

**SPRINGFIELD HIGH SCHOOL
& CAREER AND TECHNICAL
CENTER**

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

**2018-2019
STUDENT HANDBOOK**

Principal

Ms. Teresa Leavitt

Asst. Principals

Ms. Margaret Thompson

Mrs. Angie Inman

Mr. Larry Staggs

Director of Schools

Dr. Chris Causey

Assistant Director of Schools

Mrs. Stephanie Mason

ROBERTSON COUNTY SCHOOLS

CORE BELIEFS

Purpose: We believe there is no profession with a greater purpose than ours. We understand our responsibilities are complex. We develop minds and character. We inspire those in our care to think, to question, and to imagine a life better than the present. We recognize there is a ripple effect within our work: well-rounded, educated students lead to improved communities, a stronger nation, and an informed society.

Trust: We believe that trust is the foundation from which all other core beliefs develop. Trust is essential if an organization is to thrive and succeed. We recognize trust is multifaceted – it involves competence, character, and contractual obligations. It is developed and earned over time through our words and our actions. We acknowledge that trust generates commitment, fosters teamwork, and promotes progress.

Communication: We believe effective communication determines whether we fall short or succeed as an organization. At a basic level, efficient communication provides guidance for our daily work. In voicing our expectations, we must be intentional and consistent. At a deeper level, our communication practices value the ideas and opinions of all involved. These practices are open, honest and purpose driven.

Collaboration: We believe collaboration creates a culture of continuous improvement. We know effective collaboration is driven by a common mission. It occurs within a context of trust and respect. Through collaboration, we support innovation, solve problems and provide for high levels of student learning. We recognize our work is too important to attempt in isolation.

Welcome to Springfield High School!

Welcome back to Springfield High School. We hope you are excited about another fantastic school year. Make every effort to be a part of the many things we have to offer here at SHS and make your high school experience a memorable one. We are glad to have you here at SHS and look forward to seeing you be successful!

Scheduling:

Most of our classes are 47 minutes long and last the entire school year. We will still have a few classes that will be taught on a “block” format for various reasons. All 5th/6th period classes will be taught as a block. We will also have a 30-minute RTI/Enrichment time during the school day. Doors open daily at 7:40.

Grading:

We will run progress reports/report cards every 4.5, 9, 12, and 18 weeks in addition to weekly updates in PowerSchool. Grades will be carried for the entire semester and then averaged at the end of that semester. For classes on a traditional schedule, the first semester will last from August through December and the second semester will run from January through May. Midterms are given in October, March, and December, and final exams are given in December and May.

Food Service Programs:

ALL students will now be served free breakfast and lunch. Breakfast served at 7:45.

ACT Focus:

We hope you focus to raise your ACT score and to achieve the college readiness benchmark scores set by the state of Tennessee. We will have awards based on meeting those benchmarks after the state testing day. There is also an awards day called ACT Counts where all students meeting 3 of the 4 benchmarks will be invited to attend the celebration.

Clubs and Organizations Offered at SHS

Anime and Manga Club – Heather Chandler

Art – Emily Ellis-Head

BETA – Hannah Thomas

Choir – Savannah Ambrose

FBLA – Alex Neblett

FCCLA – Brooke Head

FCA – Lori Dozier, Jake Magill

FFA – Julie Newberry

Govt, YIG, Mock Trial – Hannah Thomas & Tim

Overstreet

HOSA – TBD

Junior Civitan – Emily Ellis-Head

Key Club – Mary Holmes

National Honor Society – TBD

Spanish Honor Society – Sandra Salazar

Renaissance – Lori Dozier, Sandra Salazar, Hannah

Thomas

Skills USA – Danny Richards

Student Council – Arielle Dyer & Nancy June Inman

TSA – Stephanie Murrell

Athletics and Head Coaches:

Football – Dustin Wilson

Girls Soccer – AnnMarie Turpen

Cross Country – Jacob Magill

Golf – Todd Babington

Volleyball – Daniel Owsley

Boys Basketball – Micah Rochester

Girls Basketball – Todd Babington

Track – Jacob Magill

Baseball – James Martone

Softball – Daniel Owsley

Tennis – Curtis Holland

Boys Soccer – Zac DeFrancesca

Cheerleading – Arielle Dyer

Band – Jacob Maurer

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

WHO TO SEE FOR HELP:

