SPRINGFIELD SCHOOL DISTRICT RE-4



2026/2027

STUDENT HANDBOOK

YOU...MAKE IT MATTER! BRING THE H.E.A.T.

475 W. 5th Ave. Springfield, CO 81073 (719)523-6654

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Springfield School District Tradition

It’s a Great day to BE A LONGHORN!

The vision of Springfield Public Schools RE-4 is to foster respect and responsibility, and encourage risk taking in the daily acquisition of knowledge.

The mission of Springfield Public Schools RE-4 is to provide safe schools for the development of productive lifelong learners who are able to communicate effectively, access information, think critically and contribute productively to society.

ALMA MATER

In the state of Colorado,
Springfield High School stands so proud.
With banners waving red and white
We will sing our praises loud.
With glory and with honor
As the years go swiftly by,
We will pause to pay our tribute,
To you, our Springfield High.

FIGHT SONG

Fight on, Longhorns, Fight on!
On to Victory!
V-I-C-T-O-R-Y
Will our slogan be, RAH, RAH, RAH
Red and white victorious
Fight on to your fame.
Fight on, Longhorns, Fight on!
To victory again!

Board of Education

Darrell Mackey, president
Larkin Smith, vice president
Jennifer Esch, secretary
Heath Piper, treasurer
Elle Sikes, director

Administration

Kurt Baxter, Superintendent

Jerri-Ann Montoya, K-5 Principal

Tiffany Hume, JH/HS Principal

Staff Directory

Deb Sharpe	Director/ECSE Teacher
Kristen Schmidt	ECE Teacher
Andrew Shumate	ECE Teacher
Christa Ricker	Kindergarten
Adrienne Rothman	Kindergarten
Carey George	1st Grade
Kelly Hume	1st Grade
Starla Westphal	2nd Grade
Mckenzie Kiniston	2nd Grade
Carol Grahn	3rd Grade
Melissa Reid	4th Grade
Alayah Meltabarger	4th Grade
Tanisha Hinds	5th Grade
Darian Schaller	Elem. Physical Education
Julie Robins	Instructional Coach
Shuamay Gale	Title 1 Director
Aviana Suarez	Title 1 Aide
Brenda Chick	Special Education
Donna Meltabarger	Paraprofessional
Tucker Meltabarger	Paraprofessional
Jamie Lowe	Paraprofessional
Dasha Stanley	Paraprofessional
Shi-Ann Patton	Paraprofessional
Blake Gale	JH Social Studies
Brady Humphrey	HS Social Studies
Samantha Manuel	JH Math
Kira Oliver	HS Math
Julia Mondragon	JH Language Arts
Tawnie Lusk	HS Language Arts
Jessica Anderson	JH Science
D'Lanee Hutches	HS Science
Julie Miller	Vocational Ag
Bryann Forrest	FFA Paraprofessional
Rafe Hutches	JH/HS Physical Education
Andrea Baxter	Art
Kathy Self	Business/FACS
Mark Ricker	Computers
Ernie Felzien	Building Trades
Roxanne Hall	Librarian
Samantha Thomas	Counselor
Delilah Myers	Nurse
Shawna McCallum	Special Education
Hunter Barler	Paraprofessional
Mike Stafford	Student Monitor/Para
Melinda Bush	Student Monitor
Kyle Deter	ISS Monitor
Shealynn Robins	CFO
Jenetta Baxter	IT Admin
Brooke Hartley	School Secretary/AD
Amelia Mort	School Secretary
Katie Keys	Food and Nutrition Support
Hunter Babbitt	Site Coordinator
Jeff Mort	Transportation/Maintenance Director
Ryan Ausmus	Maintenance-Grounds
Ryan Clark	Custodial/Maintenance
Greg Spell	Custodial/Maintenance
Ray Schmidt	Custodial/Maintenance
Michelle Wheeler	Custodial/Maintenance
Jamie Roe	Transportation/Maintenance
Don Scott	Bus Driver
Sheila Adams	Cafeteria Manager
Ryan Peterson	Cook
Becky Mazcko	Cook

A Day in the Life of a Longhorn

Student Code Of Ethics Statement

The success of any organization is directly related to its level of ethical behavior, as typically expressed in a Code of Ethics. Our Code of Ethics recognizes that every student is responsible for both the integrity and the consequences of his/her actions. The highest standards of honesty, integrity, and fairness must be attended to by each student when engaging in any activity that defines him/her as a representative of Springfield JH and/or HS, particularly in relationships with other students, faculty, the public, guests, competitors, and other team members. We expect that no student will involve themselves in any activity that is (or gives the appearance of being) improper or detrimental, illegal or immoral, or that could in any way negatively impact the positive image of Springfield schools. In order to promote ethical behavior, students are expected to inform school officials when they observe unsafe or illegal, improper or detrimental, dishonest or suspicious conduct. If students are more comfortable making an anonymous report they may contact Safe2Tell.org (1-877-542-7233).

The School Day

Preschool (3 year olds) begins at 8:30 a.m. Monday through Thursday. Preschool doors, “Little Longhorns” entrance, will be open at 8:15 a.m. Preschool students must be signed in at the Preschool office each day. The morning session begins at 8:30 a.m. and dismisses at 11:00 a.m.

The Pre-K (4 year olds) morning session begins at 8:00 a.m. and dismisses at 11:45 a.m. Monday through Thursday. The Pre-K (4 year olds) afternoon session begins at 11:00 p.m. and dismisses at 4:00 p.m. Monday through Wednesday. Pre-K students must be signed in at the Preschool office each day inside the Little Longhorns entrance.

Kindergarten through 5th grade classes begin at 8:00 a.m. Doors will open at 7:30 a.m. Students arriving before 7:45 a.m. will go directly to the Commons Area for breakfast, even if they do not plan to eat breakfast. Students arriving between 7:45 a.m. and 8:00 a.m. may either go to breakfast or to their classrooms. Elementary students arriving after 8 a.m. must check in at the front office. School dismisses for all K-5th grade students at 4:00 p.m.

Classes for grades 6 through 12 will begin at 7:45 a.m. Doors will open at 7:30 a.m. Students should report directly to their first hour classes when the 7:40 a.m. bell rings. School dismisses for all 6th-12th grade students at 4:10 p.m.

6-12 Bell Schedule

7:40	First Bell
7:45-8:42	First/Second Hour
8:45-8:57	Breakfast
9:00-9:57	Third Hour

10:00-10:57	Fourth Hour
11:00-11:57	Fifth Hour
12:00-12:57	Sixth Hour
1:00-1:32	Lunch
1:35-2:32	Seventh Hour
2:35-3:32	Eighth Hour
3:35-4:10	IXL/Advisory

Cafeteria Schedule

7:30-7:50	K-5 Breakfast
8:45-8:57	6-12 Breakfast
11:30-11:50	Kindergarten
11:35-11:55	1st Grade
11:40-12:00	2nd Grade
11:50-12:10	3rd Grade
11:55-12:15	4th Grade
12:00-12:20	5th Grade
12:57-1:32	High School
1:00-1:32	Junior High

2026-2027 MEAL PRICES

Breakfast Adult Staff: $2.25
Guest: $2.50
Lunch Adult Staff: $3.85
Guest: $4.85

Springfield School District will be participating in the Healthy School Meals for All Program. All students will be provided with a nutritious breakfast and lunch free of charge. Any a-la-carte items, such as extra milk will be charged to the student's account. Balances must be paid in full by the end of every nine weeks. Grade reports may be withheld until the balance is cleared. Springfield Schools has a closed campus for students in kindergarten through eighth grade. Any elementary or junior high student not eating in the cafeteria must be picked up by a parent or guardian. They may not ride home for lunch with an older sibling.

Cafeteria Behavior

The cafeteria, besides being a place to eat, is also a place where good human relations can be developed. Here each student is expected to practice the general rules of good manners, which one should find in the home.

1. Observe good dining room standards at the table.
2. Leave the table and surrounding area clean and orderly.
3. Replace chairs and put trash in the proper container.
4. Trading/sharing food with other students is not allowed.
5. No leaving the cafeteria while eating or carrying food.

Failure to follow these rules may result in loss of privileges for the student.

School Day Student Expectations

- As per HB 03-1368, students and teachers in each classroom begin each school day by reciting aloud the Pledge of Allegiance. Parents or students who object to the Pledge may request an exemption in writing, and deliver the request to the principal. Springfield schools operate on a 4-day week schedule. Regular school days are Monday-Thursday.
- For grades 6-12, there is a three (3) minute passing period between classes. Periods 1-7 are 57 minutes long. IXL/Advisory is 35 minutes long.
- Students dismissed from a class for disciplinary reasons must immediately report to the office.
- All buses and school vehicles will be considered an extension of the classroom, and students are required to follow all school rules and conduct themselves appropriately. Students should check with coaches or sponsors to determine the appropriate standard of dress for a particular trip.
- Writing, reading, and passing notes in class is a distraction, and is not allowed.
- Students who drive to school must park their vehicles in the southwest parking lot or in the northeast parking lot. Students should park straight within the designated spaces. Do not block other cars with your method of parking.
- Students driving to school must not loiter in the parking lot and other unsupervised areas, and report immediately into the school building. The privilege of parking on campus may be revoked.
- Students bringing electronic devices and/or other items of value are doing so at their own risk. These devices should neither be used nor accessed without the approval of teachers or other appropriate school personnel. Approval by one teacher does not mean approval for all teachers and all classes. Exceptions may be granted, subject to approval of the principal.
- Water only will be allowed in the classrooms. Drinks and small snacks may be brought into the classroom with teacher permission only.
- Delivery of flowers, balloons, and other items meant to honor a student's birthday, special occasion, etc., must be made to the office and will be distributed to the student at a time and in a manner which will minimize the disruption to the educational process. All such items should be cleared from the building on the day of delivery.
- Students are reminded that the primary function of any school is to offer everyone an opportunity for a quality education. Learning is the focal point of our day. That goal can best be realized when everyone is concentrating on the educational process. These expectations, and other requirements mentioned in this handbook, are designed to help students focus on that primary function, as well as provide notice of what to expect from each other.

