STUDENTS AND THEIR PARENTS/GUARDIAN WILL BE FAMILIAR WITH THE CONTENTS.**

**NOT KNOWING THE INFORMATION CONTAINED HEREIN SHALL NOT CONSTITUTE AN EXCUSE FOR ANY OF THE EXPECTATIONS. YOU ARE RESPONSIBLE FOR THIS INFORMATION.**

If you cannot find something in this handbook, or feel something should be included, please contact our Main Office with your questions or suggestions at 787-7085.

Administration..... 1

Advanced Placement.....16

Anti-Discrimination Policy..... 19

Appointments with Guidance Counselors..... 17

Asbestos Materials..... 35

Assemblies..... 33

Athletics..... 36

Attendance Policy for High Schools.....11

Attendance Policy for Springfield Public Schools..... 9

Behavioral Expectations..... 25

Beliefs.....4

Bell Schedule..... 9

Bicycles/Bicycle Rack.....32

Book Charges..... 41

Boundaries..... 33

Bullying Prevention Policy.....22

Bus Passes.....32

Calculator Policy.....7

Cell Phone Use..... 33

Change of Address..... 38

Civil Rights and Safety Policy.....19

Code of Academic Responsibility..... 5

College Conferences.....18

Computer Use Policy..... 6

Connect Ed..... 13

Core Values.....3

Curriculum Policy.....14

Detention and Thursday Night Extended Detention (TNED) Protocol..... 28

Discipline Code..... 28

Discipline Code Additions..... 41

Dismissals..... 13

Distribution of Lists of Parents Names and Addresses..... 38

Dual Enrollment at STCC, HCC, WSC, etc.....	16
Eastern States Exposition (Big E) .....	42
Enforcement Penalties for IDs.....	9
Examinations.....	37
Extra Help Schedule.....	18
Extra-curricular Activities.....	36
Field Trips.....	33
Fire Drills.....	33
Forms:	
- Parent Conference Request.....	44
- Parent, Teacher, Student Association (PTSA).....	45
- Media Release.....	46
Fraternities and Sororities.....	24
Grade Point Average (GPA).....	14
Grade Point Average Scale Conversion.....	14
Graduation Coaches.....	17
Graduation Requirements.....	15
Graffiti.....	25
Guidance.....	16
Guidance Counselors.....	17
Handbook.....	3
Hazing.....	24
Health Center.....	34
Homework.....	5
Honor Roll/Graduates.....	19
Infractions Resulting in Detention.....	29
Infractions Resulting in Suspension.....	30
Learning Expectations.....	4
Library Media Center.....	30
Lockers and Locks.....	34
Lost and Found.....	34
Lunch.....	40
MCAS State Level Graduation Requirements.....	16
Medications.....	35
Mission Statement.....	3
Moment of Silence/Pledge of Allegiance.....	33
National Honor Society.....	35
Open House.....	38
Parent Conferences.....	18
Parent, Teacher, Student Association (PTSA).....	38
Parking.....	32
Passes.....	32
Plagiarism, Academic Dishonesty and Letters of Expectation.....	5
Policy for Identification Badges.....	7

Principal’s Message..... 1

Program Changes.....18

Progress Reports..... 13

Promotion and Retention Policy.....14

Report Cards..... 13

Safety Policy.....39

Scholarships..... 18

School Centered Decision-Making Team (SCDM).....38

School Store.....33

Searches..... 34

Smoking..... 35

Special Homerooms.....36

Sports..... 37

SSARC at Central..... 13

Student Success at Springfield Central High School..... 43

Teacher Recommendations.....19

Telephones..... 32

Thursday Night Extended Detention (TNED).....28

Uniform Policy..... 27

**ADDENDUM CHARTS**

- Activity Period Chart
- School Year Calendar

**HANDBOOK**

The purpose of this handbook is to help students and their parents become familiar with Springfield Central High School. Items which may be of concern to everyone are listed in the Table of Contents. For questions which may occur for which no information is found in the handbook, please call the Main Office (787-7085).

**MISSION STATEMENT**

Springfield Central High School will provide a rigorous academic program and a rich variety of co-curricular opportunities to challenge our students and help them achieve academic and personal excellence. With the cooperation of parents and the community, Springfield Central High School will model our core values, beliefs and learning to ensure that our students are prepared for the 21<sup>st</sup> Century.

**CORE VALUES**

**The Springfield Central High School Community Values:**

- Speaking and writing to internalize and express learning
- Collaborating to solve problems and create products
- Communicating through various mediums
- Understanding the impacts of an interconnected global society

- Adapting to skills and technologies that have yet to be developed
- Leading the next generation at the forefront of change
- Balancing physical and mental wellness through involvement, competition, and a pursuit of excellence

## **BELIEFS**

**Springfield Central High School administrators and teachers believe students learn best when:**

- Engaged in learning activities and with texts
- Provided a structured instructional block
- Placed, using data from external assessments and teacher input, into class levels that challenge them to meet their full potential
- Provided continuously improving instruction based on data analysis of student performance

## **LEARNING EXPECTATIONS**

**Springfield Central High School students demonstrate *Academic, Social and Civic Competencies* as they meet our *Learning Expectations*.**

**Springfield Central High School students are *E. A. G. L. E. S***

### ***E*ffective Communicators**

Students will be able to

- Communicate effectively through verbal and written expression across all disciplines
- Collaborate with peers to meet a goal or create a product

### ***A*nalytical Thinkers**

Students will be able to

- Develop critical thinking, literacy and computational skills to analyze and solve problems

### ***G*lobal Citizens**

Students will be able to

- Apply technological literacy to enhance learning
- Embrace opportunities to connect a diverse and rigorous curriculum to contemporary global issues
- Respect and understand diversity by recognizing that each individual is a unique and valuable member of the school community

### ***L*ife-long Learners**

Students will be able to

- Express creativity, think independently and strive for excellence as life-long learners

### ***E*ngaged Learners**

Students will be able to

- Promote and model honesty, integrity, accountability, and perseverance

### ***S*cholars and Champions**

Students will be able to

- Participate in enrichment and extra-curricular programs designed to develop talents, creativity and self-esteem

## CODE OF ACADEMIC RESPONSIBILITY

Springfield Central High School is chiefly an academic high school. Students who elect to attend this school should do so with certain expectations, including a willingness to accept their responsibilities as students. Students at Springfield Central High School should realize that their academic success is their primary responsibility. Therefore, extra-curricular activities, such as athletics, clubs, and employment, are secondary, and should only be attempted when academic responsibilities are being met successfully.

**Preparedness:** Each student should come to school and to each class every day in uniform with appropriate writing implements, textbooks, a notebook and assignment pad, due assignments, good manners, and the willingness to learn the material or skills being presented.

**Homework:** Every student should accept that homework is an integral part of the learning process, meant to reinforce the material presented in class each day or to prepare the student to participate in upcoming class activities. Homework may be written assignments, reading assignments, or study assignments. Written homework should be done regularly, carefully, completely, and neatly, with the heading as instructed by the subject teacher, on standard-size paper, in dark blue or black ink, or typed. Homework must be presented in class the day it is due. In the case of absence, it is the **student's** responsibility to obtain the assignment and submit it in a timely fashion. Each student should realize the daily homework is the key to academic success or failure.

Students are expected to engage in a minimum of one hour's outside work for every academic period. When a student, parent or guardian anticipates an extended absence, the student's counselor should be contacted to secure homework, books, etc. At least 24 hours will be needed to meet this request. Counselors may be reached at Springfield Central High School (787-7085). Completed make-up work is expected to be passed into the appropriate Faculty Member within two-weeks of the student's return to school and or upon an agreed arrangement between faculty, counselor and parent.

**Tests and Quizzes:** If a student is absent for a test or a quiz, it is the student's responsibility to be prepared to make up the test or quiz upon his or her return to class, within the time limit established by the teacher. If the work is not made up, the grade is a **zero**.

**Essays, Term Papers, and Long-Term Projects:** When due dates have been established, the student must turn in this type of assignment on time or face the loss of credit. Absence or tardiness on the due date is not an excuse for the assignment(s) not being submitted on that day.

## PLAGIARISM, ACADEMIC DISHONESTY AND LETTERS OF EXPECTATION

Each teacher passes out a letter of expectation for their course. Please make sure you and your parents/guardian understand the expectations for their particular course. Parents should sign the letter of expectation for each course and the student should return these to the appropriate teacher.

Plagiarism is "the unauthorized use of the language and thoughts (in whole or in part) of another and the representation of them as ones' own." Given the strong academic atmosphere of Springfield Central High School, students who plagiarize, in whole or in part, will receive a zero for the assignment and could receive a suspension from three to five days based on the discretion of the Administrator. Teacher discretion will be considered in making-up the assignment. Academic dishonesty is any type of academic misconduct or form of cheating that occurs during a formal academic assignment. The same disciplinary

actions for plagiarism will be applied for any and all forms of academic dishonesty.

## ACCEPTABLE COMPUTER USE POLICY

Springfield Central High School is committed to providing quality computer facilities for all computer users and to maintaining them as efficiently and effectively as possible. In order to provide these services, everyone needs to do his/her part to keep software, hardware and computer spaces up and running. To assist us in this endeavor, we have developed the following policies and procedures. **Students** are responsible for staying informed about and abiding by these policies.

### **Right to Confidentiality:**

While Springfield Central High School respects the rights to privacy of students, faculty, staff and administration, it reserves the right to investigate, without regard to privacy, in cases where serious violations are suspected. This policy will be applied if the welfare of a member of the school or the institution is deemed at risk.

Use of Springfield Central High School's computer resources is a privilege. Violation of these policies whether in letter or spirit can result in:

Students:

1st offense: Students will lose computer privileges for one week. All class work involving the computer will receive zeroes. Parent will be contacted.

2nd offense: All computer privileges will be revoked for the entire marking period or permanently as determined by the school administration. **Course credit may be lost.** Parent will be contacted.

However,

### **Penalties for loading, downloading or viewing inappropriate material:**

**1st offense: Five-day home suspension.**

**2nd offense: Ten-day home suspension and loss of all computer privileges in all classes and the media center.**

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishing media. It encompasses respect for the right to acknowledgement, right to privacy, and right to determine the form, manner and terms of publication and distribution.

Because electronic media is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violation of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, trade secret and copyright violations may be grounds for sanctions against members of the academic community.

### **What is acceptable and unacceptable use of computer resources:**

1. School-issued or approved data storage media (CD-R's and thumb/flash drives) **ONLY** are allowed on school computers. Unauthorized media use on school computers is a violation of the acceptable use policies.
2. Proper computer etiquette is expected of all authorized school computer users:
  - a. Offensive language is unacceptable.
  - b. Networked printers should be used sparingly – only print with the teacher's permission. Gratuitous and wasteful use of printer resources is unacceptable.
  - c. Threats of violence or improper remarks are unacceptable.
  - d. Equipment should be used and handled with respect.



