



S.H.S. Highlights

AUGUST - 2010
OPENING OF SCHOOL – 2010-2011

FROM THE PRINCIPAL: Christine Stahly

On behalf of the SHS faculty, I would like to welcome you to the 2010-2011 school year.

This issue of our newsletter serves as a handbook of protocols, routines, and expectations for students and parents. Keep it in a safe location and refer to it as questions arise throughout the year.

SHS is fortunate indeed to have the support of families who are active in their children's education. We encourage all families to become involved. The PTO meets on the fourth Tuesday of each month at 7:00 pm in the library. It is an open meeting and all parents are encouraged to attend.

As the school year progresses, I wish all students and parents a successful and productive year. I am usually available to see students without an appointment between 7:30 a.m. and 8:15 a.m. every morning. Parents should call the office at 525-3100 to schedule a time for a visit. I can also be reached by email: cstahly@springfield.k12.il.us. If I may assist you in any way, please do not hesitate to contact me.

It should be noted that Springfield High School **no longer has a VOICE MAIL** system. It was damaged beyond repair in a thunderstorm. Please place your calls to SHS during office hours of 7:00 am to 4:00 pm. Messages will be taken for all staff. We sincerely apologize for the inconvenience.

Mark your calendar: Open House August 25, 2010

Included in this mailing is a schedule for the evening of August 25. Students are encouraged to attend with their parents and escort them to their classes so that parents can meet teachers.

GREETINGS FROM THE PTO PRESIDENT: Pat Reyhan.

As this academic year ends, the Parent-Teacher Organization is already looking forward to next year. We hope all of you with children continuing at Springfield High School will consider joining the PTO next year. Your membership itself helps support the myriad efforts of the Organization to help make the educational experience of SHS a stronger one for all of the students. Additionally, there are numerous opportunities to volunteer to help with PTO events. Among those events are New Student Orientation, Back to School Night, Honor Roll Breakfast, PSAE Breakfast, Scholastic Book Fair, National Honor Society Induction Reception, Senior Recognition Night, Be a Senator activities and the Teacher Recognition gatherings. Next Fall, when you attend Back to School Night, you will have a chance to learn more about the important work we do and how you can be a part.

We wish all of you and your children a wonderful summer. Finally, to parents of the Class of 2011 – congratulations!

FROM THE BOOSTER CLUB PRESIDENT: STU THOMPSON

The SHS Booster club would like to invite all SHS parents to join the Booster club. The Booster club supports extracurricular activities, both athletic and non-athletic, that enrich the high school experience of the students. In the past two years alone we have awarded more than \$140,000 to support student clubs, organizations, athletic

teams and other extracurricular activities. 100 percent of all funds raised by the Booster club are used to support student activities.

We are sponsoring a reception August 25 from 5:30 pm to 6:30 pm in the Commons (prior to the Open House) to give parents an opportunity to meet SHS coaches and sponsors of the other activities and organizations. Please stop by for a bite to eat while you learn more about Booster club activities and how you can support extracurricular activities at SHS.

The Booster club is also hosting a social event August 27 at Dublin's Pub in the town and country Shopping Center following the SHS vs. Southeast football game. All current Booster club members and anyone interested in joining Booster club are invited.

SCHOOL DAY PROCEDURES – PLEASE NOTE CHANGES IN MORNING ENTRANCE

Start of School Day

Students who have zero hour will enter school through the SE door. Zero hour begins at 7:25.

ALL other students will enter school through the Commons doors before school.

The Commons' doors will be unlocked at 7:45 am. Supervision of students by security and administrators begins at 7:45 am.

ALL students are to remain in the Commons or the cafeteria before school.

Breakfast is served from the C-Store at 7:45 am.

Breakfast is to be eaten in the cafeteria only.

The morning bell rings at 8:15. Students will be allowed admittance to the rest of the building after 8:15.

ALL students are to be in their classrooms when the 8:24 bell rings.

Lunch

Students are assigned to either A Lunch or B Lunch.

Students use their lunch pin #s or cash to purchase lunches in either the C-Store or the cafeteria.

Parents may put funds on lunch accounts on-line or with a check brought to Kelly in the cafeteria before school.

Students who do not know their pin #s need to go to the end of the lunch lines.

ALL students are to eat lunch in the cafeteria or the Commons.