Notification Of Bus Riding

Students will notify the bus driver when they plan on missing a regular bus run. Parents of regular bus students are asked to send a written note to the school office if there are any changes in their regular bus schedule.
At the discretion of the sponsor/driver, soft drinks may or may not be allowed on the buses. Pursuant to the statutes of the State Law, glass containers will not be allowed on the buses. If the bus is found in an unclean or less than clean condition, the driver may request the sponsor/student to clean the bus.
Bus students are to go directly to their buses in the bus lane as soon as school is dismissed.
If passengers will not conform to these regulations, they will lose their privileges of riding the bus.
If a student who does not normally ride a bus is to ride home with someone, a note must be sent to the school office in the morning, giving permission for the child to ride the bus home and arrangements must be approved by the transportation director.

Drop Off

When dropping off and picking up students, please be aware of the safety of students. When dropping an elementary student off in the morning, we ask that you drop them off in the drop off lane and exit the lane with the flow of traffic. Making a U-Turn on 5th street out of the drop off lane is not allowed. Parents that would like to walk students down the hallway to their classroom, need to do so in a timely manner. Junior high and high school students may be dropped off on 5th street beyond the drop off lane. All students should enter the school through the main front entrance with the exception of bus students and preschool students. Bus students will enter the school from the bus lane and preschool students will enter through the “Little Longhorns” entrance.

Pick up

All elementary students, K-5, are dismissed at 4:00. Pick-up of elementary students will begin at 4:00 as students have exited the building with their teachers. Parents should cue into the pick-up lane and students will be directed to their parents’ vehicle. Parents should exit the lane as the flow of traffic dictates. Alternatively, parents may park on the south side of 5th Street or in the athletic parking lot on Tipton Street if they wish to exit their vehicle and walk to the front to get their student. ABSOLUTELY NO DOUBLE PARKING WILL BE ALLOWED ON 5TH STREET. All junior high and high school students, 6-12, are dismissed at 4:10.

Students who ride their bicycles to school in the morning are to leave them in the bike rack until school is dismissed. Students need to walk bikes in areas where students are present. We encourage the use of bicycle locks. Springfield School District is not responsible for damaged, lost or stolen personal items while they are on school property.

Students who drive to school must park in the student parking lot. When exiting the parking lot, they must obey all traffic laws.

Use and Care of Athletic Facilities

Students must change into gym shoes before participating in activities on either gym floor. Shoes which are worn in the classroom or outside the building may not be worn on the gym floor. Shoes must have rubber soles and be free of dirt, rocks, and stickers.
Spectators in the gym may wear street shoes but must stay outside the playing floor boundary. Only water and popcorn are allowed in the gym. NO outside beverages will be allowed in the gym.

No one can sit on the bleachers unless they are fully pulled out from the wall. The bleachers can be seriously damaged from sitting on them when they are completely or partially folded up.

No student is to work out in the gym or weight room without a staff member, coach or adult designee present or notified.

It is extremely important that students do not use the locker rooms for restrooms during the school day, unless they are in P.E. Leaving clothes or money outside the locker in the locker rooms may result in your items being stolen. Students who may have visited the locker room during the course of the day could become prime suspects in any theft that occurs in the locker room. Do not become a victim of circumstances and do not leave valuables unattended.

(Elementary Students) should bring a clean, but not necessarily new, pair of gym shoes to school to leave in their lockers to wear during P.E. class. The sole of the shoes should be free of rocks and stickers. If a student does not wish to bring P.E. shoes, to school, they will participate in socks for P.E. class.

Longhorn Learning

Enrollment and Graduation Requirements

A pupil shall have attained the age of five years before June 1 to be admitted to kindergarten. An official Health Certificate of Immunization, a Certified Birth Certificate and a Social Security Number MUST accompany the student at registration.

Ninth grade students entering Springfield must have passed the prescribed course of study normally recognized at the junior high level. Transfer students must present transcripts from their former school before enrollment is final and approved. The administration has the right and responsibility to determine that the student is considered “a student of good standing” at his or her previous school before final admission is approved. The school further reserves the right to cause the student to demonstrate proficiency in a content area for placement purposes.
Classification

Students promoted from junior high become freshmen upon acceptance into Springfield HS. Students will continue to be classified as a member of their original class as long as their accumulated earned credits will allow them to graduate with their original class. If failure to earn credits places a student in a position that indicates that they cannot earn sufficient credit to graduate with their class, then that student shall be reclassified. The concept or practice of promotion does not apply to high school students. Furthermore, the school reserves the right to make placement decisions.

Living Outside The District

Students who live outside the Springfield RE-4 school district need to apply for enrollment early to ensure there is room, and they are eligible to attend the Springfield Schools. A 24-hour waiting period after registration is required. If the student does not live on a regular established bus route and is outside of the school district, arrangements must be made for the student to board the bus at a contact point within the school district's boundaries.

College and Career Readiness

The Colorado State Board of Education has adopted state graduation guidelines that identify college and career readiness measures in English and Math. The Board has selected its own measures from these state graduation guidelines.

Students must complete at least one English measure and one Math measure and meet or exceed the measure's corresponding cut score or criteria to demonstrate college and career readiness in English and Math. The Board's approved measures and cut scores are outlined in this policy's accompanying exhibit.

Exceptions to the Board's Required Measures and Cut Scores/Criteria

If a student has demonstrated college and career readiness by completing an assessment or other measure that is not included in this policy's accompanying exhibit but is included in the state graduation guidelines, the principal or principal's designee may determine that such assessment or other measure is acceptable and meets the district's graduation requirements.

Courses and Credits Required for Graduation

In pursuit of its mission to ensure that all students reach their learning potential and are prepared for postsecondary and career opportunities, the Board of Education has established the following graduation requirements for students.

To receive a high school diploma from the district, students must meet or exceed the district's academic standards and measures required by this policy. Students with disabilities must be provided access to all graduation pathways provided by this policy and must have the opportunity to earn a high school diploma from the district.

Credits Area Specific Courses
4 English
5 Mathematics or Science
3 Social Studies American History, Government (Civics required by state law), World History (Holocaust studies required by state law)
1 Physical Education or Wellness
1 Technology
1 Personal Finance and Life Skills

1 Speech and Careers
1 General Business
9 Electives
26 Total

Credit from other institutions and home-based programs

In accordance with applicable state law, college courses completed pursuant to the student's participation in a "dropout recovery program" must count as credit toward completion of the district's credit requirements.

Early graduation

The Board of Education believes that most students benefit from four years of high school experience and are encouraged not to graduate early. However, in some cases, students are ready for postsecondary education or other opportunities prior to completing four years of high school. Therefore, the superintendent or designee may grant permission to students wishing to graduate early, provided the student has met all district graduation requirements in accordance with this policy and its accompanying exhibit.

State Graduation Requirements

Measure	Cut Score/Criteria – English	Cut Score/Criteria – Math
Next Generation Accuplacer	Score of 241 on Reading or 236 on Writing	Score of 255 on Arithmetic (AR) or 230 on Quantitative Reasoning, Algebra and Statistics (QAS)
ACT assessment	Score of at least 18 on English	Score of at least 19 on Math
ACT WorkKeys assessment	Score of at least 3 (Bronze level)	Score of at least 3 (Bronze level)
Advanced Placement (AP) exam	Score of at least 2	Score of at least 2
Armed Services Vocational Aptitude Battery (ASVAB)	Score of at least 31 on the AFQT	Score of at least 31 on the AFQT
International Baccalaureate (IB) exam	Score of 4	Score of 4
SAT assessment	Score at least 470 on EBRW	Score at least 480 on Math
Concurrent enrollment course, approved by the district & included in the student's plan of study or Individualized Career & Academic Plan (ICAP)	Grade of at least a C.	Grade of at least a C.
Industry certificate	Receipt of the industry certificate and approval by the district-designated team	Receipt of the industry certificate and approval by the district-designated team
District capstone project	Completion of the district capstone project and approval by the district-designated team	Completion of the district capstone project and approval by the district-designated team

The options highlighted in gray are not currently offered at Springfield High School but would be accepted upon transfer from another district.
Suggested Course Of Study
Freshmen: English I, Physical Science, World History/Geography, Math (Pre-Algebra, Algebra I, or Geometry), Computers 1, Living on Your Own/Personal Finance, Physical Education or Wellness.
Sophomores: English II, Biology, Math (Algebra I, Geometry, or Algebra II), Introduction to Business, Physical Education or Wellness.
Juniors: English III, American History, Career Choices/ Speech
Seniors: English Composition/Introduction to Literature, American Government.
The transcripts of transfer and homeschool students will be evaluated on individual bases. Springfield JH/HS reserves the right to make placement decisions on behalf of transfer and entering homeschool students.

Grading System

Kindergarten through second grade students are evaluated on a Skills Mastery report card system. They do not earn grades, but demonstrate proficiency of skills based on state standards of education.
3rd-12th Grading System
100 – 90% “A” Superior
89 – 80% “B” Above Average
79 – 70% “C” Average
69 – 60% “D” Below Average
Below 60% “F” Failing
“I” Incomplete
Note: A grade of incomplete will be allowed only to those students who have a legitimate reason or hardship (i.e. out of school for a lengthy illness or injury or with parents). The amount of time allowed to make up an incomplete will be commensurate with the length of the absence, but not to exceed two weeks. All incomplete grades must be approved by the administration upon recommendation of the classroom teacher. Advisory is teacher-student contact time, but not a graded class. TA courses will not be included in figuring the GPA or class rank. Letter grades and percentage grades will be recorded on the transcripts.

Accreditation

Springfield JH (grades 6-8) and Springfield HS (grades 9-12) are accredited by the Colorado State Department of Education and are members subject to Colorado High School Activities Association (CHSAA) by-laws.
General Policy Concerning Curriculum
All students must be enrolled in classes that encompass a full academic day. An alternative schedule may be approved by special permission from the counselor and administration.
District Re-4 Retention/Promotion Policy
A five factor Retention/Promotion Policy has been adopted for elementary students in grades K-5. Factors included in the policy are:

1. Teacher Referral – Teachers will continually monitor a student's progress and will discuss possible retention as early as the need is recognized. Teachers will collect samples of student's work throughout the year. Teachers will administer Light's Retention Scale to the student during the third or fourth quarter. Teachers will discuss student's progress with parents throughout the year.
2. Parent Request
3. Composite average of grades in academic subjects (math, language arts, reading, science and social studies). Grades earned must be at grade level. Average must be a minimum of passing (60%).
4. Below average CMAS test scores and/or NWEA test scores.
5. Comprehensive Test – Criteria to be determined based on curriculum, scoring below the proficient level.