- e. Use of food, drinks, gum or candy on or near computers-especially in computer labs is unacceptable.
  - f. Clean your work area after computer use.
  - g. Shut down computers correctly and completely when finished.
  - h. Remember to take your disk out of its drive to keep your information secure.
3. Your password should NOT be given out to anyone. You will be held responsible for all activities conducted under your account name. Persons suspecting that their password and account have been compromised should inform their network administrator immediately.
  4. Changing computer settings without permission is unacceptable.
  5. Installation of unauthorized software is unacceptable and may be considered illegal.
  6. Unauthorized deletion of software from any Springfield Central High School computer is unacceptable and may constitute vandalism.
  7. Use of Springfield Central High School Computer resources for accessing inappropriate material (of an adult and other nature) is unacceptable. Student access to and use of Social Networking media is strictly prohibited and will result in mandatory internal or external suspensions.
  8. Downloading unauthorized material to the hard drive or other storage media is unacceptable.
  9. Use of computer resources during instructional periods for entertainment, especially games, playing music, personal e-mail or chatting is unacceptable.
  10. Use of computer resources by students is authorized in the presence of **the regular classroom teacher only**. Substitute teachers are NOT authorized to supervise the use of computer resources unless they have the proper clearance from the administration. **Student use of computer resources in the presence of an unauthorized substitute teacher is unacceptable.**
  11. Teachers' computers are for use by authorized Springfield Central High School teachers only. Use of teachers' computer by unauthorized personnel, especially students, is unacceptable.
  12. Commercial use of Springfield Central High School computer resources is forbidden.
  13. Copyrighted software or data placed on Springfield Central High School computer resources without permission of the holder of the copyright is forbidden. Copyright violation is illegal.
  14. Students should NOT reveal personal information (addresses, phone numbers, etc.).
  15. Use of student images on authorized Springfield Central High School Internet sites is forbidden.
  16. Deliberate attempts to degrade or disrupt computer and network resources may be deemed vandalism and may constitute criminal activity under applicable state and federal laws.

### **CALCULATOR POLICY**

All students should bring a calculator to class each day. Students enrolled in Algebra 2, Algebra 3, Pre-Calculus, Calculus, Statistics/Probability/Matrix Algebra, and advanced topics need a graphing calculator. We have suggested the TI-83 or TI-84 (we do have some for classroom use and loan on a need basis), although students may bring whatever type of graphing device they own. Students involved in Algebra 2, Intermediate Algebra Review, and Trigonometry should have a scientific calculator or a graphing calculator. All other math students need at least a basic calculator (four function, percent, and square root). Classroom sets of graphing calculators are used in every class at some point during the year.

### **POLICY FOR IDENTIFICATION BADGES (ID)**

To promote a safer and more secure school environment for students, staff, and lawful visitors, including student guests, all students shall clearly display a student ID card upon entry of the building. Students shall have an ID always during school hours, on school buses, on school property, and at all school-sponsored

activities. For those who do not have an ID, there will be a temporary ID charge of \$1.00 every day they do not have a proper ID. IDs can be purchased for \$5.00 in the main office.

School IDs will be needed for purchasing any tickets for activities, i.e. field trips, proms. Also, your ID will be needed for purchasing snacks and attending sporting events. Students who do not have a valid student ID card visibly on their person will have school services restricted, including, but not limited to:

1. Utilization of the library
2. Snack line
3. Extra-Curricular Activities (persons will be charged as adults)
4. **No Hall Passes** will be issued without a valid ID.

No restrictions shall be imposed upon emergency health related, I.E.P. and/or 504 plan services.

- Prior to entering the building, students who do not have a valid student ID card visibly on their person shall report to the main office and be issued a temporary student ID sticker. The temporary ID sticker design will be consistent district wide. A valid temporary ID sticker can only be dated for a single calendar day and must be signed by an authorized school official. The temporary ID must be worn above the waist and on the front of the student's uniform shirt.
- ID temporary fee will be \$1.00. Students who accumulate more than \$10.00 in temporary ID fees must settle their outstanding debt or will be subject to disciplinary consequences. Balances of more than \$10.00 may also be subject to a \$5.00 ID replacement fee in addition to the original balance and a new ID will be issued. (Principal's discretion)
- Students participating in a school program away from their assigned school on a short-term basis will use their assigned school ID.
- A student who does not produce a valid student ID card within twenty-four (24) hours (excluding excused absences) of being issued a temporary student ID card shall be subject to administrative discipline.

Administrative discipline for not producing a valid student ID card shall include:

1. Office detention for the first offense during a semester
2. Thursday Night Extended Detention
3. In-house suspension
4. External suspension

#### **Uses of Identification Cards:**

- To ride Charter and PVRTA buses
- To identify all Springfield Central High School community members
- To participate in school activities – i.e.: Chess Club, Variety Shows, Key Club, Dances, Field Trips, Proms, etc.
- Admission at reduced price to extra-curricular events – i.e. basketball or football games
- To sign in at tardy desk
- To secure all passes - no exceptions
- To check out books in library
- To buy school lunch
- To purchase food from the snack line

The IDs are the student's personal responsibility. IDs are not to be used by anyone other than the student to whom it is issued. Violation will result in disciplinary action.

### **ENFORCMENT PENALTIES FOR IDs**

A student will be assessed a charge of \$5.00 to cover the cost of replacing a student ID card. If a student ID is lost, the student must purchase an ID in the main office. The price for a new ID is \$5.00. If a student's ID is broken or the picture is not visible through normal wear, the replacement price is \$1.00. If a PVTA ID is lost, a replacement fee of \$10.00 will be assessed.

### **IMPORTANT DATE:**

1. Deadline for all students to have a school ID is to be announced.

### **BELL SCHEDULE**

7:20 Enter Academic Wing  
7:31 Warning Bell for Homeroom  
7:35 Admit Bell (Students check into Homeroom)  
7:45 Warning Bell (end homeroom check in)  
7:49 Start First Period  
8:46 End First Period  
8:50 Start Second Period  
9:46 End Second Period  
9:50 Start Third Period  
10:46 End Third Period  
10:50 Start First Lunch/Fourth Period  
11:17 End First Lunch  
11:21 Start Second Lunch  
11:48 End Second Lunch  
11:52 Start Third Lunch  
12:19 End Third Lunch/Fourth Period  
12:23 Start Period Five  
1:20 End Period Five  
1:24 Start Period Six  
2:20 End Period Six  
2:25 Office Detention starts  
2:55 Office Detention ends

### **ATTENDANCE POLICY FOR SPRINGFIELD PUBLIC SCHOOLS**

Regular attendance in all classes is essential to the achievement of the Springfield Public Schools District Priorities by helping to establish safe, nurturing and respectful working and learning environments and improving academic achievement for 21<sup>st</sup> century success. Regular school attendance is linked to higher graduation rates and lower dropout rates. Students are expected to be in attendance every day of the school year. Parents/guardians have a legal responsibility to ensure that their child is in attendance each day school is in session. Attendance shall be taken daily in every class of each school and parents/guardians shall be notified daily, via an automated call, of their child's absence from school. Also, parents/guardians can log into

PowerSchool for Parents (<http://www.sps.springfield.ma.us/parents/>) to check school and class daily attendance.

### **State Laws Regarding Attendance**

The Commonwealth of Massachusetts states that parents are required to ensure children between the ages of 6 to 16 attend school. The following state laws outline the responsibilities of parents, guardians, and other responsible adults to monitor and prevent children's absence from school.

- Parents/guardians must provide the school with accurate contact information and must inform the school regarding the date and reason for a child's absence, using a specific phone number the school must provide. Educational professionals must report to the Department of Child and Family Services their belief that a child is suffering physical or emotional harm from abuse or neglect. Supervisors of Attendance may apprehend truants without a warrant and return them to school by bus.
- Adults who unlawfully keep children out of school must pay fines and other penalties. The Home School Attendance Specialist may apply for a CRA (Child Requiring Assistance) petition for a truant. Families (including teen parents) who receive benefits under Transitional Aid to Families with Dependent Children are subject to specific attendance requirements.

### **The Home/School Attendance Specialist**

The Home/School Attendance Specialist will support schools in addressing attendance in all schools in the prevention and intervention for chronic truants. The specialist will communicate with the parent/guardian by telephone calls through the attendance hotline or other referrals and may go on location to intervene to support the student's return to school. As necessary, the specialist will respond to community concerns regarding attendance and related issues and, in some instances, may accompany certified personnel to escort students back to school or to the Assessment Center.

### **How Attendance Relates to the MCAS (Massachusetts Comprehensive Assessment System)**

- Students must take and meet the competency determination for the 10<sup>th</sup> grade English Language Arts, Math and Science MCAS to receive a high school diploma
- If a student has not met the competency determination for MCAS by the time he/she is otherwise eligible to graduate, he/she must file an appeal in order to receive a diploma.
- In accordance with No Child Left Behind (NCLB), all schools are expected to maintain 92% or higher average daily student attendance in order to make Adequate Yearly Progress (AYP).

To be eligible to file an MCAS appeal,

1. A student must have a 95% attendance rate for both 11<sup>th</sup> and 12<sup>th grade</sup> years\* and
2. The student must satisfactorily attend and participate in MCAS prep classes (students must have a 66% participation rate in the prep classes or in tutoring) and
3. The student must take the MCAS three (3) times\*

\*For specific information on MCAS appeal & portfolio information please view the Massachusetts Department of Educators Website.

To receive a State Endorsed Certificate of Attainment

1. Students must meet the state attendance requirements (#1 above).

\*Student/school may submit evidence of extenuating circumstances.

## ATTENDANCE POLICY FOR HIGH SCHOOLS

### Absences

A student who has enrolled in a class is expected to be present each time the course is in session. A student in the Springfield Public Schools system cannot be absent more than 14 sessions in a full year course (or 7 sessions in a half-year, semester course) or he/she will receive no credit for the course pending appeal. After the 14<sup>th</sup> session of absence in a full-year course (or 7<sup>th</sup> absence in a half-year course), the student must file an appeal to receive credit. The grades will be reported on his/her report card as “No Credit” pending appeal (NC). All courses will show “NC” for the current report card. Any student who accumulates more than 14 absences during the academic year will be ineligible to move successfully from one grade to the next unless there are validated extenuating circumstances and a successful appeal. If not, the NC is not successfully appealed, the NC will revert to an FA (Failure due to Attendance).

### Approved Absences

An approved absence is necessary to appeal a grade of NC. An approved absence occurs when a student is absent for a legitimate, acceptable reason and is able to provide adequate written documentation (a note from a parent/guardian explaining the reason for the absence)

Within 3 days of an absence, documentation must be submitted to the Attendance Officer in the Main Office to be considered for an excused absence. Absences can be considered excused for the following reasons:

1. Student illness
2. Medical appointment for the student
3. Death in the family
4. Observance of a religious holiday
5. Court appearance for the student

*\*Vacations and non-emergency travel are not approved absences.*

*\*To be considered valid, a parent note must include the date of the absence, the reason for the absence, a phone number at which a parent/guardian can be reached, and the signature of the parent/guardian. Should a school official become aware that written documentation for any absence(s) has been fabricated, the absence(s) will not be approved, and additional consequences may follow.*

*\*A parent note will not be accepted for consideration once the total absences for a student has exceeded 14 (full-year course) / 7 (half-year course).*

*\*After four consecutive absences, the principal may require a formal doctor's note, a copy of an obituary, verification of religious affiliation or a court notice.*

*\*At no time are the dates of any absences to be shared with a student.*

### Truancy

- A student is truant when he/she is absent without approval.
- A student is truant if he/she is absent for an unacceptable reason (one not listed above).
- A student who is truant will not be able to file an appeal for days missed due to truancy.
- A parent's note cannot excuse truancy, if the absence does not meet the criteria of an approved absence.

- A student who is truant will be required to make up missed class work and may receive a lower grade.

### **Tardiness and Dismissal**

A student who is not in his/her classroom at the start of the class is tardy. A student entering the classroom after one-half of the period will be considered absent from that class, unless he/she has a verified pass from a teacher, counselor, nurse or assistant principal. If a student leaves school before half of the academic day has passed, then that student will be marked absent from school that day. In order to strengthen this policy, however, a need exists to address students who come to class late without a justifiable excuse. Therefore, the following rule is to be added:

*Any student who arrives tardy to a class three separate times without a justifiable excuse will receive one unexcused absence from that class. This does not preclude the existing city-wide rule that a student will receive an unexcused absence for entering a class after one-half of the period. The definition of “tardy to class” will be determined by each teacher.*

Excused tardies to class include a student’s entering with a written pass (passes are to be in ink with signature, time and date) from a staff member or administrator. Students using counseling or mediation services are warned to avoid excessive visits as a way to miss regularly scheduled classes. Teachers will alert the appropriate administrator if a pattern of abuse in this area occurs.