If I am sick at school:	Ask your teacher for a pass to the school nurse.
If I missed a day and need it excused, or I need to check out early:	Bring your excuse to the front office before the bell to begin school rings at 8:00. All check out notes need to be given to your 1 st period teacher. They must have a parent number on them for verification.
If I am 18 and need to check out without a note from home:	You must speak directly with Mrs. Leavitt for permission.
If I have a question about attendance:	See Mrs. Parker in the front office.
If I need to use the phone:	Ask your teacher to write a note for you to use the phone in the front office or speak with an assistant principal.
If I am struggling in my classes or need help with my homework/assignment:	Speak with your teacher and schedule time for tutoring after school or OverTime.
If I am not being challenged in my classes, or if I feel my classes are too difficult:	Speak with your teacher and/or your counselor.
If I want to make sure I am on track to graduate, or if I don't know what I want to do after I graduate:	Speak with your school counselor.
If I am having emotional issues:	Speak with your counselor and/or a teacher you trust.
If I feel that I don't fit in, I am being treated unfairly, or I am being picked on/bullied:	Speak with your counselor and/or a teacher you trust.
If I do not have anywhere to live, or if I do not have enough to eat:	Speak with your school counselor and/or a teacher you trust.
If I need to buy a parking pass:	Speak with Mrs. Parker in the front office. We will also sell passes for \$10 at the Jacket Palooza.
If I forgot my locker combination:	See an assistant principal.
If I want to buy a yearbook:	Speak with Mr. Vaden or a member of the yearbook staff. You may also purchase a yearbook online via our school website.
If I want to buy season passes to athletic events:	Talk to Mr. Dustin Wilson for football season passes.

If I am not sure if I am eligible to play sports:	Speak with the athletic directors or the coach of your sport.
If I want to join a club or extracurricular activity:	We encourage you to participate in several extracurricular activities while in high school. Please talk with the teacher who sponsors an activity that interests you.
If I am having a conflict with a teacher, coach, or administrator:	Anytime you have a conflict with an adult, you should first speak directly to that individual in a respectful manner. Do not argue but talk in an adult manner and try to resolve your differences. The counseling department is trained to help with situations like these. If you are unable to reach a resolution, speak to an assistant principal or the athletic director if it involves a sports issue. Also, speak to your parents and ask them to call and speak to the teacher or coach on your behalf. If those options do not work, speak with the principal.

SHS Policies & Procedures

Attendance Regulations

Being absent from school is like being absent from a place of employment. Each credit is based upon 180 days of attendance and work required in preparation for class.

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

Any student with 5 or more unexcused absences will be considered truant and treated accordingly.

Robertson County School Board Policy: An accumulation of 8 unexcused early dismissals and/or unexcused early checkouts throughout the entire school year will be considered one day's unexcused absence.

Absentee Policy

Absence Information

- Students must report to the main office at 8:00 if they have missed the previous day or any part of the previous day to obtain a blue note.
- A note from a parent, guardian, or doctor should be given to the office staff, complete with dates, reason for absence(s), signature, and a phone number for verification.
- If a student has missed 3 consecutive days due to illness, a doctor's note will be required.
- Parents are allowed three parent notes a school year. All other notes must be from a Doctor, court, or proof of a death in the family. All parent notes must be turned in within three school days of the absence.
- For any student missing over 3 days in a school year, verification from sources other than a parent will be required.
- To leave campus after he/she has arrived, a student must give the attendance office a written notice by a parent and the student

must sign out in the main office. There will be no phone, fax or email check-outs. All notes must be given to the 1st period teacher and will be verified before a student can leave.

Absence Procedures

- A blue (excused absence) note will be issued from the front office staff to the student. The student must present this note to each teacher of the class or classes missed the previous day. The teacher will mark in his/her gradebook whether the absence was unexcused or excused. All absences will be unexcused unless a blue note is obtained.
- Students will need to turn in their absentee note to the teacher of the student's last class of the day, which will be turned into the office and filed in the student's attendance folder.

Final Exam Exemptions

(does NOT apply to mid-terms and state-mandated standardized tests)

Eligibility for exam exemptions begins on the first day of school. The final decision regarding **final** exam exemption of any student will be determined by the principal. The criteria for exam exemption as related to attendance are below:

- An average of an A in the course with no more than three (3) excused absences in a block class, and no more than six (6) excused for students on a seven-period day or year-round class.
- An average of a B in the course with no more than two (2) excused absences in a block class, and no more than four (4) on a seven-period day or year-round class.
- Students may not have a combination of more than five (5) tardies/early dismissals across all class, all year.
- **Any student who has been suspended (in-school or out-of-school) for any period of time is not eligible for exemptions in any of his/her classes.**

Students who qualify for an exam exemption may elect to take his/her exam. The resulting exam grade shall not lower their average for that grading period.