Determining Retention Factors

Two of five numbered items – Recommend consideration of retention.
Three of five numbered items – Strongly recommend retention. The decision would also include consideration of materials in the student portfolio.
Note: Excessive absences can be a cause for recommendation of retention.

Class Rank

Class rank is determined by GPA on a 4.0 scale for students in grades 9 through 12. In the event that two or more students have the same GPA at the end of their senior year that would result in a tie for valedictorian/salutatorian, grade percentages will determine the outcome.

Grade Point Average – GPA

Students are encouraged to track their GPA. If students have questions concerning their GPA or the formula used to calculate GPA, he/she should contact the counselor or the principal for information and clarification.

Determination Of Credit For High School Classes

1. The final semester average will determine whether or not the student passes that semester, and if that grade is 60% or better, the student will receive one-half unit of credit for the class.
2. Excessive absences that accumulate over 8 absences in a semester could result in the loss of credit for a student.
3. A passing semester final grade means the student is not required to repeat that semester.
4. The CHSAA policy mandates that students receiving two (2) failing grades in any one semester must be considered ineligible until the Regain Date for the sport in which they are participating.

Junior High Class Performance

Junior high students are expected to pass all classes with a grade of 60% or better. Students who do not perform at a level that would demonstrate appropriate learning and retention of necessary academic skills will be required to take learning recovery courses over the summer to ensure that they are ready to advance to the next grade level.

College Credit Applied Toward Graduation

The Colorado Post-Secondary Enrollment Options (PSEO) Act allows high school students to apply credit earned at post-secondary state institutions toward high school graduation and

college credit. Such students earn dual credit. Springfield HS students, typically juniors and seniors, interested in pursuing this option should contact their counselor for detailed information.

Concurrent Enrollment Courses

Springfield HS will offer a variety of courses that can be taken for dual credit. These courses are taught at a college level, which includes a faster pace and more responsibility from the student. The tuition for these courses will be paid by Springfield RE-4. The student is responsible for paying for the textbooks. Students will be notified of the required textbook at the time of registration. Each student is required to have their own textbook for each class. The textbook must be purchased by the student before the census date. If a student has not purchased the textbook by this date, they will be subject to removal from the class. If purchasing these textbooks creates a financial hardship, the student should contact the counseling office for options prior to the census date. Students are not allowed to photocopy other textbooks in place of having their own. Pursuant to Concurrent Enrollment guidelines, the student may be required to show a certain level of proficiency prior to enrolling in any class. SAT testing and AccuPlacer testing (or the equivalent) will be used by the college and Springfield HS to determine proficiency/placement. The counselor will set up times for the AccuPlacer testing. It is the student's responsibility, however, to see that the testing requirements are met.
If a student does not meet the requirements of the dual credit class and receives a failing grade (below a 70), the student will be denied enrollment in a dual credit course for the following semester.

Honor Rolls

To qualify for the Superintendent's Honor Roll, a student must earn no grade lower than 90% for the quarter or semester. For the Principal's Honor Roll, a student must earn no grade lower than 80% for the quarter or semester.

Schedule Changes

Junior high and high school students may request, through their counselor, a change in class schedule during the first eight (8) days of classes during a given semester. Changes after eight (8) days must be approved by affected teachers, the counselor, and the principal. Changes after eight (8) days will usually not be considered. Student requests will be considered for most legitimate reasons. Students dropping college classes will need to do so with the assistance of the school counselor or site coordinator. Students dropping LCC classes are required to purchase the textbooks. If the student is dropping the class with a failing grade or fails the class, the student is responsible for the cost of tuition for the course.

Graduation Ceremony

Each year a commencement ceremony will be held by Springfield School District RE-4 for those students meeting graduation requirements set forth by the Board of Education and the State of Colorado. The senior class will be asked for recommendations on this ceremony. The school board and administration are ultimately responsible for approving the graduation ceremony agenda and its component parts. The school reserves the right to set dress code expectations for the graduation ceremony. Those non-complying with graduation dress code expectations may be excluded from participating in the ceremony. Graduating students who have not paid all fees and/or returned all books and uniforms may not be allowed to participate in the graduation ceremony.

Academic Letters

High school students may earn academic letters. To earn an academic letter, a student must:

1. Accumulate at least (10) Semester “A’s” during the immediate school year; and
2. Earn listing on the Principal’s or Superintendent’s Honor Roll for both semesters of the immediate school year; and
3. Be and remain a student in good standing, with no significant disciplinary action in the immediate school year.

Equal Education Opportunity

Every student of this school district shall have equal educational opportunities through programs offered in the school district regardless of race, color, ancestry, creed sex, sexual orientation, religion, national origin, marital status, disability or need for special education services.

A periodic review will be conducted to identify and eliminate discriminatory bias in the following areas:

Curriculum and materials
Training for students and staff
Student access to programming
District supports
Student evaluation instruments

Attendance Accountability

Attendance

One criteria of a student’s success in school is regular and punctual attendance. Education is a process that requires continuity, participation, group discussion, attentiveness, and study. Frequent and prolonged absences, including tardiness, may lead to poor academic work, lack of social development, academic failure, and poor mental health. It is important for each student to be present to meet their full academic potential. Regular attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor interferes with a student’s progress more quickly than frequent tardiness or unnecessary, prolonged absence.

Students who have good attendance generally achieve higher grades, enjoy school more than their frequently-absent peers, and are more employable after leaving school. For these reasons, the Board of Education believes that a student must satisfy two basic requirements in order to receive full benefits from any program of study: 1.) Satisfy all academic requirements; and 2.) Exhibit good attendance habits as stated in this policy. Excused and unexcused absences (namely, whether or not make-up privileges will be offered) will be determined by the administration according to district policy and state law.

Attendance Policy

1. Elementary attendance is taken each morning. Junior High and High School attendance is taken hourly. Therefore, each class period missed counts as one hourly absence.
2. Communication from parents/guardians with the school is essential for ALL absences.
3. School activities: Missing school to participate in school activities will not be counted as an absence.
4. If a student wishes to participate in a non-school sanctioned sport/activity, in order to ensure that the student gets a school excused absence, they will need to turn in a schedule of events for the entire season printed on an official letterhead from the sponsor of the activity prior to the start of the season for administrative approval. This will count as your dual sport if you are already involved in a school sanctioned sport.
5. College visits: Students may miss two days of school during their junior and/or senior year for college visits. The student must present documentation of the college visit when he/she returns to school for the absence to be excused.
6. The student will receive a daily grade of zero for each class missed due to an unexcused absence.
7. Suspension and expulsion: Suspensions and expulsions from school will not count towards excused or unexcused absences.
8. Loss of Credit: After eight days (excused and/or unexcused) are missed in a class in a semester, the student may lose credit. This means that the class will not count toward the number of credits needed for graduation from high school. If the class is a required class, the student will have to take it over for the semester.
9. If a student and his/her parents feel that there have been extenuating circumstances requiring the absences, they may petition the Principal first, and then the Board of Education, for reinstatement of the credit and/or points lost.
   ○ It will be up to the student and his/her parents to request a place on the Board of Education agenda to present their petition. The board meets on the last Monday of every month, unless otherwise advertised. The request should be made at least a week in advance of the Board meeting.
   ○ The student and his/her parents should be prepared to show documentation of illnesses, medical appointments, or other extenuating circumstances.
   ○ If approved by the Board, making up missed assignments may cancel all or part of the grade deduction and/or loss of credit.

Possible absences include:

1. **Excused and Excused with Documentation Absences :** Absences will be recorded as “excused” with communication from a parent/guardian and recorded as “excused with documentation” with appropriate documentation of the absence (such as a doctor’s note), when needed

   a. If the above absences are not appropriately communicated or documented, they will go on record as unexcused.

   b. If the word “appointment” is used in the excuse, the nature of the appointment must be specified, i.e.: court date, doctor’s office, etc... “Appointments” for haircuts,

tanning, fitting of tuxedos, etc., are not excused absences. Appointments should be documented by the doctor's office, court, etc. where the appointment took place.

c. Other circumstances of a serious nature may also be excused with clear communication to the school.

d. The building Principal has the authority to determine if an absence is excused or unexcused.

e. In the event of an illness lasting longer than 3 school days, students are required to bring a doctor's note to excuse the absence.

2. **Unexcused Absence:** Any undocumented absence will be marked unexcused. Students with unexcused absences will not receive credit for work missed, but are subject to doing the work so skills and understanding are not missed. If the office is not contacted by a parent/guardian about a student absence within 24 hours, it will be marked unexcused.
3. **School Related Absence:** A student who is attending any school-sponsored activity has a school related absence. Students should communicate with teachers in advance of the absences. Classwork must be made-up by direction of the teacher. Attending a school sponsored extracurricular activity as a spectator is not considered a school activity and the student will be counted as absent.
4. **College Day:** Juniors and Seniors will be allowed two (2) individual college days per year for which they will not be counted absent, if the office is notified in advance by the parents and the student returns the proper documentation, which is obtained from the counselor BEFORE leaving.

Once at school for the day, any absence from any class without prior approval of the administration will be regarded as unexcused (truant). Note: This condition includes classes immediately following lunch.

Absences and After-School Activities

A student must be present at school at the beginning of the day and remain until the school approved leave time to attend athletic competitions and other extra-curricular activities. Exceptions to this condition must be approved by the principal.

Truancy

Students with excessive absences will be considered truant. If a student accumulates more than 5 unexcused absences in any semester, or 10 unexcused absences in the school year, they will be considered truant. Students considered to be truant will be subject to an improvement plan for attendance. Truancy will be filed with school district attorneys for pursuit of Colorado Compulsory Attendance law CRS 22-33-104.

Attendance Law

Colorado law requires every child less than 17 years of age to attend school or be enrolled in an educational program. According to the law, a child may be absent from school for the following reasons:

1. Temporary illness or injury.
2. Absences approved in advance by the administration.

3. An extended period of physical, mental, or emotional disability with proper documentation.
4. Absences while in custody of a court or law enforcement authorities.
5. While receiving qualified home instruction or private school instruction.