### **Suspensions**

**Days out of school due to external suspensions are absences that do not count towards a lack of academic credit. Students who are absent due to external suspensions will be expected to make up missed assignments, homework and tests.**

### **Chronic Illness**

**We are aware that some students suffer from chronic illnesses. Should the student present with appropriate medical documentation to document the absences, such student will be required to complete the coursework necessary to gain course credit.**

### **Process for Appealing Grades of No Credit (NC)**

- Students with more than seven absences in a semester or 14 absences in a school year will receive a grade of “NC,” which indicates they earned a passing grade. **The “NC” reverts to an “FA” (Fail due to attendance) if not successfully appealed. FA will equal 0 credits and 0 GPA. (Teachers will submit progress reports to the Home/School Attendance Specialist for each student who fails solely due to attendance.)**
- Students may appeal absences beyond 14 days to the confidential Appeal Review Committee comprised of the principal, assistant principal, Home/School Attendance Specialist and counselor. **The district Attendance Appeal form must be completed and submitted to the Home/School Attendance Specialist two weeks prior to the last day of the semester or school year.**
- After reviewing the appeal, the Appeal Review Committee issues its decision in writing to the student and the student’s teachers.
- Successful student appeals of absences will be converted to approved absence status and the student shall receive his/her appropriate grade.

### **Incentive Programs**

High schools are required to design and implement programs to offer students attendance buyback options such as Thursday Night Extended school, after school opportunities and summer school. Three hours of time in any of the attendance buyback program should be equivalent to one full day of school attendance. Any student who attends an attendance buyback program must be engaged in meaningful academic work that addresses skills missed during the absence periods. Credit recovery programs will be offered at each high school.

### **SSARC AT Central (Springfield Student Attendance Resource Center)**

In efforts to increase the attendance and graduation rate, Springfield Central High School will offer an attendance resource center to students who are not meeting the academic, social and attendance policy requirements and have exhausted all applications of remediation and intervention levels. This program will incorporate rigorous credit recovery courses that are designed to meet the time and credit requirements for graduation. Time and duration of the program is to be announced.

### **CONNECT ED**

SCHS utilizes the Connect Ed automated dialing program to keep parents informed of various events, timelines, and attendance at the school.

### **DISMISSALS**

#### **A. Illness**

The school nurse in the Health Suite (Rm.125) will obtain a parent's permission for a student dismissal when a health situation requires it. In an emergency when a nurse is not available, students should see a counselor or assistant principal. At no time should students walk out of a class or leave school ill without following this procedure. The consequence is detention or suspension.

#### **B. Dismissals**

Notes are to be brought to the Main Office before 8:56 a.m. After that time students must see their assistant principal. Student's name must be printed with grade and homeroom number. The reason for emergency must be explained with appropriate names. Student's parent/guardian signature must be on this, along with the PHONE NUMBER where they can be reached between 7:30 a.m. and 2:30 p.m. **NO STUDENT WILL BE DISMISSED ON THE BASIS OF A TELEPHONE CALL TO THE SCHOOL.**

### **REPORT CARDS**

#### **ISSUED ON THE FOLLOWING DATES:**

1 <sup>st</sup> Marking Period	TBD
2 <sup>nd</sup> Marking Period	TBD
3 <sup>rd</sup> Marking Period	TBD
4 <sup>th</sup> Marking Period	Mailed home after school ends

### **PROGRESS REPORTS**

#### **PROGRESS REPORTS WILL BE ISSUED ON THE FOLLOWING DATES:**

1 <sup>st</sup> Marking Period	TBD
2 <sup>nd</sup> Marking Period	TBD
3 <sup>rd</sup> Marking Period	TBD
4 <sup>th</sup> Marking Period	TBD

## GRADE POINT AVERAGE (GPA)

The following method is used to compute student Grade Point Averages (GPA) from the Quality Point Average (QPA).

1. All grades used must be earned at Springfield Central High School.
2. When a student transfers to another class during a marking period, the grade will be determined by a combination of the grade of both classes if the courses are in the same discipline. If they are not in the same discipline, they will receive proportional credit for the amount of time spent in the new course, i.e.:  $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $\frac{3}{4}$  credit. The grade will be determined by the new course teacher.
3. Summer School grades ARE NOT used when computing QPA and GPA.
4. All courses on the report card are used in computing QPA or GPA.

NOTE: The number of QUALITY POINTS given for the 13 letter grades for each level is found on the back of the report card. (A+ to F)

Mark	Grade	AP	H	CP	
A+	97-100	5.00	4.67	4.33	Excellent
A	93-96	4.67	4.33	4.00	
A-	90-92	4.33	4.00	3.67	
B+	87-89	4.00	3.67	3.33	Good
B	83-86	3.67	3.33	3.00	
B-	80-82	3.33	3.00	2.67	
C+	77-79	3.00	2.67	2.33	Fair
C	73-76	2.67	2.33	2.00	
C-	70-72	2.33	2.00	1.67	
D+	67-69	2.00	1.67	1.33	Poor
D	63-66	1.67	1.33	1.00	
D-	60-62	1.33	1.00	0.67	
F	59-Below	0.00	0.00	0.00	

## PROMOTION AND RETENTION POLICY

In order to graduate from a Springfield Public Schools high school or alternative high school, students, in addition to having the required number of credits, must also meet the competency determination as measured by the Massachusetts Comprehensive Assessment System (MCAS). Students who fail the English, Mathematics, or Science sections of the MCAS or who do not earn the required graduation credits are not eligible for a standard diploma.

### Student Grade Classification

- A grade 10 student - has earned 1 credit in English, 1 credit in Mathematics, 1 credit in Science, 1 credit in Social Studies, and .5 credit in Physical Education. **In addition the student can earn up to 2.5 credits in any combination of elective courses or Technology Education courses for a possible cumulative total of 7 credits.**
- A grade 11 student - has earned a total of 2 credits in English, 2 credits in Mathematics, 2 credits in Science, 2 credits in Social Studies, preferably 2 credits in Foreign Language, and 1 credit in Physical Education. **In addition, the student can earn up to 3 credits in any combination of elective courses or Technology Education courses for a possible cumulative total of 14 credits.**
- A grade 12 student - has earned 3 credits in English, 3 credits in Mathematics, 3 credits in Science, 3 credits in Social Studies, 2 credits in Foreign Language, and 1.5 credits in Physical Education. **In addition the student can earn up to 5.5 credits in any combination of elective courses or Technology Education courses for a possible cumulative total of 21 credits.**

## CURRICULUM POLICY

### A. Curriculum

- 4 credits of English
- 4 credits of Math



- 3 credits of Science (In both Science and Social Studies/Social Sciences the first 3 credits are required courses and the 4<sup>th</sup> credit is elective)
- 3 credits of Social Studies/Social Sciences (In both Science and Social Studies/Social Science the first three credits are required courses and the 4<sup>th</sup> credit is elective)
- 2 credits of Foreign Language (two consecutive years of the same F.L. is required, preferably in 9<sup>th</sup> and 10<sup>th</sup> grade.)\*\*
- 1 credit of Fine Arts
- 2 credits of Physical Education
- .5 credit of Health
- 5 Credits of Electives

## B. Sequence of Courses

- English English 9, 10, 11, 12\*
- Math Algebra I, Geometry, Algebra II, Elective: Math Applications I and II, Advanced Algebra and Trigonometry, Pre-Calculus, Calculus, Statistics, AP Calculus, and AP Statistics.
- Science Introductory Physics, Biology; Electives: Chemistry, Anatomy/Physiology, Environmental Science, Physics, Ecology, Technology Engineering (½ year courses student must take 2), AP/IB level Science courses
- Social Studies World History, U.S. History 1, U.S. History 2
- (Social Sciences) Electives: Psychology, Sociology, Economics, Government, African American History, Law, Latin America, Ancient History, Community Service, AP level Social Science courses
- Foreign Language Students will complete a minimum of 2 consecutive years of one Foreign Language before graduation preferably during 9<sup>th</sup> and 10<sup>th</sup> grade.\*\*
- Phys. Ed. PE 9, 10, 11, 12 (1/2 credit each year)
- Health Any grade
- Fine Arts Music, Art, Theater, or Dance
- Electives Technology (e.g., computer science, desktop publishing, multi-media and web design), Business Education, Career and Technical Education (CTE), advisory, seminar, or additional learning opportunities such as Advanced Placement (AP); Dual Enrollment courses taken for both high school and college credit; Online courses, Work-based Learning

***\*Beginner, Early Intermediate (Phase I and II) LEP students will receive Sheltered English Immersion support during the ELA block and receive ESL services in lieu of Foreign Language, this counts towards their required Foreign Language credits.***

***\*\* Beginner, Early Intermediate (Phase I and II) LEP students will also take ESL in place of Foreign Language. This will count towards their Foreign Language requirement.***

## GRADUATION REQUIREMENTS

- Mandatory 24.5 credits in the required courses to earn a high school diploma, 22.5 credits are required course work.
- Students must take a full complement of approved academic courses for all four years.
- Completion of a course through the acceleration model will earn an appropriate credit

- A half year spent in Learning Lab will earn .5 credits.
- Students may retake a course in order to improve grade point average.
- Students Individual Educational Plans must always be followed.

## **MCAS STATE LEVEL GRADUATION REQUIREMENTS**

All students will need to meet the competency determination in ELA, Math, and Science as mandated by the state through the MCAS to graduate. This is a requirement of the Education Reform Act of 1993. Students who do not pass the MCAS on their first try have many options available to help them succeed.

- Students have four additional opportunities to take the test(s) and pass before the end of their senior year.
- Teachers are available to craft an Individual Student Success Plan tailored to the student's specific learning needs.
- Students can access extra help (online and personal instruction) during and after school and in the summertime.

## **ADVANCED PLACEMENT**

Advanced Placement (AP) students who do high quality work in AP English Language (11), AP English Literature (12), AP Statistics, AP Calculus, AP Biology, AP Chemistry, AP Physics, AP Environmental Science, AP US History, AP French, AP Spanish 5, AP Psychology, AP Computer Science, AP Music Theory, AP Studio Art, or any other AP course at Central High School must take the CEEB Advanced Placement Examination. Successful performance on this examination usually qualifies a student for college credit and advanced standing; however, each college sets its own policy as far as credit and advanced placement are concerned. Check with your counselor as to how a specific college will apply the AP score.

AP Exams are administered to students by their high schools each May. For AP test dates, see "Testing." Students enrolled in an AP course are required to take the AP exam for that course.

## **DUAL ENROLLMENT AT STCC, HCC, WSC, etc.**

The Massachusetts Education Reform Act allows public high school juniors and seniors (present sophomores and juniors) to take college courses, receiving both high school and college credit. There is no tuition charge, however students must purchase their own textbooks and study materials and must provide their own transportation. To be eligible a student must have at least a B (3.0) average plus approval of both Springfield Central High School and of Parent/Guardian. At STCC, classes beginning between 8:00 a.m. and 4:00 p.m. may be selected as well as Saturday classes. For more information, see your counselor.

## **GUIDANCE**

Guidance counseling is a service available to all students at Springfield Central High School. Students should feel able to speak to their counselors about any matter which concerns them and should seek answers to questions which they have concerning their schoolwork and future careers. In interviews with individual students, counselors interpret and clarify standard test results, and other data, and help students make decisions concerning educational, personal, and vocational problems.

