



# Springfield High**lights**



2015 - 2016

MIKE GROSSEN, PRINCIPAL

AUGUST, 2015

Welcome back to another great school year at SHS! As always our focus is on student **learning**. We will be working to *improve* our learning environment, we will *improve* how the students are engaged in their learning, and we will *improve* how we assess their learning. As you may have guessed, our one-word theme for this school year is **improve**, and that goes for all SHS staff and students. We firmly believe that we have a great school and we want to make it even better!

We want you, the families, to be involved in your student's educational experience and hope that you will take an active role in our school. The first step in doing so will be to thoroughly read this important newsletter. This newsletter has a **great deal of information**. This issue will serve as a handbook of protocols, routines and expectations for students and parents. Please keep this newsletter so it may serve as a reference throughout the year. If you have any questions about this newsletter or anything else, we encourage you to call any member of our administrative team at 525-3100 or you can visit our website.

At SHS, "We are Individuals, We are United, We are Senators!"

## **MARK YOUR CALENDARS: Open House September 2, 2015**

Springfield High School's Annual Open House is scheduled for Wednesday, September 2. **ALL** families are invited to the Commons at 5:30 pm on the evening of Open House to meet the Booster Club Board and SHS administration. Learn how your student can become active in the extracurricular activities at Springfield High School. All coaches of athletic teams and sponsors of clubs will be present to meet and greet parents. Parents may join the Booster Club that evening. Snacks and refreshments will be available to those who visit. Please join with other SHS parents to make SHS a great place for students and families.

Open House is designed to give parents an opportunity to meet the teaching staff and to enable the teachers to tell you general information related to the classes in which your student is enrolled. The length of each class period does not permit the holding of individual parent/teacher conferences. Therefore, we encourage you to use the Parent/Teacher Conference Evening, October 29, or Conference Day, October 30, to schedule such meetings. More information regarding these conferences will be forwarded to you at a later date.

(The schedule for Open House is on the last page of this newsletter.)

## **OPENING DAY / SCHEDULE DISTRIBUTION**

Schedule distribution will be the first day of school. Freshmen and sophomores will pick up their schedules in the Commons. Juniors will pick up their schedules in the Cafeteria and Seniors will receive their schedules in the Annex.

<b><u>BELL SCHEDULE</u></b>	Regular	Early Dismissal (Wednesdays)
Zero Hour	7:25 – 8:15	7:25 – 8:15
Homeroom		
Period 1	8:24 – 9:17	8:24 – 9:13
Period 2	9:22 – 10:12	9:18 – 9:59
Period 3	10:17 – 11:07	10:04 – 10:45
Lunch A	11:07 – 11:35	10:45 – 11:13
Period 4A*	11:42 – 12:30	11:20 – 12:08
Period 4B	11:12 – 12:02	10:50 – 11:40
Lunch B*	12:02 – 12:30	11:40 – 12:08
Period 5	12:37 – 1:27	12:15 – 12:52
Period 6	1:32 – 2:22	12:57 – 1:34
Period 7	2:27 – 3:17	1:39 – 2:17

### **SCHOOL WEBSITE**

The Springfield High website, <http://www.sps186.org/schools/springfield/> is a great way for parents to keep up with events happening at SHS. The daily announcements, sports information, scholarship listings, teacher e-mail addresses and links to other sources are posted. Please get into the habit of checking it often.

### **FRESHMAN PARENT ORIENTATION**

We will offer an evening orientation for the parents of freshmen on Tuesday, August 11. Parents should come to the Auditorium at 6:30 pm. We anticipate being finished by 8 pm.

### **FRESHMEN FORWARD STUDENT ORIENTATION**

Freshmen Forward is a 1.5 day freshmen orientation to be held Wednesday, August 12 and Thursday, August 13. Freshmen Forward will run from 8:24 a.m. - 2:17 p.m. on Wednesday, August 12 and 8:24 a.m. - 11:30 a.m. on Thursday, August 13. Incoming freshmen will have the opportunity to interact with other freshmen, upperclassmen, teachers and administrators. Sessions will include information to help make the transition to high school a smooth one and there will be several drawings for prizes. Students will be provided with breakfast and lunch by the district food service on Wednesday and breakfast on Thursday. The students can be dropped off as early as **8:00 a.m.** and picked up at the SHS Commons no later than **2:30 p.m.** (doors facing the West Washington Street parking lot). The school buses will run for those students eligible to ride (routes on page 8) and City buses will run their usual schedule. If you have questions regarding bussing, please call 525-3111.