Assignment Make Up Due To Absences

When junior high and high school students are absent from school due to illness, they are required to initiate immediate contact with their teachers in order to collect assignments and directions for the days they were absent. Students will be allowed the same number of days they were absent to satisfactorily complete the missed assignments. Students absent for reasons other than illness are required to initiate contact with their teachers prior to the absence in order to collect assignments, directions, and expectations for the days they will be absent.

Students who will miss regularly scheduled classes for extracurricular events will be responsible for obtaining and completing class assignments prior to departure for the event. Students failing to comply with this policy may not be allowed to attend or participate in the scheduled event. Students should not interrupt classes to get this information. The best time to do this is before or after school. Consideration should be given to the teacher and their other students. Students are expected to turn in all assignments and complete all other class work given by the teacher upon their return to the classroom from the extra-curricular event. If a student has a prior approved absence with assignment sheets, he/she will be expected to turn in assignments upon his/her return to school.

In “production classes” time missed due to absences may require make-up of the time missed. Teachers will inform students of this requirement when announcing class expectations and grading criteria.

Tardiness

Tardiness represents a loss of instructional time and is inherently disruptive. It is the student’s responsibility to be in class on time. Punctuality is a valued career and post-secondary quality. Students who are late to a class will be admitted and their tardiness will be reported by the teacher. Students who are late for class because they were engaged in school business with a teacher or office staff, must obtain a pass from that teacher/staff member stating the time of departure from the business that was being conducted. Failure to follow this process will result in the student being counted tardy.

Consequences for excessive tardiness: If a student accumulates 8 tardies in a 9 week period, they will be considered chronically tardy. The student will receive a Level II Code of Conduct consequence and will lose the privilege of open campus lunch for the remainder of the quarter.

Senior Ditch Day

Senior Ditch Day is not school excused and will require notification by the parent or guardian. If the parent or guardian fails to notify the school, the absence will be considered unexcused. If the absence causes the student to exceed the 8 days, loss of credit may occur.

Semester Tests

Students enrolled in junior high and high school on campus courses are expected to demonstrate mastery of course content through semester examinations. Unless exempted, all students are required to take semester exams at the conclusion of each semester.

Exemptions from semester exams are based upon the student's attendance record and course grade. A student may be exempt from taking the final exam in a course if they meet the following criteria:

- Has a semester grade average of at least 90 and six or less absences in the class.*
  OR
- Has a semester grade average of at least 80 and 4 or less absences in the class.*
  OR
- Has a semester grade average of at least 70 and 2 or less absences in the class.*
  AND
- Has no more than two tardies per class.
- Has not had an ISS or OSS assignment.
- Has been enrolled in school, here or elsewhere, since the first day of the semester.

*School sponsored absences will not count against exemptions. However, ALL other absences, excused and unexcused, will count towards exemptions.

Semester exams cannot count for more than 20% of the semester grade.

The administration reserves the right to verify eligibility for exam exemptions and to make final determinations regarding exemption status in accordance with district policy.

Note: PreAP, AP and Dual credit courses are required to give a final exam to all students. However, these exams may occur before the exemption days.

Healthy Longhorns

Drug/Tobacco Free Schools

In accordance with the Drug Free School Act of 1989, Springfield School District will continue to enforce strict expectations concerning student use of drugs, to include illegal drugs, look-alike drugs, alcohol, tobacco, e-cigarettes, vaping devices, and unnatural performance enhancing

substances. In an effort to maximize student understanding of the dangers of drugs, Springfield schools will provide an age-appropriate drug and alcohol educational program and information about drug and alcohol counseling. In accordance with state legislation, Springfield RE-4 has adopted a tobacco-free policy for the entire school campus, for students, staff, and guests, to include school vehicles as well.

The Board, administration, and staff of the Springfield Schools are committed to a drug-free campus, and any student suspected of any involvement with drugs will be disciplined according to the consequences listed in the student conduct section of this handbook, as well as possible prosecution by judicial authorities. Students should be aware that district standards prohibit any possession, sale, transfer, attendance under the influence of, or other use of drugs or drug-related items while on school property or attending school events, home or away. For the purpose of this section, alcohol in any form will be considered an illegal substance. Any student found under the influence, using, or in possession of tobacco, vaping products, alcohol, illegal drugs, or drug paraphernalia will be subject to suspension or expulsion.

The school reserves the right to substitute initial disciplinary action for tobacco use with a prescribed cessation program.

Drug and Alcohol Abuse

During the initial stages of alcohol or other drug use, there is often little evidence that a child is using it. Any of these signs can easily be confused with “normal” adolescent behavior or other health dysfunction. Caution must be taken to refrain from jumping to conclusions and over-reacting. It is critical to be alert, however, and to know that a combination of the following characteristics might be cause for concern and investigation.

1. A drop in grades. This could be a slow decline in the past six months to a year, or a very sudden drop.
2. Switching friends. Are you seeing a different set of friends around the house? Is your child not bringing friends home or is he/she spending an unusual amount of time away from home? Are you seeing more of the friends to whom you object?
3. Emotional highs and lows. Is your child easily upset or seem depressed? Does he/she change emotional states rapidly? Does he/she seem as happy as he/she used to be? Is emotional affect flat?
4. Defiance to rules and regulations. Does your child continually push limits around the house?
5. Secretiveness. Has your child become secretive? Is he/she not sharing any or very little of his/her personal life?
6. Loss of initiative. Does your child seem to have less energy? Is he/she sleeping more or less than usual?
7. Withdrawing from family functions. Does your child seem to have lost interest in family activities such as camping, church, and meals?
8. Change in physical hygiene. Has your child become sloppy and careless in dress and manners? Is he/she wearing the same clothes frequently, and appears “frumpy?”

9. Not informing you of school activities. Does your child share what goes on at school (i.e., open house, events, or problems)?
10. Excuses for staying out late. Does your child come home on time? Has he/she not come home at all? Does he/she give constant excuses for being late, and shift blame to others?
11. Isolation. Does your child spend a lot of time alone in his/her room, isolated from family members or friends?
12. Suspicion of money or alcohol missing. Has money or alcohol turned up missing around the house?
13. Selling possessions. Does your child seem to have money, but no job?
14. Feeling manipulated. Does your child play you against your spouse, or visa versa?
15. Weight changes. Has your child experienced a sudden or drastic weight change? Does your child live on junk food?
16. Short tempered. Does your child become angry over minor incidents? Does he/she seem short fused?
17. Defensive. When confronted about their behavior or other concerns, does your child become angry or defensive?
18. Calls from school. Are you receiving reports of skipping classes, unfinished assignments, drops in academic performance, or behavior problems?
19. Coming home drunk or high. Have you smelled pot or alcohol on your child? Does he/she seem unusually giddy? Are the eyes dilated? Is speech slurred? Is laughter uncontrollable?
20. Finding paraphernalia. Have you found cigarette rolling papers, pipes, clips, drugs, or alcohol bottles?
21. Abusive behavior. Has your child verbally or physically abused anyone in your family?

Tips For Drug/Alcohol Prevention

1. Be aware most children make decisions about drug use and form attitudes about drugs and alcohol in their formative years (this means elementary school).
2. Become educated and informed about drugs and alcohol, and their effects; be a credible source of information for your children.
3. Establish communication with other parents, especially those of your children's friends.
4. Work together with these parents to establish a common set of standards and to provide reinforcement and support for each other.
5. Encourage your children to participate in meaningful, thoughtful, and unselfish activities and services within the community.
6. Know where your children are and with whom.
7. Feel free to contact host parents to ask pertinent questions and to offer assistance when your children are invited to a party. Know where the gathering or party is at, when it ends, and if alcohol is available or being served.
8. Be awake when your children come home. This is a good time to ask about the party or event attended.

Health Information

It is imperative that parents realize the importance of completely filling out and returning the emergency medical release forms. In addition, parents must notify the school if there is a

change in work, emergency contact persons, or home and/or cell phone numbers. The school nurse is not available every day. In an emergency, school personnel must have a quick and sure way to contact you. It is advisable that emergency contact people are able to reach the school quickly.

Medication

Students are not allowed to carry prescription or over-the-counter medication. Medication must be housed in the office and dispensed by authorized office personnel. An exception would include a prescription to carry an asthma inhaler or epi-pin. A prescription to carry such medication must be on file with the school.

Additional Daily Information and Policies

Office Phone Policy

Students may use the phones in the office to make necessary, school-related phone calls. Personal calls should be made before school, during passing periods, at lunch, or after school, unless written permission from a staff member is granted. Phones within the classrooms may be used only with permission of the staff. Students should consider their various needs in advance of school, as needs may include, but are not limited to, books or materials they will need in class, as well as PE and athletic apparel. Students must take responsibility to make these arrangements. Allowances will be made in emergency situations. Students should not use cell phones during class time.

Cell Phones

Because the presence or use of cell phones can disrupt classrooms, as well as interfere with teaching and learning, cell phone use must be strictly limited during school hours. Cell phones, smart watches, and bluetooth earbuds shall be placed in a locker, back pack, or personal vehicle during school hours. No cell phone or smart watch use shall be allowed in the hallway, bathrooms, or classrooms. Students shall be allowed to use the cell phone during the lunch break.

Parents are asked to refrain from calling or texting students under normal circumstances during school hours. If you need to contact your student, we ask that you call the office. We see it. We hear it. We take it. Secondary students may use phones and accessories with teacher permission only. Unauthorized use of a cell phone during school hours shall result in the following consequences:

1st Offense—warning and loss of phone for the rest of day. The student may retrieve the phone from the school, and a parent/guardian shall be notified of the first offense.

2nd Offense—the student will lose the phone for the rest of the day and serve a half day of ISS. The phone shall be retrieved by the parent/guardian at the end of the suspension.
3rd Offense—the student will lose the phone for the rest of the day and serve a full day of ISS. The phone shall be retrieved by the parent/guardian at the end of the suspension.
4th Offense—the student will lose the phone for the rest of the day and serve a full day of OSS. The student will not be allowed to have a cell phone on campus following this offense.
5th Offense—the phone will be confiscated and the student will serve three days of Out-of-School (OSS) and a behavior plan will be instituted explaining that the next offense may be grounds for expulsion.
6th Offense—the student will be immediately suspended Out-of-School (OSS) for 5 days. The superintendent of school will be notified and an expulsion hearing will be conducted.