ALL students are expected to sit at tables, eat with good manners and decorum, and clean 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 should report to the security person assigned to that floor.

The security person will write the student a pass and issue a 30-minute detention.

If there is a valid reason why the student is late the student should report that reason to either Mr. Barnes (A-K) or Mrs. Greco (L-Z) at a later time.

Only Mr. Barnes or Mrs. Greco can clear the detention.

Detentions must be served within 24 hours.

After School

Students may exit the building through any door.

Students are expected to be out of the building by 3:30 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.

Illness at School

The school nurse is at SHS from 8:30 – 11:30 in Room 169.

If a student is ill at school he/she should report to Room 169. Parent will be contacted.

Medications are kept in Room 169.

Social Worker/Special Education/Student Support/Truancy Interventionist

Student support services is located in Room 169.

Guidance Assistance

The Guidance Office is on the first floor across from the cafeteria, Room 104.

The secretaries are Mrs. Krekel and Mrs. Esela.

Assistant Principals are there to assist students with scheduling needs, course selections, college applications, and any other guidance needs.

Make an appointment with an Assistant Principal by entering Room 104 and scheduling with one of the secretaries.

Parents may call 525-3106 to make an appointment with an Assistant Principal.

Mr. Williams (A-E)

Mrs. Lamsargis (F-K)

Mr. Schurman (L-R)

Mrs. Usinger (S-Z)

Discipline Office

Students who have behavior referrals, tardy detentions, unexcused absences, or wish to report a behavior offense should go to Room 106. Mr. Barnes (A-K) and Mrs. Greco (L-Z) are there to assist. Secretaries are Ms. Wiley and Mrs. Kidd. Parents may call 525-3111 to make an appointment with Mr. Barnes or Mrs. Greco.

Detentions

Detentions are served before school at 7:45 and after school at 3:25.

They are 30 minutes in length.

Detentions are served in Room 120.

Students have 24 hours to serve a detention.

If a detention is not served the student will be assigned one day of in-house. Parents are notified.

Mega-detentions are 1.5 hours in length and are served on Wednesdays in Room 120.

Mega-detentions are assigned by Mrs. Greco or Mr. Barnes as consequences for a discipline infractions.

If the mega-detention is not served the student will be assigned to in-house.

See the discipline procedures for a further explanation.

Lockers

Students are assigned a locker by the secretary in Room 106.

If a student has a problem with a locker the difficulty should be reported immediately to the secretary in Room 106.

If the locker cannot be repaired a new locker will be assigned.

Students are NOT to share combinations or share lockers.

If extra belongings appear in a locker the SHS staff will remove the extra belongings.

Always clear your lock after closing it to be sure the lock is secure.

FRESHMAN STUDENT ORIENTATION

Freshman Orientation will be held August 18th. Students will register for the orientation between 8:30 and 9:00 a.m. and can be dropped off at the SHS Commons (doors facing the West Washington Street parking lot). They will have the opportunity to interact with older students, teachers and administrators. Sessions will include information to help make the transition to high school a smooth one, and there will be a drawing for prizes. The

school buses will run for those students eligible to ride. City buses will run their usual schedule. If you have questions, call 525-3111.

FRESHMAN PARENT ORIENTATION

We will offer an evening orientation for the parents of freshmen on August 18. Parents should come to the Auditorium Wednesday evening, August 18th at 6:30 pm. We anticipate being finished by 8 pm. A letter will be sent in August to all freshmen and will contain more information about each event.

OPENING DAY / SCHEDULE DISTRIBUTION

Distribution room lists will be given to freshmen at the orientation and they will be posted throughout the building. Students should report to distribution rooms at 8:24 a.m. on August 23rd. Students will receive their final schedules at 8:24 in the distribution rooms. A shortened schedule will be followed with early dismissal at 2:17 p.m. Lunch will be served. School will be dismissed at 2:17 each day during the first week of school.

CAPITAL AREA CAREER CENTER STUDENTS

CACC students are reminded that their classes at the Capital Area Career Center begin on Monday, August 23rd, and they are required to attend CACC classes on that day. CACC students should check with their Assistant Principal regarding their schedule on August 23rd. Students are required to use school bus transportation to and from CACC. The bus will be in front of S.H.S. on Lewis Street at 8:15 a.m. starting August 23rd. 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 consequences if they do.**

SENIOR PICTURES

To be included in the yearbook, seniors must have their picture taken at Class Act Photography, 484 South Durkin Drive, 787-4947. If you have not done so, please call for an appointment to have your portrait taken. The deadline for yearbook is September 29th.