To supplement individual conferences during the year, counselors arrange group meetings with

representatives from colleges across the country. As college entrance is increasingly important, it is advisable for students to take advantage of our guidance facilities and, early in their high school career, to consult with counselors about future education plans. Students are encouraged to take the initiative to seek assistance since this is expected of maturing young adults, who know best when they have problems for which they need help. Course planning should be done with a three or four-year perspective, not on a yearly basis.

### **GUIDANCE COUNSELORS**

Springfield Central High School has a fine staff of guidance counselors available to assist students through their high school years. A list of counselor-student assignments is posted on the bulletin board located outside the guidance office. Should parents have a question regarding a student's progress at Central we encourage you to call the high school where the secretary will put you in touch with your child's guidance counselor.

<u>9th - 12th Grades</u>	
Ms. Dodds	A - Cl
Ms. Sewell	Co - F
Ms. DeJesus	G - Le
Ms. Gall	Li - Ni
Ms. Tapases	No - Roc
Ms. Stebbins	Rod - St
Mr. Szymczyk	Su - Z

### **APPOINTMENTS WITH GUIDANCE COUNSELORS**

The student can obtain a request to see your Counselor slip from the Guidance Office. The slip must be completed and returned to the Guidance Department. Shortly afterward, the student will receive a pass stating the time of the appointment. If there is an emergency, students should seek out their counselor, teacher, or an administrator. The counselors are also in their offices during lunch periods in order to be more accessible to students. Students must obtain a pass in the morning in order to see them.

Students have the sole responsibility of signing in and out on the Guidance Office log sheets in each counselor's office. It is important to sign these log sheets to avoid a class cut. Students are warned not to abuse counseling or mediation services because they will miss important classroom instruction. Parents are encouraged to contact the student's counselor for teacher reports and to arrange for conferences when the need arises.

### **GRADUATION COACHES**

Along with the guidance department, Springfield Central High Schools has two graduation coaches that serve the 9<sup>th</sup> and 10<sup>th</sup> grade. Graduation coaches provide assistance to identified students with transition, work with teachers, families and the students to develop a graduation plan, monitor success, and analyze data to make adjustments. They develop partnerships with community organizations to support the goals of the Graduation Initiative, including mentoring and tutoring. The students can request to see the graduation coaches before school by making an appointment in the Graduation Suite in room 126.

**Ms. Plante and Ms. Sabourin: 9<sup>th</sup> Grade**

**Ms. Conlon and Ms. Conte: 10<sup>th</sup> Grade**

**Mr. Guy: 12<sup>th</sup> Grade**

### **EXTRA HELP SCHEDULE**

Teachers will be available after school for at least one day per week. Each teacher will let their classes know on what day they will be available. Any other help sessions must be arranged with the individual teacher(s).

### **PARENT CONFERENCES**

A form is used for parental conferences (Please see the forms section at the back of this booklet). These conferences are normally held on Tuesdays following the issuance of report cards. The exact date will be printed on the report card. Please have your student fill out the Parental/Teacher conference request form and bring it with you to the afternoon conference.

### **PROGRAM CHANGES**

Since each student planned a program in March of the last school year with college or career-oriented goals in mind, few program changes should be necessary. Students, once again, are encouraged to make use of the guidance services, but they must keep in mind that a mature person accepts the consequences of his or her decisions. All students must be fully scheduled (7.0 credits). Students requiring a change in their program may fill out the Program Change Form with guidance and wait for an approval. **If** a student is transferred to another class during a marking period, the grade will be determined by a combination of the grade of both classes if the courses are in the same discipline. If they are not in the same discipline, they will receive proportional credit for the amount of time spent in the new course, i.e.,  $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $\frac{3}{4}$  credit. The grade will be determined by the new course teacher. **All program changes for full-year courses must take place with the first two weeks of school.**

### **COLLEGE CONFERENCES**

Students sign up for conferences through their counselors. The Counseling office issues passes. Conferences are ordinarily set up during directed study or homeroom period. If a conflict occurs with an academic period, the student may only be released with the subject teacher's approval.

### **SCHOLARSHIPS**

Seniors, especially, are encouraged to check the daily bulletin frequently for announcements about financial assistance and scholarships. It will be to your financial advantage also to check with your counselor and the guidance office secretary. Various scholarships are made available each year for our students. Students may check for scholarships before and after school and during all three lunches.

## **TEACHER RECOMMENDATIONS**

Each spring juniors have the opportunity to request evaluations from three teachers. These recommendations are sent to colleges and employers along with the school transcript. Students should be sure to review their Teacher Evaluations through an appointment with their counselor.

## **HONOR ROLL/GRADUATES**

Final determination is made at the end of the first semester of the senior year. A grade point average (GPA) from 3.25 to 3.49 earns Cum Laude; from 3.50 to 3.74 earns Magna Cum Laude; and from 3.75 to 4.00 earns Summa Cum Laude. Procedure follows NASSP guidelines. See Grade Point Average (GPA). A GPA-based honor roll eligibility standard provides consistency for student selection at the high school level. The GPA-based honor roll eligibility standard takes into consideration the weight variation of courses such as honors and advance placement and simplify the honor roll determination process for both parents and students. Maximum Academic Honors are given to students who earn a GPA of 4.00 or above; First Honors are given to students who earn a GPA between 3.67-3.999; and Second Honors are given to students who earn a GPA between 3.33-3.669, and Third Honors are given to students who earn a GPA between 3.0 – 3.329. (Also, please see section on National Honor Society.)

## **ANTI-DISCRIMINATION POLICY**

Effective March 10, 1994, the state law prohibiting discrimination against students in public schools includes protection against discrimination based on sexual orientation. As the result of enactment of Chapter 282 of the Acts of 1993, General Laws Chapter 76, section 5 now includes the following provision:

No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation.

Enactment of this law advances efforts to ensure that all students may attend school in a safe, supportive environment that is conducive to serious learning.

In addition, as the Board of Education stated in its “Recommendations on the Support and Safety of Gay and Lesbian Students” (May 1993), schools should amend existing anti-harassment policies to include prohibiting violence, harassment, and verbal abuse directed against gay or lesbian students and those perceived to be gay or lesbian. Such incidents shall be treated with the same discipline procedures as other incidents involving bias and hatred.

**The school will act to investigate (formal or informal, verbal or written) all complaints of sexual or bias-related harassment or violation of civil rights. The school will take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.**

## **CIVIL RIGHTS AND SAFETY POLICY**

It is the policy of the Springfield Public Schools to provide a safe and secure learning environment for all its students without distinction based on race, religion, ethnicity, disability, gender or sexual orientation. Discrimination, sexual and bias-motivated harassment, and violations of civil rights disrupt the educational process and will not be tolerated.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel to engage in sexual or bias-related harassment (referred to as "wrongful harassment") or violate the civil rights of any pupil, teacher, administrator or other school personnel. Conduct amounting to hate crime is a particularly serious infraction that will result in referral to law enforcement agencies. The school will act to investigate all complaints, formal or informal, verbal or written, of sexual or bias-related harassment or violation of civil rights and to take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

### **Commitment to Prevention**

The Springfield Public Schools is committed to prevention, remediation, and accurate reporting of bias incidents and civil rights violations to ensure that all students can enjoy the advantages of a safe and tolerant learning environment where individual differences are respected.

### **Identification and Definitions of Prohibited Conduct**

1. **BIAS INCIDENT** means any act, including conduct of speech, directed at or which occurs to a person or property because of actual or perceived race, religion, ethnicity, disability, gender or sexual orientation. A bias incident may or may not be a criminal act.
2. **BIAS INDICATORS** are objective facts and circumstances, which suggest that an action was motivated in whole or in part by a particular type of bias.
3. **BIAS MOTIVES** recognized as Massachusetts law as causing hate crimes include prejudice based on race, religion, ethnicity, disability, gender and sexual orientation.
4. **CIVIL RIGHTS VIOLATIONS** involve interfering by threats, intimidation or coercion, with someone's enjoyment of constitutional or statutory rights. Rights protected against interference include non-discrimination in access to advantages and privileges of a public-school education. The term "civil rights violation" also covers bias-related and sexual harassment and bias crimes, so the term is applied generically to any civil or criminal law infractions.
5. **DISCRIMINATION** consists of actions taken against another(s) which treat them unequally because race, religion, national origin, disability, sexual orientation or gender bias.
6. **HARASSMENT** consists of unwelcome verbal, written or physical conduct targeting specific person(s), which is sufficiently severe, persistent or pervasive to create an intimidating, hostile, humiliating or offensive school environment, or substantially interfere with the progress of a student's education.
  - a. **BIAS-RELATED HARASSMENT** will present bias indicators, most commonly epithets: name-calling derogatory to a particular racial, religious or sexual orientation group.
  - b. **SEXUAL HARASSMENT** covers instances of physical or verbal conduct of sexual nature, not limited to but including sexual advances, which foster a hostile educational environment for the victim.
7. **HATE CRIMES** include any criminal acts to which recognized types of bias motives are an evident contributing factor. Criminal bias-motivated conduct entails, at a minimum, threats. Criminal conduct includes acts putting someone in fear of immediate physical harm (assaults), and actual physical violence (assault and battery), and grows most serious if a victim suffers any bodily injury. Repeated threatening or menacing actions like following someone can amount to the crime of stalking.
8. **HOSTILE ENVIRONMENT** exists when a student has been or is subjected to threats, intimidation or coercion by another (or others) or is reasonably in fear for his or her safety. Whether a school environment

has become hostile must be evaluated based on the totality of the circumstances. Repeated instances of bias-related and sexual harassment create a hostile environment for the victim. A single act of harassment can also create a hostile or intimidating environment if sufficiently severe. A hostile environment does not necessarily entail that a student exhibits quantifiable harm, such as a drop-in grades.

9. STALKING (a felony) consists of intentional conduct involving:
  - a. Two or more acts directed at a specific person,
  - b. Which would cause an average person substantial distress,
  - c. Where the perpetrator has made threats causing the targeted person fear of death or injury.

### **Procedures for Responding to and Investigating Incidents**

1. Whenever a staff person witnesses, or some third-party reports, a possible civil rights violation, the school's principal or designee must be notified. The school's principal or civil rights designee, in conjunction with school safety personnel, should immediately begin an investigation. In an emergency, 911 must be called. (If the incident involves administration, the Executive Director of Human Resources or the Superintendent is to be notified.)
2. A student coming forward to report a civil rights violation he/she has experienced should be directed to the school's principal or designated civil rights administrator, after any emergency needs are attended. Consideration should be given to whether any immediate or interim steps are necessary to ensure the safety of and avert retaliation against the complainant.
3. The investigation must determine whether a civil rights violation has in fact occurred. An immediate aim of the investigation should be preservation and gathering of evidence from the scene of an incident. Bias-related graffiti should be photographed then removed. The investigator should seek to interview all victims and witnesses at the scene or as soon thereafter as possible and then interview others who may have relevant knowledge as well. The investigation may also consist of any other methods and documents deemed relevant and useful.
4. All the circumstances as found should be carefully evaluated for the presence of bias indicators that would characterize the matter as a civil rights violation. The investigation should make a finding as to whether a civil rights infraction in violation of this policy has occurred based on the definitions of wrongful conduct.
5. All incidents must be reported on the "Incident Form" and sent to the district's Safety and Security Office.