For elementary students, cell phones, smart watches, and ear buds need to be turned off and kept in their backpack.

Teacher Contact Time

Teachers are available during various times of the day for parent contact. Parents are urged to call the office and leave a message to speak with a teacher. Email is a convenient option and encouraged. The most convenient time to call would be during planning time, which varies from teacher to teacher. School personnel are glad to listen and/or meet with parents and community members in order to answer questions or address concerns.

Textbooks and Library Books

Textbooks and library books are on loan to students for their use during the school year. Textbooks and library books are to be kept clean and handled carefully. Students will be charged a fine or replacement cost for the damaged or lost book. Colorado law authorizes a school district to withhold the diploma, transcript, or grades of any student who fails to return or replace a textbook loaned to the student by the school district. Students may also be prevented from participating in graduation ceremonies. The average replacement cost for a textbook exceeds $30.00, and some textbooks cost over $100.00 to replace.

Lockers

The school provides a limited number of lockers for student use. The lockers are the property of Springfield School District RE-4 and may be searched to ensure a safe/secure learning environment for all students. There is no expectation of privacy with respect to lockers. Students will be asked to maintain lockers in a manner which promotes a positive learning environment. The school assumes no responsibility for any valuables or books that are lost while stored in

lockers. Lockers are furnished for convenience, and not for safekeeping things of value. Items of considerable value should not be brought to school.

Activity Fee

Each junior high and high school student will be assessed a $25.00 activity fee (or $40.00 per family). Payment of the fee will allow students to attend all home events for which an admission fee is charged (i.e., athletic events, dances, plays, etc.). The activity fee neither covers away events nor CHSAA-sponsored events, held in Springfield or elsewhere. Students with disciplinary infractions may be banned from activities with no refund of this fee. The activity fee must be paid within two weeks after registration or enrollment. Students may not participate in any activity unless their fee is paid.

Communication

Springfield School District understands the importance of effectively communicating with students, parents, and community stakeholders. We encourage parents to use our online communication system, PowerSchool Parent, to help in monitoring student progress. The link to this system is contained on our web-site. Password information can be gained from staff in the school office. Please contact us with any questions on this procedure. The district web-site can be found at www.spre4.org. This web-site will have a calendar, daily announcements, newsletters, teacher pages, as well as other pertinent information for parents and students. Please take advantage of this site. Connected to the school web-site is the District App. Download “Springfield School District” from your app store. A link for the app is also available on the school website. Finally, we also offer an email announcement service. If you are interested in receiving email communication, please contact the school office.

Visitor Policy

Springfield schools have an open policy. We welcome community members, visitors, and parents. We require that all visitors check-in at the office to ensure a safe environment conducive to learning. Student and adult visitors must meet the following guidelines: Visitors or guests shall not ride the bus to or from school, shall not be allowed during testing or finals exams, or times deemed inappropriate by staff and/or administration. Visitors must adhere to school rules and policies. Students must pre-approve the visit with their teachers and administration. Non-enrolled student visitors will not be allowed during the regular class day, but this may be relaxed if the visitor or guest student is seriously considering enrollment in Springfield RE-4 schools. Parents and patrons are asked to volunteer and become an active part of the education of Springfield students. Please stop by or call the office if you are interested in becoming a volunteer.

Daily Announcements

Groups or authorized individuals wishing to have announcements made should submit a written copy of the text (signed by a sponsor, if applicable) to the office by 7:45 AM. Any announcements received after 7:45 AM will be announced the following day. Special announcements may only be made for school-related business.

Posters

All posters must be approved in advance by school administration.

Student Insurance and Injuries

If a student is injured at school, it is his/her responsibility to immediately report the injury to the nearest teacher or supervisor. The school is not responsible for insurance coverage of any student. Any insurance coverage is the responsibility of the student and/or family. Parents are requested to contact the office immediately and report any injuries the student received at school. The HS/JH do not carry insurance coverage for athletic participation. Students must have proof of insurance before beginning practice for any sport.

Guidance and Counseling

Guidance and counseling services are available to all students. Students are encouraged to contact the counselor for college and vocational guidance, or any personal problems concerning school or related to their performance or safety at school.

Withdrawal From School

When transferring or withdrawing from school for any reason, the student's parent/guardian is responsible for contacting the office in advance to explain the circumstances of the withdrawal. On the last full day of attendance, the student will obtain a checkout sheet to be signed by his/her teachers and the administration. The student and parent/guardian may be asked to complete an exit interview with an administrator. The student will turn in books and pay all charges owed. Transcripts of school credit will not be forwarded until proper withdrawal procedures have been observed and fees have been paid.

Leaving The Campus

No student may leave the school campus without prior permission from the office. Parents are expected to notify the office prior to any student leaving campus, and make all necessary arrangements. If any student needs to leave campus, for any reason while school is in session, permission from an administrator, in advance, is required, based on personal contact or a phone call from a parent/guardian.

JH students may not leave the campus during lunch hour, unless they are signed out and are picked up by their parents. Parents assume the responsibility for their student during the lunch hour and are requested to pick up their student. JH students are not allowed to ride with HS students.

High school students may leave campus for lunch but are expected to return promptly for their afternoon classes. Tardiness after lunch will result in disciplinary action. Students should exit their vehicles and enter the building immediately upon returning to the school. They should not linger in the parking lot.

Search and Seizure Policy

Students possess an expectation of privacy as well as freedom from unreasonable searches and seizure, guaranteed by the Fourth Amendment of the U. S. Constitution. Students should have no expectation of privacy, however, regarding the contents of hallway or PE/athletic lockers, as these are school property. Individual rights, however, are balanced by the school's responsibility to protect the collective health, safety, and welfare of all students. School employees may conduct searches when they have reasonable suspicion that the health, safety, or welfare of students may be in jeopardy, or if the operation of the school is in danger of material or substantial interference. Any school employee making a search or seizure shall follow these guidelines:

1. General searches of school property (including personal items found on school property) may be conducted at any time based on above criteria. The search of school property may be made without the student being present and will be made by the administrator or designee. The District may, at times, use trained dogs in accordance with board policy JIH.
2. Illegal items (firearms, explosive devices, weapons, alcohol, tobacco, drugs, and other forms of contraband, including, but not limited to, drug paraphernalia) or other possessions reasonably determined to warrant a threat to the above mentioned criteria may be immediately seized by school employees.
3. Students may be individually searched by school employees when there is reasonable suspicion that the student has on his/her person illegal items or other items that may fall under the above mentioned criteria. This will usually take the form of emptying pockets and back packs. More advanced searches will occur once parents are notified, or by members of law enforcement.
4. Lockers are school property and may be searched at any time. There is no expectation of privacy.
5. Motor vehicles parked on school property may be searched by school employees when there is reasonable suspicion on the part of school personnel that illegal items, weapons, or other forms of contraband may be present. The act of parking motor vehicles on campus yields expectations of privacy for its contents.

Substitute Teachers

Substitute teachers are essential and valuable personnel, as they provide students with continuous and consistent opportunities for advancement toward their educational goals. Students are reminded that substitutes are required to carry out the instructions of the regular classroom teacher, and their authority is valued the same as students' regular teachers. If a student has a question about the scope or rigor of an assignment, the student should reserve those questions for the regular classroom teacher, upon his or her return. When it is necessary for a substitute to be in charge of a classroom, student cooperation and courtesy is essential. Failure to act appropriately will result in disciplinary action, and referral to the principal may be necessary. Like any other staff member, inappropriate conduct toward a substitute teacher will result in negative consequences, up to and through suspension from school. Classroom teachers may have special penalties for misbehavior in a classroom with a substitute teacher.

Longhorn Activities and Athletics

Activities

Springfield JH/HS offers programs designed to meet the needs of all interested students. This kind of programming is vital to the total educational experience of students, the student body, and the larger school community. Leadership, service, and athletic programming offers opportunities and value that the academic program, standing alone, does not always encompass. Students are encouraged to participate in as many extracurricular activities as possible.

Coaches and sponsors have team or program membership expectations. These include training rules and conduct expectations that go beyond the minimums set forth in any general code of conduct or organizational by-laws. These expectations shall be applied to decisions about on-going membership, amounts of playing time, awards and recognitions, and other benefits associated with co-curricular programming. The school district reserves the right to suspend and/or terminate a student's status in any elective membership for conduct deemed a serious violation of school policy.

School Dances

The following regulations apply to all school dances:

1. Dances are solely for currently enrolled Springfield students and their guests, if applicable. Students must sign up their guests prior to the dance. A currently enrolled student may invite one guest. Currently enrolled students are responsible for the conduct of any non-student guest they invite. Springfield alumni are welcome to attend the Homecoming Dance, but are required to adhere to the same conduct regulations as current students. Out of town guests must complete and return to the principal the standard dance permission form that must be signed by an administrator from their particular school.
2. The sponsoring group must obtain an adequate number of sponsors as determined by the administration, the absolute minimum being one male and one female, not including the principal or designee.
3. All school regulations pertaining to student conduct and behavior, dress expectations, tobacco, alcohol, and drug use or possession apply to school dances.
4. No person shall be admitted to a dance after the dance has been in progress for one half hour or more, unless prior arrangements have been made.
5. Anyone leaving the dance will not be readmitted and must immediately leave the campus.
6. Loitering at the doors or on school property is prohibited.
7. All functions must end no later than 12:00, midnight, with many functions concluding by 11:00 PM.
8. JH students are not allowed to attend HS dances.
9. Students must be academically eligible in order to attend dances.

Clubs and Organizations At The High School

The following is a list of approved clubs at the HS. Participants in these activities are subject to the same eligibility and training rules as are those students participating in athletics. Some HS clubs and organizations have JH counter-parts. All students are encouraged to contact teachers and other school officials with questions about how they can get involved in extracurricular programming.

Student Council – Andrea Baxter
Performing Arts – Tawnie Lusk
Knowledge Bowl – Tawnie Lusk
Junior High Knowledge Bowl – Tiffany Hume
Honor Society – Brooke Hartley
Future Business Leaders of America – Kathy Self
FFA – Bryann Forrest
Family Community and Career Leaders of America – Kathy Self
Shooting Sports - Bob Wood

Athletics

Many of the same sports and activities at the HS are available at the JH. All students are encouraged to contact teachers and other school officials with questions about how they can get involved in school co-curricular programming.