### **PHYSICAL EXAMINATIONS FOR FRESHMEN AND OTHER NEW STUDENTS**

All freshmen (9<sup>th</sup> graders) and other students new to District 186 must have a physical examination and immunizations prior to the start of the school year. If your physical and immunizations forms have not been turned in, they must be completed and turned in to the Guidance Office (room 104) by the first day of school. (All athletes must have a physical turned into the school prior to participating in their sport's first practice). Freshmen and other students new to District 186 who have not turned in their required health information by **September 4, 2015** will be excluded from attending school per state law.

### **NEW IMMUNIZATION REQUIREMENT FOR ENTRY INTO 12TH GRADE**

Students entering 12th grade must provide proof of receiving 2 doses of the Meningococcal vaccine. Only one dose is required if the first dose was received at 16 years of age or older.

Meningococcal vaccines can be received from your child's physician or from the Sangamon County Department of Public Health. Proof of vaccination is needed by the first day of school. Students failing to provide proof of Meningococcal vaccination will be excluded on the 10th day of school.

## SCHOOL DAY PROCEDURES

Our school day begins this year at 8:24 a.m. and ends at 3:17 p.m. Zero hour classes begin at 7:25 a.m.

### Start of School Day

- Students who have zero hour will enter school through the Southeast door beginning at 7:15 a.m. Zero hour begins at 7:25 a.m.
- All other students will enter school through the Commons or Annex doors before school.
- The Commons and Annex doors will be unlocked at 7:45 a.m. Supervision of students by security and administrators begins at 7:45 a.m.
- Students are to remain in the Commons, Annex or the Cafeteria before school.
- Breakfast is served and eaten in the Cafeteria. The price of a healthy breakfast is **free** due to the CEP program.
- The morning bell rings at 8:15 a.m. Students will be allowed admittance to the rest of the building after 8:15 a.m.
- Students are expected to be in their classrooms when the 8:24 a.m. bell rings.

### Lunch

- Students are assigned to either A Lunch or B Lunch via their schedule.
- Student lunches are **free** due to the CEP program.
- Students can use their lunch pin numbers or cash to purchase a wide variety of a la carte items at nominal prices.
- Funds may be put on lunch accounts on-line or with a check taken to Kelli Young, our cafeteria manager, who can be found in the Cafeteria before school.
- Students are to eat lunch in the Cafeteria or the Commons.
- Students are expected to show respect for others, themselves and property by sitting at tables, eating with good manners and decorum, and cleaning up their area when finished.
- Students may not be in the hallways on the first floor during the lunch period.
- Vending machines are available in the Commons.

### Between Classes

- Students have 5 minutes to pass from one class to the next.
- Any student who is still in the hallway after the bell has rung will report to the table outside the main office for every hour except 4th hour (security table at Southeast door) to receive a pass to class and a 30-minute tardy detention.

### After School

- Students may exit the building through any door.
- If you are picking up your student after school, please remember that there is no parking on Parker Street. A good place to pick your student up would be in the Gravel Lot southwest of the gym. Please do not pick students up in the Commons lot as it causes traffic congestion.
- Students are expected to be out of the building by 3:30 p.m. unless they are participating in a supervised school activity.
- Once students have left the building they may not re-enter without permission of an administrator or a staff member.
- **Every Wednesday will be an early dismissal day.** Students will be dismissed at 2:17 p.m. All students are expected to be out of the building by 2:30 p.m. unless they are participating in a supervised school activity. All athletes and other invitees will have a study table in the Commons from 2:30 p.m. - 3:30 p.m. on the early dismissal days.

### **Illness at School**

- The Nurse's Office located in room 167.
- If a student is ill at school he/she should report to the Nurse's Office. If the nurse is not available, then he/she are to report to room 106. A parent/guardian will be contacted.
- Medications are kept in the Nurse's Office.

### **Guidance Assistance**

- The Guidance Office is on the first floor across from the Cafeteria in room 104.
- The secretaries are Mrs. Kontio and Ms. Floyd.
- The Assistant Principals and Administrative Intern are there to assist students and families with scheduling needs, course selections, college applications, and any other guidance needs.

Freshmen - Mrs. Gordy, Asst. Principal  
Sophomores - Mr. Schurman, Asst. Principal  
Juniors - Ms. Greco, Administrative Intern  
Seniors - Mr. Williams, Asst. Principal  
Post Secondary Coach - Mr. Kyes

### **Lockers**

- Students are assigned a locker by the secretary in the Attendance Office located in room 169.
- If a student has a problem with a locker, the difficulty should be reported to the secretary in Attendance Office.
- If the locker cannot be repaired, a new locker will be assigned.
- Students are NOT to share combinations or share lockers.
- Students should always clear his/her lock (spin the dial) after closing it to be sure the lock is secure.
- Book bags, briefcases, nylon sport bags, large purses, and backpacks may be brought to school but must be kept in the student's locker during the day. They may not be taken into classrooms or other parts of the building during the school day.
- It is recommended that our students do not bring valuables to school. The school is not responsible for lost or stolen items.