### **Consequences for Civil Rights Violations and Failures to Act as Required**

1. Non-disciplinary Corrective Actions: Potential civil rights violations can be addressed with steps that are not punitive in character, without the necessity of disciplinary proceedings. These steps generally lie within the ordinary discretion of principals and school officials. Examples of non-disciplinary actions that may be appropriate in some instances include counseling, assignment to participate in diversity awareness training, separating offender and victim, parent conferences and special work assignments such as research and a report on a civil rights-related subject.
2. Disciplinary Proceedings: Violations of the civil rights of a student or school employee which are found to have occurred after a hearing warrant the imposition of sanctions up to and including suspension and expulsion (for students), and suspension or termination (for employees). Disciplinary actions will be taken toward the goals of eliminating the offending conduct, preventing reoccurrence, and re-establishing a school environment conducive for the victim to learn. The school may consider completion of a youth diversion program as a sanction for student violators, standing alone or in conjunction with other disciplinary actions, for violations of civil rights.
3. Failure to Act by Administrators and Teachers: Upon completion of policy dissemination, administrators and teachers have a duty to act to stop witnessed sexual or bias harassment and hate crimes, as safely

as can be done; and report occurrences to the civil rights administrators and sometimes the police. A clear failure to act as this policy would direct, should in the first instance, entail that the individual undergoes further training in hate crimes, diversity issues, and the requirements of school policy. The school administration will develop further sanctions and actions to address repeated instances of a failure to act in accordance with this policy.

## **BULLYING PREVENTION POLICY**

Bullying is a major distraction from learning and both the target, and the perpetrator suffer significant negative consequences when engaged in this type of anti-social behavior. The grades of the victim can suffer. Fear can lead to chronic absenteeism, truancy or even dropping out of school. Bystanders feel both guilty and helpless for not standing up to the bully. Bullying of any type has no place in a school setting. The Springfield Public Schools will endeavor to maintain a learning environment free from bullying. To this end, the Springfield Public Schools set forth the following policy for the identification and reporting of bullying for the overall goal of the protection of students and their ability to learn in a safe environment.

### **Definition of Bullying:**

**Bullying:** *the severe or repeated use by one or more perpetrators of a written, verbal, or electronic expression or a physical act or gesture, or any combination thereof, directed at a victim that has the effect of:*

- a. causing physical or emotional harm to the victim or damage to the victim's property; or
- b. placing the victim in reasonable fear of harm to him/her or of damage to his/her property;
- c. creating a hostile environment at school for the victim; or
- d. infringing on the rights of the victim at school; or
- e. materially and substantially disrupting the education process or the orderly operation of a school.

In some circumstances, bullying may be established based on a single incident, due to its severity, despite the fact that the conduct is not repetitive. "Severe" means the incident was significantly offensive based objectively from the perspective of a "reasonable person." Bullying shall include cyber-bullying.

### **Examples of Bullying:** (Include but are not limited to:)

- Cyber bullying
- Cyber stalking
- Destruction of School or Personal Property
- Intimidating
- Physical Violence
- Public Humiliation
- Sexual, Religious, Disability or Racial Harassment
- Social Exclusion
- Spreading Rumors or Falsehoods
- Stalking
- Theft
- Threatening
- Unwanted Teasing



**Cyber bullying:** *is bullying through the use of technology or any electronic means or communication, which shall include, but not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system, including but not limited to, electronic mail, internet communications, instant messages or facsimile communications.*

**Cyber bullying:** *shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person (ii) or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions listed in clauses (a) to (e), inclusive, of the definition of bullying.*

**Cyber bullying:** *shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions listed in clauses (a) to (e), inclusive, of the definition of bullying.*

**“Hostile Environment”** *is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student’s education.*

**“School Grounds”** *is property on which a school building or facility is located; or property that is owned, leased or used by the Springfield Public Schools for any school sponsored activities, functions, programs, instruction or training.*

**“Victim”** *is the student who has been bullied or retaliated against.*

- Bullying is prohibited by the Springfield Public Schools system. In addition, retaliation against a person for reporting bullying or who has cooperated in an investigation of a complaint under this policy is prohibited and will not be tolerated by Springfield Public Schools.
- Bullying is prohibited on school grounds, property immediately adjacent to school grounds, at school sponsored or school-related activities, functions or programs whether on or off school grounds, at bus stops, on school buses or other vehicles owned, leased or used by Springfield Public Schools or through the use of technology or an electronic device owned, leased or used by Springfield Public Schools.
- Bullying is also prohibited at a location, activity, function or program that is not school related if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school.
- Bullying is also prohibited through the use of technology or an electronic device that is not owned, leased or used by the district, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school.
- Retaliation against a person who reports bullying, who provides information during an investigation of bullying or who is a witness to or has reliable information about bullying is prohibited. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment in connection with filing a complaint or assisting with an investigation under this policy.

**Any violation (s) or infraction (s) of Central High School’s Bullying Prevention Policy is subject to disciplinary action in accordance with the Springfield Public Schools System’s Code of Conduct.**

## **FRATERNITIES AND SORORITIES**

Since these organizations are not allowed in any Springfield Public High School by vote of the School Committee, no part of the pledging or initiation or any of the activities of such clubs may properly take place in or around the school.

### **HAZING**

A law prohibiting hazing, (Chapter 269, Sections 17-19), was enacted in 1985, and amended in 1988 by the General Court. The law requires that each student be informed of its content and intent.

#### **CHAPTER 269, SECTIONS 17-19**

**SECTION 17.** Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year or by both fine and imprisonment. The term "hazing" as used in this section and sections 18 and 19 shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.

Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance or any other brutal treatment or forced physical activity which is likely to affect adversely the physical health or safety of any student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

**SECTION 18.** Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such a crime shall, to the extent that such a person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

**SECTION 19.** Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections 17 and 18; provided, however, that an institution compliance with this section's requirements that an institution issue copies of this section and sections 17 and 18 to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections 17 and 18 to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institutions an attested acknowledgment stating that such group, team or organization has received a copy of this section

and said sections 17 and 18, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections 17 and 18.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who is enrolled as a full-time student in such institution a copy of this section and sections 17 and 18.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually a report with the regents of higher education and in the case of secondary institutions, the Board of Education, certifying that such institution has complied with its responsibility to inform student groups, teams and organizations and to notify each full time student enrolled by it of the provisions of this section and sections 17 and 18 and also certifying and said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students.

The Board of Regents and, in the case of secondary institutions, the Board of Education shall promulgate regulations governing the content and frequency of such reports and shall forthwith report to the Attorney General any such institution which fails to make such report.

## **GRAFFITI**

A summary of the statewide anti-graffiti legislation of 1994 (Chapter 266, Section 71) follows:

- a. Police arrest without warrant with probable cause.
- b. State prison not more than 3 years.
- c. Or house of correction not more than 2 years.
- d. Fine not more than \$1,500 or not more than three times the value of the property marked.
- e. One-year suspension of driver's license or one-year addition to the minimum age eligibility for driving.

Any Springfield Central High School student found defacing school property will be prosecuted.

## **BEHAVIORAL EXPECTATIONS**

The fundamental concept of Springfield Central High School is based on **ACADEMIC, CIVIC, and SOCIAL EXPECTATION**. Achievement in studies, participation in school activities and community concerns, conduct to and from school and in all public places determines whether or not the student is a worthy representative of Springfield Central High School. The quality of school citizenship determines the quality of our school. Every student should be proud to be a member in good standing of Springfield Central High School. Unfortunately, for a few, failure to cooperate and to follow acceptable standards of behavior may result in detention or parental conferences or assignment to in-house suspension or external suspension.

1. Students **MUST** enter the building through the flagpole entrance.
2. Students **MUST** attend all classes, unless officially excused.
3. Students **MUST** sign into school in homeroom or in the office upon arrival. Late arrivals must use the main entrance.

4. Students **MUST** consume food and beverages only in the cafeteria. Students **ARE** responsible for cleaning the table at which they sit. If there is food left on the table, **THE LAST STUDENT TO LEAVE THE TABLE IS RESPONSIBLE FOR CLEANING THE ENTIRE TABLE.**
5. Students **MUST** use proper, acceptable language at all times.
6. Students must report to a teacher's detention or to office detention. (Students are given a 24-hour notice. Teachers' detention takes precedence. **SEE AN ASSISTANT PRINCIPAL IF YOU HAVE QUESTIONS**)
7. Students **MUST** report to school and classes on time.
8. Students **MUST** cooperate and be respectful of all staff regardless of their position in the school.
9. Students **MUST** respect the rights of their fellow students.
10. Students **MUST** respect the school's and fellow students' property.
11. Students **MUST** not consume or have in their possession alcohol or drugs during the school day or at any school-sponsored event.
12. Students **MUST** cooperate during all classes and transition times. Students **MUST** be academically productive during all classes.
13. Students **MUST** have a pass to a specific place with the accurate time and signature of an authorized school personnel member whenever they are out of a classroom.
14. Students **MUST** identify themselves to any authorized school personnel when requested.
15. Students **MUST** conduct relationships in good taste. (Holding hands may be tolerated, but other forms of familiarity are not allowed.)
16. Students **MUST** not use graffiti, inside or outside the building or on school property.
17. Students **MUST** not bring magic markers to school.
18. Students **MUST** not bring playing cards, games, balloons, cakes, radios, laser pointers, MP3 players, iPods, earphones, or any electronic devices to school.
19. Students **MUST** stay away from unauthorized areas during school day (ex-Smead Arena, teacher's parking lot, Blunt Park, railroad tracks, playing fields and around the building etc.) Students are not allowed to leave the property to go to the store or out to their cars during school hours.
20. Students **MUST** not use the teachers' parking lot. There is no provision for student parking at Central High School. Students who park at Smead Arena do so at their own risk. Smead Arena does not belong to Central High School. Student must park in authorized areas only. You must adhere to the rules of Smead Arena, e.g., no litter, parking only in authorized areas, etc. Smead Arena will tow cars that are not parked in designated areas.
21. Students are advised not to enter Blunt Park at any time during the day. This is for the safety of the students.
22. Students **MUST** leave school grounds at 2:20 p.m. unless participating in school-sponsored activities. ***Students loitering will be asked to exit the building immediately; failure to cooperate will result in disciplinary actions as determined by their assistant principal.***
23. Students may use the library by reservation only during activity periods. Passes from teachers cannot be accepted.
24. Students **MUST** not open any outside door at Springfield Central High School. Violators are subject to the possibility of suspension. (Individuals coming to the school on business must check in with security at the main entrance.)
25. Tardiness: A student who arrives at school after 7:35 a.m. must report immediately to the tardy line for a pass for admission to class. Failure to do so may result in suspension. Classes begin at 7:49 a.m. Students may not go to their locker or see any staff member without officially signing into school.
26. Students who are found to have been off campus anytime during the school day will be considered **DEFIANT** and disciplined appropriately. Students **MUST** not leave the school, building/property during school-hours without written permission from parent/guardian.

27. **Students MUST not trespass on the railroad tracks.** The following are criminal violations: Walking or standing on tracks, loitering, riding on other than passenger section of a train, malicious damage to railroad trestles, obstruction of a passing train, willful stopping of a train, tampering with tools or appliances (on a train), littering (railroad stations and platforms), loitering, entering railroad cars in the nighttime, throwing or shooting projectiles, fare evasion and damage to signals, tracks, car, etc.
28. All work submitted to the teacher must be generated by the student. Plagiarism is not acceptable and will result in loss of grade and disciplinary action of up to four (4) days in-house suspension.
29. No student ID should be altered in any form. Students who do alter their IDs must purchase another ID in the office.
30. Students must wear their own SCHS ID above the waist and on a lanyard. The ID must be visible at all times. Failure to do so will result in disciplinary action.
31. Students who do not bring their ID to school must purchase a temporary ID for \$1.00 before being allowed into the building. Students who owe money for temporary IDs will not be allowed to participate in any SCHS extracurricular activities until their debt is cleared. Students who owe \$5.00 or more will be considered DEFIANT and subject to appropriate consequence. He/she must call his/her parents/guardians immediately to make payment for a new ID or stay in in-house until payment is made. Students are subject to \$5.00 replacement I.D. fee.
32. Students who come into the building NOT in 100% compliance with the uniform policy may borrow what he/she needs from the office, call his/her parents/guardians or go to in-house. Students must be in FULL COMPLIANCE with the uniform policy at all times during the school day.