Check-Out Procedure

- Any student leaving campus for any reason after he or she has arrived at school must sign out through the main office.
- Students who require an early check-out should turn in a note to their 1st period teacher with date, time of check-out, reason, signature of parent or guardian, and phone number for verification upon arrival to school. **If verification cannot be obtained, the student will not be allowed to check out.**
- Students checking out early should report to the main office at the appropriate time and sign out before leaving the building. Students must leave school grounds after signing out.
- Any student leaving campus without signing out will be considered skipping school.
- Students 18 years of age must have permission from the principal to sign themselves out of school each time.

Early Dismissals

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

- a. Students who have 6:30 AM or 7:15 AM classes.
- Students must leave the building immediately and are not permitted to remain on school property.
 - All others must sign out with parent note or be accompanied by a parent who signs them out.
 - Any student who leaves school without permission after arriving on school property will be subject to ISS or suspension. Driving privileges may also be revoked. Parent conferences will be required for students who skip. This includes students enrolled in Dual enrollment classes.

Late Arrivals

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

Student Responsibility Concerning Attendance

It is the student's responsibility to request make-up work within Robertson County Board of Education guidelines.

Parent or Guardian Responsibility Concerning Attendance

- It is the responsibility of the parent or guardian to provide, in writing, a note for any absence, tardy to school, or early dismissal, in addition to a phone number. In case of emergencies, the parent must sign the student out in the main office.
- Parents, not the school, are ultimately responsible for their child's attendance until the child reaches his or her 18th birthday, according to Tennessee Code Annotated (TCA) 55-50-321 and TCA 49-6-3017. Parents may be subject to legal fines and/or imprisonment if charges are filed.

Discipline Procedures

Tardies

A student is classified as tardy when they are not inside the classroom when the tardy bell rings, and who does not have an excuse note from another staff member. No student will be admitted to class after the tardy bell rings. Any student still in the hallway after the late bell rings should report immediately to tardy sweep locations (usually a principal's office) for a tardy slip.

- **Students receive one day of in-school suspension (ISS) after they have accumulated 8 tardies and/or early check-outs in a nine-week period.**
- **Once a student has received 16 tardies and/or early check-outs, the student will be suspended (OSS) and driving privileges will be revoked. If 8 additional tardies/check-outs are accrued, this will result in an additional day of suspension (OSS).**

In-School Suspension

ISS will be assigned to students who cut classes, disrupt the classroom, or disrupt the normal progression of the school day.

- **If a student is suspended for a cumulative total of 10 days over the course of the school year, a referral will be made to the Disciplinary Hearing Authority (DHA), and administration may recommend that the student be placed in an alternative setting.**
- **If a student is sent out of ISS for any reason, or does not attend ISS when assigned, the student will be suspended.**
- **If a student is checked out of school when he/she is serving ISS, he/she must complete the remainder of the ISS time on the day they return.**
- **Upon accumulating 10 days of ISS, a student will receive one day of out-of-school suspension (OSS). Further infractions will earn the student an additional day of OSS.**

Hallway Procedures

No student is allowed in the hallways, lobby, gym restrooms, parking lot, or outside of the building without a hall pass. Any student found in these areas without a hall pass is subject to being placed in ISS.