Yearbooks can be purchased when you pay your district fees or through Janet Barkmeier at SHS at a cost of \$50.00 through December 17, 2010. We will stop taking orders December 17. We will order a few extra books; however it will be a first come first serve basis when we distribute books in May. It is important to order a yearbook by December 17, 2010, to guarantee your child will get a yearbook.

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. Lawson and Mrs. Povse will be meeting with all senior students early in September to go over this information in detail.

JUNIORS AND SENIORS

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 August. If your student wishes to take that test, a registration packet must be picked up in the guidance office or registration can be done online at ACT.org.

ACT

<u>Test Date</u>	<u>Registration Deadline</u>
September 11, 2010	August 6, 2010
October 23, 2010	September 17, 2010
December 11, 2010	November 5, 2010
February 12, 2011	January 7, 2011
April 9, 2011	March 4, 2011
June 11, 2011	May 6, 2011

SAT

<u>Test Date</u>	<u>Registration Deadline</u>
October 9, 2010	September 10, 2010
November 6, 2010	October 8, 2010
December 4, 2010	November 5, 2010
January 22, 2011	December 23, 2010
March 12, 2011	February 11, 2011
May 7, 2011	April 8, 2011
June 4, 2011	May 6, 2011

SCHOOL WEBSITE

The Springfield High website, <http://www.springfield.k12.il.us/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. Get into the habit of checking it often.

YEARBOOK INFORMATION

UNDERCLASS PICTURES WILL BE TAKEN ON August 27th. Forms will be distributed on the first day.

STUDENT PARKING

Student parking spaces on the S.H.S. campus are quite limited when compared to the requests. On-street parking is also limited due to the proximity of S.H.S. 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 handicapped students and those with a need verified by a medical doctor.
2. Senior parking permits will be issued on August 4, 11, and 18 from 9:00 a.m. until 3:00 p.m. The cost is \$50.00. Items needed: valid driver's license, and registration and insurance cards. You must know the license plate number, make, model, year and color of the car you will be driving. Since additional forms need to be signed, you 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 2009-10 school year are not eligible. If you are eligible and do not pick up your permit at this time, you 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 lot north of the gym, the lot south of the gym, and the gravel lot across Parker Street. All numbered parking spaces are for staff members only. If cleared and not wet, students may park on the grass lot off Parker.
5. Vehicles that do not display the approved S.H.S. 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.
6. All unnumbered parking spots will be assigned to students as available. Students must have a permit to park and may not park in numbered or visitors spots at any time.

ENTRANCES, BOOKBAGS AND OTHER IMPORTANT INFORMATION

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.

Students have many positive academic and extracurricular opportunities available at Springfield High School. It is the students' responsibility to have read the rules and regulations for students attending Springfield High School.

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. Girls who drive may want to keep purses locked in the trunks of their cars. DO NOT BRING VALUABLES TO SCHOOL. THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS SUCH AS IPODS, CELL PHONES, MP3 PLAYERS.

Students may enter SHS through the Commons area (doors facing the West Washington Street parking lot). These doors will open at 7:45 a.m. Students will not have access to the main building prior to 8:15 in the morning unless they have a pass from a teacher, are going to study tables, or have a zero hour class. Students

who have zero hour classes should enter through the Lewis Street alley entrance. **The Southeast door will open for zero hour students at 7:15 a.m.**

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 and asked what business needs to be conducted. They may be asked for identification, and will be issued a building pass. Visitors and students are asked to sign out when exiting the building.

PHYSICAL EXAMINATIONS FOR NINTH GRADERS AND OTHER NEW STUDENTS

All freshmen (9th graders) and other students new to District #186 must have a physical examination prior to the start of the school year. If your physical form has not been turned in, it must be completed and turned in to your homeroom teacher or the Guidance Office (room 104) by the first day of school. **NINTH GRADE STUDENTS WHO HAVE NOT TURNED IN THEIR PHYSICAL FORM BY OCTOBER 15, 2009 WILL NOT BE ALLOWED TO ATTEND CLASSES.**

ATHLETICS: PERMIT CARD, INSURANCE, PHYSICAL EXAMINATIONS, AND PARTICIPATION FEES

All athletes are required to have on file, in the S.H.S. 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; alcohol & drug policy; and participation fee. These Athletic Permit Cards are available in the S.H.S. 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 Student Discipline Handbook apply to all athletes during athletic practices, events, and during travel to and from such contests. Students assigned to in-house or out-of-school suspension may not practice or participate in any school activity. On a day when school is in session, a student must be in attendance for a full schedule on the day of a contest 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. No practice is allowed without a current physical on file.