**SPRINGFIELD CENTRAL HIGH SCHOOL IS NOT RESPONSIBLE FOR CONFISCATED OR STOLEN ITEMS. INCLUDING BUT NOT LIMITED TO: ELECTRONIC DEVICES (I PODS, I PHONES, CELL PHONES etc.) AND UNIFORM VIOLATIONS (HATS, SWEATSHIRTS, JACKETS, FLEECEs, etc.) THE STUDENT IS RESPONSIBLE TO BE IN COMPLIANCE OF ALL SCHOOL RULES. ADDITIONALLY, STUDENTS ARE ADVISED TO SECURE ALL PERSONAL AND SCHOOL ISSUED ITEMS WITH A PROPER LOCK. ITEMS WHICH ARE MISSING, WHETHER STOLEN, LEFT UNATTENDED OR IMPROPERLY SECURED, WILL NOT BE INVESTIGATED.**

### **UNIFORM POLICY**

Springfield Central High School will adhere to the district school uniform policy. Pants, skirts or shorts must be tan and or black in color. Shirts must be a collared black polo or buttoned dress shirt with long or short sleeves. No hats, scarves, visors or jackets are allowed during school hours. Skirts and shorts must be knee length. Pants and shirts must fit appropriately. **ABSOLUTELY NO RIPPED or TORN PANTS.** Shirts must be tucked into the pants, and pants must be worn with a belt at the waist. **NO** studded belts or large belt buckles are permitted. **Absolutely NO** baggies, cargo pants, cargo shorts, jeans (khaki or black jeans are not allowed), skinny jeans, leggings, sweat suit pants, yoga pants, stretch or tight pants, jeggings or pajamas are allowed. Logos, insignias, pictures or messages cannot be worn on the shirts and pants. **ALL** undershirts must be black or white. Central High School is exempt from all “gray” school uniform attire and therefore this color is not permissible. No flip-flops, sandals, slippers or open-toed shoes of any kind will be allowed. Baseball hats, flip flops, visors, and sandals will be confiscated and given only to a parent/guardian. Central High School is **NOT** responsible for any and all confiscated items. It is the student’s responsibility to adhere to the uniform policy. Failure to adhere to the uniform policy will result in disciplinary action.

**NO OVERSIZED CLOTHING WILL BE ALLOWED.**

No colored wrist bands, neck beads, head bands or doo rags are allowed. The principal has the right to stop any mode of fashion that indicates a pattern, for example, groups wearing identical earrings, chains, bracelets or other accessories that may be indicative of gang affiliation. Pants that are worn below the waist and that show undergarments (underwear, shorts, etc.) will be considered indecent exposure and will result in appropriate disciplinary action.

**NO COATS, JACKETS, HOODED SWEATSHIRTS, CAPS, VISORS OR HATS ARE TO BE WORN DURING SCHOOL HOURS.**

## **DISCIPLINE CODE**

It is to be generally understood that violations of the School Discipline Code are enforced whether the infraction occurs in school, on school grounds during the school day or at an officially sponsored event of the school. A student is governed by the rules and regulations of the school any time the school is involved.

It is further understood that all sub-groupings of the Springfield Central High School (administration, faculty, clerical staff, custodial staff and students) will abide by the established School Code. All parties agree that all should be respectful of one another's rights and set a proper example for the other.

There are times when rowdiness and inappropriate conduct occur. Although these instances are difficult to describe, the violators will be written up, the incident will be described in as much detail as necessary, and appropriate action will be taken by an administrator.

Revisions to the City-Wide Discipline Code have been made by the Springfield School Committee. These revisions will reflect new federal mandates (i.e.; Individuals with Disabilities Education Act [IDEA]). Please refer to the City-Wide Handbook for the new Discipline Code. (The information below or school infractions may or may not change.) Springfield Central High School will follow the Discipline Code for the Springfield Public Schools System.

## **DETENTION**

Teachers Detention: Students must attend a teacher's detention as scheduled by the teacher. A student who fails to attend a teacher's detention without a valid excuse must attend the earliest possible Office Detention as scheduled by his/her administrator. A student who fails to attend Office Detention without a valid excuse must attend the earliest possible Thursday-Night Extended Detention (TNED) scheduled by his/her administrator. A student who fails to attend TNED without a valid excuse will be given the appropriate consequence (probably in-house suspension) by his/her administrator. In case of serious conflicts, the student should see his/her administrator for a resolution. Students must come to a detention punctually with their IDs and books. They should be prepared to study starting at 2:25 p.m. until 2:55 p.m. After detention, they must leave school immediately. In order for a student to get credit for detention, the student must arrive on time, complete schoolwork to the satisfaction of the assistant principal or teacher on duty and obey all the rules for detention for the entire period.

## **THURSDAY NIGHT EXTENDED DETENTION (TNED)**

TNED will run every Thursday (unless otherwise noted) from 2:30 PM to 3:45 PM. In order to receive credit, students must be punctual, wear the school uniform, and have the school ID. Students must complete the

Behavior Improvement Form to the satisfaction of the administrator in charge. Students who fail to show up or cooperate at TNED will be given the appropriate consequence (probably in-house suspension) by his/her administrator. Transportation to and from TNED is the sole responsibility of the student.

### **PROTOCOL FOR OFFICE DETENTION AND TNED**

Any student in violation of the Central High School Code or Springfield Public Schools Code of Student Conduct may be subject to the following disciplinary actions:

1. If a student fails to attend a teacher's detention without a valid excuse, the teacher will refer the student to the administrator for appropriate consequence (probably office detention).
2. If a student fails to attend office detention without a valid excuse, the administrator will provide appropriate consequence (probably TNED).
3. If a teacher confirms that a student skipped a class, he/she will refer the student to the administrator for appropriate consequence (probably TNED).
4. If an administrator confirms that a student skipped a class, the administrator will provide appropriate consequence (probably TNED).
5. If a student fails to attend a TNED, the administrator will provide appropriate consequence (probably in-house suspension).
6. If a student fails to attend the in-house suspension, the administrator will provide appropriate consequence according to the Springfield Public Schools Code of Student Conduct.
7. Office detention is held, usually, in the Small Cafe, after school, from 2:25 p.m. to 2:55 p.m. according to grade on the following days:  
**Wednesday** – Grade 9 and Grade 12  
**Thursday** – Grade 10 and Grade 11
8. Thursday Night Extended Detention (TNED) is held, usually, in room 116 (aka In-House) after school from 2:30 p.m. to 5:00 p.m. at the discretion of the administrator in charge.
9. Students **MUST** report to an assigned office detention or TNED in uniform and with school ID.

In order for a student to earn CREDIT for office detention or TNED, the student must:

1. Complete, satisfactorily, the Behavior Improvement Form.
2. Cooperate with the teacher or the administrator on duty: **NO DISRESPECT, NO DISRUPTION and NO DEFIANCE.**

A student who fails to earn CREDIT for office detention or TNED will be subject to progressive discipline according to the Springfield Public Schools Code of Student Conduct.

### **INFRACTIONS THAT MAY RESULT IN DETENTION/THURSDAY SCHOOL (Subject to Administrator's Discretion)**

1. Failure to report to a teacher's detention.
  2. Refusal to deposit or pick up litter when requested (dependent on occurrence).
  3. Pass abuse.
  4. Failure to report for a teacher's detention.
  5. Cutting class, first and second offenses.
- (Progressive Discipline will be administered; excludes students who leave the MAIN Building)

**INFRACTIONS THAT MAY RESULT IN SUSPENSION**  
**External (Possibly Long Term) and/or Internal and/or Notification of Police**  
**Subject to Administrator's Discretion**

1. Violation of Uniform Policy.
2. Profanity directed toward a Faculty/Staff Member.
3. Fighting.
4. Assault and/or battery on a Faculty/Staff Member.
5. Possession and/or use of an incendiary or explosive device.
6. Extortion.
7. Destruction of school and/or personal property at school or at school-sponsored activities. Restitution may be required.
8. Theft.
9. Possession and/or use of drugs or alcohol at school or at school sponsored activities.
10. Use of graffiti on outside or inside of the school building.
11. Overt defiance toward a Faculty/Staff Member.
12. Harassment and/or Bullying of a student.
13. Wandering the building without a pass when not officially signed into school.
14. Truancy (skipping class during lunch period).
15. Forgery.
16. Trespassing (At Central or other schools).
17. Failure to report to assigned office detention after receiving notification.
18. Failure to identify or falsely identifying oneself to a Faculty/Staff Member.
19. Sexual harassment.
20. Smoking on school grounds.
21. Cheating on schoolwork.
22. Plagiarism of any kind.
23. Instigating any negative situation involving Central students.
24. Leaving school grounds.

**The above infractions and the resulting disciplinary actions are general guidelines. Special circumstances occasionally necessitate the altering of these rules. The Principal and Assistant Principals will make the final determination on these exceptions. Additionally, Central High School is not responsible for confiscated items, nor will investigate stolen items, or any missing items. Students are advised to lock personal and school issued items at all times when not in use.**

**LIBRARY MEDIA CENTER**

The Springfield Central High School Library Media Center provides service for the needs of students, faculty, and staff. We encourage active study and exploration of all the resources in the library. Our mission is to support the curriculum of Springfield Central High School. To do so, we attempt to provide access to current, adequate, and appropriate information resources. We offer the opportunity for students, teachers, and staff members to become effective users of ideas and information. The library media center



includes a career center, audiovisual materials, and extensive networked computer resources. If you need help, please ask. Please respect the needs of others and follow the rules below. Thank you for your assistance. We hope to see you often!

**LMC Hours:**        Wednesday and Thursday: 7:30 a.m. – 3:10 p.m.  
Monday, Tuesday and Friday: 7:30 a.m. – 2:30 p.m.

**Services:** *What we do for you*

- Provide instruction and help in the use of library information, materials, and equipment.
- Provide a quiet, attractive, and friendly place for reading, research, and study.
- Provide help and resources for assignments and personal information needs.
- Provide recreational books, information, and materials.
- Purchase books, materials, and equipment to support Springfield Central High School's educational goals.

**Procedures:** *To keep our library media center running smoothly*

- Regular book check out period is two weeks. (Exception – selected reference books may circulate overnight by permission and must be returned before 8:00 a.m. the following day).
- You may have a total of two items checked out at the same time.
- Student IDs are necessary in order to check out materials.
- Periodicals are available and may be checked out for a period of three days.
- If you have an overdue book you may not check out any library materials.
- Students will be referred to their assistant principal if overdue books are not returned after a second notice is received.
- Students will not receive their final report card until any or all library obligations are met.
- All lost items must be paid for.
- Please allow time to check out. If you wait until the last minute you may be late to class.

**Rules:** *What you can do to make this a better place for everyone*

- Pass through the entry way in an orderly manner and lower your voice.
- Present your pass at the circulation desk and sign in.
- Speak quietly and behave in a manner consistent with study.
- No backpacks, gum, candy, food or drinks (including water bottles) are allowed. No exceptions.

**Lunch Periods:**

- Students may use the library during **first and second lunch periods** with a pass from an Administrator.
- Please sign in at the front desk upon arrival and sign out to go to your next class.