### **Visitors to the Building**

Parents and visitors may enter SHS through the entrance on the southeast side of the building (the Lewis Street alley). Press the buzzer for admittance. Visitors will be asked to sign in with their names and what business needs to be conducted. They may be asked for identification and will be issued a visitor badge. Visitors and students are asked to sign out when exiting the building.

### **DISTRICT STUDENT FEES**

Student fee invoices are mailed from the District #186 Financial Office at 530 W. Reynolds Ave. This will include optional fees for PTO, Yearbook, and the school Newspaper.

### **CAPITAL AREA CAREER CENTER STUDENTS**

CACC students are reminded that their classes at the Capital Area Career Center begin on Monday, August 24, and they are required to attend CACC classes on that day. (CACC students should check with their Assistant Principal or Dean if they have questions.) Students are required to use school bus transportation to and from CACC. The bus will be in front of SHS on Lewis Street at 8:15 a.m. starting August 24. It leaves promptly at 8:20 a.m. If a student misses the bus, he/she must return to the school building to call a parent for transportation. **Students may not drive to CACC and are subject to disciplinary action if they do.**

## **2015 YEARBOOK Purchasing**

Yearbooks may be purchased when district fees are paid or through Capitoline advisor Mrs. Eslahi at SHS at a cost of \$60 each through December 18. Until December 18, LAYAWAY is available with half down (\$30) and the balance due upon delivery of the yearbook in May. After winter break, the Capitoline is still available to order at \$70. It is important to reserve a yearbook for your student as a limited number are distributed in May.

## **Student IDs and Yearbook Photos**

**Underclassmen photos and IDs** will be taken Friday, September 11, during the school day. These photos will appear in the yearbook. Photo packages may be purchased at this time. Forms will be distributed on the first day or shortly after and will be available in the school offices. **Senior IDs** will be taken Friday, September 11, in the morning until noon. Senior photos are for student IDs only and will NOT appear in the yearbook. Seniors are **required** to make appointments with the school photographer for their yearbook portraits (see below) by December 18.

## **Senior Photos (to include all Early Graduates)**

To be included in the yearbook, seniors and early graduates must have their portraits taken at Class Act Photography, 484 South Durkin Drive, 787-4947. Appointments require a sitting fee of \$18 with no pressure for additional purchase. To be included in the yearbook, the deadline for graduation portraits to be taken is Friday, December 18.

## **Ads**

To purchase ads in the yearbook such as Congratulatory Senior ads, Sport Team ads and Organization ads please contact Capitoline Advisor, Mrs. Eslahi ([leslahi@sps186.org](mailto:leslahi@sps186.org) or 525-3100 ext. 254) or any Capitoline staff.

## **PARENTS OF SENIORS**

Watch your mail for a letter that outlines the process to be followed regarding college and scholarship applications, transcript requests and letter of recommendation. Please save this letter and refer to it with your senior as he/she begins this exciting process. Mr. Williams and Mr. Kyes will be meeting with all senior students early in the fall to go over this information in detail. **Graduation will be June 4, 2016 at 5:00 p.m. at the Prairie Capital Convention Center.**

## **Military Opt Out Form: Juniors and Seniors**

Students who attended SHS last spring, received a military opt out form which, when completed and returned, removes the student's name from the lists that the District is required to give to military recruiters. Students new to SHS may not have received this form and may obtain this form from the Guidance Office. This should be done prior to October 1, 2015.

## **National Honor Society Information**

Now's the time for seniors, juniors, and sophomores interested in joining National Honor Society their junior or senior years to begin documenting hours for the membership process. Second semester, juniors and seniors who have a 4.0 weighted GPA will receive a letter stating their academic eligibility for NHS. From there, students will need to present documentation of extracurricular and volunteer hours, consisting of specific dates, total hours served, and signatures from coaches, advisors, organizers, etc. Students need a minimum of 150 hours to be considered for NHS. Of these 150 hours, at least 50 hours should be related to extracurricular activities and at least 20 should be community service hours. The remaining 80 hours can be comprised of extra curricular activities, community service hours, and work related hours. Students can count hours from 15 months prior to their invitation, which is why sophomores can begin documenting hours now. We recommend keeping a log of these hours because the turnaround time between receiving the membership packet and submitting the packet is short. More information about NHS can be found on the school website under NHS. This information will be discussed at Open House.