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.

The Springfield Public Schools charge each athlete a participation fee of \$40.00. Fees will be collected, along with the completed Athletic Permit Card, at the start of the season. Multi-sport athletes will pay a maximum of \$60.00. Students who qualify for free or reduced lunch privileges are eligible to have the fee waived. Game participation is not allowed until this fee has been paid. Call Mr. Dorr at S.H.S. (525-3100) for any questions.

SMTD STUDENT BUS PASSES

Bus passes will be sold in the Student Services Office for \$15.00 for 20 rides. **NO CHECKS ARE ACCEPTED.**

FREE MASS TRANSIT APPLICATIONS

Applications for Free Mass Transit bus passes may be picked up in the Student Services Office (room 169). This is for those students not eligible to ride the yellow school buses and for students who qualify for free/reduced lunches.

BOOK RENTAL AND OTHER FEES

Book rental invoices are mailed from the District #186 Finance Office. This will include fees for PTO, Booster club, Yearbook, Newspaper, and lab fees.

FREE AND REDUCED MEAL APPLICATIONS

Free and Reduced Meal Applications may be picked up in the Guidance Office (room 104).

YELLOW SCHOOL BUS ROUTES TO S.H.S.

District #186 provides yellow school bus transportation for high school students who live over 1 1/2 miles from the nearest public transportation or for those students involved in the M to M transfer program.

AM #50 & PM #50

7:36 Providence & Craig
7:37 Providence & Heritage Ln
7:38 Providence & Greenbriar.
7:39 Greenbriar & Old Ivy
7:40 Greenbriar & Grist Mill
7:41 Greenbriar & Meadowbrook
7:42 Meadowbrook & Surry Place
7:43 Meadowbrook & Southwoods
7:44 Meadowbrook & Eagle Wind
7:45 Meadowbrook & Guilford.
7:47 Archer Elevator & Greenbriar
7:48 Barrington & Montague
7:49 Barrington & Appleton
7:50 Barrington & Palo Alto
7:51 Svenson & Burgess

AM #1 & PM #3

7:36 Rickard & Bemis Heights
7:37 Rickard Monmouth Ct
7:38 Lawrence & Victoria.
7:39 Victoria & Mill Bank Ln.
7:39 Victoria & Mill Bank Ln.
7:42 228 N. Koke Mill
7:43 Briana & Clipper
7:44 Briana & Melissa
7:47 Brighton & Easton
7:48 Brighton & Westbrook
7:49 Westbrook & Barrybrook
7:51 Washington & Trailridge Ln.
7:54 Coventry Pt. & Newport
7:57 Wythe & Timber Point
7:58 Roanoke & Oxford
7:59 Roanoke & Churchill
8:00 Churchill & Independence Ridge

AM #92 & PM #92

7:32 Ashley & Blueberry
7:33 Checkerberry &
7:35 Timothy & West Roads Dr.
7:37 Woodfield & Ginger Creek
7:38 Ginger Creek & Kipling
7:39 Ginger Creek & Dickens
7:41 Lavender & Savory
7:42 Savory & Fielding
7:43 Cronin & Hedley
7:44 Cronin & Marryat
7:45 Marryat & Meadowbrook
7:47 Meadowbrook & Hedlay
7:48 Hedley & Kipling
7:49 Happy Landing & Sandwood
7:50 Happy Landing & Glengate

STUDENT INSURANCE

Information will be given to students during the homeroom 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.

S.T.A.G.E.

The fall play at SHS this year will be performed November 13, 14, and 15. Auditions will be held soon after school begins. Please monitor the announcements for audition times and dates.

SCHOOL ATTIRE

The student dress code was established by the 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.

STUDENT DRESS CODE

- 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, slippers, 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 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.