**Activity Periods:** *Special procedures*

- During activity period 25 places are reserved for student use.
- Students will make a reservation with the librarians no later than 7:40 a.m. the day of the activity period.
- Student with activity period reservations will have a pass. They should report to homeroom first and then to the library when the announcement is made to pass to the activity. They must follow the rules and procedures for sign in and usage and will remain in the library for the entire period.
- Homeroom teachers will be notified that the student is in the library.

- Only librarian passes will be accepted.

### **Computer usage in the Library Media Center**

- Students are expected to follow all school and district rules regarding computer usage.
- Time will be limited during high occupancy.
- Please do not print pictures.

### **PASSES**

A student must have a pass in order to leave a classroom. **Passes will be given only on an emergency basis during class time.** Students must be wearing their ID to obtain a pass. **Students in the corridors while classes are in session must have a pass.** A pass must be written in ink, be dated, have a statement or purpose of destination, and be signed by Teacher/Administrator/Counselor. Students who go to the bathroom must show their school IDs to the staff on duty at the bathroom and must have their passes countersigned by the staff on duty. Any student who obtains a pass to leave a class/activity period must get that pass countersigned and must return it to the teacher before 1:30 p.m. on the same day.

Passes will not be permitted during the **FIRST TEN MINUTES** and the **LAST TEN MINUTES** of class time. Any student who abuses the pass privilege will lose it.

### **BUS PASSES**

Students who reside more than a two-mile radius from school are eligible to ride chartered buses. If this bus service is the legitimate cause of lateness to school, it is the student's responsibility to notify staff in the Main Office in order to keep accurate attendance record. Additional information concerning bus passes may be obtained in the Main Office.

### **PARKING**

There are **NO PROVISIONS** for student parking at Springfield Central High School. Off-campus parking is done at students' own risk. Students are not to congregate where cars are parked before, during, or after school. Any student's car found in the teacher's parking lot will be towed at the owner's expense.

### **BICYCLES/BICYCLE RACK**

Students bring bicycles to school at their own risk. The city is not insured. Therefore, student's bicycles are their personal responsibilities.

### **OFFICE TELEPHONES – EMERGENCY BASIS ONLY - (3-minute limit)**

Due to the large enrollment at our school, we are only able to take messages from parents for **emergencies**. Your cooperation is greatly appreciated.

### **CLASSROOM TELEPHONES**

The use of any classroom telephone by any student is prohibited during classes. Any student with a legitimate need to use a phone should obtain a pass to see his/her Assistant Principal.

## **CELL PHONE USE**

*All electronic devices must be turned off and out of sight during the academic school day. The School Committee bans cell phones and all other electronic devices, i.e. iPods, etc., during school hours effective, May 21, 2007. The first violation will result in confiscation of the device to be returned at the end of the day or before school on the following day to a parent or guardian. The second violation will result in confiscation of the device, meeting with a parent, and suspension up to four days.*

## **BOUNDARIES**

Students may not leave the **MAIN BUILDING** at any time during the academic school day without permission or supervision by authorized school personnel. During lunch time, Bay Street side of Springfield Central High School, the sides of the building, the teachers' parking lot, the theater area, and the main wing are off limits to students. Students who leave the main building will receive disciplinary actions determined his/hers Assistant Principal.

## **FIELD TRIPS**

All students must remember that when they are on field trips or performing outside of the building, they are representing Springfield Central High School and all school rules apply. Students are expected to wear school uniform unless otherwise stated by Administration.

## **FIRE DRILLS**

Directions for a Fire Drill Procedure are posted in all classrooms and should be studied.

**SIGNAL:** An intermittent buzzing of the alarm bell.

**PROCEDURE:** Students must pay attention to the teacher in charge, follow all directions, and refrain from talking while evacuating the building, and while returning to classes.

## **ASSEMBLIES**

If there is an assembly, students will be seated in the area designated for their homeroom. Homeroom teachers will escort and stay with their room for the assembly period.

## **MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE**

The Springfield School Committee has requested that each of the 41 schools in the city begin each day with, "The Pledge of Allegiance," and a moment of silence. This is a State Law.

## **SCHOOL STORE**

The School Store is located in Cafeteria #2. All types of school supplies such as pens, pencils, notebooks, as well as sweatshirts, tee-shirts, etc., may be purchased there during our lunch period. Store hours to be announced.

## LOCKERS AND LOCKS

For purposes of security, standardization, and safety, only locks purchased at Springfield Central High School may be placed on lockers. Lockers in need of repair should be reported to the appropriate grade Assistant Principal. Security of lockers and their contents is the sole responsibility of the student. **Students are not to share their lockers with other students. Students are reminded that a school-approved lock must be on the locker at all times.** The custodians have been instructed to put a new lock on any locker without one. If you need an extra lock for your gym locker, locks are available for \$6.00 in the Main Office. Students are expected to remove all belongings from their lockers at the end of the year. It is highly recommended that all students purchase a combination lock for a gym locker. Students will have the ability to lock their belongings in a gym locker during their gym class. Central High School is not responsible for things taken from lockers.

## SEARCHES

School lockers, desks, computers, etc. are the property of the City of Springfield School Department. Students should not place any personal belongings that they do not want examined by school personnel in lockers or desks. Students can expect the ongoing use of locker searches, computer searches, desk search, x-ray machines, metal detectors, backpack searches and other means of surveillance to ensure the safety of staff and students. Students are expected to cooperate with authorities during such searches; failure to cooperate is grounds for suspension.

The School Department reserves the right to monitor or review all information contained on computers made available by the School Department. Strip searches are prohibited, except in conformity with probable cause standards and after prior approval of the Superintendent or designee. In addition, the City Solicitor or designee shall be advised of said action in advance of approval by the Superintendent or designee.

## LOST AND FOUND

All articles of lost clothing should be brought to the Main Office or Custodial Office. Any other articles such as books, glasses, keys, jewelry, etc. should be turned into the Main Office, Room 101.

## HEALTH CENTER

The Health Center is staffed by school department school nurses. The health center promotes health and wellness education and encourages students to stay in school.

The school nurse maintains health records for all students. They dispense medication, implement health screening, monitor and administer immunizations, and treat medical emergencies.

The Health Center provides, but not limited to, the following services:

- Treatment for common illness and administration of certain prescriptions; immunizations; health education; and sport physicals.
- The nurse can work together with a student's doctor to keep the student in school.
- You are NOT charged for this service. The Health Center will bill your insurance company if you have one.

The school nurses and the nurse practitioner work cooperatively for the health, well-being, and safety of students. Parents and guardians are encouraged to communicate with the health care providers.

## **MEDICATIONS**

Students who take medications during school hours are required to have medication consent forms on file with the school nurse. All medication must be left with the school nurse.

## **SMOKING**

**SMOKE FREE SCHOOLS:** The Springfield Public Schools System has a non-smoking policy. Effective February 1, 1993 article 5B-11 of the Unit A contract stipulated that all schools "shall be smoke free." As a result, there are no smoking areas in or outside of the building.

**SMOKING POLICY:** Students will not smoke or use tobacco products or any type of electronic or smoke-less cigarette at school, on a school bus, at any school-related activity on school grounds during normal school hours or at offsite school-sponsored activities. Possession of any tobacco product is a violation of school policy, as well as, Massachusetts General Laws. All tobacco products will be confiscated and will not be returned.

## **ASBESTOS MATERIALS**

Springfield Central High School was surveyed by Alderman & McNeish, Architects and Engineers, 594 Riverdale Road, West Springfield, MA, 01089, and was found to contain no friable asbestos materials. No serious exposure-hazards are predicated for the occupants of Springfield Central High School. Any future information needed is available in our office and at the Springfield Public Schools Central Office at 1550 Main Street, Springfield, MA. The telephone number is 787-7100.

## **NATIONAL HONOR SOCIETY**

The purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to give service, to promote leadership, and to develop character in the students of Springfield Central High School. Membership is an honor bestowed upon students judged to be outstanding in scholarship, character, leadership, and service. Selection of members is by majority vote of the faculty council, consisting of five faculty members appointed by the principal.

To be eligible for membership, candidates must be members of the Junior or Senior Class and must have been in attendance at Springfield Central High School for one semester. Membership in the National Honor Society is determined through a formal selection procedure adopted by the faculty council as listed below.

### **Eligibility Guidelines for National Honor Society:**

1. Student's academic records are reviewed to determine scholastic eligibility.
2. Candidates must have a cumulative scholastic average of 3.5 at the end of the first semester of their sophomore year or at the beginning of their junior year.
3. Students eligible scholastically are notified.
4. For further consideration as candidates for election to NHS, they must complete the Student Activity

Information Form.

5. All faculty members are invited to evaluate the candidates. However, the actual selections are made by the five appointed members of the faculty council.
6. The student Activity Information Form is reviewed by the faculty council, along with any other verifiable information about each candidate.
7. Candidates receiving a majority vote of the faculty council shall be inducted into the Chapter.
8. The selection of members is made only in the fall and the spring of each school year. Once selected, members have the responsibility to maintain those qualities of scholarship, leadership, service, and character for which they were elected.

### **SPECIAL HOMEROOMS**

At Springfield Central High School, a number of homerooms are designed to meet the needs of students who have special interests. Students should check with their homeroom teacher to see if there is a requirement for selection into a particular homeroom. For example: ROTC, Student Government, Key Club, Gay Straight Alliance, and Mentor/Mentee Program.

### **EXTRA-CURRICULAR ACTIVITIES**

Springfield Central High School expects that all pupils comply with the school's student expectation requirements (see page 4). Attendance at school functions is a privilege. As such the Administration reserves the right to withhold these privileges if it is deemed a student is not a good school citizen. The criteria for a school citizen are included in the behavior code. In particular, "Students will behave in accordance with school rules and take responsibility for their actions." Therefore, any student owing any obligations including, but not limited to the following: office detention, suspension, fund raising money, will not participate in extra-curricular activities until these issues have been resolved. These activities include, but are not limited to, the following:

1. School Dances
2. Banquets
3. Proms
4. School Trips
5. Pep Rallies
6. Talent Shows
7. Athletics
8. Band/Chorus
9. Theater

**Any student who does not attend school will not be allowed to attend or participate in any extra-curricular activities.**

**Administration reserves the right to revoke a student's privilege to participate in extra-curricular activities based on the student's attendance, academic performance, and behavior.**

### **ATHLETICS**

In order to maintain the educational priorities at Springfield Central High School, coaches are asked to remind their students that they are expected to be first and foremost good citizens and students. Participation in a sport is a privilege which will be curtailed if there are infractions of school policies or regulations. No student athlete can participate in any sport activity while serving an internal or external suspension. A student athlete may be allowed to resume participation in sport activities after the suspension obligation has been completed.

**Athletes are to be reminded of the following:**

1. A student must have a 1.67 GPA in all subjects and not fail more than one subject to participate in any extra or co-curricular activity.
2. Students new to the Springfield Public Schools or new to Springfield Central High School are required to have a comprehensive physical examination each year from a private physician or public clinic on file with the school nurse before they are allowed to participate in athletic practices or games. Students who attended Springfield Central High School last year and already have a comprehensive physical exam must complete and have signed by parent or guardian Form 826B Subsequent Evaluation: This form must be returned to the school nurse for approval before participating in practices or games. No student shall practice or play without written approval from the school nurse.
3. With the exception of football, the school insurance will cover all injuries. It is in the best interest of the student to have it.
4. Athletic permit card must be completed and signed by parents.
5. Equipment responsibility is stated on the policy card.