## ACT and SAT

Following are the dates and registration deadlines for the ACT and SAT tests. Please note that the registration deadline for the first ACT test of the year is in August. If your student wishes to take that test, registration can be done online at <http://www.actstudent.org>. For the SAT you can register online at <http://sat.collegeboard.org/register/>.

### ACT

<u>Test Date</u>	<u>Registration Deadline</u>
September 12, 2015	August 7, 2015
October 24, 2015	September 18, 2015
December 12, 2015	November 6, 2015
February 6, 2016	January 8, 2016
April 9, 2016	March 4, 2016
June 11, 2016	May 6, 2016

### SAT

<u>Test Date</u>	<u>Registration Deadline</u>
October 3, 2015	September 3, 2015
November 7, 2015	October 9, 2015
December 5, 2015	November 5, 2015
January 23, 2016	December 28, 2015
March 5, 2016	February 5, 2016
May 7, 2016	April 8, 2016
June 4, 2016	May 5, 2016

## STUDENT PARKING

Student parking spaces on the SHS campus are quite limited when compared to the requests. On-street parking is also limited due to the proximity of SHS to the state complex. We strongly suggest that only students who have a definite need to drive to school should be allowed to do so. Following a number of discussions with student leaders, the parking space assignment policy noted below has been established.

1. The first assignment of student parking spaces will be made to students with disabilities and those with a need verified by a medical doctor.
2. Senior parking permits will be issued on August 10, 11, 12, and 13 from 8:30 a.m. - 11:00 a.m. and 1:30 - 3:00 p.m. The cost is \$75.00. Items needed: valid driver's license, vehicle registration and insurance cards. Only one vehicle per student may be registered. Since additional forms need to be signed, students must apply in person. Be sure to check the list posted in the Main Office window to confirm your eligibility. Remember that this privilege is based on good attendance and discipline. Students with grades less than a C average and/or students with multiple discipline referrals during the 2013-14 school year are not eligible. If students are eligible and do not pick up a permit at these times, these students may still enter the random drawing with all eligible juniors.
3. Assuming that requests will be similar to past years, parking spaces will not be available to freshman or sophomore students in the school parking lots unless they qualify under number 1 above. A random drawing of all available parking will then be open to eligible juniors at the beginning of the school year.
4. Student parking spaces are located in the unnumbered spaces in the **Commons** parking lot, and the gravel lot across Parker Street. All numbered parking spaces are for staff members only.
5. Vehicles that do not display the approved SHS parking permit will be tagged the first time and towed from the lot the second time at the owner's expense. Vehicles brought on to school property are subject to search. Those who purchase a permit for another individual or otherwise abuse this parking policy will have the privilege of parking in the student lot withdrawn indefinitely.

## **ATHLETICS: PERMIT CARD, INSURANCE, PHYSICAL EXAMINATIONS, & PARTICIPATION FEES**

All athletes are required to have on file, in the SHS main office, a completed Athletic Permit Card which will indicate verification of the following: physical examination; school or private/group insurance; athletic agreement; I.H.S.A. Eligibility Rules & Regulations; alcohol & drug policy; and participation fee. New this year is the SPS Parent/Spectator Code of Conduct form required to be complete by the athletes' parents or guardians. These Athletic Permit Cards and Code of Conduct forms are available in the SHS main office or may be picked up from the head coaches. **No practice is allowed until this form is on file in the Athletic Director's office.** As indicated in the Athletic Agreement, it is important to note that the rules contained in the Informational and Discipline Handbook apply to all athletes during athletic practices, events, and during travel to and from such contests. On a day when school is in session, a student must be in attendance in order to be eligible for that contest.

The Illinois High School Association requires all athletes to have a current physical examination **before participating** in athletic practices or contests. Students planning to participate in athletics should arrange to have a physical examination prior to the beginning of the athletic season. Ninth grade physicals may be used by ninth graders to meet this requirement. All athletes are required to carry school insurance **or** verify on the Athletic Permit Card that private insurance coverage is carried. District #186 minimally covers football players during that season only.

Springfield Public Schools charges each athlete a flat participation fee of \$85.00. Fees will be collected, along with the completed Athletic Permit Card, at the start of the season. Students who qualify for student waiver are eligible to have the fee waived. Information regarding student fee waivers will be mailed to those eligible by the Business Office. Any questions regarding fee waiver eligibility can be answered by the Business Office at 525-3040. Game participation is not allowed until this fee has been paid. Call Mr. Connolley or the Athletic/Activities Secretary at 525-3100 with any questions.