- 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.
- 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 violation

Students who violate the dress code will face automatic detention and will be required to rectify the violation immediately. Students may borrow approved clothing in the Student Services Office. In the case of severe violations, repeated violations or violations that cannot be rectified at once, the student will be given a referral and sent to the appropriate administrator for further action.

If, in order to comply with the dress code, a student needs to return home to change clothes, the time away from school shall be considered an unexcused absence with a loss of credit for the time missed. In serious cases, the student may be suspended as a result of a violation.

DISCIPLINE INFORMATION

The vast majority of S.H.S. students behave properly at school and school activities. To ensure understanding of school rules, each student will be given a Springfield High School Student Information Bulletin and the District #186 Rights and Responsibilities Student Handbook during the first few days of the school year. The bulletin and the handbook include comprehensive information about S.H.S. and the various rules and consequences or infractions. We encourage students and parents to review this information together.

Listed below are key points covered in the district handbook. Because of the importance of mutual understanding of these particular items, we include them here for specific emphasis.

ID'S – All students will be issued photo ID's early in the year for the 2010-2011 school year. Students must have the ID with them at all times and be able to present it when asked.

CLOSED CAMPUS - All District 186 schools have a closed campus. Unexcused absences will be treated as a violation of closed campus rules and will be subject to board policy in this area: 1st offense - a day of in-house suspension; 2nd offense - 3 days out of school suspension; 3rd offense - five days out of school suspension; 4th offense & after - 10 days out of school suspension.

CELL PHONES – Cell phones may be brought to school but should remain **concealed and turned off** during the school day. Cell phones may be used before and after the school day. Cell phones may be used in the Commons or cafeteria during the lunch period.

TARDINESS - All students are expected to be in their classrooms at the sounding of the tardy bell. Students late for school must report directly to a central location to receive an admittance slip.

TRESPASSING - The district discipline code prohibits students from trespassing on private property adjacent to school grounds. This item is of particular concern to property owners who reside near our schools. The consequences to S.H.S. students for trespassing on adjacent private property is the assignment of in-house suspension for two days for each offense. Repeated acts may result in additional consequences.

USE OF TOBACCO – Use of tobacco (smoking and/or chewing) on or adjacent to school property is prohibited. This prohibition includes all extracurricular activities as well. The first offense for use of tobacco results in assignment of one day of in-house suspension; the second offense involves three days of in-house suspension; the third and future offenses involve five days of in-house suspension and may involve additional disciplinary action.

WEAPONS – The possession and/or use of weapons or other dangerous objects designed to produce bodily harm are prohibited in all Springfield Public Schools. Violation of this rule carries a consequence of a ten-day out-of-school suspension, review by the District #186 Student Review Committee and may include expulsion from school. This provision includes the prohibition of pocketknives, aerosols, chains, and anything that can be used as a weapon.

DRUGS AND ALCOHOL* - The district discipline code prohibits students from using, possessing, or being under the influence of or providing drugs or alcohol. This prohibition relates to all school activities for all students. Students who are involved in co-curricular activities are also expected to become aware of additional regulations which apply to them. Depending on the specific circumstances, violation of these policies may involve suspension from school and/or co-curricular activities. Repeated or severe offenses may involve referral to the Student Review Committee and may result in expulsion from school or co-curricular activities. Students who must bring prescription medicine or over the counter medicine to school to take during the school day must discuss this with his/her dean or assistant principal to regulate its usage.

FIELD TRIPS AND EXTRACURRICULAR ACTIVITIES – The discipline regulations of District #186 and Springfield High School apply to our students when they participate in any school-sponsored or school-related activities including athletics, field trips, dances, etc. Consequences for violation of rules at such activities shall be the same as those, which occur at school or on school time. No field trip will be approved during the PSAE testing or after May 1.

ATTENDANCE PROCEDURES

Parents are asked to telephone the **Attendance Office, 525-3111**, to report all student absences by 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 to attempt to reach parents (away from work in most cases) of students whose absence has not been cleared for that day. Please note that each student's excused absences must be individually corrected on the District Infosystem. It may be a day or two before a student's absence reflects an "E" for excused. Students who have been absent go directly to class upon return to school

- an admit pass is not necessary. While there are penalties for unexcused absences, there are also 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 when prior arrangements have been made
5. Absence due to a bus problem beyond student's control
6. Family trips where parents accompany students
7. Observance of a religious holiday

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 (Principal'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.