**THE FOLLOWING SPORTS ARE REGULARLY OFFERED:**

**FALL**

Football  
Soccer (M&F)  
Cross Country (M&F)  
Golf  
Volleyball (F)  
Cheerleading

**WINTER**

Basketball (M&F)  
Hockey  
Wrestling  
Swimming (M&F)  
Cheerleading  
Track (M&F)

**SPRING**

Baseball  
Softball (F)  
Track and Field (M&F)  
Tennis (M&F)  
Volleyball (M)  
Lacrosse (M&F)

**(M&F) denotes separate teams for Boys (M) and Girls (F)**

**EXAMINATIONS**

PROCEDURE: Tests in major subjects are given during each marking period. Since students need to become accustomed to studying for tests such as those types which will be given in college, mid-year examinations are scheduled in January. Subject-specific final examinations will be given in June. Final examinations are scheduled once the School Committee has established the official school closing date. **Final examinations are compulsory, and families should not make vacation plans which necessitate students leaving school prior to the end of the school year. Students will not be excused from this very important responsibility which could result in failure.** (See DISMISSALS] Make-up final examinations will only be allowed for the following reasons: 1) documented doctor's note, 2) documented bereavement, and/or 3) documented court appearances. Parents will receive information regarding finals from the school through their children.

***\*FINAL EXAMS WILL NOT BE GIVEN EARLY\****

**Other Examinations Offered**

SAT (Critical Reading, Writing, and Math), SAT Subject Tests, Preliminary Scholastic Aptitude

Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT), Advanced Placement (AP) Exams, American College Testing (ACT) Tests, and Massachusetts Comprehensive Assessment System (MCAS) Test. See your Guidance Counselor for SAT/ACT dates and times.

### **2021 – 2022 Advanced Placement (AP) Exam Schedule**

Students who plan on participating in AP Courses and AP Examinations must see their Guidance Counselor for the names of the AP Coordinators and the AP Timeline for testing.

### **OPEN HOUSE**

Open House is scheduled for October (TBA) as part of the observance of American Education Week. Watch for notices inviting parents to Springfield Central High School for Open House.

### **CHANGE OF ADDRESS**

Any student whose address or telephone number is changed at any time during the school year must notify the Parent and Community Engagement Center (PACE) immediately. ***Accurate address and telephone information is vital for Springfield Central High School staff to contact homes.***

### **DISTRIBUTION OF LISTS OF PARENTS NAMES AND ADDRESSES**

Springfield Central High School will adhere to all of the rules and regulations as regards to student records -- 603 CMR 23.00 of the Massachusetts Department of Education.

Specifically, there shall be no distribution of parents names and addresses unless written approval is obtained from the Superintendent of Schools upon each occasion that this need might arise. Additionally, there shall be no distribution of student names and addresses or other personal information to any sources (including the military) unless permission for release is obtained from individual students/parents.

### **PARENT, TEACHER, STUDENT ASSOCIATION (PTSA)**

Springfield Central High School PTSA welcomes you and your student. Join us with your support and participation. Your involvement is needed and encouraged to help make Springfield Central High School a better school for all our students. (Please see the forms section at the back of this booklet). Scheduled meetings for 2021 – 2022 will be announced when available.

### **SCHOOL CENTERED DECISION-MAKING TEAM (SCDM)**

The Springfield Central High School Centered Decision-Making Team meets on a regular basis in Room 127B. Meetings are, generally, on Tuesday at 3:45 p.m. The meetings are open for observation, and people wishing to make a presentation to the team may sign up to do so. Parents, community members, and businesspeople are all welcome.

The purpose of the SCDM team is to support and promote the best possible education to all the students of Springfield Central High School. This is accomplished through active participation by the faculty and



staff to ensure that the operations of the school and the implementation of curricula follow the guidelines of the contract between the School Department and the Springfield Education Association.

All issues pertaining to Springfield Central High School can be dealt with by the team. The members of the team include the principal, counselors, teachers, parents, business people, Central Office administration, students, and community members. Any parent interested in participating on the Springfield Central Team, may volunteer through the Parent-Teacher-Student-Association (PTSA). For further information about school centered decision making you may contact the principal.

## **SCHOOL SAFETY POLICY**

**H.B. No. 5440 - AN ACT relative to safety in the public schools.** Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

**SECTION 1.** Section 37H of chapter 71 of the General Laws. as inserted by section 36 of chapter 71 of the acts of 1993, is hereby amended by striking out subsection (e) and inserting in place thereof the following subsection: (e) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit said student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

**SECTION 2.** Said chapter 71 is hereby further amended by inserting after said section 37H, inserted by section 36 of chapter 71 of the acts of 1993, the following section:

**SECTION 37H1/2.** Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

1. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the

hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

2. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the director of guidance. The student shall notify the director of guidance, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The director of guidance shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf and shall have the right to counsel. The director of guidance shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The director of guidance shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.

SECTION 3. The Department of Education and the Department of Youth Services shall, pursuant to a study and recommendations conducted by the Mass. Jobs Council, assure that an educational opportunity is provided for a student whose admission to a school or right to educational services is regulated by the provisions of this act.

## **LUNCH**

### **These Lunchroom Procedures Must Be Followed:**

1. Students are not to run at any time.
2. Students are not to cut into line at any time.
3. Students are to make only ONE cash-transaction on any single trip through the line.
4. Students should remove all lunch papers and scraps from the table or floor and place them in the containers provided for that purpose. In case of doubt as to the ownership of trays, papers or debris not taken care of, the last student or students at the table must assume responsibility. Keep the lunchroom clean for those who come in after you. No food or drink is allowed outside the cafeteria at any time.
5. Students must not stand on chairs or sit or stand on tables.
6. Fooling around or shouting is not permitted.
7. Any student who is not in the cafeteria during the designated lunch periods must have a pass to go elsewhere. There will be no loitering in hallways, especially the theater and main wing areas. Disciplinary actions will be taken for those without legitimate passes.

8. Students who choose to not follow the above-mentioned lunchroom procedures will be subject to disciplinary actions and may result in loss of lunchroom privileges.

**1<sup>st</sup> Lunch: 10:30 a.m.**

**2<sup>nd</sup> Lunch: 10:59 a.m.**

**3<sup>rd</sup> Lunch: 11:28 a.m.**

**4<sup>th</sup> Lunch: 11:57 a.m.**

**STUDENTS MUST NOT LEAVE THE SCHOOL BUILDING. FOOD AND BEVERAGES ARE TO BE CONSUMED IN THE LUNCHROOM ONLY. DELIVERIES OF FOOD ITEMS BY PARENTS OR GUARDIANS AND FRIENDS INTO SCHOOL ARE NOT PERMITTED. ALL ITEMS WILL BE CONFISCATED.**

### **BOOK CHARGES**

**Procedure:** When books are issued, students receive a book charge card on which they write the title, number, and condition of the book and sign their name as evidence of their responsibility. The student is expected to cover and to take good care of the book and to return it in the same condition as when it was received.

**Lost Books:** If a book is lost, the student should report the loss to the subject teacher. All "stray" books are sent to the main office. Students should check there to locate any missing property. In all circumstances, the replacement value for damaged or lost books will be paid for by the student before any other books are issued.

### **ADDITIONS TO DISCIPLINE CODE**

1. Gang-related activities such as recruitment, wearing of gang-related colors, etc., or other gang-related activities are prohibited on school grounds or activities sponsored by schools and constitute grounds for suspension or expulsion.
2. Students bracelets, necklaces, scarves and metal belts are strictly prohibited and will be confiscated. Chains of any kind are prohibited and will be confiscated. The school is NOT responsible for confiscated items.
3. All electronic devices which include but are not limited to cell phones, electronic games, iPods and earphones are prohibited on school grounds. The bringing of such devices to school, depending on the circumstances, constitutes sufficient grounds for confiscation, detention, parental conference, and for repeated offenses, suspension. For special events such as field trips, the principal may suspend the rules. The school is NOT responsible for confiscated items, nor will it investigate stolen, missing, or improperly secured items.
4. Conduct that is indecent, lewd, insulting, or demeaning is prohibited on school grounds as is the use of obscene and/or profane language and gestures. Any violation of this rule constitutes grounds for suspension.
5. Students can expect the ongoing use of locker searches, backpack searches, and personal searches that involve metal detectors to ensure the safety of staff and students. During these searches, students are expected to cooperate with School and Law Enforcement Officials. Failure to do so could result in disciplinary action by the school and/or legal action by police.
6. Individuals (adults or minors) who are trespassing on school property can expect to be arrested. This includes students who are not enrolled in the school where they are trespassing but do attend other schools. Students on external suspension may not attend school functions and will be subject to arrest and considered trespassing if found on school grounds or at school functions.

7. Students are to identify themselves to any school personnel (teacher, administrator, police/security person, health center workers, paraprofessional, cafeteria workers, and custodial staff) upon request. Failure to do so is grounds for suspension.
8. Students who assault a bus driver or a bus monitor will be disciplined according to the code of conduct and sent to the Assessment Center. Furthermore, they will lose the privilege of bus transportation for the remainder of the year. Students who are involved in a fight on a school bus will be disciplined according to the code of conduct and will be sent to the Assessment Center. Due process will be followed in both of the above instances. The principal has the authority to suspend.

If interpretation of the above rules is necessary, the determination of the principal, using reasonable person standards, governs the interpretations.

### **EASTERN STATES EXPOSITION (Big E)**

There is no School Committee-sanctioned day off for this purpose. It will be treated as an unapproved absence.

## STUDENT SUCCESS AT SPRINGFIELD CENTRAL HIGH SCHOOL

To maximize their academic and social success at Springfield Central High School students should pay attention to the following suggestions:

1. Care about each other.
2. Share information.
3. Keep promises.
4. Respect each other.
5. Act with integrity.
6. Be honest.
7. Keep confidences.
8. Speak directly to people.
9. Gain commitment.
10. Have honest and supportive relationships.
11. Keep unproductive suspicion and hostility to the minimum.
12. Maximize creative human potential.
13. Reduce waste, time loss, and working at cross purposes.
14. Have maximum credibility.
15. Bring problems out into the open while solutions are still feasible and cost-effective.
16. Get accurate information.
17. Find time to share.
18. Raise issues of trust and talk about it.
19. Listen and hear the whole story.
20. Don't gossip.
21. Be open-minded.
22. Don't confuse blame and responsibility.
23. Admit it when you've done something wrong.
24. Talk favorably about our school.
25. Take responsibility for making things better.
26. Carry your share of the load.

**Parent Conference Request Form**  
**(Tuesdays after school only)**

Student's Name \_\_\_\_\_HR \_\_\_\_\_

Parent(s)/Guardian Name(s)\_\_\_\_\_

Counselor's Name\_\_\_\_\_

We request a conference(s) with the following:

<b>Time</b>	<b>Teacher</b>	<b>Subject</b>	<b>Room</b>
2:35	_____	_____	_____
2:45	_____	_____	_____
2:55	_____	_____	_____
3:05	_____	_____	_____
3:15	_____	_____	_____
3:25	_____	_____	_____

The student will obtain the teacher's signature for a mutually convenient time. Conferences will be held in the classroom. The deadline for scheduling conferences is the Friday preceding the scheduled conference date.

**Parent, Teacher, Student Association (PTSA)  
Information Request Form**

I, \_\_\_\_\_, would like additional information on the PTSA. My student,  
\_\_\_\_\_, attends Springfield Central High School. I am interested in  
learning how I can play a more active role in my student's education. I can be contacted at my telephone number  
of \_\_\_\_\_ or address of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Media Release Form

The Springfield Public Schools District periodically uses internal publications and video productions as tool for positive communication.

Individuals and groups of students may be showcased through the posting of writing, multimedia projects, photographs, videos, voice recordings, and the listing of student accomplishments in the media, and in the District's communications systems, and by others with the District's permission.

\_\_\_\_\_ Yes, I give my permission for my student's image, voice, and achievements to be included in SPS communication efforts and by others with SPS permission.

Parent/Guardian Name (Please print) \_\_\_\_\_

Student Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_