### **STUDENT ACTIVITY PASSES**

As in years past, we encourage all of our students to cheer on their classmates in an appropriate manner in all of our athletic contests. In order to help reduce the cost of attending the events, we will be selling Student Activity Passes for \$30. These passes are good for all SHS home events **except** tournaments and post-season play.

### **STUDENT INSURANCE**

Information will be given to students during the first period on the first day of school regarding purchase of accident insurance. The minimum fee for a student accident policy covers the student during the regular school day, traveling to and from school, and during athletic practices and contests. Full-time coverage is also available.

### **FALL PLAY**

The fall play at SHS this year will be performed on November 6, 7 and 8. Auditions will be held soon after school begins. Please monitor the announcements for audition times and dates. This year's student director will be Kate Moranski.

### **SPRING MUSICAL**

The spring musical at SHS this year will be performed on April 22, 23 and 24. Auditions will be held soon after we return from Winter Break. Please monitor the announcements for audition times and dates. This year's director will be Craig Williams. As per custom, we announce the musical on opening night of the fall play.

## YELLOW SCHOOL BUS ROUTES

District #186 provides yellow school bus transportation for high school students who live over 1.5 miles from adequate public transportation or for those students involved in the M to M transfer program.

Route #1-AM #3-PM		Route #50	Route #92
<u>E.T.A.</u>	<u>Location</u>	<u>E.T.A.</u>	<u>Location</u>
7:20	Old Jacksonville Rd. & Lambert	7:30	Ashley & Blueberry
7:24	Rickard & Bemis Heights	7:31	Checkerberry &
7:25	Rickard & Monmouth Ct.	7:32	Devils Walkingstick
7:26	Lawrence & Vicgtoria	7:34	Woodfield & Crystal Lake
7:27	Victoria & Mill Bank	7:36	Woodfield & Ginger Creek
7:30	267 N. Koke Mill	7:37	Ginger Creek & Kipling
7:31	Koke Mill & Briana	7:38	Ginger Creek & Dickens
7:32	Briana & Clipper	7:39	Lavender & Savory
7:36	Jefferson & Emporia	7:39	Savory & Fielding
7:38	Coventry Pt. & Newport	7:42	Cronin & Hedley
7:42	Brighton & Prestwick	7:43	Marryat & Meadowbrook
7:43	Westbrook & Kensington	7:44	Meadowbrook & Hedley
7:44	Washington & Trailridge Ln.	7:44	Hedley & Kipling
7:46	Cider Mill & Country Meadows	7:45	Happy Landing & Sandwood
7:47	Wythe & Timber Point	7:46	Happy Landing & Glengate
7:48	Roanoke & Oxford	7:47	Westgate & Mercantile
7:49	Churchill & Randolph	7:49	
7:53	Amos & Enos		
---	<i>Koke Mill &amp; Cobblestone – PM</i>		

## SMTD STUDENT BUS PASSES

Bus passes will be sold in the Attendance Office in (room 169) for \$20.00 for 20 rides. CASH ONLY. Applications for Free Mass Transit bus passes may be picked up in the Attendance Office.

## DISCIPLINE INFORMATION

We are extremely proud of our student behavior and parental support at SHS. We know that when teachers are working with students to improve their academic achievement, the environment plays a key role in this effort. Parents and students are reminded that we are charged with the responsibility to implement available and appropriate resources in order to provide for the welfare, safety and education of all students.

To ensure a full and complete understanding of school expectations and guidelines, each student will be given a copy of District 186's Informational and Discipline Handbook during the first few days of the school year. This newsletter and the handbook include comprehensive information about SHS, the various expectations and potential consequences for infractions. We encourage students and parents to review this information together. In addition, we have provided information specific to SHS on our website.

## Discipline Office

Students who misbehave beyond what is expected for the classroom teacher to manage, are tardy, have unexcused absences, or wish to report a behavior offense should go to the Attendance Office in room 169. Ms. Smith and Mr. Barnes are there to assist. The secretaries are Mrs. Hurley and Ms. Womack. Parents may call 525-3111 to schedule an appointment with Ms. Smith or Mr. Barnes.



## **School Attire**

The student dress code was established by the SPS Board of Education through input from parents, students, teachers and administrators and first implemented in the fall of 1997. It is revised and approved by the Board of Education each spring.