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 Student Services Office staff. When students require an early dismissal for a planned reason (doctor’s appointment, etc.), the following steps apply:

1. Parents are asked to call the school the day prior to the planned early dismissal.
2. Students should report to the Student Services Office before school on the day of the early dismissal to pick up an Early Dismissal Permit which allows them to leave class at the designated time.
3. Students **MUST CHECK OUT AT THE SECURITY DESK** prior to leaving school **EVEN IF THEY HAVE AN EARLY DISMISSAL**.
4. Students returning from an early dismissal (same day) must check in **AT THE SECURITY DESK** upon their return.
5. Students that are ill must report to the Guidance office so a parent/guardian can be contacted.

Students must always receive permission to leave school **prior to doing so** from the staff noted above. When there is a doubt, **a parent will be called on** the telephone **before** the student is allowed to leave school. Students who leave school without obtaining prior permission will be considered as unexcused. Parent permission 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, yet diverse, activities throughout the school year. Representatives operate the school store, raise money for United Way and also are in charge of Homecoming activities, as well as other school events. We also serve the community by giving a Little Kids Holiday Dinner in the December holiday season and putting on a Community Dinner for Senior Citizens in the spring.

Class of 2011

President – Kelly Samara

Vice President – Farah Tamizuddin

Treasurer – Julie Pascoe

Student Council Representatives: Jacob Bradshaw, Jordan Collins, Robby Hill, Greg Knox, Hannah Kolkmeier, Virginia Moore, Tyler Pence, Bennett Stephens

Class of 2012

President – Emma Trapp

Vice President – Abhinav Brahmamdam

Secretary – Sadie Shourd

Treasurer – Zainab Jasim

Student Council Representatives: Aseye Agamah, Sean Freeman, Max Havey, Hana Kim, Jimmy Moore, Christy Rolf, Michael Simon, Emma Trapp

Class of 2013

President – Natalie Knox

Vice President – Jack Zinnen

Secretary – Regan Duffy

Treasurer – Megan Wilkey

Student Council Representatives: Miriam Aamah, Sloane Chapman, Meghan Fetter, Onsi Kamel, Jordan Lucore, Emily Vasconcelles, Madeline Wagner, Ashton Williams

Attention Incoming Freshman: 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.

Attention Parents of Juniors & Seniors: Military OPT OUT FORM

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, 2010.

Lunch Prices

Student Lunch is \$1.60. The reduced lunch price is .40 cents. A free and reduced lunch form must be completed and approved in order to qualify for the reduced price.

ANNUAL OPEN HOUSE

Springfield High School's Annual Open House is scheduled for Wednesday, August 25, 2010. At 6:30 p.m. Assistant Principals will present sessions regarding topics of interest to particular grade levels. The general program will convene at 7:00 p.m. in the auditorium and will be followed by the class visitation sessions.

The classroom visitations are 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 28, or Conference Day, October 29, to schedule such meetings. More information regarding these conferences will be forwarded to you at a later date.

MEET THE BOOSTER CLUB **MEET THE COACHES/SPONSORS**

ALL families are invited to the Commons at 5:30 pm on the evening of Open House, August 25, to meet the Booster Club Board and learn how to 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 Booster Club that evening. Hot dogs, drinks, and desserts will be available to those who visit. Please join with other SHS parents to make SHS a great place for students and families.

SCHEDULE FOR AUGUST 25, 2010

5:30 pm.	Commons	Booster Club Board members and Extra-Curricular sponsors will be available.
6:30 p.m.	Science Wing 510	Mr. Schurman (Seniors) - Scholarship, financial aid, college application information, college testing and college computer search.
	Cafeteria	Mr. Williams (Juniors) – PSAT, Prairie State Test, other junior info, and computer college research.
	Library	Mr. Lawson (Sophomores) – PLAN test, driver education and other pertinent sophomore information.
	Auditorium	Mrs. Lamsargis, Mrs. Usinger (Freshmen) – Class rank, grade weighting, scheduling., transition from middle school to high school
7:00 p.m.	Auditorium	Opening Remarks: Christine Stahly, Principal Stu Thompson Booster Club President Pat Reyhan, PTO President

Schedules may be obtained from your student, on-line in your student’s cum folder, or in the main office on the second floor across from the auditorium. Secretary Mary Finigan will be there to assist you. Please make every effort to stop in to meet your child’s **homerom teacher**. 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			