Student Appearance

- Pupils shall observe modesty, appropriateness in clothing and personal appearance. A student is not appropriately dressed if he/she is a disturbing influence to the educational environment because of his/her mode of dress. Should a student be improperly dressed, an appropriate action will be taken. These are the concerns set forth by Robertson County Board of Education.
- No head covers without permission of the principal
- No bare midriff, revealing necklines
- Appropriate length of shorts and skirts: Shorts and skirts should be ***consistently*** an index card width above the back crease of the knee (3.5 inch side of an index card). **Leggings can be worn with a dress or skirt that meets dress code consistency. Leggings may not be worn as pants if the top is not 3.5 inches from your knee.**
- Leggings are loungewear and are not permitted.
- No tube, tank, see through tops (unless there is a full tank top underneath that covers the stomach and ALL undergarments); all shirts must have some type of sleeves. No undergarments should be visible for both males or females.
- No sagging pants. (No undergarments should be exposed)
- No attire promoting alcohol, tobacco, drugs or sex.
- No dusters or trench coats.
- No clothing containing advertising for gangs, gang symbols, hate groups, illegal activities, or offensive language.
- No unnatural eye contacts.
- Shoes/sandals must be worn always.
- Outer clothing which resembles lounge wear, pajamas, or underwear is prohibited.
- No spikes, chains, or other items that cause a safety concern
- No sunglasses allowed to be worn in the building.
- Blankets can not be used or carried around at school. This is a safety concern.
- Uniforms of cheerleaders and athletes may be worn on the day of a game or pep rally at the direction of the coach or sponsor.
- **No tears or holes above knee level that either expose skin or undergarments. No duct tape will be provided, and it is the responsibility of the student to provide their own duct tape.**

Discipline for Student Appearance

The following will be considered appropriate discipline measures for violations of the SHS dress code:

- Immediate correction and intervention
- OR
- One day of ISS

Any further infractions will result in appropriate disciplinary action.

General Policies

- There will be absolute respect for all personnel of the school.
- There will be no running, sliding, loud rapping/singing, or horseplay in the halls.
- Possession or use of tobacco products is prohibited. Consequences are for the first offense a formal warning and letter to the parent and for all other instances, suspension per Board policy. All offenders will be cited to juvenile court per Tennessee Code Annotated. A “look out” for smokers is treated as if he/she was smoking. Possession of lighters/matches or vaping materials is prohibited. These are considered smoking paraphernalia.
- Use of vulgar or profane language is prohibited
- The use of electronic devices including electronic games, iPods, head phones, and phones is prohibited. These may not be seen or heard during the academic school day (8:15am-3:15pm). The Robertson County School Board Policy will be followed regarding all electronic devices.
- Additionally, the use of electronic devices to include cameras or smart phones are prohibited in school locker rooms.
- Excessive noise or loitering during class changes is prohibited. Tennessee Code Annotated also states in extreme cases violators may be cited to juvenile court.
- Strong displays of affection are prohibited.
- Unless it is a class activity, or the student has a pass to the specific area, no student is allowed on or near the athletic fields, gymnasiums, and locker rooms during regular school hours.
- The following are grounds for automatic suspension and are prohibited: possession or use of fireworks of any kind, misbehavior while in ISS, gambling, extortion, and fighting. Extreme and repeated cases may result in suspension to the Discipline Hearing Authority.

- Stealing is unacceptable. Consequences may include a reprimand, a student-parent-administrator conference, ISS, or suspension. In extreme cases a citation to Juvenile Count may be issued as well as suspension to a DHA.
- Destruction to school property will not be tolerated. Consequences may include a reprimand, a student-parent-administrator conference, ISS or in extreme instances suspension to a DHA. In addition, students may be required to repair or pay restitution for the damaged property.
- As per federal and state law, any Zero tolerance issue will mean suspension to the Discipline Hearing Authority after appropriate investigation. **Federal and state law prohibits the possession of controlled substances, fire arms, or knives of any kind on school property or at any school related event at any time.** Any knife over 4 inches in length will result in an automatic referral to the Discipline Hearing Authority. State law and board policy classify alcohol as a no tolerance issue. Assault and battery may be considered a no tolerance issue as well.
- Classroom rules should be posted for all students entering the room to view.
- Any effort to solicit or collect money at school must have prior approval of the principal.
- Sales of candy, pencils, etc. for non-school organizations are prohibited.
- Students are not to bring large sums of money to school. All personal items should be labeled.
- Student visitor passes will not be issued.
- If a student becomes ill or is injured, students should respond to the nearest staff member immediately or send a peer to get staff if unable to report it him or herself.
- The administration reserves the right to make all rules necessary for the smooth function of school. All students will be notified of any additional rule changes.
- No outside food or drink may be brought to school. This includes beverages in Styrofoam cups, thermoses, or tumblers of any kind (Yeti, Ozark, etc.). Energy drinks are also not permitted.

- Failure to pay a fine of any kind will result in students' PowerSchool accounts being locked until the fine has been paid.
- No sunglasses are to be worn inside the school building.