- Dress and grooming shall neither present a risk to the health, safety or general welfare of students or others in the school nor interfere with or disrupt the educational environment or process.
- Dress and grooming shall not be contrary to curriculum goals and/or educational objectives or advertise, promote or picture alcoholic beverages, tobacco, illegal drugs or illegal or violent behavior.
- Dress and grooming, including accessories, shall not display lewd, vulgar, obscene or plainly-offensive language or symbols, including gang symbols.
- Hats, caps, bandannas, sweatbands, sunglasses, pajama pants or pajama shorts, boxers, slippers or house shoes, or shoes with wheels attached to the bottom shall not be worn in the buildings.
- Pierced jewelry, other than earrings worn in the ear, shall not be worn in the buildings; neither shall spiked apparel and accessories or chains that can be used as weapons. (Clear spacers are acceptable within reason.)
- Shoe laces should be tied.
- Coats and jackets should not be worn in the building without principal or assistant principal permission.
- Clothing with holes, ragged hems or cut-off hemlines, or made of transparent or fishnet fabric, or clothing that exposes the chest, abdomen, genital area or buttocks, undergarments or the legs above mid-thigh, shall not be worn in the buildings.
- Tank top straps must be at least 1-inch (2 fingers) in width. Spaghetti straps, strapless, halter tops are prohibited. Undergarments should not be visible. (Not in SPS handbook.)
- Properly-fitting clothing is to be worn. Oversized, extremely baggy clothing or improperly-fitted clothing is not allowed. Pants, shorts or skirts must be worn at the waist—sagging is prohibited.
- Chains are prohibited. (Not in SPS handbook.)
- Tattoos that, by their content, violate any of the provisions of the Student Dress Code must be covered at all times while students are on school property and/or in attendance at school-sponsored activities.

## **Consequences for dress code violation**

Students who violate the dress code will face automatic detention and will be required to rectify the violation immediately. In the case of severe violations, repeated violations or violations that cannot be easily and immediately rectified, the student will be issued a referral for violating the dress code and will be instructed report to the appropriate administrator. If, in order to comply with the dress code, the student needs to return home to change clothes, the time away from school shall be considered an unexcused absence with loss of credit for the time missed. In serious cases or after multiple violations, the student may be suspended as a result of a violation.

## **Detentions**

- Detentions are served in Room 170.
- Detentions are served before school from 7:45 a.m.-8:15 a.m. and after school from 3:25 p.m.-3:55 p.m.
- Students have 24 hours to serve a detention with four opportunities to serve.
- If a detention is not served, the student will be assigned one day of in-house suspension (IH) unless the student was absent the day the detention was to be served. Every reasonable and appropriate effort will be made in order to notify/contact a parent(s) regarding the assignment of IH.
- Mega-detentions are 1.5 hours in length and are served on Tuesdays and Wednesdays in Room 170.

## **ATTENDANCE PROCEDURES**

On a day when a student is absent, parents are required to telephone the Attendance Office (525-3111) before 9:00 a.m. on the day of the absence. When absence of a predictable nature is to occur, parents are asked to notify the school in advance. We will also use automatic calling equipment in the evening in an attempt to contact parents (away from work in most cases) of students whose absence has not been cleared for that day. No notes are accepted. Please note that each student's excused absences must be individually corrected in the District InfoSystem. This procedure may take up to two days before the absence(s) reflects an "E" for excused. Students who have an excused absence may go directly to class upon return to school - an admit pass is not necessary. While there are consequences for unexcused absences, there are also student rewards for attendance. Types of absence are as follows.

### **Absences are excused for:**

1. Illness of a student
2. Death in the family or of a close friend
3. Critical illness of a near relative (mother, father, brother, sister, grandparent)
4. Dental or medical appointment with a doctor's note
5. Absence due to a bus problem beyond student's control
6. Family trips where parents accompany students
7. Observance of a religious holiday with a note

### **Absences are unexcused for:**

1. Running errands for the family
2. Staying home to care for younger children
3. Working at or away from home
4. Visiting friends or relatives without parents or guardians
5. Shopping with parents
6. Minor aches and pains (persistence may indicate a more serious problem)
7. Ordinary weather hazards
8. Mechanical failure when parents assume responsibility for transportation or missing the bus are both unexcused absences (Administrator's discretion)

- Absences should be cleared before school, during the lunch shifts or after school. Students are not allowed to miss class time to clear absences.

### **Late Students:**

All students who come to school late must enter through the Southeast entrance and stop at the security desk to sign in and to receive an "Admit to Class" slip. If the Attendance Office secretaries have received a call from the student's parent/guardian regarding the reason for the absence and it is excused, the student must take the "Admit to Class" slip to class and give it to his/her classroom teacher. If a student is late and no parent/guardian call has been received, the student is required see the appropriate administrator in the Attendance Office (Room 169). No student is allowed to enter class without an "Admit to Class" slip.