Fall	Winter	Spring
Football	Basketball (Boys & Girls)	Baseball
Volleyball	Wrestling	Track (Boys & Girls)
Cross Country	Cheerleading	Golf (Girls)
Cheerleading		
Golf (Boys)		

Eligibility Policy

This policy is governed and enforced by the athletic director. To be considered eligible to participate in extracurricular activities (including athletics and various clubs); students are subject to the following regulations:

1. Based on CHSAA policies, any student who fails two (2) or more classes in any one semester will be declared ineligible until the CHSAA published Regain Date. If a student who was ineligible from the previous semester is still ineligible on the Regain Date, they will be ineligible to participate in the remainder of the season.
2. Junior High and High School students will be subject to an eligibility report conducted weekly (based on their present average in each class). A student will be declared ineligible for the following eligibility period if he/she has (1) F and (1) other grade of D or below. Eligibility letters will be mailed or emailed to coincide with the HS and/or JH eligibility periods.

3. The eligibility period will run from Tuesday through the following Monday for JH students and Tuesday through Monday of the second week for HS students.
4. If a high school student becomes academically ineligible for two consecutive eligibility periods or three periods total during a season, he/she will be dismissed for the remainder of the season. If a junior high student becomes academically ineligible for three consecutive eligibility periods or four periods total during the season, he/she will be dismissed for the remainder of the season.
5. Any student under terms of suspension (in-school or out-of-school) will be ineligible to participate in competitions, school activities, or otherwise represent the district during the dates of the suspension (until their return to school).
6. Any student who has a non-school related absence will be ineligible to participate in competitions, school activities, etc. on the day of the absence, unless prior arrangements are made with the administration.
7. Students must be registered for and attend a full day of classes to be eligible to participate in extracurricular activities; unless prior arrangements have been made with the administration and school board.
8. Transfer and Foreign Exchange students are to check with the Athletic Director to determine their eligibility status.
9. No student will be allowed to practice or compete without a valid and current athletic physical. Additionally, no student will be allowed to practice or compete without proof of health insurance coverage, payment of activity fees, evidence of parent permission, and agreements with CHSAA by-laws governing student conduct.
10. Students wishing to do dual sports must sign up at the beginning of the season declaring their primary and secondary sports. The student-athlete that chooses to participate in dual sports must realize the commitment expected in both sports. The dual-sport athlete will complete a practice schedule that is arranged by both coaches and is comparable to practices for the other athletes in both sports. Students must meet the eligibility guideline of no grades lower than a “C”. If a student receives a grade lower than a “C” during a reporting period, he/she will be deemed ineligible for the secondary sport for the eligibility period. A second grade lower than a “C” (during the season) will cause the student to drop the secondary sport and continue with the primary sport only for the remainder of the season.
11. Ineligible students will not be allowed to participate in regular school activities, including club events, unless these activities are used for the determination of a grade.

Athletic Letters

Participants in HS athletics will have the opportunity to earn letters indicating their contributions to the program. Criteria for lettering in each sport will be determined by the coaches for the sports in question, as well as the “S” Club. Guidelines for appropriate patches and other incidental items to be worn on letter jackets will be determined by the “S” Club, sponsor, and coaches. Members of the “S” Club are required to adhere to guidelines as a requisite to membership in “S” Club.

Sportsmanship At Interscholastic Contests

Fans and supporters of interscholastic athletics are expected to demonstrate the highest standards of sportsmanship and competitive spirit. Those who attend any school function,

including athletic events, are expected to demonstrate common courtesy and respect for all participants, officials, and school personnel.

CHSAA Sportsmanship and Spectator Behavior Expectations

I will . . .

- Remember that I am at a sporting event to support and cheer for my team, and to enjoy the skill and competition.
- Never ridicule or intimidate the other team or its fans.
- Remember that school athletics are learning experiences for everyone and sometimes mistakes are made.
- Praise student-athletes in their attempt to improve themselves as students and athletes, as we praise a student for working and growing in the classroom.
- Understand that this ticket of admission is a privilege to observe a contest, and not a license to verbally assault others and be generally obnoxious.
- Show respect for the opposing players, coaches, spectators, and support groups.
- Respect the integrity and judgment of game officials, supervisors, and coaches.
- Use only those cheers that support and uplift my team.
- Recognize and complement the efforts of school and league administrators for their efforts in emphasizing the benefits of educational athletics and the rule of good sportsmanship to that end.

Athletic and Activities Expectations

Each sponsor and/or coach will be responsible for setting specific expectations and regulations, informing participants of those commitments, and enforcing the predetermined consequences. The following is a general list of expectations for all athletics/activities:

1. Maintain grade eligibility requirements.
2. Attend all mandatory practices and meetings.
3. Remain drug, alcohol, and tobacco-free.
4. Present self as a positive role model at all times.
5. When representing Springfield schools, “Dress for Success.”
6. Always support other team members, the team, the coach, other organizations, and the school as a whole.
7. Maximize your efforts on behalf of yourself and your school.
8. Set positive goals, act positively and in the best interests of others, and practice the habits of scholarship, sportsmanship, and leadership.

Athletic/Activity Rules

Student-athletes in all sports and activities will be expected to adhere to the following rules regarding the use of tobacco, alcohol, and drugs. Tobacco, Alcohol and Drugs Infraction: An athlete is not to consume alcohol, or use drugs or tobacco products, or be present on unlicensed premises where drugs or alcohol are being consumed without the direct supervision of parents/guardians.

1st Offense: 1 week, not to exceed 2 games.

2nd Offense: The athlete will be removed from the team for the remainder of the season. If the remainder of that season is less than 50%, the suspension will carry over into the next sport season.
3rd Offense: The athlete is suspended from all athletic/activities for 365 days from the date of the offense. The athlete (in a career) may apply for a reduction in the penalty, if an approved Tobacco, Alcohol and Drug program is completed. This class must be approved by the administration in advance of beginning the program and shall be completed at the cost of the student. If completed and approved, the penalty may be reduced to the penalty for a 2nd offense. Offenses are cumulative, and will be applied to a student's entire athletic career. For example, if a student-athlete violates during a fall sport as a freshman, violates during a winter sport as a sophomore, and violates again during a spring sport as a junior, a 3rd offense has been committed.

Parent/Coach Communication

There are situations that may require a conference between the coach and the parent. The following protocol should be followed by players, parents, coaches and administration.

Please do not attempt to contact a coach before, during or after a practice or contest. These can be emotional times for both parent and coach. Meetings of this nature do not promote resolution. Springfield School District has a 24-hour rule which states a parent must wait 24 hours before they may make contact with the particular coach. Often time to reflect and compose thoughts has a much more positive outcome. If a meeting is still needed, the parent may either call or email the coach directly to set up an appointment. Urgent safety concerns should be communicated promptly.

1. Athletes should discuss the problem with their coach. If a solution cannot be reached, proceed to step 2.
2. Parents should discuss the problem with the coach. If it involves an assistant, the head coach should be involved. If a solution cannot be reached, proceed to step 3.
3. Complete an "athletic grievance" form online (found at www.spre4.org). The form will notify the Athletic Director and a meeting will be scheduled involving the player, parent, coach and athletic director. If a solution cannot be reached, proceed to step 4.
4. The issue will then be discussed with the District Superintendent and a meeting will be scheduled involving the player, parent, coach, athletic director and superintendent. If a solution cannot be reached, proceed to the final step.
5. The issue will then be discussed with the Board of Education. All participants may be asked to be present and once a decision is rendered there are no more appeals.

Appropriate Concerns to Discuss with Coaches:

- The emotional and physical development for your child.
- Ways that your child might be able to improve.
- Concerns about your child's behavior with the team at practices or games.
- The future of your child's play at the next level.

Issues NOT Appropriate to Discuss with Coaches:

- Athletes' playing time.
- Team strategy.
- Other student-athletes or parents.

Athletic Curfew

Student-athletes are expected to take steps to ensure they are ready to perform at their best, as well as model appropriate behavior in public. Student-athletes should understand the importance of good rest and how it is essential for maximized performance. Student-athletes shall abide by the following curfews:

Weekdays: 10:00 PM.
Nights before contests: 9:00 PM.
Weekends: 12:00 AM.

An athlete that is found to be in violation of the curfew will jeopardize their chance of participating for the next contest and may be subject to consequences as determined by the head coach of that particular sport. Student-athletes should be aware that playing time could be affected by this violation.

Student Activity Trips

All activity trips must be approved in advance by the administration. Students and sponsors are required to make activity trips in a school vehicle, driven by a Board-approved driver. Involved students are required to ride to and return from school activities in the school vehicle. Exceptions can be made through written communication with the student's parent/guardian. Students will only be released to return home with their parent/guardian unless advance arrangements have been made to allow a student to ride home with another parent/adult. Parent/guardians will be required to sign a form provided by school personnel stating their intent of taking responsibility for their child for the return trip. Students who violate school policy may be sent home at their parent's expense. Parents would be notified by school personnel and arrangements made for the safe return of the student. Students must be academically eligible in order to participate in a co-curricular trip. For athletics, only those students who will be participating in the competition will travel to out of town activities. For example, only varsity team members and managers will travel when the competition is a varsity contest.

Field Trip Permission

Elementary students are required to have a parent's permission form on file to attend field trips off school grounds that are planned during school hours in the Baca County area. Longer field trips will have separate information sheets and permission slips.

Fundraising and Expenditures

Student and organization fundraising activities are intended to support school programs, student organizations, and educational opportunities. All fundraising activities must be approved by the principal or designee before any sales, solicitations, or collections begin.

The following guidelines apply to all student fundraising activities:

- Fundraising must have a specific educational, extracurricular, or school-related purpose.
- A school employee or approved sponsor must supervise all fundraising activities.
- Students may not begin selling or collecting money until approval has been granted.
- Fundraising activities may not interfere with instructional time or disrupt the educational environment.
- Students are expected to conduct themselves in a respectful and ethical manner while participating in fundraising activities.
- Participation in fundraising is voluntary unless otherwise required as part of an approved student organization or activity. Students will not be denied participation in a school-sponsored activity solely because they choose not to participate in fundraising.
- All money collected must be submitted promptly to the sponsoring staff member in accordance with district financial procedures. Students should not retain fundraising proceeds for personal use.
- Door-to-door sales are discouraged and should occur only with parent or guardian supervision.
- Fundraising activities involving food sales or other regulated items must comply with applicable local, state, and federal laws and district wellness requirements.