Cell Phone Policy

Personal Communication and Electronic Devices Students in grades 6 – 12 may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks, purses, or personal carryalls. Such devices include but are not limited to: wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream or interact with wireless technology; cell phones; laptops; tablets; and mp3 players. At no time shall a student operate a cellular device with video or picture taking capabilities in a locker room, classroom, bathroom, or other location where such operation may violate the privacy right of another person. Violation of this policy may result in confiscation of the device and other disciplinary actions. At no time shall the school be responsible for preventing theft, loss or damage to devices brought onto school property. Students can use personally owned devices in the classroom for education purposes only, and this must be done under the direct supervision of the teacher.

1st offense—Confiscation of device; return in 3 school days or a \$10 fine.

2nd offense—Confiscation of device; return in 5 school days or \$20 fine.

3rd offense—Confiscation of device; return in 10 school days or at end of grading period, whichever is longer, or \$30 fine.

4th offense—Confiscation of device; return at end of semester or \$40 fine. Subsequent offenses will be treated under 4th offense guidance and may result in more serious consequences.

Lockers

- Lockers are school property and subject to search. Each student should use his/her own locker. Rental cost is \$3.00.
- The school will not accept responsibility for stolen articles.

Using the Library Media Center or Computer Labs

- Library books may be checked out for a period of three weeks. A fine of 10 cents per day is charged for overdue books. The maximum fine is \$3.00. Some reference materials may be checked out with librarian permission for overnight use.
- Report cards will be held if students fail to comply with book return and fine regulations.
- Students taking material from the library without permission will be prohibited from checking further materials out.
- Food and drink are not permitted in the learning media center.
- A fine of \$1.00 will be charged for any damages to or removal of bar codes.
- You must sign Robertson County's acceptable use policy to use any school-owned technology—including the Internet—at Springfield High School. This policy is sent home at the beginning of the year. School computers are monitored and privacy regarding Internet use should not be expected by users. Our technology department actively checks for inappropriate use of our school technology and internet.
- Individual students visiting the library are expected to bring a pass from their classroom teacher. This includes the lunch period. All students must sign-in at the circulation desk.
- Students will comply with board policies regarding technology use.

Use of the School Phone

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

Motor Vehicle Regulations

- Parking permits will be issued at the beginning of the year.
- The permit will cost \$10.00 and must be displayed as directed in the vehicle always. Parking permits may be obtained anytime during the school year from the administration. The parking lot will be monitored from time to time. Students that drive without a permit will receive a \$20.00 ticket.
- Students are not to be in the parking lot or use cars during the school day without permission from administration.
- Students must enter the building when they arrive at school and not remain in their cars.
- Students must not park in a designated faculty, staff, visitor or handicap space (unless prior approval given for handicap.)
- Students must park in their assigned parking spot. All student spots are numbered.
- All individuals driving on school property must drive in a safe manner and observe the fifteen mile an hour speed limit. Violators may lose driving privileges on school property, and extreme cases may be cited by the Robertson County Juvenile Court. Students must purchase and display a parking permit to park on school property. The cost of a parking permit is \$10.00. All fines incurred for not purchasing a parking permit are \$20.00.

Bookkeeping

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

Provisions for Textbooks

- Each student will be furnished a textbook(s) for appropriate classes. At the end of the term, all books previously distributed to the student will be returned to the teacher
- If a book has been in any way unduly abused or lost, the student will be billed for the damage or loss of the book. Each student is asked to write his/her name and the issuing teacher's name in the book. Report cards will be held for fines regarding damaged textbooks.

Visitors

- All visitors are required to report to the main office, sign in and get permission for their visit and acquire a visitor's pass.

Bus Rules

School buses are extensions of the school and a privilege; misbehavior doesn't stop at the edge of the school grounds. Students are instructed to follow these rules of behavior.

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

Morning Arrival

- All students must report to the gym upon arrival through the front doors and will be dismissed to the cafeteria by a breakfast bell. All students must remain in the gym until the cafeteria is open. Students who go to the cafeteria must stay in the cafeteria. No student will be allowed in the cafeteria after 8:06 am.
- Students cannot go to their lockers or anywhere else in the building before the dismissal bell rings unless they have a note from a teacher or administrator.
- Students may only use the restrooms in the gym and by the cafeteria in the morning.

Lunch Period Procedures

- Students are to go to lunch at their designated time.
- Students are not permitted to leave school for lunch.

- All students must report to the cafeteria at their designated lunch time.