### **Leaving During School Hours/Early Dismissals:**

A student may not leave school before the normal hours of dismissal except with permission of the principal, assistant principals, deans, health clerk, guidance staff, or Attendance Office staff. When a student requires an early dismissal for a planned reason (doctor's appointment, etc.), the following steps apply:

1. Parents are required to call the Attendance Office (525-3111) one day prior to the planned early dismissal.
2. The student should report to the Attendance Office before school on the day of the early dismissal to pick up an Early Dismissal Permit which allows him/her to leave class at the designated time.
3. The student **MUST CHECK OUT AT THE SECURITY DESK** prior to leaving school **EVEN IF HE/SHE HAS AN EARLY DISMISSAL PERMIT.**
4. A student returning to school from an early dismissal (same day) must check in **AT THE SECURITY DESK** upon his/her return and receive an "Admit to Class" slip.
5. If a student becomes ill during the school day, he/she must report to the Nurse's office so a parent/guardian can be contacted.

**Each student must always receive permission to leave school as outlined.** When there is uncertainty about the early dismissal of a student, a parent will be called on the telephone before the student is allowed to leave school. If a student leaves school early and did not obtain permission as outlined above, the student will be considered unexcused during the time he/she is absent. Parent permission for the student to leave school after the fact will not be accepted as an excused absence.

### **FROM THE STUDENT COUNCIL**

The Springfield High School Student Council is a great way to get involved. The Council conducts many fun and diverse activities throughout the school year.

#### **Student Council Officers:**

President - Bailey Gill	Secretary - Carrie Rolf	
Vice President - Cressa Wagner	Treasurer - Patrick Shoeben	School Store - Agastya Brahmamdam

#### **Class of 2016**

President – Heath Warren	Secretary – Ashley Brown
Vice President – Agastya Brahmamdam	Treasurer – Jacob Vondebur

Student Council Representatives - Ellie Brandt, Jessica Freeman, Michael Levkovitch, Josh Moore, Evan Northrup, Vishakh Patel, Kari Wilhelm and Jacob Woodard

#### **Class of 2017**

President – Nate Cheung	Secretary – Adam Powers
Vice President – Grace Thompson	Treasurer – Tyler Shekleton

Student Council Representatives - Phoebe Duffy, Clayton Gaulding, Graham Haven, Dorothy Ingebrigtsen, R'Lee Jones, Jimmy Riemer, Alina Sinha and Evan Weller

#### **Class of 2018**

President – Freya Jennison	Secretary – Maddie Dobron
Vice President – Alexis Dhamrait	Treasurer –

Student Council Representatives - Grace Cox, Rehka Goswami, Kenny Guard, Olivia Riemer, Haley Rivera, Jack Sandstrom and Sarah Wagner

**Attention Incoming Freshmen:** There will be elections for class officers and Student Council within the first two weeks of school. Please listen to morning announcements for more details.

## FINAL EXAMS

Final exams and all assessments are an important part of the schooling process. The final exam schedule for the fall and spring semesters are below. These schedules are **as of August 3, 2015** and may be subject to change due to unforeseen circumstances like the usage of emergency days. As a practice, SHS **does not** give finals early to students except for extreme circumstances. An example of an extreme circumstance would be if a foreign exchange student needs to go back to their home country. Please make sure to look at the school calendar included in this newsletter to plan trips around school attendance days especially exam dates while keeping emergency dates in mind. If your student will be absent during final exams, please contact your student's asst. principal and expect them to take their finals upon return from their absence. Thank you for your cooperation in this matter. (Please note that the first semester does not end until January 15.)

### Fall Final Exam Schedule

Day 1 - Wed., Jan. 13		Day 2 - Thurs., Jan. 14		Day 3 - Fri., Jan. 15	
Exam Period 2	8:24- 10:00	Exam Period 3	8:24- 10:00	Exam Period 1	8:24- 10:00
Exam Period 6	10:05 - 11:35	Exam Period 5	10:05 - 11:35	Exam Period 4	10:05 - 11:35
Lunch A	11:35 - 12:05	Lunch A	11:35 - 12:05	Lunch A	11:35- 12:05
Class 4A	12:10 - 12:45	Class 4A	12:10 - 12:45	Class 4A	12:10 - 12:45
Class 4B	11:40 - 12:15	Class 4B	11:40 - 12:15	Class 4B	11:40- 12:15
Lunch B	12:15 - 12:45	Lunch B	12:15 - 12:45	Lunch B	12:15 - 12:45
Exam Period 7	12:50 2:20	Make- Up Exams	12:50 2:20	Make- Up Exams	12:50 2:20