The principal reserves the right to deny or discontinue any fundraising activity that conflicts with district policies, presents safety concerns, or is not in the best interest of students or the school.

Staying Safe at Springfield Schools

Emergency Procedures

Students and staff are expected to fully cooperate during emergency drills and when emergency procedures are in place. Emergency procedures include fire drills and other forms of evacuation, tornado and take-cover drills, lock-in and lock-out procedures. It would be unsafe for anyone to interfere with the execution of the school's emergency procedures.

Springfield School District will be following the response protocol of "I Love U Guys" Foundation in response to crisis situations.

Hold- is followed by the directive "in your room or area" and is the protocol used when the hallways need to be kept clear of occupants.

Secure- is followed by the directive “Get inside. Lock the outside doors.” and is the protocol used to safeguard people within the building.
Lockdown- is followed by “Locks. Lights. Out of sight.” and is the protocol used to secure individual rooms and keep occupants quiet and in place.
Evacuate- may be followed by a location and is used to move people from one location to a different location in or out of the building.
Shelter- and state the hazard or safety strategy for group and self protection.

Fire Drills

Fire drills are exercises developed to help students learn life-saving reactions in case of an emergency. The following information is important in case of fire:

1. The alarm is a continuing alarm with a voice providing basic instructions. There are also flashing strobe lights to indicate an alarm.
2. Upon hearing or seeing the alarm, leave the room in single file, and stay with your class and teacher.
3. Walk rapidly (do not run, push, or shove) to the nearest exit.
4. Walk silently so teacher instructions may be clearly heard.
5. The first person to any door is to hold the door open and close it after the last person has exited.
6. Upon leaving the building, report to the predetermined area for roll call. Stay with your teacher and class.
7. Return to the building only when directed by appropriate school or emergency personnel.

Inclement Weather

If adverse weather conditions cause the cancellation of school for the day, the closure will be posted on the school website after the decision is made. Automatic text alerts will be sent to student and guardian cell phone numbers on file in the PowerSchool system. It is the parent’s responsibility to ensure the correct numbers are on file in the PowerSchool system. These numbers may be monitored through the parent portal.

Basics of Good Behavior

Items Not Allowed At School

Considering the health, safety, and welfare of Springfield students, and guests of the schools, certain items are not allowed on school property or at school activities.

Following are examples of items not allowed at school, but should not be considered an all-inclusive list:

1. Alcohol, tobacco, vaping devices, drugs, or narcotics.
2. Any weapon, any item that could be used as a weapon, or any item that looks like a weapon (toy gun or knife for example).
3. Drug paraphernalia.
4. Lighters, matches, laser pointers, and other items that hold the possibility of harming others.
5. Any item used or intended to offend others.
6. Any item that could negatively affect the health, safety, and welfare of students, or guests to our schools.
7. Any item of clothing that promotes the use or possession of any of the above mentioned items.

Note: Students who have items not in compliance with the above restrictions will be subject to disciplinary action based on the specific incident. Inappropriate/illegal items will be confiscated, and school officials reserve the right to involve law enforcement officials in such cases and at any time.

Student Code Of Conduct

There is a high expectation of student behavior at Springfield Schools. As stated in policy file JICDA. In accordance with applicable law and Board policy concerning student suspensions, expulsions and other disciplinary interventions, the principal or designee may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school buildings, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school sponsored or district-sponsored activity or event and off district property when the conduct has a nexus to school or any district curricular or non-curricular event.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property
3. Willful destruction or defacing of district property.
4. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
5. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
6. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, either orally or in writing or derogatory statements addressed publicly to an individual or a group that precipitate disruption of the school program or incite violence.
7. Engaging in “hazing” activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.

8. Violation of the district's policy on bullying prevention and education.
9. Violation of criminal law which has an effect on the district or on the general safety or welfare of students or staff.
10. Violation of and any Board policy or regulations, or established school rules.
11. Violation of the Board's policy on weapons in the schools. Expulsion shall be mandatory for bringing or possessing a firearm, in accordance with federal law.
12. Violation of the Board's policy on student conduct involving drugs and alcohol.
13. Violation of the Board's violent and aggressive behavior policy.
14. Violation of the Board's tobacco-free school's policy.
15. Violation of the Board's policies prohibiting sexual or other harassment.
16. Violation of the Board's policy on nondiscrimination.
17. Violation of the Board's dress code policy.
18. Violation of the Board's policy on gangs and gang-like activity.
19. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
20. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or others.
21. Lying or giving false information, either verbally or in writing, to a school employee.
22. Engaging in scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
23. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
24. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the student exhibiting the behavior or to one or more other students.
25. Repeated interference with the school's ability to provide educational opportunities to other students.
26. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.

Dress Code

Students at Springfield Schools are expected to use good judgment in regard to dress and personal appearance. Basic rules of sanitation and hygiene, safety and neatness, morality and modesty will be observed at all times. Start dressing for success!

Appropriate dress, according to the administration and/or sponsor, will be demanded at any activity that is associated with the school district. (This includes athletic contests, field trips, graduation ceremonies, etc.) If a manner of dress constitutes a disturbance, distraction, or detracts from the school's educational function, a violation of the school's dress code policy has occurred, and the student will be referred to the principal or designee. No manner of dress shall constitute a threat to health or safety. The offending student, at least, will be required to adjust the manner of dress. Students may be sent home in order to change inappropriate clothing. Sponsors of extracurricular activities, in cases where our students represent the school and

community, or work in close contact with the public, are expected to set a higher standard of dress and personal appearance for the students under their direction.
The following examples include, but are not limited to, items of dress deemed inappropriate for students at Springfield Schools:

1. Shorts, dresses, skirts or similar clothing shorter than the tips of the middle fingers while arms are down to the side.
2. Inappropriately sheer, tight or low-cut clothing (i.e., midriffs, halter-tops, backless clothing, tube-tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body, including, but not limited to, the stomach, buttocks, back and breasts. Tank tops and similar clothing with straps narrower than 1.5 inches in width are deemed inappropriate. Pajama pants should not be worn. Shirts with cut-off sleeves are not to be worn by male or female students during the school day.
3. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that: Refer to drugs, alcohol, or weapons, or are of a sexual nature, or by virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, alcohol use, violence (threatening the safety or welfare of any person or classification of people), anti-social conduct, or disruptive behavior and deemed inappropriate, or anything deemed obscene, profane, vulgar, lewd, or legally libelous are also deemed inappropriate. Anything interfering with teaching and learning is prohibited, and if you wonder if something is appropriate or not, it probably isn't.
4. Exceptions: Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school sponsored, extra-curricular activities or sports may be worn to school when approved by the principal or designee. Students are to use common sense and good judgment when choosing appropriate school clothing.

There is a need for both safety and consistency in our halls. Slogans and advertising for tobacco, alcohol, and/or drug companies are not appropriate for school and set the tone for addiction for students. This detail compromises the safety within our halls. Because student safety has been compromised by students wearing inappropriate head coverings to school, hats will not be worn within the school building. There will be no exceptions to this policy change.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case there shall be no further penalty, unless violations become habitual.

If the student cannot promptly obtain appropriate clothing on the first offense the student shall be given a written warning and an administrator shall notify the student's parents/guardians. On the second and subsequent offenses, the student may remain in the ISS room for the day and do schoolwork. A conference with parents/guardians may be held. Any class time missed as a result of a second or subsequent violation may be treated as an unexcused absence. Chronic

offenders are subject to progressive disciplinary action, including suspension or other disciplinary action as outlined in the school discipline code.

Discipline

Philosophy of Discipline

The purpose of education is to provide students with the knowledge, skills, attitudes, and habits which will make them both good citizens and successful in future employment. It is vital to maintain an orderly atmosphere which is conducive to respect the rights of others. Our goal at Springfield Schools is to change the undesired behavior, not simply punish the behavior.

Most students in the Springfield School System understand these rights and responsibilities. However, there will be occasions when students choose to disregard the rules. The Springfield School Discipline Code of Conduct is designed to give students guidelines as to inappropriate behavior and to make clear the consequences for inappropriate behavior. The code also assures equal administration of consequences.

Student Due Process

When a student is accused of being in violation of the Springfield School Discipline Code of Conduct, that student is entitled to due process. Basically, due process consists of two elements: (1) the student is informed of the violation; and (2) the student has the opportunity to confirm or deny the accusation and to tell his or her own version. Due process need not be conducted in a formal setting. It may take place in the classroom, hall, principal's office or other Setting.

Springfield School Discipline Code of Conduct

Springfield School Discipline Code of Conduct is written on levels, according to the severity of the offense or frequency of offenses. The discipline will be given out by the principal, superintendent, or their designee. The principal and superintendent have the right to suspend students. For more serious violations administrators have the right to move the offense to a more serious level or consequence. Since it is not possible to foresee every problem, consequences may be given for offenses not listed below, according to the severity of the offense. This discipline code applies to the regular school day, any school sponsored event, or to other circumstances that threaten the well-being of students or employees of the district.

The administration reserves the right to assign consequences appropriate to the specific circumstances of each incident.

Level I – Minor Classroom Behaviors

Primary Responsibility: Classroom Teacher

These behaviors are minor disruptions that interfere with learning but can typically be corrected within the classroom.

Examples

- Off-task behavior
- Minor classroom disruption
- Inappropriate language (non-threatening)
- Dress code violation
- Cell phone misuse (see Cell Phone Policy)
- Minor horseplay
- Failure to follow classroom procedures
- Unprepared for class
- Minor disrespect toward peers

First Occurrence

- Verbal reminder or redirection
- Review of classroom expectations

Second Occurrence

- Teacher conference
- Seat change or classroom intervention
- Behavior reflection

Third Occurrence

- Parent/guardian contact
- Classroom consequence or detention
- Documentation of intervention

Fourth Occurrence

- Office referral to the principal
- Student conference with administrator
- Parent notification

Continued Level I behaviors may result in consequences listed under Level II.

Level II – Repeated or Moderate Misconduct

Shared Responsibility: Teacher and Administrator

These behaviors significantly disrupt the learning environment or represent repeated Level I misconduct.