Computer Lab Policies

- Student using computer labs with their classroom teachers must adhere to all Robertson County School Board policies regarding computer lab and technology usage. The following are general rules and policies that must be followed.
- No food and drink will be allowed at any time in the computer labs.
- Students must sign the acceptable use agreement from the technology department to use county technology.
- Students will be held liable for any inappropriate use of the computer labs.

Medicines

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

All Medications must be:

- Stored in a locked box in a secure area;
- Brought to school by a responsible adult in a properly labeled pharmacy container (prescription drugs), or unopened bottle (over the counter medications):
- Accompanied by written permission from the parent/guardian.
- All medications require a physician's order demonstrating the necessity for such medication and the need to administer such medication, at school, during school hours (8:00 am to 3:15 pm). Medications to be given at school do not include medications taken daily or twice daily as these medications can be administered at home. Medications taken three or more times each day will be considered.
- This does not include, as needed or PRN medications such as albuterol multi-dose inhalers or epi-pens which a

student, with a physician's order, may carry on their person.

- Emergency Medication: Epi-pens and inhalers may be kept with the student. Students carrying epi-pens or inhalers must have a physician's order stating they can use the epi-pen/inhalers without supervision. This physician's order must be accompanied by written permission from the parent or guardian.

Over the Counter (OTC) Medicines:

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

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

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

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

ROBERTSON COUNTY SCHOOLS' BULLYING AND HARASSMENT PROCEDURE

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

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

1. Is an act directed at one or more students that is intended to harm or embarrass
 2. Is repeated over time and
 3. Involves an imbalance of physical, emotional or social power
- "Bullying" can be conducted verbally and in writing (teasing, name calling, taunting, threatening to cause harm) socially/relationally (hurting someone's reputation or relationship), or physically (hurting someone or their possessions).

Other acts of violent behavior may include:

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

Reporting and Investigations

The policy requires the principal and /or principal's designee, at each school to be responsible for investigating and resolving complaints alleging violation of this policy. They are responsible for determining whether an alleged act constitutes a violation of this policy. They shall conduct a prompt, thorough, and complete investigation of each alleged incident. Once determined as the result of an investigation

that the policy has been violated, within the parameters of the Federal Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the parents of the complainant and accused student(s) and to the Director of Schools. Documentation of all alleged violations of the bullying policy will be kept for historic reference.

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

Preventions and Intervention Response

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

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

Reprisal, Retaliation, and False Accusations

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

District Contact, Bob Pruitt, Supervisor of Student Services
Phone: 384-5588 Email: bob.pruitt@rcstn.net

2018-2019 Springfield High School Schedule	
Normal Bell Schedule Doors open at 7:40. Breakfast served at 7:45.	1st 8:15-9:02 2nd 9:08-9:55 3rd 10:01-10:48 4th 10:54-11:41 5th/6th 11:47-1:47 OverRTIME 1:53-2:22 7th 2:28-3:15
Half Day	1st 8:15-8:40 2nd 8:46-9:11 3rd 9:17-9:42 4th 9:48-10:13 5th/6th 10:19-10:44 7th 10:50-11:45 (lunch in rooms)
1 Hour Late	1st 9:15-10:05 2nd 10:11-11:01 3rd 11:07-11:57 4th 12:03-1:23 (lunch) 5th/6th 1:29-2:19 7 th 2:25-3:15
2 Hours Late	1st 10:15-11:00 2nd 11:06-11:51 3rd 11:57-12:42 4th 12:48-1:33 (lunch) 5th/6th 1:39-2:24 7 th 2:30-3:15

EXAM SCHEDULE

	Day 1	Day 2	Day 3
6:30 & 7:15	Review for AM	Exam	No Class
8:15 – 9:55	1 st Period Exam	4 th Period Exam	3 rd Period Exam
10:01 – 11:41	2 nd Period Exam	7 th Period Exam	5 th /6 th Period Exam – No Outliers present on this day
Afternoon class schedule for last minute study preparation			
	Day 1	Day 2	Day 3
11:47 – 1:47	5 th /6 th	5 th /6 th - Exam for those classes with Outliers. Otherwise, you will give 5/6 on Day 3	1 st Period – will eat lunch at teacher normal 5/6 time. May leave with parent/guardian note
1:53-2:31	4 th period	1:53-3:15 3 rd period	1:53-3:15 2 nd period
2:37-3:15	7 th period		

Springfield High School Fight Song

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

Springfield High School Alma Mater

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