### Spring Final Exam Schedule

Day 1 - Fri., May 27		Day 2 - Tues., May 31		Day 3 - Wed., June 1	
Exam Period 2	8:24- 10:00	Exam Period 3	8:24- 10:00	Exam Period 1	8:24- 10:00
Exam Period 6	10:05 - 11:35	Exam Period 5	10:05 - 11:35	Exam Period 4	10:05 - 11:35
Lunch A	11:35 - 12:05	Lunch A	11:35 - 12:05	Lunch A	11:35- 12:05
Class 4A	12:10 - 12:45	Class 4A	12:10 - 12:45	Class 4A	12:10 - 12:45
Class 4B	11:40 - 12:15	Class 4B	11:40 - 12:15	Class 4B	11:40- 12:15
Lunch B	12:15 - 12:45	Lunch B	12:15 - 12:45	Lunch B	12:15 - 12:45
Exam Period 7	12:50 2:20	Make- Up Exams	12:50 2:20	Make- Up Exams	12:50 2:20

**These dates are as of August 3, 2015**



# 2015-2016 School Calendar

Regular Calendar B1

July							S - 0 T - 0	August							S - 6 T - 8	September							S - 20 T - 21
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
			1	2	3	4							1			1	2	3	4	5			
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	H	8	9	10	11	12			
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19			
19	20	21	22	23	24	25	16	NT	NT	19	TI	TI	22	20	21	22	23	24	TI	26			
26	27	28	29	30	31		23	FD	25	26	27	28	29	27	28	29	30						
							30	31															

October							S - 20 T - 21	November							S - 18 T - 18	December							S - 14 T - 14
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5			
4	5	6	7	8	9	10	8	9	10	H	12	13	14	6	7	8	9	10	11	12			
11	H	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19			
18	19	20	21	22	23	24	22	23	24	25	H	H	28	20	X	X	X	H	H	26			
25	26	27	28	29	P/T	31	29	30						27	X	X	X	H					

January							S - 18 T - 19	February							S - 20 T - 20	March							S - 17 T - 17
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
					H	2		1	2	3	4	5	6			1	2	3	4	5			
3	TI	5	6	7	8	9	7	8	9	10	11	12	13	6	H	8	9	10	11	12			
10	11	12	13	14	15	16	14	H	16	17	18	19	20	13	14	15	16	17	18	19			
17	H	19	20	21	22	23	21	22	23	24	25	26	27	20	21	22	23	24	25	26			
24	25	26	27	28	29	30	28	29						27	X	X	X	X	H				
31																							

April							S - 20 T - 20	May							S - 21 T - 21	June							S - 1 T - 1
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
					X	2	1	2	3	4	5	6	7				LD	E	E	4			
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	E	E	E	9	10	11			
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18			
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25			
24	25	26	27	28	29	30	29	H	31	Finals				26	27	28	29	30					

TI = Teacher Institute Day-No school for Students  
 60 min early dismissal for students only  
 60 minute early dismissal for students/teachers

Elementary End of Grading Period  
 Holiday- No school  
 P/T Conference-No school for students

STUDENT ATTENDANCE:	175
EMERGENCY	5
TOTAL	180

TEACHERS:	
STUDENT DAYS	180
TEACHER INSTITUTE	4
PARENT/TEACHER	1
TOTAL	185
CHECK TOTAL	185

QTR 1	42	
QTR 2	45	
		87
QTR 3	46	
QTR 4	42	
		88
		175

**SCHEDULE FOR OPEN HOUSE: SEPTEMBER 2, 2015**

5:30 pm.	Commons	Reception in Commons provided by Booster Club Board members. Extra-Curricular sponsors will be available.
6:30 p.m.	Science Wing 510	Mr. Williams (Seniors) - Scholarship, financial aid, college application information, college testing and college computer search.
	Cafeteria	Mrs. Greco (Juniors) - PSAT, ACT, other junior info, and computer college research.
	Library	Mr. Schurman (Sophomores) - Health and other pertinent sophomore information.
	Auditorium	Mrs. Gordy (Freshmen) - Graduation requirements, grade weighting, scheduling, driver's ed, and transition from middle school to high school.
7:00 p.m.	Auditorium	Opening Remarks: Mike Grossen, Principal David Parker, Booster Club President Jessica Handy, Acting PTO President

Schedules may be obtained from your student, on-line in your student's cumulative folder, or in the main office on the second floor across from the auditorium. Secretary Becky Kidd will be there to assist you. Please make every effort to stop in to meet your students' teachers. At that time you can share e-mail addresses and establish preferred communication methods and times.

PERIOD	TIME	SUBJECT	ROOM	TEACHER
1	7:25 - 7:35			
2	7:40 - 7:50			
3	7:55 - 8:05			
4	8:10 - 8:20			
5	8:25 - 8:35			
6	8:40 - 8:50			
7	8:55 - 9:05			
Zero	9:05 - 9:15			