Examples

- Repeated classroom disruption
- Academic dishonesty (cheating or plagiarism)
- Bullying (non-criminal)
- Insubordination
- Leaving class without permission
- Excessive Tardies
- Minor vandalism
- Profanity directed toward others
- Misuse of school technology
- Repeated Level I offenses

First Occurrence

- Administrator conference
- Parent/guardian contact
- Lunch detention or after-school detention
- Restorative conference or mediation

Second Occurrence

- Parent conference
- Loss of privileges
- Behavior contract
- Counseling referral when appropriate

Third Occurrence

- In-School Suspension (ISS) (1–2 days)
- Re-entry meeting with parent/student
- Behavior improvement plan

Continued Level II behaviors may result in placement under Level III.

Level III – Serious Misconduct

Primary Responsibility: Administrator

These behaviors create a significant disruption to the educational environment or present safety concerns.

Examples

- Fighting resulting in minor injuries
- Threats or intimidation
- Harassment
- Significant bullying
- Theft
- Vaping or tobacco possession/use
- Property damage
- Reckless behavior
- Repeated Level II misconduct

Possible Consequences

Depending on the severity of the incident and the student's disciplinary history, one or more of the following may occur:

- Parent/guardian conference
- Restorative conference
- Behavior improvement plan
- Safety plan
- In-School Suspension (ISS) (1–5 days)
- Out-of-School Suspension (OSS) (1–5 days)
- Referral to counseling or community resources
- Threat assessment when deemed appropriate by administration

Repeated Level III misconduct or behaviors involving substantial safety concerns may result in Level IV consequences.

Level IV – Major Safety Violations

Primary Responsibility: Administration

These behaviors seriously threaten the safety of students, staff, or the school community and may require immediate removal from school.

Examples

- Assault causing injury
- Drug possession, use, or distribution
- Alcohol possession or use
- Serious fighting
- Sexual harassment
- Extortion

- Significant vandalism
- Repeated aggressive behavior
- Credible threats
- Weapons possession or use (as defined by law and Board policy)

Possible Consequences

Based on the severity of the offense and applicable law:

- Immediate removal from class
- Parent notification
- In-School Suspension (ISS)
- Out-of-School Suspension (up to district policy limits)
- Threat assessment
- Safety or behavior contract
- Law enforcement notification when required by law
- Restitution for damaged property when appropriate
- Recommendation for expulsion when authorized by law and Board policy

Level V – Mandatory Expulsion Consideration / Severe Safety Violations

Primary Responsibility: Administration

These behaviors present a serious threat to the safety of students, staff, or the school community and may require immediate removal from school. Certain violations are governed by Colorado law and Board policy and may require mandatory suspension, expulsion proceedings, or notification of law enforcement.

Examples

- Possession, use, or transfer of a firearm or other weapon prohibited by law or Board policy
- Possession, use, sale, or distribution of illegal drugs or controlled substances
- Distribution or sale of alcohol or vaping products
- Arson or attempted arson
- Bomb threats or false reports of explosives
- Terroristic threats
- Assault resulting in serious bodily injury
- Sexual assault or unlawful sexual conduct
- Robbery or extortion involving force or threats
- Felony-level criminal conduct occurring on school property or at a school-sponsored activity
- Repeated Level IV behaviors demonstrating an ongoing threat to school safety

Possible Consequences

Depending on the circumstances and applicable law, one or more of the following actions may occur immediately:

- Immediate removal from class or campus
- Parent/guardian notification
- Emergency safety assessment
- Out-of-School Suspension pending investigation
- Law enforcement notification when required or appropriate
- Threat assessment
- Recommendation for expulsion in accordance with Colorado law and Board policy
- Referral to alternative educational services, when appropriate
- Restitution for damages, when applicable
- Re-entry meeting and safety plan before returning to school, if permitted

Factors Considered When Determining Consequences

When assigning consequences, school administrators may consider:

- The severity of the behavior
- Whether the behavior threatened safety
- The student's age and developmental level
- Intent of the behavior
- Previous disciplinary history
- Whether the student accepted responsibility
- Whether the behavior substantially disrupted the educational environment
- Applicable state law and Board policy

Restorative Practices

Whenever appropriate, the school may incorporate restorative practices into the disciplinary process. These practices may include restorative conversations, mediation, restitution, reflection activities, conflict resolution, and opportunities to repair harm caused by misconduct.

Documentation

Teachers will document classroom interventions for repeated Level I behaviors prior to referring students to the office whenever practical.

For suspensions or other major disciplinary actions, administrators will maintain documentation supporting the disciplinary decision, including why lesser interventions were not sufficient when required by law or Board policy.

Nothing in this discipline matrix limits the authority of school administrators to respond immediately to behavior that threatens the safety, welfare, or orderly operation of the school.

Note: Federal law allows for remedial behavioral plans for some students in Special Education programs. In some instances, special education students require a separate discipline code for consequences for behavior. Discipline for students in Special Education programs will be conducted in accordance with: 1) state and federal law; and 2) the student's Individualized Educational Plan (IEP).

Detention

Detention time may be assigned to students for disruption of class, tardiness, unexcused absences or truancies, suspension, make-up time, and other reasons deemed necessary by the staff or administration. Detention will normally be assigned for the day or days immediately following the day a violation takes place. Students are responsible for attending assigned detentions. Unexcused absence from assigned detention will result in further disciplinary action. Work schedules or athletic practices are not justifiable reasons for missing detention.

Suspension and Expulsion

The Board of Education has delegated to principals the power to suspend a student out-of-school for not more than five (5) days. The superintendent has been delegated the power to suspend a student for additional periods of time. The following procedures shall be followed in any suspension of five (5) days or less:

1. Principal's procedures: The student, depending on circumstances, will be sent home with a written note of suspension or placed in in-school suspension.
2. If the student is placed in in-school suspension, a written note of suspension will be sent home with the student at the end of the day. The note of suspension shall contain a statement of what the student is accused of doing and a statement of the basis of the allegation. The principal shall attempt to contact the parent/legal guardian in person or by phone. The principal's initial contact with the parent/guardian will be considered situational and a follow-up conference will be scheduled only if requested by the principal or parent/guardian.
3. Superintendent's procedures: The superintendent may suspend a student for an additional ten (10) days. Additional suspension days may be necessary in order to present the matter to the next meeting of the Board of Education. If the superintendent finds it necessary to continue the suspension to present the same to the next meeting of the Board of Education, the procedure for expulsion or denial of admission shall be followed.
4. Re-admittance: No student shall be readmitted to school until proper notice or a conference (phone/personal) with the parent/guardian has taken place, or until, in the

opinion of the administrator, the parent/guardian has substantially agreed to review the suspension with the administrator. However, if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for scheduled meetings, the administrator may readmit the student.

Expulsion

The Colorado State Legislature passed legislation designed to empower the schools to take firm measures in order to insure a safe and orderly learning environment. Most of the activities have been written into the Springfield Discipline Code/Code of Conduct. However, a summary is presented here.

According to state law, the principal may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on school grounds, in school vehicles or during a school sponsored activity.

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property which is detrimental to the welfare of safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or to other children.
4. Serious violations in a school building or in or on school property.
5. Repeated interference with a school's ability to provide educational opportunities to other students.

Expulsion shall be mandatory for the following violations:

1. Carrying, bringing, using, or possessing a dangerous weapon without the authorization of the school or the school district.
2. The sale of a drug or controlled substance as defined in section 12-22-303, C.R.S.
3. The commission of an act which if committed by an adult would be robbery pursuant to part 3 of article 4 of title 18, C.R.S., or assault pursuant to part 2 of article 3 of title 18, C.R.S., other than the commission of an act that would be third degree assault under section 18-3-204, C.R.S., if committed by an adult.

Procedure For Expulsion Or Denial Of Admission

In the event that the Board of Education contemplates action denying admission to any student or prospective student or expelling any student, the following procedures shall be followed.

1. Notice. Not less than 7 days prior to the date of contemplated Board action, the Board of Education or an appropriate administrative officer of the district shall cause written notice of such proposed action to be delivered to the student and his/her parent/guardian. Such delivery may be by certified U. S. mail, return receipt requested, or by personal delivery. If mailed, delivery shall be deemed to be completed at such time as the notice is deposited in the U. S. mail addressed to the last known address of the student or his/her parent/guardian.

2. Emergency Notice. In the event the Board of Education determines that an emergency exists necessitating a shorter period of notice, the period of notice may be shortened to the extent the Board may direct, provided that the student or his/her parent/guardian has actual notice of the hearing prior to the time it is held.
3. Contents of Notice. The notice shall contain the following basic information:
    a. A statement of the basic reasons alleged for the contemplated denial of admission or expulsion.
    b. A statement that a hearing on the question of expulsion or denial of admission will be held if requested by the student or his/her parent/guardian within five days after the date of notice.
    c. A statement of the date, time and place of the hearing in the event one is requested.
    d. A statement that the student may be present at the hearing and hear all information against him/her, that he/she will have an opportunity to present such information as is relevant; and that he/she may be accompanied and represented by his/her parent/guardian and an attorney.
    e. A statement that failure to participate in such hearing constitutes a waiver of further rights in the matter.
4. Conduct of Hearing. The hearing shall be conducted by the President of the Board of Education or the superintendent. The hearing may be conducted in open session or may be closed except to those individuals deemed advisable by the Board of Education but including in all events the student, his/her parent/guardian and, if requested, an attorney. Such individuals as may have pertinent information shall be admitted to a closed hearing to the extent necessary to provide such information.
5. Testimony and information shall be presented under oath. However, technical rules of evidence shall not be applicable, and the Board of Education or superintendent may consider and give appropriate weight to such information or evidence it deems appropriate. The student or his/her representative may question individuals presenting information.
6. A sufficient record of the proceedings shall be kept so as to enable a transcript to be prepared in the event either party so requests. Preparation of the transcript shall be at the expense of the party requesting the same. The Board of Education may retire to executive session to review and discuss the evidence. However, the final decision shall be made in public session.
7. Appeal. If the hearing is conducted by the superintendent, the student may within five days after the decision of the superintendent appeal the decision to the Board of Education. State law provides for a review of an order of the Board of Education by the District Court of the County of Baca, State of Colorado, providing the student or his/her parent/guardian notified the Board in writing within five days after receiving official notification of the Board's action.